

ROLE RESPONSIBILITIES



MINIROOS TEAM MANAGER U6-U11 BOYS AND GIRLS

PRE-SEASON

- Both the Team Manager and Team Coach need to register at [Playfootball.com](https://www.playfootball.com) as a “COACH” or “MANAGER”.
- Upload current photo to Playfootball site.
- Provide a valid [Working with Children \(WCC\)](#) number.
- The Age Coordinator will retain final responsibility for allocating players to teams but if you have a request for certain players to form a whole or part of a team you must provide a list of these names to the relevant age coordinator ensuring:
 1. All players are registered in FFA system including payment, new photo uploaded and MWFA Application to Register form completed, if required.
 2. Team coach, if not provided by the club, is registered in the FFA system and WCC number provided.
- Be familiar with Mosman FC Policies and Procedures including, but not limited to, [Code of Conduct](#) and [Refund](#) policies.
- Attend or nominate team representative to attend pre-season manager briefing.
- Ensure all team members have the contact list and fixtures.
- Liaise with the relevant Age Coordinator and the team coach to determine training time request.
- Identify a parent in your team who can be a [Game Leader](#) for home games.
- Be familiar with registration fees including discounts for early and penalties for late registration.
- Collect training and match day kit – the Age Coordinator will nominate a date and time for collection.

IN-SEASON

- Ensure any club or association communications are distributed to the team in a timely manner.
- Advise teams of game times and locations and check availability of players for each game. There are several free apps to assist in this process e.g. Teamer, TeamStuff, Teamster, Sports Notice Board etc.
- If you need to borrow players, please ask before the Thursday of the weekend match.
- Ensure ground set-up and pack away is in accordance with instruction.
- Coordinate a roster of which family is responsible for half-time oranges each week.
- Ensure sidelines are left free of any rubbish including strapping tape, water bottles and fruit skin.
- Ensure all players are wearing correct Mosman FC kit including shirt, short and socks.
- Complete **Game Forfeit** form if required and submit to Mosman Competition Secretary at least 48 hours prior to scheduled game. Failure to complete the form or provide enough notice may result in MWFA fines being levied on the team.
- Organise team social events and encourage participation in club events e.g. Gala Days.

Match Results

- For **U6 & U7** no match results will be recorded.
- For **U8/W8 – U11/W11** the match result should be submitted into **iScores** (icompm.com) immediately after the game.
- Failure to submit results after each match may result in MWFA fines which will be passed on to the offending team.
Note: These match results will not be published on the MWFA site. These results are only recorded for possible regrading during the season to ensure competitive games for all.

POST-SEASON

- Return the training and match day kit at the nominated collection time and place post season.
- Nominate team award winners and advise Age Coordinator of any trophy requirements at least two weeks prior to the final game. Note that the club provides medallions to all players.
- Thank you gift for the coach (optional).
- Arrange end of season team celebration (optional).
- Promote and encourage team parents to attend any Mosman FC End of Season award night.