



Canning City Soccer Club

Life Members
Hans Meyer
Jeff Rowlands
Sally Allomes
Malcolm Watson

Position Description – Team Manager

The Role	Arranges the players and family's rosters. Communicates emails between the Club, Coaches and Families.
Communication	At the discretion of the manager – it is recommended to use “Team App” (https://www.teamapp.com/) (
Responsibilities	<p>Promote the Club's Values</p> <p>Forward match fixtures <i>*Checking Friday's after 5pm for late changes</i> Arrange team's match card <i>*When playing at home, take to canteen before 12pm</i> <i>**If canteen is closed, post match card MONDAY to FootballWest address on card. Don't be late as Club will be fined.</i></p> <p>Allocate player shirt numbers Pay referee fees and collect money from canteen Have a current copy of the rules at the games Have players registrations cards at the game and check opposition teams registrations cards on match day.</p> <p>Rotate all players evenly on / off pitch (timed rotations)</p> <p>Establish rosters for;</p> <ul style="list-style-type: none">• Goal set up and pack away <i>*Check match board (game afterwards?)</i>• Scoring for home games and check scorecard for away games• Fruit (oranges) and/or lollies (at teams discretion)• Washing shirts <i>*Kit must be kept together so shirts are not lost</i>• Fit out team in yellow strips (from equipment locker) if visiting team also wear blue shirts• Coordinate team photo day and advise player name order• Coordinate end of year trophy and photo distribution <p>Arrange end of season gifts for volunteer coach / referee Review games location for hazards using Gow Gates Football risk management app or check sheet (details from: http://www.gowgatessport.com.au/football/)</p>