



## **Managers Checklists**

### **START OF SEASON;**

Register for an RTO card	Collect players ID cards
Obtain player of match certificates (electronic)	Collect cheque for Referee fees from Oatley FC
Obtain St George Assoc. Team Sheet (electronic)	Set Up/Manage draw so all parents are aware of how to access- use Teamer App? Send a link to the draw.
Provide parents with a <u>hard copy</u> of other parents names & or phone numbers and other relevant info or tips E.g. Training is always on unless notified Council wet weather numbers	Collect team kit and shirts on gear collection day
Key location for storage facilities/lights	Hand Out a hard copy of 'Responsibilities' sheet to parents.

### **PRE-GAME TASKS;**

Player of the match certificates to be printed	Print Team Sheet, nominated starting subs to be identified.
If short of players for a particular match, contact other teams /age coordinator to request some players from other teams in the same or lower division.	Roster for subs for game day (if you know how many subs base timings on those numbers so all players get equal time- apps available)

### **GAME DAY CHECKLIST;**

Present your RTO card to ref	Players ID cards to be handed to your players just before kickoff. Check other teams cards just before kickoff
Team Sheet (to be signed by referee before the match)	Referee fee (to be presented to the referee before the match)
Hand out RTO bibs	Use stopwatch to monitor sub timings (or use available apps)

### **POST GAME CHECKLIST;**

Collect Your RTO card from ref	Collect Players ID cards from opponent
Player of the match certificates presented by coach	Record who received awards so everyone gets a turn
Team Sheet to be collected from ref and signed - check details	

### **Mid Season and End of Season Organising Tasks**

Photo day  
Presentation day