
Appendix II - Team Manager Cheat Sheet

Start of Season

1. Check Team Sheets for player information.
2. Contact players and make sure they have
 - purchased a uniform
 - provided mobile number(s) AND email address are correct
3. Email secretary@montrosevikings.org.au if there are any changes, including singlet number. If email/mobile is incorrect, parents must update PlayHQ via their account login.
4. Information for a player **MUST** include
 - Name & Address (including suburb and postcode)
 - Contact number (minimum a mobile number)
 - Email address (this will be used to send for general communications)
 - Date of Birth
 - Singlet number (to avoid clashes in a team)
5. Set up a Scoring roster for the season and advise parents/guardians.
6. Download the Teampay app. If you already have the app, then use the Teampay code for your team to sign up. As Team Manager, you should be listed as Team Captain.
7. Ask players if they will be going on camps/excursions/events during the season to determine if they will be unable to play a particular game. Advise Club of date unable to play so that a BYE request can be made to the Association.
8. Ask players and parents/guardians to fill in a Code of Conduct form available at <https://montrosevikings.org.au/code-of-conduct/>.
9. Check that players have registered in Teampay. Remind them they won't be charged until the day before game day.

Before Game Day

1. Check Fixtures page (<https://montrosevikings.org.au/fixtures-results/>) 48 & 24 hours in advance and advise players of game time and venue. (The Club will notify Team Managers/Coaches directly of any sudden game changes). Ask players to arrive at least 5 minutes early so that the game can start on time.
2. Remind parent/guardian that they are scoring.
3. Ask players if they are unable to play that week's game.
4. Advise Club if team is unable to play as soon as possible.
5. Process the weekly team sheet fees via Teampay the day before game day (e.g. for games on Tuesday, process payments on Monday; games on Wednesday, process payments on Tuesday, games on Saturday, process payments on Friday). See the guide at <https://montrosevikings.org.au/teampay-and-montrose-vikings/>. Team Managers must mark off each player each week, regardless of whether they play or not. The only ones not charged weekly will be the players who have pre-paid for the whole season.

On Game Day

1. Pay team sheet via Teampay app (unless you've already completed it the day before).
2. Check if your team is first named. If it is, ask a parent/guardian to sweep the court at half time.
3. Check that the scorer is present; if not ask another parent/guardian if they can fill in.
4. Ask a parent/guardian to fill in an online MVP vote at <https://montrosevikings.org.au/mvp/> (can ask scorer or set up another roster)
5. If a player is injured during a game that means they cannot play (eg. broken arm), please email info@montrosevikings.org.au with the following details as soon as possible:
 - Name of player
 - Team name
 - Date of injury
 - Injury description

Players **MUST** supply as soon as possible

 - Medical Certificate
 - Estimated date of return to team
6. Enjoy shouting encouragement to your players! 😊

During Season

1. Advise Club of any player leaving team.
2. Advise Club of new player joining team. Make sure they fill in the Registration form at <https://montrosevikings.org.au/registration/>

Before Finals

1. You will be sent an email confirming which players are eligible to play semi/grand finals.
 - Played more than 50% of games in season
 - Are not injured or away
2. Email secretary@montrosevikings.org.au with name of Eric nomination.
3. MVP votes will be counted by the Committee as they are entered online and coach/team manager notified.

End of Season

1. Advise Club if players are returning next season.
2. Advise Club if you and the Coach are returning next season.
3. Come along to Presentation Night to celebrate or commiserate with the whole Club :-)