



TEAM MANAGER CHECKLIST

Please remember that your role is to coordinate the team, not try to do everything yourself.

1. INTRODUCTION

Team managers create the connection between coaches, players, families and the club. That organisation gives coaches more time to coach and helps children stay involved, feel supported and keep enjoying their football.

This checklist provides a simple guide to the main tasks Team Managers need to complete before the season, each week, on match day and at the end of the season.

Thank you for volunteering and your contribution is highly appreciated by the club and players! 🌟💖

Ask other parents to help with tasks. In some cases, some team managers prefer to set up weekly rosters. Duties such as setting up and packing away fields, volunteering for linesperson or CVO if needed, and assisting with canteen duties.

Please note: Not every task will apply to every team or competition. Your relevant Monaro Panthers FC competition coordinator is the best point of contact and can advise you where different requirements apply.

2. APPS

Team managers, coaches and parents will need to use both these platforms:

- **360Player** - for club wide communication and team communication, training schedules, events, availability, chat, registration and payments and wet-weather communications.
- **DRIBL** - is the competition management system used by Capital Football. It is the official source for match fixtures, results, ladders and competition information. Players and parents should use DRIBL to check official match details, including kick-off times, venues and any fixture changes.

There are how-to guides on the website under team manager and coaching resources and also plenty of help resources available online.

3. PRE-SEASON CHECKLIST

#	Task	Details	Timing	Notes
TASKS COMPLETED ONCE PRIOR TO SEASON START				
3.1	Complete your PlayFootball registration	Register as a volunteer team manager in PlayFootball for Monaro Panthers FC.	ASAP	Point of contact is your competition coordinator
3.2	Complete Working with Children Check (WWCC) (if applicable)	If required and If you do not already hold a valid Working With Children Check (WWCC) , apply through Service NSW. Provide your WWCC details to the club when requested so the club can confirm compliance.	ASAP	Point of contact is your competition coordinator
3.3	Check 360Player access	Use 360Player as the primary club and team communication platform. In conjunction with your coach, confirm how team updates, reminders and availability will be managed. Use chat for direct/group messages and the team wall for information that the whole team needs to see.	Once team has been created in 360Player	If problems, contact your competition coordinator or 360player admin.
3.4	Introduction message to team	Post an introduction to the team in 360Player on the team wall , introducing yourself and the coach. Include confirmed training details, key expectations, uniform information and any known first-match details. The coach may choose to send the football-specific introduction.	ASAP after team formation	https://help.360player.com/en/articles/10209153-create-a-post
3.5	Create recurring training events in 360Player	In conjunction with the coach, create the team's regular training sessions as recurring calendar events in 360Player . Include venue, meet time, start time, finish time and any relevant instructions.	ASAP	https://help.360player.com/en/articles/10199983-create-an-event
3.6	Collect team equipment	Either the manager or coach may be asked to collect the team equipment or match-day kit issued by the club. Check that all allocated items are present and note anything missing. • training equipment issued to the team (if applicable) • match-day equipment and official bibs/vests (if applicable)	When requested by the relevant club competition coordinator	Point of contact is your competition coordinator
3.7	Check DRIBL access	Ensure you can access DRIBL as Team Manager if your competition requires Team Managers to complete match sheets or other match administration.	At least one week prior to first match	Point of contact is your competition coordinator https://monaropanters.com.au/dribl-team-manager
3.8	Follow your team in DRIBL	Follow your team in DRIBL to keep track of your teams competition fixtures	Before the first match	https://monaropanters.com.au/dribl-quickguide

#	Task	Details	Timing	Notes
3.9	Confirm playing numbers / uniforms	Confirm the shirt number for each player and keep an accurate list for DRIBL match sheets. If the team is issued playing jerseys, record who has each jersey.	Before the first match	
3.10	Confirm playing uniform requirements	Make sure players and parents understand the correct MPFC playing uniform and any competition-specific requirements.	Before the first match	Point of contact is your competition coordinator
3.11	Optional: Develop a CVO roster	For competitions that require Club Vested Officials (CVO), organise a roster or ask parents to volunteer on match day.	Before the first match	The CVO cannot be the coach or manager. They must be located with the spectators and cannot stand in the technical area.
3.12	Optional: Develop a match-day jobs roster	Where useful, create a simple parent roster for recurring match-day jobs such as: • Field set-up/pack-up, • Linesperson • Canteen duties • Team snack roster • other team duties.	Before the first match	
3.13	Optional: Organise a pre-season event	Some teams like to have a start to the season with an informal catch up or dinner so players and parents can meet. Communication can be done through 360Player .	Before the first match	Completely optional and not all teams do this.

4. BEFORE MATCH CHECKLIST

#	Task	Details	Timing	Notes
TASKS FOR DAYS LEADING UP TO A MATCH				
4.1	Check the team's upcoming fixture in DRIBL.	Confirm: • Opposition • Match date • Kick-off time • Venue • Field number, where available • Whether the match is home or away	A week prior and throughout the week	Fixtures can change during the season, so always check DRIBL rather than relying on an old screenshot, calendar entry or fixture list.
4.2	Communicate match details in 360Player through a match event	Create the match as an event in 360Player and invite players and include: • Opponent • Venue • Kick-off time • Player arrival time • Field number, if known • Any special instructions	A week prior	You will need to update the event and keep it current in 360Player if Capital Football changes the fixture in DRIBL later. https://help.360player.com/en/articles/1019998-3-create-an-event

#	Task	Details	Timing	Notes
		Ask players to respond to the event invitation so that the coach and manager know who is available		
4.3	If its a home game and field set-up is required, communicate this to the team in 360Player	Post a team wall post or send messages in chat to remind the team that field set-up is required and parent volunteers will need to arrive early to help with field set-up.	A few days prior to the match	Some team managers find it easier to coordinate each week by setting up their own rotating parent roster for home field setup.
4.4	Check player availability to the match event in 360Player	Review player responses in 360Player . - Follow up with players or parents who have not responded where necessary. - Advise the coach as early as possible if the team appears likely to be short of players.	A few days prior to the match	Check in the match event for who has responded, if necessary you can resend invites to those you have not responded yet.
4.5	Complete DRIBL requirements	Where required for your competition: - Select participating players - Confirm shirt numbers if required - Add team officials - Check player eligibility - Complete the electronic match sheet - Check for any outstanding match administration	By the competition deadline	Complete this within the timeframe required by Capital Football and your competition. This only applies to some competitions, ask your club coordinator if you are unsure.

5. MATCH DAY TASKS

#	Task	Details	Timing	Notes
PRIOR TO KICK-OFF				
3.1	Check for late match changes	Check: DRIBL for fixture or venue changes (eg forfeits, postponements or field changes) 360Player team messages - Check for wet weather updates if weather conditions are poor in accordance with the wet weather communication policy.	Before leaving home	Assume the match is going ahead unless you are advised otherwise. https://www.monaropanters.com.au/wet-weather
3.1	Set up field (if required) Home match only	For a home match, confirm whether your team is responsible for field set-up. Coordinate parents to assist with any required goals, corner flags, technical areas or other equipment.	30-60 minutes prior to kick-off	Coordinate only - please do not try to do the entire set-up yourself.
3.2	CVO volunteers (if required)	Locate the rostered CVO volunteers (where required) and provide the club's high-visibility CVO vest. Ensure they understand where they need to be during the match.	30 minutes prior to kick-off	CVOS must be located with the spectators and cannot stand in the technical area.
3.3	Final review of match sheet in DRIBL	Complete a final check of the team details in DRIBL and update any late player changes. Review and confirm the opposition details where the competition requires this, and ensure the referee process is completed correctly.	15 minutes prior to kick-off	
3.5	Find a volunteer to run the line (if required)	If assistant referees are not appointed, the team may be required to provide a volunteer to run the line. - Ask for the volunteer early so kick-off is not delayed. - For older age groups, use someone who understands the offside rule and basic assistant-referee responsibilities For home games, it is the host club's responsibility to organise parent volunteers as Linespersons. - The host team provides the first volunteer for assistant referee. - If another assistant referee is required, the away team provides the second volunteer. Liaise with the opposition team manager and ask them to identify a volunteer.	5-15 minutes prior to kick-off	Remind the CVOs to closely monitor behaviour from spectators towards the volunteer linesperson and follow the appropriate CVO procedures.
AT THE END OF THE MATCH				
3.6	Record / confirm result in DRIBL	Confirm the final score with the referee and opposition manager. Enter or confirm the score in DRIBL as required by the competition.	Immediately after match	

#	Task	Details	Timing	Notes
3.7	Pack up field (if required) Home match only	If your team is responsible for field pack-up, coordinate parents to return field equipment to the correct storage location.	ASAP after match	Coordinate only - please do not try to do the entire pack-up yourself.
3.8	Check changerooms and team areas to check that no club or team equipment has been left behind.	Check for: • Balls • Bibs • Goalkeeper equipment • First-aid items • Team bags • Match-day equipment • Drink bottles • Clothing	After the match	
3.9	Post any necessary team post-match updates in 360Player .	If appropriate, post a short update on the 360Player Team Wall or Team Chat . This could include: • Next training information • Fixture changes • Tournament information • Reminders • Club announcements • Found or lost items The coach might want to post their own update or possibly issue a joint update (discuss with your team coach).	After the match or the next day.	

6. DURING THE SEASON

#	Task	Details	Timing	Notes
ONGOING TASKS				
6.1	Keep your team up to date in 360Player	360Player should be the team's main location for routine communication. Team Wall • Use for announcements relevant to the whole team. Events • Use for training, matches and other scheduled activities. Event Responses • Use to monitor player availability. Chat • Use for conversations with parents or smaller groups.	Ongoing	• Keep events up to date with the schedule. • Keep the team up to date with team specific information.
6.2	Monitor fixture changes	Capital Football may occasionally change: • Match times • Grounds • Field numbers • Dates • Match forfeits • Match postponements If a fixture changes, update the corresponding 360Player event and advise the team.	Ongoing. Check intermittently.	DRIBL remains the official source for Capital Football fixtures. If in doubt, contact your coach or club coordinator.

#	Task	Details	Timing	Notes
6.3	Work closely with the coach	The Team Manager and Coach should work together throughout the season. As a general guide: Coach: football, training, team selection and player-development matters. Team Manager: communication, logistics and team administration.	Ongoing	If something is raised that involves coaching decisions, player selection or football development, refer the matter to the coach.
6.4	Team Manager Absence or Unavailability	In the event you are unavailable for a period of time for any reason or unable to perform the duties anymore, notify the coach and club coordinator at the earliest opportunity.	Ongoing	The earlier the better in order to organise workarounds.

7. END OF SEASON CHECKLIST

#	Task	Details	Timing	
TASKS COMPLETED ONCE AT SEASON END				
7.1	Collect club equipment	Work with the coach to account for all club-issued equipment. This may include: • Balls • Cones • Bibs • Goalkeeper equipment • Match equipment • Team bags • Other club property	Season end	
7.2	If MPFC has issued team jerseys that must be returned, ensure all jerseys are collected.	Check that they are: • Clean • Accounted for • Returned together	Season end	Some managers collect the full set immediately after the final match and wash them together. Alternatively, arrange a clear return deadline for players after the final match.
7.3	Clean and return equipment	Ensure equipment is reasonably clean before returning it.	When requested by the club.	Follow instructions from your MPFC coordinator regarding where and when equipment is to be returned
7.4	Optional: Organise an end of season team event	Some teams like to finish the season with their own team dinner, lunch or event. Communication can be done through 360Player.	Season end	Completely optional and many teams leave this to the official end of season presentation days organised by the club.

8. GROUND RESPONSIBILITY AT A GLANCE

Competition / Venue	Setup Responsibility	Pack-Down Responsibility
Duncan Fields	First team on each field	Last team on each field
David Madew Oval	First team on each field	Last team on each field
MiniRoos U6/U7	Rostered shed team brings equipment out; both teams set up field	Both teams collect field equipment; home team returns field bins and goals
MiniRoos U8	Rostered U8 team	No U8 set-down
MiniRoos U9	Uses U8 setup	U9 packs down depending on whether another match follows

APPENDIX A

MINIROOS

U6 & U7 SETUP AND PACK-DOWN

U6/U7 Setup

Rostered Shed Team

The rostered shed team is instructed to arrive at approximately **8:15am**.

Their responsibility is to:

- ☐ Stand the field bins out from the equipment shed
 - ☐ Bring the goals out from the equipment shed
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Find Your Field

The match-day draw and field allocation is displayed on the **A-frame on the canteen side of the shed**.

Set Up the Playing Area

Inside each field bin is:

- the playing field layout map
- witches hats
- cones.

Both teams should assist with setting up the field.

Use the equipment as follows:

- ☐ Follow the field layout map
 - ☐ Use witches hats and cones to mark the split between fields
 - ☐ Use witches hats to mark the halfway point
 - ☐ Position the goals at the centre end of each field
-

U6/U7 Pack-Down

At the conclusion of the match:

- ☐ Collect all cones
- ☐ Collect all witches hats
- ☐ Place the equipment back into the field bin

The **home team** is responsible for:

- ☐ Returning the field bin to the back of the shed
 - ☐ Returning the goals to the back of the shed
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APPENDIX B

MINIROOS

U8 & U9 SETUP AND PACK-DOWN

U8 Setup

The rostered U8 team is responsible for field setup.

The source procedure instructs the rostered team to arrive at approximately **9:15am** and begin assembling the goals at the back of the shed.

Setup Procedure

- ☐ Arrive at the required setup time
- ☐ Begin assembling the goals at the back of the shed
- ☐ Check the match-day draw and field allocation on the A-frame on the canteen side of the shed
- ☐ Transport the assembled goal to the allocated playing field

Important

U8 teams have no set-down procedure.

U9 Pack-Down

U9 teams use the setup already completed for U8 and therefore have **no separate setup procedure**.

At the end of the U9 match, first determine whether another game is being played on the field.

If NO Match Is Being Played Afterwards

- ☐ Take the goals back to the shed
 - ☐ Disassemble the goals
 - ☐ Place the goals onto the goal trolley
 - ☐ Return all corner flags to the shed
 - ☐ Place corner flags into the flag wheelie bin
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If Another Match IS Being Played Afterwards

If another game follows the U9 match:

- ☐ Bring back **one goal**
- ☐ Disassemble the returned goal
- ☐ Place it onto the goal trolley

If an U10 or other team is playing afterwards, that team may advise that they will move the remaining goal to their field.

APPENDIX C

DAVID MADEW OVAL GROUND PROCEDURES

First Team on Each Field – Setup

The first team using each field is responsible for setting up the field.

Complete the following:

- ☐ Set up goals with nets
 - ☐ Set out corner flags
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Last Team on Each Field – Pack-Down

The last team using the field is responsible for packing down and securing the venue.

Complete the following:

- ☐ Pack down goals
 - ☐ Place nets, goals and corner flags in the storage shed
 - ☐ Sweep the change rooms
 - ☐ Lock the change rooms
 - ☐ Switch off internal lights
 - ☐ Lock storage sheds
 - ☐ Lock toilet doors
 - ☐ Ensure goals and gates are secured
 - ☐ Return the key to the lock box
 - ☐ Lock the main gate
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APPENDIX D

DUNCAN FIELDS GROUND PROCEDURES

First Team on Each Field – Setup

The first team using each field is responsible for setting up the field for its match.

Complete the following:

- ☐ Set up goals with nets
 - ☐ Set out corner flags
-

Last Team on Each Field – Pack-Down

The last team using each field is responsible for packing down the field and securing the venue.

Complete the following:

- ☐ Pack down goals
 - ☐ Place nets, goals and corner flags in the storage shed
 - ☐ Sweep the change rooms
 - ☐ Lock the change rooms
 - ☐ Switch off internal lights
 - ☐ Lock storage sheds
 - ☐ Lock toilet doors
 - ☐ Ensure goals and gates are secured
 - ☐ Return the key to the lock box
 - ☐ Lock the main gate
-