



## AJFC TEAM MANAGER RESPONSIBILITIES

### CODE OF CONDUCT

- Compliment and encourage
- Be consistent, objective and courteous
- Be a good sport
- Create a positive experience for all
- Give a 'fair go' to all

### SEASON SETUP

- Obtain a Working with Children Check Number (you will not be allowed to act as a Team Manager of a junior or youth team without this clearance)
- Register with AJFC at [registration.dribl.com](http://registration.dribl.com).
- Confirm assignment to Team with Club Registrar ([registrar@ajfc.net.au](mailto:registrar@ajfc.net.au))
- Setup a preferred distribution list for team communication (i.e. TeamApp or WhatsApp)
- Ensure all players have registered with the Club (no registration, no play)
- Review the Game Day process for Dribl electronic Match Sheets at (<http://www.ajfc.net.au/website/default.asp?page=MatchSheets>)
- Download and register the Dribl App on your phone (from your phone provider's App Store)
- Confirm team training time and pitch booking with Club
- Ensure you collect your physical Manager ID card from the Club
- Ensure all players have received jerseys when allocated by the Club and have ordered their shorts and socks well prior to season start to allow for delivery.

### WEEKLY/MONTHLY 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
- Confirm if your team is scheduled for game day pitch setup by checking the AJFC website at <http://www.ajfc.net.au/website/default.asp?page=GameDayPitchSetup>
- Update and confirm the team players attending and any borrowed players in the Dribl App prior to game day
- Claim referee match payments from the Club

#### GAME DAY KEY TASKS

- Ensure aspects of game day transpire in an orderly manner
- Pay referee/game leader match payment prior to game (where officiating) and obtain referee sign-off of payment sheet
- Ensure the team details are entered correctly into the Dribl Match Sheet
- Complete all Dribl Match Sheet activities (<http://www.ajfc.net.au/website/default.asp?page=MatchSheets>) including sign-offs (a failure to do so may see the team fined by Football Canterbury)
- 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

- Organise parents/players for ground setup and pack-up (where scheduled by the Club)
- Ensure there is a ground official present for the game; if required source volunteers from the parent community to act for the game