



Team Manager's Handbook

The most important thing that you can do as a team manager is to communicate.

Communicate often and regularly with the coach, players and parents of your team.

That way you have a much better chance of ensuring that the team works smoothly.

The duties of the manager include the following;

- Circulate team lists to parents.
- Circulate the game fixtures when these are available, together with the ground addresses and game start times.
- Assist the coach during training and the match if required and ensure appropriate discipline is maintained.
- Advise a club officer (details of whom to be advised) of the results of the game (where applicable).
- Deal with any complaints from parents, or refer them on to the Club Committee.
- In conjunction with the coach, select Player of the day trophy winners.
- Where appropriate, ensure that all players are given an equal playing time on the field.
- Ensure that there is a parent referee for all games (ensure the parent understands the rules of the game), parent to take the score and a timekeeper.
- Arrange for the orange duties each week.
- Follow-up on players who are injured or miss training.
- Prepare a roster for the putting up and taking down of goal nets and line flags at home matches.
- Collect lost property returning to rightful owners when you can
- Extra activities include organizing parent/child friendly matches, informal get togethers, photographs and fun activities.

Contact Details and Emails

In order to communicate freely you must have a complete list of contact phone numbers, mobile numbers and email addresses of all the players' parents and the coach. It is suggested that you get contact details of mothers and fathers in case of split families.

The easiest way to get the message across is by bulk email. Create an email database, based on the emails that you have, and email your team at least once a week.

Check with each parent before sharing their contact details. Some families get very sensitive about it!

The type of information that you should be passing on is:

- Results of the last game (maybe including player of the day and a match report too)
- Details of the next game, including time and place
- Half time orange duties (optional, see below)
- Requirements for putting nets up and/or taking down

Team Fixtures

The fixtures for your team is determined and set by Waikato Football Association. Go to "Fixtures/ Results/Ladders" on the www.waibopfootball.co.nz website and follow the links for your grade and division for all the information that you need (game dates, times and grounds) for each game.

The links will also guide you to the ground addresses. Do not totally rely on this list as game information can and will change often during the season. You should check the fixture details three or four days prior to each game.

Do not assume that even if the information on the website is correct that your players know who their next game is against and when and where it is. That is why you should use the weekly emails to back up the information.

During the grading portion of the season (first 4 weeks) fixtures will be posted on the website on the Wednesday prior to the game. Once grading has been completed the fixtures for the preliminary round will then all be posted at once followed by the championship round once the preliminary round has been played.

Club Contacts

It is helpful to have a list of contacts in other clubs in the same age level as yours. Your grade coordinator will supply you with a contact list of the other coaches and managers within your grade.

You will need this information if your coach wants to arrange pre-season practice matches. You should expect in the pre-season, to be get calls or emails from other managers looking for practise matches.

You will also need this for organising goals/nets for any home games.

Training

Please communicate to parents the importance of turning up to training on time and being ready to start at the designated start time. All children should be wearing the appropriate equipment for the session (shin pads, boots and should not be wearing their team uniform) and come with a full drink bottle.

Also communicate the importance of collecting players on time from training. The team coach, manager or assisting parent should not have to wait around.

Every player is expected to be present at training each week. As manager, you should continuously communicate to the parents the need to notify either yourself or the coach if a player cannot attend.

Balls and Cones

The club will provide a kit bag with balls, ball pump, training bibs, cones, goalie shirt and gloves (where applicable) to the coach of each team for training and/or match use. The coach should keep your team's kit bag. It is the responsibility of the coach, the manager and all the player's parents to look after the balls and cones throughout the season.

From time to time your team coach may not be able to make training or a match. It is suggested that you keep in regular contact with the coach to ensure that the kit bag be passed on to the stand in coach.

First Aid kit

The club will provide you, as the team manager with a first aid kit. The first aid kit must be available at every game.

As manager you need to check the contents of the first aid kit off against this list and check that none of the items are not out of date. Email the club's team manager liaison if you require a top up off any item in the kits before or during the season.

Team Shirts and Kit

At the start of the season the team will be supplied with the team strip. This consists of:

- Shirt
- Shorts
- Goalie shirt (if required)
- Goalie gloves (if required)

Each child is expected to supply their own socks which must be plain royal blue, available at The Soccer Shop (<http://www.nzsoccershop.co.nz/>).

At the start of the season you can hand the playing strip out to the team, recording shirt and short numbers allocated to each player on the provided form. This must then be sent to the grade coordinator before the season starts.

At the end of the season the playing strip is to be returned on the designated gear return day.

Half Time Orange Duties

Players often like to have oranges at half time to give them a boost for the next half.

As team manager you should arrange a roster for the supply of half time oranges for each week. Each week a different family can bring along a bowl of quartered oranges. Again email the list to the players.

You can also organise treats for after the game (chocolates, lollies etc) and include this on the orange roster. Please ask parents about any special dietary needs for the players and ensure that these are communicated to everyone so that appropriate treats can be sourced.

Putting up and/or taking down goals and nets

If your team is the first team on a particular home ground that day then you will be required, by the club, to put goal and or nets up.

If your team is the last on a particular home ground that day then you will be required, by the club, to take goal and or nets down.

This information (whether you are require to put up or take down the goals and or nets) will be emailed to you during the week prior to the game. You will need to organise to collect the goals/nets during the week for the team that took them down the week before.

Make sure to make your team's parents aware of this important duty. The goals and nets need to be ready in time for the start of the game.

Match Day

Your team players and parents should be at the ground at least a half an hour before the game. This will give you sufficient time to set up the goals/nets, meet the opposition coach/manager and gives the coach some time to get the players warmed up for the game.

All players must have a drink bottle for use on the day. You will need to remind them of this often and the easiest way to do it is in the weekly emails.

Once the game has finished you must text the result of the game to the results coordinator. Results must be texted together with the team name and grade, score and win or loss (eg 8th Vikings 3-2 Win) to the results coordinator by 1pm of match day. It is suggested that you set up a weekly reminder to submit the results.

Alternate competitions

Through out the season you may be contacted regarding optional tournaments that the team can enter. The details of these will be provided at the time and you will be required to communicate them with the team and gauge interest.

If the team would like to enter the competition please contact your grade coordinator with the required details and organise to collect any entry fees from the team and return to the club.

Club Information

The club will on a regular basis provide you with helpful and useful information regarding the goings on at the club. This may be in the form of emails or updates on the website and the Facebook page. You will need to pass this information on to the team to keep everyone informed.

Team Photos

Towards the end of the season team photos will be held at the club, the date and time will be advised. The whole team including coaches and managers is expected to attend wearing playing strip including socks, but no boots or shin pads.

Photo orders will need to be placed on the day including payment.

End of Season

Once the season has ended, the club will provide a Prize giving Day for all the teams. Each team will be given an allocated time to be at the club. In that time you will be able to give each player a participation certificate for the season and special awards to the best players of the season. Team photos will also be handed out to each player that order them on this day.

Right Hand

Above all, as the team manager, you are the right hand person for your coach.

When in doubt always consult with your coach before asking anyone else.

Once you get your team working smoothly and you get to know your coach, players and parents, you will find this “duty” to be immensely satisfying. You are all one team and it is up to you to make sure that it all comes together on match day.

Enjoy!