



Managers Checklist

Start Of Season:

- Register as an RTO
- Obtain Coaches Award certificate (electronic)
- Provide parents in team with other parents names and numbers
- Be informed of key locations for storage facilities/lights
- Collect Players ID Cards
- Collect referee fees from club (direct deposited into bank account) – treasurer@oatleyfootball.com.au
- Collect team kit and shirts on gear collection day
- Hand out playing jerseys (which need to be returned at end of season)
- Hand out shorts/socks/training jersey (if applicable – not returned to club)

Pre-Game Tasks:

- If a home game, check if you're first (ie 8.30am game) and find volunteers from your team to get there 30mins early to help set up field. If last game, find volunteers to help pack up
- Make sure all parents are aware of time/location of game
- Print Coaches Award certificate
- Print Team Sheet and make sure it is filled in correctly

Game Day Checklist:

- Present your RTO card and Team Sheet to the ref (to be signed by ref before game starts)
- Pay Referee
- Use stopwatch to monitor substitutions – make sure all players get equal time on field
- Comp Teams: Hand out substitute bibs/RTO bibs
 - Player ID Cards to be handed to players just before kick-off
 - Check other teams cards before kick-off

Post Game Checklist:

- **Collect your RTO card & Team sheet from Referee** (make sure it is signed by ref and RTO)
- Coaches Award to be handed out
- Bring Team Sheet to Renown Park and put inside letterbox on canteen door
- If there are any reportable incidents (either from referee on team sheet or problems/incidents that need reporting to SGFA) please email secretary@oatleyfootball.com.au immediately after the game. These need to be reported to SGFA by Monday morning.