



Subiaco AFC

MANAGER'S MANUAL

Juniors and Miniroos

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 on Squadi.

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 Group Co-ordinator/AGC). It is suggested that you have also keep a contact list of other relevant 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, 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. Setting up a group chat such as on WhatsApp is advised, a team meeting is also advised preseason.

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.

As the coach is the head of the team, they will have final say on team issues such as team numbers, submitting incident reports, substitutions and line ups, etc.

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/JDL teams*, the away team is required to change kit.)

Communication

The most important part of a Manager'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, their best email may not be the one provided by your AGC. 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, this is where a WhatsApp group may perform better. 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.

Code of Conduct

Managers must follow the clubs code of conduct. Academy Managers will need to collect signed code of conducts for each player and parent and once all are collected they need to be emailed to the club admin at admin@subiacosoccer.asn.au. Community team managers do not need to do this.

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

Fines

The club will not be held responsible for any fines incurred by players or teams. Any fines the club receives will be put back onto the offending team or player. Fines are not budgeted for by the club we expected all teams and players to avoid fines.

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 band aids 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 Squadi: <https://registration.squadi.com/competitions?yearId=8>, they should also be on your Squadi mobile app, failing this you should be able to find fixtures on the Football West website. Always check your fixtures from squadi *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 later than 5pm on a Thursday, 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! You are an important and valued part of the coaching team.

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 on Squadi.
- Introduce yourself to the opposition coaching team
- If there is no Football West 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 if necessary
- Show the referee the completed match card if they ask
- 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 (U13-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 offside 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 offside situation.

A complete copy of the Rules of the Game is available on the Football West 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, pens, notepad
- Anything else you deem helpful such as a team first aid kit, contact list, etc..
- Half time snacks that can be on a roster such as snakes or oranges or watermelon

Match Cards

Must be completed in accordance with the directions and procedures outlined by Football West. Currently the Squadi software is to be used for match cards. More details on the use of Squadi will be listed below under the Squadi title.

Should you be unable to access Squadi an electronic match card will need to be submitted 15

minutes prior to kick off to clubsupport@footballaustralia.com.au cc'ing your age group co-ordinator.

Players must not take the field unless they are fully registered on PlayFootball. **ITC players must not play until cleared.** If you are not sure who is registered or not, please contact the club admin and registrars and they will be able to give clear status of your players.

R

Referees

Football West aims to provide a referee for each Juniors match (U13-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. Further details on expected conduct are listed in our codes of conduct.

If a referee is not provided, it is the Home Team's responsibility to provide a referee and a whistle. If a Football West 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 Football West referee is not provided there is no fee payable.

Referee fees are included in your registration fees and will be paid in 2 or 3 installments to you from the club bank account, please provide up to date bank details when asked to ensure you get paid on time for your referee fees. If a referee does not attend a game the club will not seek to get this money back, 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.

Squadi

The current system used to electronically record and submit team sheets is called squadi, the mobile app will need to be downloaded onto your phone and the desktop platform is good to use for initial setup or major changes. Football Australia and Football West have provided excellent guides on how to use Squadi that are linked here: <https://www.footballwest.com.au/squadi>

You and the other coaching staff will also need to register on PlayFootball to get access to Squadi. If further help is required, please contact the club admin or registrar.

W

Each player requires a water bottle. This must be part of their game and training kit and be brought to training and matches. Players and parents are not to be running around fields collecting or dropping off water bottles, please have this organised early in the season so it does not happen.

Seniors

Firstly, the club would like to thank you for volunteering to be a manager. 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.

B

Beginning of the Season

Ensure you have correct contact details for all players and their parents/guardians if under 18. Players 18 or over should manage their affairs themselves and you should not be contacting their parents, this is part of maturing as a person and player.

Create a team list for yourself (from the information provided by the Age Group Co-ordinator/AGC). 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 relevant affairs.

Email the team introducing yourself, advising them of training details, roster etc. Ensure that each player and staff member has your mobile phone number – this is especially important when they are lost and are trying to find you. Setting up a group chat such as on WhatsApp is advised, a team meeting is also advised preseason, depending on whether an elite team or not this may be mandatory.

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.

As the coach is the head of the team, they will have final say on team issues such as team numbers, submitting incident reports, substitutions and line ups, etc.

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.

Communication

The most important part of a Manager's role. It is the key to success. Email is often the

easiest form of communication, work out the best for your team. Ensure that during the pre-season you have confirmed all contacts for your team, their best email may not be the one provided by your AGC. 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, this is where a WhatsApp group may perform better. Let your team know this and encourage them to supply an alternate address as well.

Code of Conduct

Managers must follow the clubs code of conduct. Elite Team Managers will need to collect signed code of conducts for each player and parent and once all are collected they need to be emailed to the club admin at admin@subiacosoccer.asn.au. Community team managers do not need to do this.

F

Fines

The club will not be held responsible for any fines incurred by players or teams. Any fines the club receives will be put back onto the offending team or player. Fines are not budgeted for by the club we expected all teams and players to avoid fines.

First Aid

There should be a First Aid Kit provided at each ground. However, it is advised to get a basic first aid kit for your team. Ice is available from the Clubhouse at Rosalie Park.

Fixtures

Fixtures can be found on Squadi: <https://registration.squadi.com/competitions?yearId=8>, they should also be on your Squadi mobile app, failing this you should be able to find fixtures on the football west website.

Always check your fixtures from Squadi *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 later than 5pm on a Thursday, 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.

Fun

Remember, being a Team Manager isn't all hard work – if you are organised it's a lot of fun! You are an important and valued part of the coaching team.

G

Games

It is your responsibility to fill out the match card on Squadi, 15 minutes prior to kick off and pay the referee half the match fee prior to the commencement of the game.

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 if needed and possible

- Ensure the match card is filled out correctly on Squadi.
- Introduce yourself to the opposition coaching team
- If there is no Football West 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 (if required) and introduce them to your Linesman if necessary
- Show the referee the completed match card if they ask
- 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 prior to the first game.

L

Linesman

Linesman should be provided by Football West for NPLW and State League games but for community teams they aren't. Be prepared to have someone or two people who will run a line.

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

M

Manager's Kit

You may find it useful to build yourself a managers kit. The items needed in your kit will vary depending on what senior team you're managing, you should be able to finalise your kit during pre season potentially with the support or requests from the coaching staff and players.

Match Cards

Must be completed in accordance with the directions and procedures outlined by Football West. Currently the Squadi software is to be used for match cards. More details on the use of Squadi will be listed below under the Squadi title.

Should you be unable to access Squadi an electronic match card will need to be submitted 15 minutes prior to kick off to clubsupport@footballaustralia.com.au cc'ing your age group co-ordinator.

Players must not take the field unless they are fully registered on PlayFootball. **ITC players must not play until cleared.** If you are not sure who is registered or not please contact the club admin and registrars and they will be able to give clear status of your players.

R

Referees

Football West aims to provide a referee for all senior matches. It is not an easy task, so please ensure that your players and supporters treat them with respect. Further details on expected conduct are listed in our codes of conduct.

If a referee is not provided, it is the Home Team's responsibility to provide a referee AND a whistle. If a Football West 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 the league you are participating in. 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 Football West referee is not provided there is no fee payable. Some teams will not need to pay the refs and the club will be invoiced directly, you will be informed by the club or at the latest the referee in your first game that they do not require paying.

Referee fees are included in your registration fees and will be paid in 2 or 3 instalments to you (unless club is invoiced directly) from the club bank account, please provide up to date bank details when asked to ensure you get paid on time for your referee fees. If a referee does not attend a game the club will not seek to get this money back, 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.

Squadi

The current system used to electronically record and submit team sheets is called Squadi, the mobile app will need to be downloaded onto your phone and the desktop platform is good to use for initial setup or major changes. Football Australia and Football West have provided excellent guides on how to use squadi that are linked here: <https://www.footballwest.com.au/squadi>

You and the other coaching staff will also need to register on PlayFootball to get access to Squadi. If further help is required, please contact the club admin or registrar.