



TEAM MANAGERS

- Collect your **Managers Folder**. Player of the Match Vouchers-Only one voucher to be used at a time per family or group. Pizza vouchers can only be ordered online and you must spend \$ at Dominos for it to be a valid voucher.
- **Medical Advice Cards (Junior U6s-U18s, Senior 19yrs+)** are to be completed by parents ASAP. When you have received **ALL** forms back, then they must be scanned to a USB in the office for our records and the originals kept in your folder to take to game days. Instructions are above the printer in the office (ask the ladies in the office for assistance if needed). FILE NAME must include the age group e.g. U8 GOLD. It is important that Medical Advice Cards be updated throughout the year with any new information and forwarded on. MAC can also be scanned and emailed to managers@burpengaryjets.com.au
- Complete **My Sideline Manager Course**-required for training attendance, submitting team lists for Game Days, keeping record of game statistics and scoring a match.
- Keep **Attendance** at training records. Collect sign in sheets from the office until your team are all registered in MySideline Manager. Once players are registered in MySideline Manager you will do attendance at training records on your phone through the MySideline Manager website.
- Get to know the **Coaches/Managers TAB** on our burpengaryjets.com.au website.
- **U13s+ - Player ID** checks and **Team Officials ID** checks must be undertaken for each team prior to each match by a host club duty official/team manager or RLB Official. A match will not start until participant digital cards have been sighted. Ask parents and volunteers to **Upload updated Photos** yearly.
NO RECENT PHOTO on the NRL database - **NO PLAY - NO EXCUSES - NO EXCEPTIONS**
- Once teams are split you will be able to view your team players **phone/email/contact list**, their NRL ID numbers and profile picture in MySideline Manager.
- Once teams are split you can also collect your **Jersey bags**. Always get some extra jerseys for any players you may borrow. Everything in your jersey bag gets listed by the equipment manager, signed off by the team managers, and kept for our records.
- **Coaches** are to get their Gear Bags (Tags for U6-U7s, **footballs & markers**) signed out by the equipment manager. Coaches will bring them to training and game days and are responsible for disinfecting any equipment used. Grab 1 or 2 **Water bottle carriers** depending on how many players in your team. Rinse thoroughly before use.
- Organise **Team Volunteers**, direct them to **Register** as volunteers, obtain a **Blue Card**, and to complete any **Accreditations** for their roles. Quick links for registering/courses are available on our website under Coaches/Managers TAB. Check your Team Staff have been **added to your Teams Squad** ready for Game Days. This includes Managers/Coaches/LeagueSafe/Touch Judges /League First Aid/Sports Trainers/FAO.
- Prepare a **Duties Roster** for your Teams Volunteers.
- Text your Team weekly e.g.
Who: Burpengary Jets v Redcliffe
When: Sunday the 6th of February
Where: Dick Tosser Turner Complex, Klinger Rd, Redcliffe RLFC
Time: Be there at 9.00am for a 10.00am Kick-off
Fruit + Poppers/Jerseys/Duty Official is the O'Brien family.
Canteen is the Smith family. Please refer to roster for all other duties.
Please let me know if your unavailable for duty.
*Post roster on FB and/or attach a pic to the weekly text.
*Tag the address/location in google maps and share with game time etc.
- **PDF** Duties Roster and Stats Sheets are available for you to print from the Coaches/Managers TAB on our burpengaryjets.com.au website.