



## Coaches' and Team Managers' checklist

Thank you for volunteering to be a coach or team manager for one of the teams in the Macedon Ranges Futsal (MRF) competition. This is a little checklist we have put together to make your life easier when you are preparing your team to play. For more detailed information please visit our website [www.mrfutsal.org.au](http://www.mrfutsal.org.au) and if you have any questions on game night please do not hesitate to ask one of our friendly coordinators.

### Pre-season

- ☐ Registrations open (around early April for Winter season, early October for Summer)
- ☐ Team managers register teams (at least 5 players, up to a maximum of 9)
- ☐ Team managers send registration link and unique code to players
- ☐ Players register to the team
- ☐ Competition coordinator places all teams in the appropriate division and releases draw.

### Game night

- ☐ Check all players registered and paid – covered by insurance
- ☐ Check at least 4 players available (minimum required to play) – if not call the Competition Coordinator Amanda Ruzicska urgently on mobile 0419 132 602
- ☐ If only 4 players available - only one player from lower age group may fill in as emergency
- ☐ Check players have required dress and equipment (requests made by referees and other officials need to be complied with, otherwise player will not be allowed on court):
  - Team Shirt with player number (goalie in different colour or bib)
  - Pocketless Shorts
  - Shin pads
  - Long Socks (to cover shin pads)
  - Correct shoes – non-marking soles
  - Approved eyewear
  - Jewellery (including body piercings) removed or made safe.
- ☐ Ensure you have an adult to score for your team:
  - Sit at the scorers' desk with opposite number from other team
  - Tick present players on score sheet
  - Check player numbers
  - Score game
  - Assist referees and other officials.
- ☐ Ensure your team's players and spectators comply with the code of behaviour
- ☐ If a player is injured ensure they receive appropriate assistance (if suspected concussion or ice treatment cannot retake the court).

### Post-game

- ☐ Check results recorded for the game on the sheet are accurate – inform referees immediately if there any issues – sign the sheet
- ☐ Ensure any injuries or incidents have been recorded by the coordinator
- ☐ Record your team's best and fairest votes for the game.