



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