

Manager's Checklist

Pre-season

- Prepare email distribution list for general communication with the team
- Prepare and distribute ring-around list for urgent communications, eg wash outs etc
- Receive team clothing and equipment kit
- Issue shirts and record each player's shirt number - shirts to be returned washed at season end
- Distribute competition draw (home team on left hand side of draw) and grounds directory to team – refer team to GHFA (NWSWS for women's teams) website
- Fill out team sheet and submit to registrar

During season

- Attend monthly Thunder FC committee meetings
- Act as a point of communication between Thunder FC and the players and parents
- Ensure unregistered players do not play in competition matches
- Organise sufficient parents to meet the team's obligations under the duty rosters for canteen and field set-up

Before the match (preparation)

- Pump up match ball and practice balls
- Pack the kit – including player ID cards
- Check match times
- Check whether home or away team (if home team fill out a match sheet – u9 upwards)
- Check GHFA (NWSWS) website for uncovered matches (if match uncovered arrange for a parent to ref one half) – u9 upwards
- Check for advice from Club Secretary for field closures due to wet weather – if in doubt check GHFA (NWSWS) website

Before the match (at the venue)

- Coach and manager to wear armbands and ID tags
- Liaise with opposing manager
- Fill in and sign match sheet - u9 upwards
- Ensure match sheet given to ref (if home game) – u9 upwards
- Ensure ID cards are available for inspection by opposing manager
- Get flag from ref and allocate a line person – u9 upwards. Note line person signals outs only, not offsides.
- Supply match ball
- Retrieve any practice balls used

During match

- Assist coach with substitutions if required
- Get water to players when sitting off and at half time
- Take notes for match report

Immediately after match

- Ensure team cheers opposing team
- Retrieve match ball
- Check match sheet is correct and sign – u9 upwards
- Return flag to ref
- Check kit and take home

After match

- Report result to Club Recorder (Peter Krisenthal: 9945 1850, 0438 643 295) by 6pm on match day

- o Email match report (setting out highlights and outstanding performances) to Blue & Gold Editor (Karina Drummond: kedrummond@optusnet.com.au) by 12 noon Monday