



**Postal address:**  
PO Box 351  
Kotara Fair NSW 2289

**Website:**  
[www.ksjfc.org](http://www.ksjfc.org)

## Manager's Duties

### Responsibilities and Duties of a Manager

1. Ensure that all team members, and parents where appropriate, are fully informed of competition matters, the weekly draw and Club activities.
2. Make best endeavours to ensure that all players participate in an equal number of games, and have equal playing time over the season.”
3. Arrange for parents to attend canteen/park duty on the day(s) your team is rostered for these duties by the Club.
4. Ensure that team members or parents are advised of late changes to the published draw and are aware of ground locations.
5. Complete sign on sheets and sign game sheets if coach unable to do so or if allocated the role by the coach.
6. Arrange, by contact with appropriate Team Managers, the borrowing of eligible players from other teams to complete your team in the absence or injury of team members.”
7. Coaches and Managers of all competition teams (Under 12 and older) must wear a special identification jacket, badge or armband as supplied by the Club for the duration of the game.
8. Ensure that all club correspondence is distributed to players, parents and coaches as required.
9. Collection, management and return of shirts, balls and training equipment.
10. Read and understand the club's code of conduct (available on the website) and abide by aspects of this code of conduct that apply to your role in the club.
11. Ensure that either the manager or coach attends all appropriate club meetings.
12. Ensure you complete and supply to the Club your “Working with Children” Approval Number.