



A simple list for Team Managers of Junior teams (U12 – U18) at MFCC

Junior Manager Team Responsibilities

1. Create Rosters at the beginning of the Season for Training Nights/
Oranges/Medical/Linesman/ Marshal
2. Ensure all Team Members information is correct i.e.: emails and partner details
3. Ensure all parents are happy to share email and other information
4. Ensure your Working with Children check is up to date and you have completed the Maccabi MPP training
5. Check your TM bag has all equipment needed; a list is at the front of this book

Team Manger Logistics for Training Nights

1. Create training night roster for the season- see Point 1 above
2. Ensure rostered person is attending or has made the necessary swap

Team Manager logistics for Game Day

1. Fill out Game Day Book
2. Pick up Referee Payments from The Kiosk at Caulfield Park
3. Leave Book with players photos in the change rooms
4. Pick up fold out seats / stretcher from storage room or pick up from previous game on the ground.
5. Put up nets and or check nets as per the published ground allocation
6. Locate opposition Team Manager and introduce yourself
7. Check Referee has arrived 15min prior to game and sign books
8. Marshal/Escort Referee onto the ground, check Team Flags and balls, check linesman are present
9. Half time escort Referee back to change rooms, arrange oranges and lollies
10. End of the game escort Referee back to the change rooms, meet with the Team Manager of the opposition and sign book. White form goes to Referee and yellow form to the opposition
11. Pay Referee
12. Before 5pm email Maccabi results to Admin using standard form*

Pick a couple of Games through the season and write up a Game Day Report with some photos and email to Admin at Maccabi to be featured in newsletter, Australian Jewish News and/or Mac chat.



Game Day Recording

1. Track Scores*
2. Track Goal Scorers*
3. Consult coach re ranking of 3,2,1 for Best on Ground*

End of Season

1. Team Manager and Coach decide Trophy winners.
2. 3 Trophies awarded i.e. Coaches Award, Most Valuable Player, Most Improved Player
3. Organise end of year function
4. Hand Team Bag back into Admin

For a copy of the full Team Managers handbook either request it from info@mfcc.com.au or go to the club website www.mfcc.com.au under Club Roles, Team Manager. A pdf copy is available there.