



AJFC TEAM MANAGER RESPONSIBILITIES

CODE OF CONDUCT

- Compliment and encourage
- Be consistent, objective and courteous
- Be a good sport
- Keep up to date with latest trends
- Give a 'fair go' to all

SEASON SETUP

- Register with PlayFootball.com
- Confirm assignment to Team with Club Registrar (registrar@ajfc.net.au)
- Obtain a Working with Children Check Number (you will not be allowed to act as a Team Manager without this clearance)
- Setup email or preferred distribution list (i.e. TeamApp or WhatsApp) for team communication
- Confirm team training time and pitch booking with Club
- Ensure all players have ID cards (no card, no play)
- Ensure you have your Manager ID card
- Ensure all players have jerseys and appropriate kit

WEEKLY ACTIVITY

- Act as the focal point for all Club communication to team members (and parents)
- Coordinate the team training and game schedule
- Confirm team game time and venue - check regularly as pitches and game timing do change.
- Confirm team players for game day and if unable to form a team, organise loan players or submit a forfeit for the game (Forfeits must be done at least 72 hours prior to a game to avoid a fine and referee match payment)
- Confirm game pitch is open on CDSFA website to confirm game is proceeding in the event of wet weather
- For junior teams we recommend collecting and hold player ID cards in a single place to ensure individual players don't forget their card
- Claim referee match payments from the Club



GAME DAY KEY TASKS

- Ensure aspects of game day transpire in an orderly manner
- Pay referee match payment prior to game (where officiating) and obtain referee sign-off of payment sheet
- Distribute player ID cards for pre-game checks by referee
- Ensure team details on the Official Match Sheet are recorded correctly players who played; scorers; yellow/red cards; players from another team; etc.
- Check the score is correct and sign off sheet with the opposition manager and referee

(The Club strongly recommends taking a photo of the sheet as evidence to avoid disputes)

- Obtain all player ID cards (unless retained for indiscipline) from the referee. CRA Officials also have a responsibility for the return of ID cards.
- Send an Incident Report to the Club as soon as possible for anything that occurs before/during/after the game that is out of the ordinary (i.e. fights, language by spectators towards anybody, major injury/emergency that occurred (usually an ambulance is called), inclement weather, ground setup (i.e. the field not being roped off) or no ground official present)

HOME TEAM RESPONSIBILITIES ON GAME DAY

- Print a copy of the match sheet for game day (this is a home team responsibility)
- Organise parents/players for ground setup and pack-up (where scheduled by the Club)
- Ensure there are two ground officials present for the game; if required source volunteers from the parent community to act for the game
- After the game, place the signed match sheet in the box located at the AJFC Club House at Campbell Park