Sandringham Soccer Club - Check list for Team Managers

Thank you for taking on the role of Team Manager at Sandringham Soccer Club. The Team Manager role is extremely important as the conduit between your team (and families) to the Club, supporting the social connections within the team and also ensuring all safety requirements are met. It is a fun and rewarding role and we endeavour to support you throughout the season. If you would like to share any feedback from yourself or parents or have suggestions on how we can do better, please email us at admin@sandringhamsc.com.au. Thank you.

Action - Pre Season	Tick
Register as Volunteer on Playfootball. WWC is required. Check Coach also has registered	
Confirm all players registered - will be emailed to you. Add any new players as advised from Club Registrar	
Ensure team is set up on TeamApp and all players accept invite to join the app (key communication/compliance tool for Club)	
Set Up duties in TeamApp e.g. Marshall, Snacks, Linesman, Set Up/Pack Down.	
Setup volunteers for all match day duties in TeamApp	
Set up training sessions for the season (make sure default year set to current year)	
Settings for training and games must be set to unknown. Select notify players. Brief parents how to update each week.	
Set up games and locations once made available (this needs to be checked each Thursday evening before the game for any last minute changes).	
Add link on TeamApp to Dribl (exc GK, U7, Overs, Masters) for your team to make game checks easy each week.	
Add any team or Club social events onto TeamApp	
Reach out to your families, ensure they are fully briefed on season, TeamApp usage, expectations, answer questions	
Attend TM meeting to collect the SSC Team Managers bag	
Follow Club Facebook page and subscribe to Newsletter	
Ensure every player has correct uniform	
You will be notified of Shirt numbers for your team (Graded U8-11 teams and U12+). No numbers for other Miniroos teams	
Set up Whats App (or similar) for the team to support two way comms (suggested only)	
Ensure families know how to update attendances to training & games on TeamApp, how to swap duties if they are not available (this can be done without your involvement)	
Consider encouragement awards after each game if coach supports, parents may offer assistance with prizes etc.	
You may consider a collection at start of season that will fund some social events e.g. pizza after training (book club room if needed) and end of year celebrations.	
End of season gifts for coaches, Team Manager, Budding Ref (for U8-U11 teams only)	
The Club will have an end of year event (once date announced be sure to check its on TeamApp), you may like to consider a team event as well (pop onto TeamApp as a training session so parents can confirm attendance and in notes, how many will be attending)	
Note: all players U13 and below receive trophies from club, U14+ will receive three best and fairest trophies.	
U14+ Discuss with coach how best and fairest maybe managed e.g. weekly scoring or parents votes at end of season and set up accordingly.	
Team photos will be arranged in the season. Add into TeamApp when known.	

Please notify the Club in regards to any concerns you, your caoch or families may have, we are committed to continuous improvement.

Action - Games	Tick
Pre game - Check fixture Thursday evening for any last minute changes, update if req. (go to FV website)	
Pre game - Junior U12 +, complete online Team sheet (sugested to print in case system goes down)	
Pre game - double check all duties allocated	
Pre game - if a clash, away team must supply clash kit, please collect from club before match day. Contact admin@sandringhamsc.com.au	
Pre Game - check if any players celebrating birthday and advise coach (always fun to acknowledge)	
Match Day - Start	
If home game and first person on the pitch - set up e.g. line marking, goals, stretcher	
U12+ teams - Submit team on Dribl, Accept opposition team sheet, accept Ref attendance	
Complete ground inspection and remove risk e.g. sticks, dog faeces (bags in kit), fill holes (always good habit for all games)	
Junior U12+ - take all match balls to referee room 30 minutes before game	
Junior U12+ - Allocate Linesman (if applic), Marshall jackets for allocated Marshall	
Muniroos U7-U11 - Marshall to wear Marshall Jacket	
Home Games - U12+ Marshall meets Ref at room to walk to ground safely. U11 and below - Marshall to meet and stand with Budding Ref.	
U8-U11 - If a home game and you have been allocated a Budding Ref, please meet and support.	
Any significant injuries at training or game must be raised on the Injury form on website, Resources, Match Day, Injury Form Injury Form is also on TeamApp in Documents	
Match Day - during	
Ensure Marshall is supporting referee (no heckling from sideline, not standing behind goals) and that all spectators are one metre off line.	
Ensure families and spectators of our team are supportive of the players	
Support coach as required.	
If referee doesn't show, home teams responsibility to supply ref. See Parent fill in guide	
Match Day - End	
Home Games - If last team on the pitch - pack away everything e.g. goals etc.	
Collect match balls, Marshall top	
U12+ - If Home game, upload scores at game or by 6pm Sunday evening	
Ensure players thank other players and referee	
Coach to recognise any birthdays and hand out encouragement awards if applicable.	