



**Subiaco AFC
(Juniors & MiniRoos)**

MANAGER'S MANUAL

Firstly, the Club would like to thank you for volunteering to be Manager of your child's team. Volunteers play a vital role to the running of the Club and the teams within it.

The Manager's role is not a difficult one, but it requires organisation and communication. The more organised you are, the more organised the team as a whole will be.

Having a good manager enables the coach to concentrate on what they do best – coach; rather than becoming involved in the administration of the team.

Below you will find an A-Z of Managing a Team, which will hopefully make it easier for you to fulfil your role. You will all obviously find what works best for you but this will provide you with a good starting point.

A

Away Games

It is your responsibility to fill out the "Away Team" section of the match card, so if the opposing team manager doesn't approach you, make yourself known to him/her and complete your section. Return the card to the home team manager prior to the beginning of the game. (See "Match Card" below).

At the end of the game, sign and print your name on the back of the card, to indicate you agree with the record of the game.

Juniors (U12-U18): Pay the referee half the match fee prior to the commencement of the game.

Juniors (U12-U18): Provide a Linesman for each match (see "Linesman" below).

B

Beginning of the Season

Ensure you have correct contact details for all players and their parents/guardians. Create a team list for yourself (from the information provided by the Age Co-ordinator). It is suggested that you have also keep a contact list of all other Team Managers and Coaches in the Club so that you can contact other teams to arrange substitutes and friendlies.

Email the team introducing yourself, advising them of training details, orange roster etc. Ensure that each parent/guardian has your mobile phone number – this is especially important when they are lost and are trying to find you.

C

Coach

By forming a "partnership" with the coach, you will have a smooth running team. The coach will advise you of details such as training times etc. You must keep them advised as to absences, injuries etc. as you become aware of them. This will enable the coach suitably plan for each training session and to manage matchday substitutes.

Clash Kit

If the Referee deems the kit for both teams to be too similar, it is the responsibility of the home team to change. Clash kit sets are available at the Clubhouse. Please sign them out,

wash and return them promptly. (Please note that for *NPL teams*, the away team is required to change kit.)

Communication

The most important part of a Manger's role. It is the key to success. Email is often the easiest form of communication. Ensure that during the pre-season you have confirmed all email contacts for your team. Many people use work email addresses, however, if they cannot access these on the weekend problems may arise if you are notifying them of last minute changes. Let your team know this and encourage them to supply an alternate address as well. Remember, you may have players who spend time in two or more different households; ensure you have email addresses for all responsible adults.

E

Equipment Shed (Roller Door) is located to the north of the main pitch (Pitch A). This is where you will likely meet committee members to collect additional equipment, kit and other items.

F

First Aid

There should be a First Aid Kit provided at each ground. However, to address accidents/injuries quickly, you may find it useful to have a simple first aid kit (ie bandaids and re-freezable ice-pack). Some of the grounds you will play at are large and to have quick and easy access to some of these items is beneficial. Ice is available from the Clubhouse at Rosalie Park.

Fixtures

Fixtures can be found on the Football West website www.footballwest.com.au/ (Competitions) Also, the Fox Sports Pulse app is extremely helpful and Managers should encourage their team to download and use it. Each Sunday, the Fixtures board is posted outside the Clubhouse for handy reference.

Always check your fixtures from the FW website *each* week. Changes should be finalised by the Wednesday preceding the Sunday fixture, however last minute changes are possible.

Forfeits

If you forfeit a game, the Club incurs a fine. To minimise the fine, advice to the club (VP Operations) need to be provided no less than one week before the fixture. It is important to keep track of impending absences, so you can call on players from other teams to help you field a team. Possible considerations for substitutes include players from the age group below and the girls' teams (remembering that girls may play a year down in the boys' league).

Fun

Remember, being a Team Manager isn't all hard work – if you are organised it's a lot of fun!

H

Home Games

Rosalie Park is Subiaco's "Home" ground.

When playing at Home, it is your responsibility to:

- Ensure the goal posts, nets and corner flags are correctly set up
- Provide a Linesman (see "Linesman" below)

- Ensure the match card is filled out correctly (see “Match Card” below).
- Introduce yourself to the opposition manager. Give them the match card to complete at least 15 mins prior to kick off time, and collect it again.
- When this is done collect it again.
- If there is no FW referee in attendance, or if Linesman flags have not been provided by the referee, collect a spare set from the Clubhouse. Remember to return them at the end of the game.
- Introduce yourself to the Football West referee, pay them and introduce them to your Linesman.
- Provide the referee with the completed match card 10 mins prior to the beginning of the game.
- At the end of the game collect the match card from the FW referee and have the opposition team manager sign the back of the card.
- Deposit the match card in the “Match Card Letterbox” at the Clubhouse.
- Provide a referee and a whistle if no Football West referee is in attendance.

K

Kit

Provided at the start of the season to each Team Manager to distribute at the Season Launch.

L

Linesman

Two Linesmen must be provided for all Junior matches (U12-U18) (also known as Assistant Referee). Each team supplies one Linesman for each game. Set up a roster, where possible, for Linesman duty, bearing in mind this is sometimes difficult, as you encounter last minute absences, injuries etc.

Some volunteers, from our club and other clubs, are not familiar with the rules that relate to the ball being out of play and more importantly, the off side rule. Please ask your coach to ask the referee to conduct a pre-match briefing with both Linesmen. Football West expect their referees to do this, but the referees rarely comply with this requirement. This short briefing will likely save frustration during the game. More importantly, it sets up the correct relationship between the referee and the volunteer Linesmen and it encourages the referee to monitor (and take control of) the off side situation.

A complete copy of the Rules of the Game is available on the FW website. The Club will run some Lineman information sessions at the commencement of the season for any interested parents.

M

Manager's Kit

You will find it useful if you build yourself a “kit”. This should include:

- Pencil case with items such as scissors, glue stick, pens.
- A file with your team (and age group) list (including player names, registration numbers, shirt numbers, contact details), registration cards/list, spare paper, match card.

Match Cards

Must be completed in accordance with the directions and procedures outlined by FW.

http://www.footballwest.com.au/fileadmin/user_upload/MiniRoos/Match_Card_Helpful_Hints.pdf

Many team managers format and print their team lists using Word/Excel. Remember to make sure it lines up exactly with the match card. Points may be deducted and fines to the Club are likely, in the

event of non-conforming cards being submitted. Please ensure that all parts of the match card are filled out.

Players must not take the field unless they have an FFA registration number. For Junior teams (U12-U18s), the Team Manager must carry Player registration cards for every player taking the field. Player registration cards will be provided at the start of the season by the Registrar.

Completed match cards must be deposited in the metal letterbox, marked "MATCH CARD BOX", outside the Clubhouse on completion of the match.

O

Oranges

Set up an "orange roster". Each player takes turns to be responsible to provide oranges for the game.

R

Referees

Football West (FW) aims to provide a referee for each Juniors match (U12-U18). Particularly at the more junior levels, these are often young people who may be players themselves and have chosen this as a way of "giving back" to the game. It is not an easy task, so please ensure that your players and parents treat them with respect.

If a referee is not provided, it is the Home Team's responsibility to provide a referee AND a whistle.

If a FW referee is not provided, it is your responsibility to ensure the goals scored by both teams are correctly recorded on the match card.

Referee's Fee

The current fee payable to a Football West referee can be found on the Football West website.

<http://www.footballwest.com.au> (Referees -> Referee Fees)

The fee differs according to Age Groups.

It is each team's responsibility to provide half of the match fee to the referee. This is to be paid directly to the referee prior to the beginning of the match. If a FW referee is not provided there is no fee payable.

It is easiest if you collect money from everyone at the beginning of the season. If, as a result of a referee not attending a game, you have some money in the "kitty" at the end of the season you may wish to use it toward, say drinks, at an "end of season windup".

S

Shirts, Shorts and Socks

Provided at the start of the season to each Team Manager to distribute at the Season Launch.

W

Each player requires a water bottle. Prior to the beginning of each match remind the players to take their water bottles with them and place them in the "team area". In this way they will not be chasing around the ground for water when they are substituted off the field. This ensures a number of things: a) the players are not wasting energy running to the opposite side of the field for a drink and b) they are sitting by the Coach either listening to what they have to say, or preparing to go back on the field. If at half-time the coach stands on the opposite side of the field ensure the players take their water bottles with them.

SAMPLE INTRODUCTORY EMAIL:

Hi All,

I am Jane/John (Smith)otherwise known as "Adam's mum" and will be the Team Manager for Under X (Team Name).

Could you please reply to this email confirming that you have received this email and that I am using your most appropriate email address

My contact details

Email : anon@westnet.com.au or by phone: 0419 xxx xxx.

Coach

XXX is our Team Coach.

Match times

The fixtures are available on the Football West website: <http://www.footballwest.com.au/>
(Competitions -> Juniors)

Communication

So that the coach can focus on coaching please direct all queries/communication relating to matters such as absences, illnesses, match times, venues etc. to me and I will liaise with the coach so that he won't get "bogged down" in the Admin. Obviously any concerns (or "pats on the back") relating to coaching should be referred directly to him.

Absences/Illness

Please advise me as soon as possible, as to dates when you will be absent, ie holidays. If you are sick please advise me via mobile phone that you are not fit to play; the earlier the better, so that we may have a chance to find someone to "fill in", if needed.

Referee fees

Each week the team needs to pay the match referee. Therefore, please bring along \$20 to this week's match to cover your portion of the cost for the season.

Orange Roster and Linesman Roster

I will issue an oranges roster and Linesman Roster. If you cannot do your week, please arrange a swap with another family and advise me of the change.

Training

[Skills Training](#) – Day, Time, Rosalie Park (Pitch XX)

[Team Training](#) – Day, Time, Rosalie Park (Pitch XX)

[It has been suggested that it might be nice to have a get-together straight after one of the matches early in the fixture, so that the players can get to know each other and the parents can too! Last season we found that it took some weeks before they knew each other and only then did they really start to play like a team. Let me know what you think ...any suggestions ...](#)

I am looking forward to an enjoyable season (on and off the pitch) and to meeting you all. Many thanks, in anticipation of your participation.....

Jane/John Smith