



# Kalamunda & Districts Junior Football Club

## Start of Season Checklist Team Manager Y3 - Y6

- Activate SportsTG login and ensure you are allocated to the correct team
- Ensure coaching team are aware of major medical conditions, as per list in file
- Send welcome email to parents including coach and team manager contact details
- Email parents requesting preferences and availability for parent roster
- Set up parent roster
- Setup spreadsheets you will need each player's total games played data from SportsTG
- Copy Team Song and Player positions chart for new players
- Arrange Jumper fitting before jumper presentation night
- Record player numbers, have parent sign jumper signature sheet before handing out jumpers.
- Enter player's jumper in SportsTG
- Store 3 spare jumpers in kit bag, allowing for blood rule, team even up etc.
- Ensure all players have the new club training shirt
- All players should also have their own club polo to wear games. Contact Leona, if a player does not have a club polo.
- Ensure any Protective Gear Permission forms have been completed and submitted. Keep a copy in the Team Manager file. *\*\*This is now an online form. Provide link or form for Club to submit.*
- Ensure you are familiar with correct size ball and quarter timing for your age group
- Check you have all required equipment and first aid supplies
- Complete Spectator Player list cards and laminate. List Players name and jumper number. Provide to all parents.
- Liaise with the Treasurer to ensure all players are financial before round three and follow up with parents as necessary.

### Registrar to provide

- Print team contact list from SportsTG for Team manager file
- Print 2 copies team medical conditions (Team manager file & first aid box)
- Print team photo approval for team manager file
- Print team fixture. *Do not do this until you have confirmation from club president that fixtures are correct*
- Work out any 50 game milestones likely for the season
- Ensure you have a copy of the correct rules/flow chart for your age group

### Merchandise to provide

- Arrange player jumper fitting before jumper presentation night *\*\* is this required now that Youth are personalised*
- and have parents signed jumpers signature sheet before handing out jumpers *\*\* same as above*
- Keep 3 spare jumpers for even up slash blood rule etc and keep a spare on jumper signature shape copy jumper signature sheet and return unused jumpers an original jumper signature sheet in jumper box to Amanda the property manager