



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 [NSW Government Working with Children Check](#)
(You will not be allowed to act as a Team Manager without this clearance)
- Register with AJFC at registration.dribl.com.
- Confirm team assignment with [Club Registrar](#)
- Download and register the [Dribl App](#) on your phone (from your phone provider's App Store)
- Setup a preferred distribution list for team communication (TeamApp, WhatsApp or other)
- Ensure all team players have registered with the Club (No registration, No play)
- [Book a Team Training Time](#)
- Collect Team Playing Jerseys and Game Day Kit
(Playing jerseys, a goalkeeper jersey and gloves, game day ball, Team Official bibs and a Ground Official bib)
- Collect your physical Football Canterbury Association ID card
- Allocate all players a Playing Jersey and record in Dribl Match Sheet for first game (when available)
- Verify all players have ordered (or have) playing shorts and socks
- Review the Game Day Checklist and process for Dribl electronic Match Sheets

WEEKLY/MONTHLY ACTIVITY

- Be the focal point for all Club communication to team members and parents
- Coordinate the team training and game schedule
- Confirm in the [Game Day Pitch Setup](#) schedule if your team is scheduled for field setup or pack-up
- Confirm team game time and venue - check regularly in Dribl as pitches and game timing do change.
- Where the game involves two AJFC teams and you are the Home Team, organise access to the Club's Away Jerseys by contacting the Club's [Competition Secretary](#)
- Confirm team players for game day and if unable to form a team, organise to borrow players
- When needed, submit a forfeit for the game in the Match Sheet [Dribl App]
(Forfeits must be done at least 48 hours prior to a game to avoid a fine)
- Confirm team players attending, add borrowed players and jersey numbers in the Match Sheet [Dribl App]



AJFC TEAM MANAGER RESPONSIBILITIES

GAME DAY

- Ensure all aspects of game day transpire in an orderly manner according to Game Day Checklist
- Confirm your game is going ahead in the event of wet weather [Dribl App]
- Always wear your Yellow Team Official bib and Coach ID card within the technical area
- Remain in the technical area near halfway at all times during game play unless summoned by a match official
- Report any Injury to the Club as soon as possible
- Report any Incident to the Club as soon as possible for anything that occurs before/during/after the game (i.e. fights, language by spectators towards anybody, inclement weather, ground setup or no ground official present)

HOME TEAM RESPONSIBILITIES ON GAME DAY

- When scheduled, organise parents and/or players to arrive for ground setup – 30 minutes prior to game time and for pack-up after the game
- Ensure there is a Ground Official present for the game; if not, source a volunteer from the parent community or your supporters to stand in for your game

SEASON WRAP UP (SHARED WITH TEAM COACH)

- Organise collection and washing of all Playing Jerseys
- Organise return of Team Training Kit to Club (when advised)
- Organise return of Game Day Kit to Club (when advised)
- Organise return of Playing Jerseys to Club (when advised)
- Submit player names for AJFC team trophies (when requested)
- Confirm participation at AJFC Presentation Day(s) (when requested)
- Submit a reimbursement claim for any Associate Referee match payments made