



Team Manager's Responsibilities: U8's and Over

Start of Season

You will receive a Coaches/Managers Pack. Please take time to read the information in the folder. This will assist you over the season.

You are to organise and manage the team. The registrar/admin will email you all contact details and relevant medical on the players in your team. If players turn up who aren't on your list, contact admin. Kits will be handed out to yourself or coach (depends on who in your team attends) at an information night.

Any issues with kits please contact admin. Please note players are to be paid for before uniform can be released.

You are to advise Parents:

- Training – players must wear shin pads and football boots otherwise they can't train. Parents must let you know if they aren't coming to training. If not notified the players time on game day will be shortened. Players are not to wear their orange game top to training.
- Game – players to wear the full uniform, shin pads and football boots otherwise they can't play.
- Fruit Roster – Every parent is to be rostered on. Send the roster out at beginning of season and then resend to whichever parent is rostered on weekly.
- Home Game Roster – Every parent is to be rostered on with setting up and pulling down of goals/nets, corner flags and banner signs. First game sets up and last game pulls them down. You will be notified weekly from the club who which team is to do this.
- Ensure all players know when and where to be on match day game.
- Parents need to advise you if not turning up to Sunday's game at the earliest time.
- Mini Roos (U8's to U11's) game is to be controlled by one Game Leader. The Game Leader can be a club official, parent, older child/player or beginner referee.

Before the game day

Liaise with the coach to inform players of match day selection. If a Squad has more players than can be named on the match card the coach and manager should organise and distribute a roster. The roster should clearly indicate the weeks the players are playing and the weeks they are rested.

Fixtures will be emailed out to Coaches, Assistant Coaches and Manager for home games every Friday. Double check the fixture details on Football West Website www.footballwest.com.au on the Saturday before the game. Advise the parents/players of confirmation of game. If the fixture changes inform the parents/players as soon as possible.

On game day

Ensure all players have arrived and contact anyone who is late or missing. Players are wearing correct uniform and shin pads.

Record players information on the match card. Home team to record match results on the match card.

If a referee/game lender is provided obtain his/her signature on match card.

For Junior Teams (U13 and up) a payment is to be made to referee. The Treasurer will contact you at the beginning of the season and advise you how to pay the referee.

After the game

(If home team) Post match card in pigeon hole provided in the lock up area.

(If away team) Sign card and hand back to opposing manager.

Inform club president of result.

Other items

Kept Storage are clean and tidy, all equipment has its own spot.

Advise and promote parents of fundraising events the club is holding.

End of season - playing shirts are to be returned to the club. If a player pulls out throughout the season, please notify the Admin and their playing shirt is to be returned and handed back to the Club.

Folders to be return at end of season to Admin.

Contact Details

President: president@woodvalefc.net

Treasurer: treasurer@woodvalefc.net

Secretary: secretary@woodvalefc.net

Admin: admin@woodvalefc.net

Equipment: equipment@woodvalefc.net

Registrar: registrar@woodvalefc.net