



Team Managers Guide

Peninsula Strikers Junior Football Club

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1.0 Purpose

The purpose of this document is to assist Team Managers with their team management responsibilities at Peninsula Strikers Junior Football Club. This is a progressive document and will be updated and improved at least annually to reflect changes in Club and/or FFV policies and procedures.

2.0 Team Manager - Roles & Responsibilities

2.1 Roles

The Team Manager ensures a safe and successful season for the players and protects the interests of the club by performing all required administrative tasks for the team.

A good Team Manager will allow a coach to concentrate on coaching the players. This will ensure each player receives optimum attention and gives every player a chance to develop and perform to the best of their ability

In general, the Team Manager is the primary point of contact between members of the team, parents and the Club. Matters other than team administrative issues should be referred to the Coach. It is important that the Team Manager and Coach work as a team.

2.2 Responsibilities

Knowledge of registration and match details for the team.

Maintain up to date knowledge of all FFV regulations and procedures with respect to Junior team.

Organising and supervising all match day obligations (Marshalls, kiosk roster, set-up and removal of ground equipment etc).

Distribution of all relevant Junior club information to the coach, team members and parents including match fixtures.

Provide updates to the coach on player availability during the season.

Provide team feedback and performance to Junior Team Manager Coordinator. Organise match reports for newsletter and/or web site.

Organising and supervising equipment and apparel distribution to the team members.

Maintain team asset register.

Supervise equipment recovery at end of season (training and match equipment and apparel), report to Junior Team Manager Coordinator and return equipment.

Reporting on disciplinary issues (both internal and external) for the Junior team

Ensuring all complaints/disputes are handled according to club policy.

Representing the Junior Team at FFV official meetings as delegated to and/or required by the Junior VP.

Knowledge and Skills Required:

Well organised.

Good connections to team players, and parents.

Good people skills - good communicator to groups and individuals.

Good knowledge of Club and FFV operations and procedures.

3.0 Training

3.1 Venues

Grounds and other training resources require careful management and sharing. Training nights are planned and allocated through discussion and consultation between coaches, the director of



coaching, and club committee. Changes in times and venues will need to be done in consultation with or consent from the Director of Coaching.

3.2 Attendance

All players must arrive for training and be *ready to start at the designated starting time*. This implies that each squad be encouraged to allow time for changing into appropriate training attire, social catch-up, and some preliminary warm-up. It is the responsibility of the coach to ensure his squad knows the appropriate pre-training warm-up to be followed.

For the under 11's and above, it should be *compulsory for a player to contact the coach if unable to attend a scheduled training session*. It should also be encouraged that the player himself be the one to contact the coach. It provides a good means of allowing a player to assume some responsibility for themselves.

This may not necessarily apply to sub-juniors. The coach and Team Manager should use their discretion in applying attendance rules most suitable to their respective age group.

3.3 Transport

Some players may not be able to get transportation to the training venue on time.

The Team Manager should encourage the parents of these players to seek the assistance of other parents in obtaining transportation to the training venue. The list of players provided to each parent should assist them in contacting other parents in close proximity. If a player still finds it difficult to get transport to the venue, it may be necessary for the Team Manager to ask one of the parents for assistance.

3.4 Player Attire

The Team Manager and coach have dual responsibility to ensure each player has the appropriate attire for training. This includes shin guards, boots, as well as necessary goalkeeper attire for goalkeepers.

3.5 Equipment

The club provides all necessary training equipment. Generally equipment should be the Responsibility of coaches. However, the Team Manager should be familiar with:

- What training equipment exists,
- Where and how it is stored, and
- Ensure training balls and match balls are appropriately inflated when required for use.

4.0 Match Day

4.1 Team Sheets and Player ID Cards

The Club will supply every Team Manager with a FFV Team Sheet book to every team under-11 and above. The book should be prepared prior to arriving at the game. This is particularly important for home games where there is a considerable number of other tasks to be completed prior to kick-off. The FFV Team Sheet book is in triplicate. The players' names, strip number and FFA number and match details are to be written in the book and handed to the referee at least 30 minutes before scheduled kick off. The referee will check all team sheets and Player ID Cards and retain them until the end of the match.

On occasions, the referee may inspect both teams' attire to ensure it meets regulations.

After completion of the match the referee will complete and sign the team sheets. Both team representatives e.g. manager must sign and receive the relevant copies of the match record. Before signing, ensure that the:



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- **Scores are correct,**
 - Recording of (red and yellow) cards is correct,
 - Goal Scorers are correct,
 - Etc.

The referee keeps the original. The duplicate team sheet is given to the opposition's Team Manager. The triplicate is retained in the book.

4.2 Transport

Some players may not be able to get transport to a match on time for a variety of reasons. The Team Manager should encourage the parents of these players to seek the assistance of other parents in obtaining transportation to the match venue. The list of players provided to each parent should assist them in contacting other parents in close proximity. If a player still finds it difficult to get transport to the venue, it may be necessary for the Team Manager to ask one of the parents for assistance.

4.3 Arrival Times

All players must arrive at the match venue and be with his fellow squad members by the time designated by the coach. The Director of Coaching advises as a minimum that:

- SUB JUNIORS arrive at least 30 MINUTES before kick-off.
- JUNIORS arrive at least 1 HOUR before kick-off.

4.4 Arrival Attire

Each team will have designated and club approved attire to be worn to the game. Keep in mind that proper representation of the club includes each individual adhering to presentation/dress requirements. The Team Manager and Coach to ensure this is strictly adhered to.

4.5 Home & Away Strips

Peninsula Strikers JSC teams will play in their home strips when playing at home.

4.6 Ground Preparations & Game Duties

It is the Team Manager's responsibility to arrange set-up of the ground prior to the commencement of play for a home game. As a rule, Team Managers should be at the ground at least one hour prior to kick off ready to:

- Ensure rostered persons hang the goal nets, place ground flags, and set up home team and visiting team benches/chairs,
- Ensure the pitch is safe to play on. Remove sharp objects, sticks, holes dog poo etc.
- Ensuring rostered marshals are present, briefed and on duty with bibs when required,
- Ensuring rostered canteen and BBQ person(s) is present and on duty when required,
- Ensure rostered person(s) put out stretcher.
- Ensure Qualified First Aid person is present.

The roster should be prepared well in advance of the season.

If there is no game after your game, all the above ground equipment must be put away. The same persons rostered to setup the ground should put away equipment into storage. Before leaving the change rooms, ensure they are tidy and clean (rubbish removed and floors swept). Please ensure the change room used when playing away is also left in a tidy manner.

If you are expecting another team after you and the Team Manager or coach has not arrived to take responsibility, you must not leave gates, change rooms or storerooms open. If you have difficulty securing the clubrooms, you must immediately contact one of the committee for assistance.



4.7 Halftime Refreshments

Proper sports management includes ensuring players are properly hydrated before they start a game and maintain proper hydration during the course of the game. Preparing to be properly hydrated for a game starts approximately 24 hours before a game. As a general rule, proper hydration is achieved when clear water is passed. Maintaining proper hydration requires constant replenishment of fluid. Advise players not to wait until thirsty, as thirst is a sign that you are already not properly hydrated. Under match conditions, it is difficult to regain proper hydration when you are already partly dehydrated. Water and appropriate sports drinks should only be used. Small quantities of carbohydrates is the best; bananas being one of the best. It is up to each individual team on what refreshments players are provided at half time. Whatever is decided, ensure that it is an appropriate intake for an active sports person and understand it is in addition to proper fluid intake.

4.8 Match Balls

It is the responsibility of the home side to provide the match balls for the match. The Club will provide each team with two match balls. The Team Manager must ensure that the balls have been inflated to the recommended pressure before the commencement of the match. The match balls are to be handed to the referee prior to the match and retrieved from the referee after the match. The match ball is not to be used for pre match practice or training.

4.9 Referees Attendance

The FFV has declared that all junior matches under-11 and above are to be allocated official referees. **However, there is no guarantee that an official referee will attend every match.**

Should an official referee not attend, it is the responsibility of the home club to provide a referee.

It is the Team Manager's responsibility to assign a referee for the match. The Team Manager should, if possible, solicit at the beginning of the season commitments from a couple of the parents to perform referee duties if an official referee fails to attend.

Each team will need to allocate one linesman for each match. Some referees bring their own linesmen flags. If the official referee does not bring his own flags, the home side is responsible for providing the flags. The flags are usually kept in the Club's storeroom. In addition, be sure that you have access to a whistle in case the official referee fails to attend.

Before the game:

- Direct referee to the referees change room,
- Hand Team Sheet Book and Player ID cards to the referee,
- Provide the referee with two match balls,
- Introduce our rostered linesman and marshals to the referee,
- Ask referee if he needs linesman's flags (and supply ref with the club's if necessary).

After the Game:

- Check and sign team sheets,
- Collect Team Sheet Book and Player ID cards,
- Collect two match balls and put away.

4.10 Referees Fees

The Club pays official referees only. The home side is responsible for paying the match referee prior to the match.

The fees are set by the FFV and vary from age group to age group. The fees are available from the canteen on match day.

Should the canteen be closed for the day, the Team Manager is responsible for paying the referee. The Club Treasurer will reimburse the Team Manager.



4.11 Match Results

It is the responsibility of the Team Manager to notify the FFV of all home match results.

- Results of each Match may be communicated to FFV by any of the following methods:
Telephone: **(03) 9474 1888**
Facsimile: (03) 9474 1899
Email: results@footballfedvic.com.au
On-line: www.football.resultsvault.com (for username access please contact peterst@peninsula.org.au)
- All Junior Clubs are required to call through their results **before 6pm every Sunday**, or by 9:00am Monday morning if done online
- If a fixture was postponed / abandoned for whatever reason, the "Home" Club is still required to call the FFV results line and communicate the reasons why the game was not played. Failure to do so will result in a **fine**
- Clubs who fail to advise Head Office of their results by the specified times will be **fined**.
- **Fines should be paid by the teams failing to notify the results**

5.0 General Issues & Considerations

5.1 Team Communications

Email should be recommended that the primary means of communicating information to players and parents. It is far more time consuming and expensive tracking down people by other means such as a phone. As people are not always able to check emails every day, it is important that information be emailed in a timely manner. Normally this should be several days in advance. On some occasions several weeks notice may be required. Information needing attention within 24 hours should probably be communicated via phone.

5.2 Player Registrations

Each player must be registered with the Football Federation Victoria (FFV) and Football Federation Australia (FFA). Each registered player is allocated a FFA registration number. The registration number remains the same throughout the player's junior career.

Please Note: The Peninsula Strikers Junior Football Club has a "No pay, No play" policy. No player is to take the field representing the Peninsula Strikers Junior Football Club until the appropriate Club membership fee has been paid and a receipt issued.

The Club will not register players with the FFV and FFA that have not paid their membership, and if applicable, coaching fees.

The club secretary will contact you when requiring your assistance in relation to this matter.

5.3 Birth Certificates

Players that have not been previously registered with the FFV and/or FFA must have an original Birth Certificate or other acceptable government documents are to be sighted by the Club Secretary. The Club Secretary must sign each Amateur Registration Form stating the original birth certificate or other acceptable government documents have been sighted.

5.4 Player Transfers

Please contact the Club Registrar for assistance with transfers.

5.5 FFV Insurance

The Club registers each player with the FFV. Included in the FFV registration fee is an allowance for the FFV Group Insurance Scheme. It is important to note that unless a player is registered with the FFV, the player will **not** be covered by the FFV's group insurance policy. This presents an



unacceptable risk and under these circumstances. the Club will **not** allow unregistered players to participate in training, practice matches or FFV fixture matches.

Full terms, conditions, limitations, exclusions and benefits are set out in the policy documents issued to the Football Federation Victoria, copies of which are available on request from the FFV.

5.6 Team Strips

The home strips are allocated to all teams. Strips are the property of the Club. Each Team Manager will be allocated a set of team strips. It is the responsibility of the Team Manager to ensure all tops are returned to the Club. The Club admin team keeps records of all Strips. At the end of the season the Club Treasurer will invoice the team for any missing tops.

5.7 Medical Forms & Medical Kit

Each team should be given a first aid kit for the season to be returned at the end of the season. This is to be kept with the Team Manager at all times. The Team Manager needs to maintain this kit and ensure that it is available for both training sessions and game day. On game day, it is to be in the change room before the game, during half time (if the team goes into the change rooms for the half time break), and after the game. During the game it must be located within the technical area.

NB: IT IS IMPERATIVE THAT THE MANAGER HAS MEDICAL FORMS FROM ALL THE CHILDREN. THIS IS TO ENSURE THAT WHEN ADMINISTERING FIRST AID ALL MEDICAL CONDITIONS ARE TAKEN INTO CONSIDERATION.

Legally, clubs are not permitted to offer anything more than the most basic treatment to any player. A cold compress is about all that can be applied. Players who are bleeding should not be allowed to remain on the pitch. If an injury is serious, the player should not be moved, and an ambulance called. It is the responsibility of the parent or guardian to determine what treatment their child should receive. All Team Managers should fill out an "Injury Report" if a player is seriously injured, this may be needed in the event there is an insurance claim. These should be kept with the club.

5.8 Stretcher

It is compulsory that all clubs allocate one stretcher suitable for first aid and emergency use at all fixtures. Become familiar with where the stretcher is stored at the ground on match day. Clubs must ensure that stretchers are placed inside the barrier/fence in a safe and accessible position to first aid staff. The stretcher must be placed at the half way line prior to commencement of the match.

5.9 Sponsorships

Individuals or companies who wish to sponsor the club or any team within can do so. Depending on the level of sponsorship, the club can advertise on behalf of the sponsor. This can exist in a number of forms such as placing the logo and/or name of the sponsor onto specific parts uniform and/or accessories, and club web site.

Talk to a club committee member for further details.

5.10 Competition Rules

The rules of the competition are available on the FFV website (www.footballfedvic.com.au) under "Competitions". It is highly recommended you familiarize yourself with these rules.

Junior - ID Cards:

All players taking part in games must have a FFA Player ID cards. Referees will not allow players to take the field without a valid Player ID card. Clubs found to be breaching player eligibility rules will be heavily fined and coaches and Team Managers involved with the breach will be banned from taking



part in any official capacity for a period of three years. The Club Secretary is responsible for player ID cards.

5.11 Codes of Conduct/Behaviour

It is vital that all people involved in sporting activities, whether they are players, parents, or supporters understand their responsibilities to ensure that all participants enjoy junior sport. Along with an understanding of the codes, the FFV ask all junior club members to support the principles behind the codes, and to actively follow the practices outlined below.

5.11.1 Player's Code of Conduct

Play by the Rules

- Do not argue with the match official. If you disagree, have your captain or coach approach the match official during a break in play or after the match is concluded
- Control your temper. Verbal abuse of officials or other players or deliberately distracting or provoking another person is not acceptable or permitted in any sport
- Maintain your focus and work hard for yourself and your team
- Be a good sport and be prepared to acknowledge good play whether it is from your team or the opposition
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player
- Cooperate with your coach, teammates and opponents. Without them, there would be no competition
- Play for your own enjoyment, and not just to please parents and coaches
- Remove all jewellery prior to training and match play, as it is a hazard

Do not accept or use any banned or unauthorised drug(s), including the consumption of alcohol

5.11.2 Parent's Code of Behaviour

- Remember that children play sport for their enjoyment, and not yours
- Encourage all children to participate, do not force them
- Focus on the child's efforts and performance rather than the result of the activity (that is, winning or losing)
- Encourage children to always participate according to the rules
- Never ridicule, yell at a child for making a mistake or losing a game
- Remember that children learn best by example, so applaud good play by both teams
- Support all efforts to remove racial and religious vilification, verbal and physical abuse from sport
- Respect the match official's decisions and teach your child to do likewise
- Show respect and appreciation to club volunteers, including coaches, officials and administrators. Ensure any issues are raised through the correct channels.
- Do not smoke or consume alcohol near the team bench (Technical Area) or sideline

5.11.3 Spectators' Code of Behaviour

- Remember all children play football for their enjoyment, not just yours
- Applaud good play and performances from both teams, and be forward in congratulating all participants on their performance regardless of the final outcome
- Respect the match official's decisions on the day and teach children to do the same
- Never ridicule or scold a child for making a mistake before, during or after the game, as this may deter that child from continuing in the sport
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players



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- Show respect to for both teams when watching matches, because without them there would be no game
 - Encourage players to follow rules and accept the decision of the match official
 - Do not intimidate, harass or use foul language towards, players, match officials, club officials or spectators

5.11.4 Coach's Code of Behaviour

- Remember that players participate for fun and winning is only part of the fun
- Never ridicule or yell at players for making mistakes or for not winning games
- Be reasonable in your demands on a player's time, energy and enthusiasm
- Always operate within the rules and spirit of the game and teach your players to do the same
- Ensure that the time players spend with you is a positive experience. All players are deserving of equal attention and opportunities
- Avoid overplaying the talented player the less developed player need and deserve equal time on the playing field
- Whenever possible, change the group of players to ensure everyone has a reasonable chance of success
- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same
- Show concern and caution toward sick and injured players. Follow the advice of a doctor when determining whether an injured player is ready to recommence training or competition games
- Obtain appropriate coaching qualifications and keep up to date with the latest coaching practices and the principles of growth development and conditioning of junior players
- Any physical contact by the coach with a player should be appropriate to the situation and necessary for the player's skill development. (code of ethics)
- Respect the rights, dignity and worth of every player regardless of their gender, ability, cultural background or religion
- Be fair, considerate and honest with your player
- Be a positive role model for your players on and off the field

5.12 Role of Game/Ground Marshals

The role of the marshal is as follows:

- Be in clearly identifiable uniform
- Must be visible at all times
- Identify themselves to the appointed Match Official (referee) prior to kick-off
- Escort the match officials to and from the change rooms to and from the field of play at the start of the game, at half time and at the end of the game
- Ask person or person(s) to move away from prohibited areas of the field including
 - Technical side of the pitch
 - Each (goal) end of the pitch
 - Inside the spectator boundary on the spectators side of the pitch
- Monitor, and warn if necessary (see below), parents and spectators who are clearly not acting within the FFV's prescribed "Code of Behaviour",
- Alert the match official, if necessary, any player and/or coach clearly not acting within the FFV's prescribed "Code of Behaviour"

Warning: Parent(s) and/or spectator(s) not acting within the prescribed "Code of Behaviour" can be advised of the following:



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- Their actions are not within the FFV's code of behaviour
 - That a complaint can be lodged both with the club and FFV
 - If more serious cases, immediately notify the referee who can hold the respective coach accountable

6.0 Club Assistance for Referees

The Peninsula Region Referees have suggested that there be an information sheet available for clubs to use in pre match preparation on match days. This matter was raised because most of our members were finding it difficult to start games on time due to all pre match requirements not being completed. This is made more difficult because most referees have more than one game to do and any delays have a follow on effect. We have therefore prepared a list of things that clubs could try to organise well before kick off time.

1. Dressing rooms open and clean.
2. Pitches correctly marked including Technical Areas. A rope or line marked no less than 3 metres from the touch line (except on enclosed grounds) behind which all spectators and non officials must stand.
3. Goal nets properly secured.
4. Corner posts in position (must be no less that 5ft high and not spring loaded)
5. Team sheets fully filled in and valid I.D. cards available. I.D. cards must have photo and registration number and be available 30 minutes before game starting time.
6. Correct size and properly inflated match balls.
7. Make sure teams are available for equipment check at least 10 minutes before the game and are ready to start at the designated time
8. Ensure someone available to act as linesperson.
9. Provide a minimum of 2 marshals who must meet the referee at the dressing room, be clearly identifiable and must accompany the referee on and off the pitch as per FFV directive. must remain both sides of the pitch and assist in ground control. This includes keeping spectators at least 3 metres from the touch line and policing people foul and abusive language and behaviour.
10. Ensure a fully assembled stretcher is clearly visible and accessible near the touchline at the half way line.

It would also assist if referees are given a few minutes after the game to complete their paperwork before Team Managers collect their team sheets. It is sometimes a bit hectic after the game, particularly if there are two or three referees completing paperwork at the same time, very often in cramped conditions.

We realise that clubs rely on volunteers to help in pre match duties but it would be much appreciated if the above items could be addressed so as to make match day easier for all involved.

Brian Dymott
Administrator Peninsula Region Referees.



7.0 Appendix

7.1 Match Day Check List

All these points apply to home games. The away games only require the points in *blue*.

Before the game

- *Ensure team sheet book is filled out prior to arriving at the ground,*
- Ensure rostered persons hang the goal nets,
- Ensure rostered person(s) place ground flags into position,
- Ensure rostered person(s) set up home team and visiting team benches/chairs,
- Ensure rostered person(s) put out stretcher,
- Ensuring rostered marshals are present, briefed and on duty when required,
- Ensuring rostered canteen person(s) is present and on duty when required,
- Direct visiting team to the location of their change rooms,
- Direct referee to the referees change room,
- *Hand Team Sheet Book and Player ID cards to the referee,*
- Pay referee his match fees,
- Provide the referee with two match balls.
- Introduce our rostered linesman to the referee,
- Ask referee if he needs linesman's flags (and supply ref with club's if necessary),
- *Advise coach of any player absenteeism,*

After the game:

- Ensure rostered persons take down and store goal nets and accessories,
- Ensure rostered persons collect and store ground flags,
- Ensure rostered persons put away home team and visiting team benches/chairs,
- Ensure rostered persons put away stretcher,
- Collect and store marshal's bibs
- *Check and sign team sheets*
- *Collect Team Sheet Book and Player ID cards,*
- Collect two match balls and put away,
- Collect linesman's flags (if required),
- Ensure change room(s) are tidy and clean upon departing.
- Hand-over to next Team Manager / coach or lock up,
- Phone FFV match results by Sunday 6pm.

7.2 Season Fixture Template

Templates provided in excel (.xls) format are:

Player day Contact.xls

Canteen Roster.xls

Player day Sheet by Strip.xls



7.3 Match Day Requirements Template

Match Day Requirements

Arrival Time

The coach requires all players to arrive at the venue on match day one hour before match time. It must be understood that a large part of our success will be dependent on our preparation. The players are now of a standard where team strategies will change from week to week and will determine the outcome of games. Players not aware of the team plans and their role within it will contribute to the strategy failing. Success will largely rely on players being in the **right frame of mind** and their ability to **play their part**.

Dress

Each player is to arrive and depart the ground on match day in the following dress:

- Team Shorts & Socks
- Soccer Boots
- Goal Keeper Shirts, Pants, & Gloves (Goalkeeper Only)
- Drink Bottle (with **name clearly identified with permanent marker**)

Have a great season

Peninsula Strikers Junior Football Club