



KDJFC
Y7 – Y12
TEAM MANAGER FILE

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Kalamunda & Districts Junior Football Club

Start of Season Checklist Team Manager Y7-12

- 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
- 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
- Record player numbers and add to player in SportsTG
- Store 3 spare jumpers in kit bag, allowing for blood rule, team even up etc.
- Send welcome email to parents including coach and team manager contact details
- Set up team in Interchanger (or Interchange) app
- 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
- Arrange Interchanger app training session for your parent group. (Set up test team for them to have a practise)
- 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 50/100 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
- Arrange required team shirts fittings with merchandise



Kalamunda & Districts Junior Football Club

Game Day Checklist Team Manager Y7-12

PRIOR TO THE GAME

1. If first game, oversee setup of ground including interchange and scoreboard, as per the parent roster.
2. Complete the Marsh grounds report (in the AFL Match Day app or form in file)
3. Tick off players who have arrived on team sheet. Place a line through players names that aren't playing and Check players for watches/jewellery/fingernails
4. Hand out vests and equipment for parents rostered on. Make amendments to names on team sheet if required.
 - a. Goal umpire needs: Flags, vest, jacket, scorecard, pen
 - b. Interchange Steward: iPad (after you have amended any changes to roster roles and "active" players that are no longer playing)
5. Ensure match ball is pumped ready for inspection by umpires. The match umpire should come up and introduce themselves to you, if they don't, go and find them. Show protective gear approvals and discuss issues/slash even up etc
6. Introduce yourself to opposition team manager and confirm number of players. Make arrangements for even up if required
7. **If home game**, Go to umpires room 10 minutes before scheduled game start time to escort umpires to the centre of the ground

THROUGHOUT THE GAME

8. Record goal scorers on team sheet. Also record details of any red/yellow cards issued (note on team sheet, Interchange steward should record in app), major incidents or injuries names of players playing for the other team or other teams players playing for us
9. Oranges for Half Time
10. Assist where needed in organisation of game, players and spectators. Remember to delegate jobs as you need to be in the coaches box as much as possible in case the umpires or other team manager needs to approach you

END OF GAME

11. Once official score and "end game" details are saved in the iPad, take iPad to umpires room. This must be done within 5 minutes of game finishing. (Sometimes they will come up to the interchange bench to retrieve it on their way off the ground even though they have been told not to!)
NOTE: **If home game**, collect 3 scorecards and give to the umpires with iPad.
12. Write final score on team sheet
13. Retrieve match ball and iPad from umpires. Retrieve 3 score cards if home game.

14. Ensure return of Goal Umpire flags and Coat, first aid and runners vests, loaned jumpers etc
15. Give voting cards and envelope to coach. Complete voting and seal in envelopes with round Number written on the front. Place envelope inside TM file along with team sheet.

AT HOME OR WHEREVER YOU HAVE WI-FI

16. Log onto SportsTG > Click on “Results entry and live scoring” > Select team. This will bring up a list of matches, if current match doesn't come up, check the dates are correct in the filter boxes.
 - ** If you need to amend players or officials that did not play or officiate Select pre-game and remove players by clicking on the – sign next to their name. Or type in names of officials if required.
 - ** Remember to click save and check the numbers are correct in the green summary boxes at the top of the screen.
17. Click on “Post Game”, then Enter scores (this may have been done by the other team already). Enter Red/Yellow cards if issued. ** Remember to click save, Check details are correct in match list.
18. Update spreadsheets and file.
19. Interchanger will automatically upload once it finds a wifi signal, so either access at the club after the game, or access from your home wifi.
 - a. NOTE, If you use the old Interchange app, please email to WAFC same as in previous years.
20. Wash vests and used spare jumpers. Dry out wash interchange jackets as required
21. **If home game**, staple 3 score cards together, write round number and your team name in the top corner. Store in Team Manager file until the next time you're out the club then put in the registrars pigeonhole, in the Club room.



KALAMUNDA TIGERS CLUB SONG

Oh we're from Tigerland
A fighting fury
We're from Tigerland
In any weather you will see us with a grin
Risking head and shin
If we're behind then never mind
We'll fight and fight and win

For we're from Tigerland
We never weaken til the final siren's gone
Like the Tiger of old
We're strong and we're bold
For we're from Tiger
Yellow and Black
We're from Tigerland



Kalamunda & Districts Junior Football Club

Incident Report

Once completed, please return to Club President via Team Manager

Name and role of person completing this form:	
Signature of person completing this form:	Date:

Date & Time of Incident:
Name/s of person/s involved in the incident and their club/association:
Description of Incident:

Witnesses (Inc Contact Details)
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Reporting of the Incident to the Club/Association

Incident Reported to:	Date:
How (in person/email/phone/this form):	

Follow Up Action

Description of actions to be taken:
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