



# ROLE RESPONSIBILITIES

## YOUTH TEAM MANAGER U12-U18 BOYS AND GIRLS

### PRE-SEASON

- Register at [MyFootballClub Registration](#) as a “COACH” or “MANAGER”.
- Upload current photo to FFA site.
- Provide a valid [Working With Children \(WCC\)](#) number.
- The Age Coordinator will retain final responsibility for allocating players to teams but if you have a request for certain players to form a whole or part of a team you must provide a list of these names to the relevant age coordinator ensuring: -
  1. All players are registered in FFA system including payment, new photo uploaded and MWFA Application to Register form completed, if required.
  2. Team coach, if not provided by the club, is registered in the FFA system and WCC number provided.
- Be familiar with Mosman FC Policies and Procedures including, but not limited to, [Code of Conduct](#) and [Refund](#) policies.
- Attend or nominate team representative to attend pre-season manager briefing.
- Ensure correct procedure is followed for all pre-season trial games: -
  1. **If the trial is between Mosman FC and a non MWFA club then . . .**

[Football NSW Trial Match Request](#) form must be completed & if Mosman FC home ground required then [Mosman FC Trial Match Request](#) form must also be completed.
  2. **If the trial is between Mosman FC and another MWFA club including another Mosman team then . . .**

Only the [Mosman FC Trial Match Request](#) form must also be completed.
- Request grounds for pre-season trials through relevant age coordinator.
- Be familiar with registration fees including discounts for early and penalties for late registration.
- Be familiar with deadlines for team submission.

### IN-SEASON

- Ensure any club or association communications are distributed to the team in a timely manner.
- Advise teams of game times and locations.
- Ensure ground set-up and pack away is in accordance with instruction.
- Ensure both home and away technical areas are left free of any rubbish including strapping tape, water bottles and fruit skin.
- Ensure all players are wearing correct Mosman FC kit including shirt, short and socks.
- Secure Away Kit for any away matches against Beacon Hill or Brookvale.

**The Youth Away Kits are available from Michelle Brown:**

**EMAIL = [michaelandmichellebrown@gmail.com](mailto:michaelandmichellebrown@gmail.com)**

**ADDRESS = 1 Cobbittee Street, Mosman**

**Please ensure kits are washed and returned promptly after use.**

- Complete EMS match form pre-game ensuring complete ID check of opposition.
- Enter score post game on EMS.
- Ensure team complies with Mosman FC and FFA Code of Conduct.
- Attend or nominate team representative to attend any Mosman FC or MWFA judiciary/disciplinary hearings involving team members.
- Complete Game Forfeit form if required and submit to Mosman Competition Secretary at least 48 hours prior to the scheduled game. Failure to complete the form or provide sufficient notice may result in MWFA fines being levied on the team.

### POST-SEASON

- Complete Team Kit Return - Youth form and return with clean shirts, balls and ball bag at the nominated collection time and place post season.
- Nominate team award winners and advise Age Coordinator of trophy requirements.
- Arrange end of season team celebration (optional).
- Promote and encourage team parents to attend any Mosman FC End of Season award night.