



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