



Seaforth FC

Managers Pre-Season Checklist

Here are some of the things that you will need to do early on as the team is starting to form:

- Make sure you have the name and contact details of your age coordinator - they are your "go to" person
- Make initial contact with everyone in the team - you'll be given names, emails and phone numbers by the club
- Find a team coach and a backup manager in case you're away (*see our Club Information Manual for suggestions on finding a coach*)
- Ensure all coaches, trainers and managers are registered online at *MyFootballClub* - advise the club of any changes that happen during the season
- Work with the coach and all families to figure out what is the best day and time for your weekly training during the season
- Book a training ground for regular season training during April to August (*for more details check our website at "Club Info / Training Ground Bookings" or in our Club Information Manual*)

Once this is done, you can start to prepare yourself and the team for the season ahead:

- Check where you can hold your pre-season training during February and March
- Maybe arrange for some pre-season trial games (*your age coordinator can help contact other teams*)
- Read the *Club Information Manual* (you'll receive a bound copy with your team kit bag)
- Familiarise yourself with the MWFA Competitions website .. to be able to confirm match schedules
- Familiarise yourself with the Seaforth FC club website
- Keep everyone on your team up-to-date as you move through the pre-season
- Attend the Seaforth FC Manager's Information Night in late March where we cover all the main things you need to know .. and you collect the team kit bag (*watch for communications of the date for this*)
- Identify two people in the team who will be available to referee "home" games if there's no official referee
- Watch for club communications on the "Referee Training Nights" and "Coach Training Courses" so you can send your team's people along
- Set up all team and club contacts in your phone
- Make your players, managers and coaches aware that there are Codes of Conduct that need to be followed - Junior players can just be told about them; everyone else should be directed to read the copies on our club website