



JOB DESCRIPTION

POSITION: SWJFL Game Manager

1. Organisational Relationships

Responsible to the South West Junior Football League.

Close working relationships must be developed with the Individual Club Representatives and the Ground Manager for the smooth operation of the game.

2. Role

The Game Manager represents the Host Club.

3. Duties

- To shake hands with umpires and coaches prior and at the end of each game.
- To ensure both teams and umpires understand the format and timings of the day. This would include the games starting on time, club coaches and personnel prepared for game, umpires are considered throughout the game and the positioning of teams for particular functions (i.e. team huddles)
 - To brief and work closely with ground manager.
- To ensure that the following staff are in position, suitably equipped and carry out their roles as per SWJFL rules
 - Timekeeper
 - Umpire
 - Team Managers
 - Ground Personnel ie runners and water persons
 - Boundary Umpires
 - Goal Umpires
- To assist the Umpire and note any abuse directed at the umpires from any source and forward in the game manager report.
- To fill out any paperwork as required by the SWJFL and send to the executive.
- Ensure coaches stay within their respective coaches boxes.
- Ensure they check to see that the even up rules are adhered too.
- Ensure that for years 4 – 7 games have 5 lines of 3 (15 players)

4. Hours

The Game Manager would have to be on duty from 30mins prior to the game to ensure that all responsible persons are in position. Duties would conclude when the game finishes and match reports completed.

5. Dress

The Game Manager will be supplied with a compulsory “vest” that clearly displays that they are the Game Manager, and needs to be worn to ensure both clubs and umpires are aware of their presence.