

## TEAM MANAGER – PRESEASON CHECKLIST

### INITIAL PRIORITY

- Access FootyWeb at Team Level and understand Team Sheets and other functionality as discussed with Club Registrar.
- Create contact lists and distribute (see below)
- Confirm Working with Children checks as per WAFC Policy
- Identify and discuss Emergency Action Plan with key team personnel.
- Print relevant Rules & Regulations, Policies and Code of Conducts (Discuss with Committee and Coach to identify)
- Identify and attend all relevant WAFC & Club provided workshops or training.
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### SECONDARY PRIORITY – CIRCULATION OF LISTS

- Fixtures
- Contact details
- Weekly Rosters
- Code of conduct & relevant policies
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### CONTACT LISTS INCLUDE (BUT NOT LIMITED TO)

- Players' parents & guardians – include 2 contacts and Emergency medical information
- Officials (Team & Club)
- Local Conference contacts
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## VOLUNTEERS' LIST

### 1<sup>st</sup> Aid

- Identify Emergency Vehicle access.
- 1st Aid Kit officer / Trainers' certification current and sighted.
- 1st Aid Kit stocked including ice either on site or collected prior to match.
- Compliant stretcher.
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### Volunteer Roles (note: these are a guide only, check with you club for full requirements):

- Water carriers
- Goal umpires
- Boundary umpires
- Jumper washing roster
- Runners
- Medical officers/trainers – includes confirmation of certification
- Half time responsibilities (oranges/lollies etc.)
- Interchange steward
- Timekeeper
- Independent scorer for home games

### Notes:

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