



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 (a registration as a Coach a junior or youth team will not be accepted without this clearance)
- ☐ Register with AJFC
- ☐ Confirm team assignment with Club Registrar (registrar@abbotsfordjuniorsfc.com.au)
- ☐ Setup a preferred distribution list for team communication (i.e. TeamApp, WhatsApp or other)
- ☐ Ensure all players have registered with the Club (no registration, no play)
- ☐ Agree two preferred training times with the team's Coach and players
- ☐ Organise a team training booking (time and field) with the Club
- ☐ Review the Game Day process for Dribl electronic Match Sheets
- ☐ Download and register the Dribl App on your phone (from your phone provider's App Store)
- ☐ Ensure you collect your physical Manager ID card from the Club (if coaching a junior or youth team)
- ☐ Ensure all players have received jerseys when allocated by the Club and have ordered their shorts and socks well prior to season commencement to allow for delivery.

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 organise to borrow eligible players if short-handed

(Contact the AJFC [Competition Secretary](#) for assistance where required)

☐ If unable to form a team, submit a forfeit for the game in the Dribl App at least 48 hours prior to a game to avoid the team incurring a fine

☐ Confirm your match is proceeding in the event of [wet weather](#)

☐ Confirm if your team is scheduled for [game day pitch setup or pack-up](#) before or after your game

☐ Update and confirm the team players attending and any borrowed players in the Dribl App prior to game day

GAME DAY KEY TASKS

☐ Ensure all aspects of your team's [game day](#) transpire in an orderly manner

☐ Wear your Yellow Team Official bib and Coach ID card at all times within the technical area

☐ Complete any game leader match payment required prior to game

Note: Referee payments are now made through Dribl unless by prior arrangement between Clubs where a CRA referee is unavailable. Where this occurs, obtain referee sign-off of payment sheet

☐ Ensure your team details are entered correctly into the [Dribl Match Sheet](#)

☐ Complete all [Dribl Match Sheet activities](#) including team confirmations, referee verification and score entry (a failure to do so may see the team fined by Football Canterbury)

☐ [Report any major Injury](#) as soon as possible, particularly where an ambulance is called or a player is going to a hospital or medical centre for treatment

☐ [Report any Incident](#) as soon as possible for anything that occurs before/during/after the game that is out of the ordinary including fights, bad language or behaviour by anyone at the game including spectators, a ground setup issue (i.e. the field not being roped off) or no ground official being present

HOME TEAM RESPONSIBILITIES ON GAME DAY

☐ Organise parents/players to complete field setup and pack-up when [scheduled by the Club](#)

☐ Ensure there is a [Ground Official](#) present for the game; if required source a volunteer from the parent community to stand in for your game