



MURDOCH UNIVERSITY
MELVILLE FC

MUMFC Junior Team Management Manual

November 2011

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Document Control

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Context

The aim of this document is to provide a framework for effective management of a junior football (soccer) team within the Melville City Football Club. It is a guide designed for the new manager, but also for returning managers to be a comprehensive reference point for all aspects of the role. Effective management is important to ensure that there are clear intentions and messaging that are consistently applied across all teams to ensure that elements of the competition run smoothly.

Effective team management is imperative in order for the club to attract and retain players at all levels. It means that coaches can concentrate on skill development and match strategy in the knowledge that all other aspects of the team operation are being dealt with.

This document is by no means perfect. The goal in putting it together to provide a baseline of practical steps with the view that that parents with previous team management experience take responsibility to enhance it and hand it over to the future year team managers.

Pre-season Activities

Become Familiar with the Club

In order to do your job comfortably, you should familiarise yourself with the clubroom facilities, get to know the president and especially your age coordinator who will provide information and direction to you through the season. Learn the rules of club rules (no boots inside); know where the shop and toilets are in order to advise your players, parents, and members of visiting teams.

Setting up Lines of Communication

At the start of the season, the club's coordinator for your age group will supply a list of players registered for the team. One challenge many teams have is that it might take half the season for the parents to get to know one another and the players. In order to facilitate a good team spirit, build a list of team members with home addresses, contact emails, home and mobile phone numbers of parents. This will assist when looking to share rides to training or games, and make communication between the team community easier. Also you should look to save mobile numbers of parents and key club contacts into your mobile phone.

An example of such a spreadsheet is included in the team manager's pack. As you can see, the spreadsheet contains a number of tabs, one of which is these contact details. Another idea that is useful is to take a photo (usually a mobile phone camera is suitable) of each player. These can be put into the spreadsheet allowing parents to cheer for a player by name. This spreadsheet is best distributed when fixtures are known and all photos are taken. You should ask permission of parents before distributing a photo of their child. Bring a hardcopy of the spreadsheet to each match and training night in case you need these details.

Your first communication with the parent group will occur once the teams are formed, and will serve as an introduction to yourself and the coach(es), and include many pertinent topics referenced in this guide, including:

- Duties to be rostered
- Training night
- Season outline: start/end, number of matches, home pitch location
- Expectations of players: Good spirit of sportsmanship, no jewellery/watches, no metal hair clips, mouth guards if wearing braces, must wear shin pads, no metal studs on boots.
- Find out what skills you have in the parent group that may be of help: referees, first aid, assistant coaches, transport (big vehicle) for distant away games, etc.

This will probably be sent in March.

Optional: Before the first match, and once team is finalised and registration fees are paid, you might wish to look at holding a team building day. Especially for new team members, this helps to build team spirit – an essential element of a strong team. This could be a BBQ

at the club, someone's house or picnic venue like Pt Walter.

Parents should be informed of the spectator code of behaviour as outlined on the Football West web site at:

<http://www.footballwest.com.au/resources/National-Spectator-Code-of-Behaviour.pdf>

Team Sponsorship

While not mandatory, ideally each team should find within its community of parents and friends, a sponsor. Team-based sponsorship will provide logo'd playing shirts for each player, a training shirt, bag, drink bottle, wet weather jacket for the coach, etc. The player who introduces the sponsor will have their registration fees refunded for the year.

Because of the size of the club, the exposure is quite reasonable for the sponsor from a marketing perspective. Team based sponsorship begins at \$2000. There are also silver, gold and platinum level sponsorships available for companies that wish to offer larger amounts for greater exposure. For information on sponsor programs, including a proposal, please contact the club sponsorship committee (sponsorships@melvillecityfc.com.au).

You should proactively work with the parents in the team, using their network, in order to obtain sponsorship. Have a chat to your team to find out if anyone else can help with this task. Sponsorship should be finalised by February of the playing year, ideally sooner.

As a manager, you can play an important role in the sponsorship fulfilment process. This helps provide sponsors with a sense that they have received tremendous value and enjoyment from their sponsorship. The more value sponsors feel they have received, the more likely they are to sign on as a sponsor in future.

The club understands and fully appreciates the sacrifices you make as a manager. Your effort and contribution in the area of sponsorship fulfilment will have a lasting and positive impact on the future of the club, as well as serve to benefit your own team. Once the team has a sponsor, the manager has a number of small duties that help to show the sponsor the value being gained by the sponsorship in terms of exposure. These are as follows:

- Invite sponsor contact/staff to come down and watch and support the team
- Take and send an official team photo of the players wearing sponsored shirts with sponsor signage
- Throughout the season, take pictures from team social/other events, preferably where players are wearing sponsored gear, and send these to the sponsor
- Conduct a sponsor awareness survey twice per season (early season and late season) with the team (and parents, if a junior team), not just for the team sponsor but also for club-level sponsors
 - This will be led by the club's Sponsorship Committee. The committee will provide the survey. You might choose to delegate this to another parent of the team.
- Send an email to the sponsor contact about 4-5 times per season
 - Normally about every 5 games or so. The Sponsorship Committee will provide you with an outline of the content, as a guide
- Inform the sponsor of the end-of-season trophy presentation event, and invite them to present trophies and say a few words

- Look out for opportunities to utilise the services of your sponsor as applicable for team or club level events
- Delegate/ensure that there is a player/parent responsible for the team sponsor signage to be displayed at each home game and taken in after the game
 - Signs are expensive to replace – ensure they are not left out after games
- Players should be encouraged to turn up to each match in their full sponsored kit/club t-shirt – like a uniform.
 - Senior teams frequently implement a fun “fine” system to encourage this behaviour, where infractions are penalised for a small amount of money. The money goes towards a kitty for the end-of-season event – you could try something similar with your team
- Inform the Sponsorship Committee of any media exposure that the team receives
- Inform the Sponsorship Committee when any player in your team is selected to play at a higher level competition/admitted to a football academy/wins a scholarship/etc.

Coordinating Team Strips

Each player should be kitted out with socks, shorts and shirts. If your team has no sponsor, the club will provide a shirt, and you will need to inform the parents to purchase shorts and socks from the club shop. Normally these are available in the month prior to the start of the season. The club shop is open during the season 6-7pm Wednesdays; 4:30-6pm Thursdays and 9-12 Saturdays, and can also be purchased online from the club web site.

In older age groups, players might consider buying a second pair of socks if playing in cup matches. Players should put names on all items, especially sponsored jackets which are removed, as they all look alike. For club shirts, the manager should record strip shirt sizes for reporting to the club kit coordinator.

Deciding on a Training Night

With the coach, and with input from players, come up with a night (or nights) of the week on which to hold training. As shown below, the club maintains a register of training areas at Marcus Avenue. The register timetables the availability of areas and daily timeslots that can be booked for the duration of the season. You should coordinate with the ground coordinator on the committee.

It is important that the team manager makes an appearance at each training session, if not to help the coach, but to at least assist to wrap-up the training with a brief talk about the coming match, plus any other pertinent topics.

First Aid

Identify those parents who have first aid skills and find out about their qualifications and how they can help should there be an emergency.

Each team will receive a basic first aid kit at the start of the season. You should collect information from parents about pre-existing medical conditions (eg requirement for an Asthma inhaler, necessity of mouthguards due to braces), allergies (eg Panadol), Medicare number and a form permitting emergency medical treatment to be carried out on children should their parents not be contactable.

You should also keep a copy of the club's accident report with you at training and matches. For insurance reasons, this form must be completed and put into the club accident file in the club rooms should an injury occur. It is supplied to Football West when making a claim on the insurance policy that is part of the annual playing fee.

The manager should look to bring the medical kit, a cold ice pack, sun cream, and mossie repellent to training in addition to games.

Registration and Payment of Player Fees

Player registration with Football West system is done through an online system called MyFootballClub. Registration cards will need to be created for each player, which consists of a passport-sized photograph and assigned registration number. These will be mandatory for Under 11 and all older age groups, including seniors.

A player is only eligible to play for another team for a certain amount of matches. Registration cards are used to check eligibility to play. This is particularly important re age eligibility and also for the Finals and Cup matches. The rules regarding the number of games that must be played in order to be eligible differ between competitions and can be accessed under:

www.footballwest.com.au/competitions/rules-of-competition

The manager should organise the photo of each player in a size and format to be advised by the age coordinator.

Prior to the start of the first match, the manager will receive a list of all players from the club registrar who have not paid fees. Due to the insurance premium as part of the fee structure, a player who has not paid their annual playing fee may not play a match.

The Club as a Voluntary Organisation

Just as you and the coach volunteer your time and effort to take the team forward throughout the season, there are a number of club-level roles that need doing. Roughly there are 30-40 such roles on the committee or various sub-committees for a club of our size. The strength of the club is very much based on the efforts put in by the committee members, and it is unfair that all of this work falls on the shoulders of a small few.

You should look to find one or two keen and organised individuals within the team's parent community and approach them to see if they can spare an hour or two per week helping out in some capacity. Roles and requirements change from month to month, so it is best that you talk with the club's administration manager (see web site for contact details) to identify the current needs of the club, or as a minimum, to put willing parents on a list of those to call should there be ad hoc work.

Match Day Duties

In every team, there are tasks of work to be carried out which are shared amongst the parents. Here are some tasks for which you will need to establish a roster of duties, which can be part of the same spreadsheet previously mentioned:

- Erecting or returning goal posts/nets/corner flags
- Ground Marshal
- Refereeing
- Bringing oranges, and optionally after-treats
- Substitutions manager
- Linesman
- Canteen duty
- Jersey washing
- Training assistance
- Sponsor signage (if applicable)

These will be in addition to the specific duties of the manager and the coach, so some, if not all of the above might be exempt for the manager and coach.

Match Day Duties of the Manager

If you are the home team, you are the host. You should proactively welcome the visiting team, ensuring they are aware of the location of facilities: toilets, canteen, etc.

The home team manager is responsible for providing and completing the Match Card, which is handed to the away team manager to insert their team's details. Where an official referee is provided, the referee will retain the card during the match, and you will then be responsible to ensure it is complete and submitted in the match card box in the club rooms. Results can alternatively be called through to Football West on: 08 9422-6970 or 9422-6985 prior to 5:45pm on the day of the match, where an automated system will record the details. A pack of 10 match cards (as per MCFC Team Equipment Allocation) will be provided by your age coordinator at the start of the season. Additional match cards can be printed from the Football West web site at:

<http://www.footballwest.com.au/competitions/forms-documents/>

Your age coordinator will provide team registration numbers prior to the first match and these, with the player surname and shirt strip number, are entered onto the card. The spreadsheet contains an example of a layout of the data which should be adjusted according to the card size and layout. You can print this on adhesive paper or glue to the card, and this makes match day duties easier. If raining, bear in mind that labels printed with an ink-jet printer will run if it gets wet – a laser printer is recommended for this. The idea of the match cards is only to include players actually participating on the day.

If your team is down on numbers and needs to borrow a player, you need to ensure that any guest players have no double up of strip number and that their details are completed on the match card, with registration number, and that you have a copy of their registration card and photo ID.

Goal posts/nets/corner flags

The roster should include when or if the parents need to erect or return the goals (either first or last match of the day). Instructions should clearly communicate where these are to be found and how they are erected or returned. The age coordinator will provide specific instructions at the commencement of the season.

Refereeing Duty

From U11s, Football West will allocate a referee to each match. This is a paid role, and the each team is responsible for paying 50% toward the cost of the ref. The manager should collect money from each player (parent). Depending on availability, Football West will assign either a referee or an assistant referee. As a guide, for 2009, the scheduled fees, split between teams, were as follows:

Age	Referee	Assistant Referee
11s & 12s	\$30	\$15
13s & 14s	\$36	\$18
15s	\$42	\$21
16s	\$48	\$24

The amount will be published by Football West at the start of the season. Finals will have a referee and an assistant referee.

A pool of funds needs to be collected from parents to cover this. This is best done by collecting \$30 per player at the beginning of the season. Keep a small spreadsheet as a ledger of ref money collected and paid. Excess funds at the end of the season can be put towards the end of season wrap-up event or a gift for the coaches.

On some occasions, a referee may not be assigned, so your roster should include a backup referee if you are the home team.

For younger age groups, you will need to assign a referee from the parent group each home match. For optimal outcomes, the coach should not referee the match. Typically an ex-playing parent is an ideal referee. If there aren't any, a few parents should be coopted to learn the basics of the game, and the club committee or age coordinator can provide guidance on rules. The role in younger ages is "Instructional Referee" which means that they stop play and provide guidance during the match, rather than only awarding free kicks.

Football West provides rules of play for each age group at:

<http://www.footballwest.com.au/competitions/rules-of-competition/>

Duties of the Ground Marshal

The home club must provide an identified marshal (a marshal vest is provided to each team at the start of the season). The duties of the marshal are:

- to ensure the security and safety of players, match referees and club officials;
- to supervise the conduct of ball persons if provided;
- to liaise with club officials and emergency services if required;
- to ensure the security of the venue, players, match referees and club officials at the

conclusion of the fixture;

- to provide an escort for the referee to and from the field of play at the start and finish of each playing period;
- to authorise rescheduling the game due to lightning danger or poor pitch conditions (surface damage or flooding, for example)
- and to inform spectators of any breach of the Spectator Code of Behaviour and request immediate compliance.

Note that the role of Marshal is not a “bouncer”. No physical interaction is expected or condoned between the marshal and any other individual.

Oranges and After Treats

It is customary to provide oranges (approximately 6 will do the job) for half time and after treats at the end of the game for players. Watermelon is a good alternative when in season as it has more built in water. A guide for after treats is a packet of snakes with no artificial colour or preservatives, or something similar. A bag will be needed for rubbish.

Substitutions Manager

Especially in younger age groups and in social competitions, the focus of substitutions is to evenly balance the time on the pitch between the players. Planning and keeping track of on-pitch playing time is often at odds with making strategic decisions and making tactical calls to players. A substitutions manager is usually someone who is good at keeping track of time, and working closely with the coach in rotating players. On match day, this is the coach's right hand person. If there is an assistant coach, this role is often filled by them.

In younger age groups or social play, emphasis is placed more on even balance of time on the pitch, and as such a schedule can be developed prior to the match to simplify this work.

Optional: A timer (clock) that rings at set intervals is useful to keep track of intervals of play in order to track substitutions.

Linesman

From U11 when the offside rule comes into effect, each team will need to provide one linesman for both home and away games. Your roster might include one parent for each half, or one parent per match.

The linesman is accountable for following the play and identifying and signalling when the ball is out of bounds, and noting when a player is offside. Note that the linesman is only accountable for signalling. It is up to the referee to interpret the signal and make a judgement call based on the signal offered by the linesman. The referee will usually brief linesmen prior to the start of the match.

The following links are useful information on the role and duties of the linesmen (officially referred to as assistant referees):

- <http://www.footballwest.com.au/resources/Laws-of-the-Game-2008-09.pdf> on page 24
- For information on the offside rule, this same document includes some example

diagrams on pages 99-107. An interactive guide to the offside rule is on the FIFA web site at: <http://www.fifa.com/worldfootball/lawsofthegame.html>.

Experienced club members are available should there be a large group of parents who need practical instruction on linesman duties.

Optional: it is best for the team to have their own set of flags in case flags are not provided by the referee.

Canteen Duty

Usually each team will be allocated one playing day during the season where they must support the canteen by working behind the counter or on sausage sizzle duty. This is usually between the hours of 9am to 1pm, and the manager should find parents to help during this time on the allocated day. The age coordinator will notify you of your allocated day. This does not necessarily have to be a parent, but a team relative or responsible sibling (which can contribute to the community service contribution of senior high school students).

Jersey Washing

Unless sponsored, the team shirts are to be returned to the club at the end of the season. As the shirts are a uniform, it is best that they are kept in the best condition and washed together in one load, rather than individually going home with each player with the risk of colour contamination from other articles of clothing.

It is recommended that one person take on the role of shirts for the season – thus collecting, washing and bringing to the next match become part of their routine; or make a roster of shirt duty. This may not be possible with girls' teams.

Training Assistance

If the team has only one parent able to coach, you might need to enhance your roster to include a parent who can take guidance from the coach and help with drills and warm-ups. Having two (or more) adults at mid-week and pre-match training helps to improve the player/coach ratio, thereby keeping training interesting and action-packed, thus delivering more value to the players.

Sponsor Signage

As sponsors provide funds to each team to support the purchase of players' kits, it is important that the sponsor obtains value for their investment. Each sponsored team will receive a sign (size dependant on sponsorship plan) which should be displayed at each home game in a visible area not too cluttered by spectators. The sign must be at least 1 metre from the perimeter lines of the pitch. The roster should include a parent whose task it is to take the sign to each match.

Weekly Communication

In addition to a spreadsheet issued by you at the start of the season to all players/parents with fixtures, it is imperative that an email is sent 2-3 days prior to each match reminding them with details of the coming match. Importantly with email communication, in order not to be ignored, it is best not to inundate the team with too many. Should there be multiple notices, these are best included in the **one single email** sent to all in the few days prior to the match.

As a guideline, the email should include the following information. This is a sample, and details should be simple to send out once an Excel schedule has been created at the start of the season:

The fixture for this coming Sunday is as follows.

Date: Sunday 13th September
Round number: 17
Opponent: East Fremantle (last match we had a 3-2 win)
Venue: Wauhop Park, Cnr Wauhop Rd & Preston Point Rd, East Fremantle
Pitch Number: B
Kickoff time: 8:30am
Arrival time: 8:00am
Approximate travel time from MUMFC: 15 mins
Oranges and after treats: Smith family
Subs Manager: Brian
Referee: n/a
Ground Marshal: n/a
Goals/nets/flags (if applicable): n/a
Player Availability: Kevin and Roger will be away
Weather forecast: Dry, maximum of 21 degrees
Uniform: Normal



Maps like the one above, including approximate travel times, can be obtained from various web sites such as <http://maps.google.com.au>.

A 7-day weather forecast is available from: <http://www.weatherzone.com.au/wa/perth/perth>

Note: fixtures may continue to change through the playing season, so you should check the Results Vault web site each week, right up until two days prior to the match in case official

communication of the change has not made it to you:

<http://Football.ResultsVault.com>

Match results and team ladders are also published for older age groups.

Typical other notices you might add to the email above could include:

- Other training programs (Football West, Coerver, Futsal)
- Team Photos
- Information about training
- End of season activities
- Team attendance at a Perth Glory match
- Grading news for next season
- Sausage sizzle/canteen duty roster
- News passed down from the club committee
- Reminders about notification of absences, the importance of training
- Lost property collected after the last game
- Birthday wishes
- Or anything else that comes up

Communication with Opposition

Especially early in the season while the fixtures are somewhat fluid, it is important to make contact with the opposing team manager. As you are familiarising yourself with the clubs in the competition, you should ask the opponent about a potential colour clash of strip. If there is, the home team must wear the “alternate” strip. This alternate strip is help by the club and shared amongst teams. This is available via the age coordinator and is best organise midweek at training while the club rooms are open. Sponsored teams might choose to use their training strip if applicable.

To obtain contact details for other clubs, use the Find a Club option on the Football West web site: <http://www.footballwest.com.au/community/find-a-club/>

Other Topics

This section contains a number of other general topics that you will need to be across as team manager.

Lost Property

After each match or training, collect remaining items and inform the team of anything you find. For lost property after matches, inform the opposition if it is possible it belongs to them.

The club has a lost property stand in the changing room behind the uniform shop. You should inform your team about this location for lost property, in addition to dropping off any gear you find where no owner is forthcoming.

Team Photos

Photos of the team, including coaches and the manager, are usually taken around early June each year. There is some flexibility as to which weekend the photo will be taken, and you will need to coordinate with the team such that everyone is in attendance. This will be coordinated via email by the committee member responsible for photography.

Extra-Curricular Training Activities

There are a number of opportunities for eager players to refine their skills during school holidays or the off-season, and some mid-season. You should look to get a group of players from the team together to participate in these as appropriate for the interest and skill level in the team.

- Football West Footworx sponsored by Harvey Fresh – school holiday program for children between ages of 7 and 13, usually 4 mornings or afternoons in a row, approx \$155
- Coerver Holiday program – same format as Footworx, approx \$140
- Football West Futsal – weekly indoor skills and drills training in small-sided games for players between ages 6 and 12. One program run per term at a cost of \$165, sometimes run at Melville Recreation Centre, Canning Highway.
- Coerver Academy Elite program – 40 sessions over the summer, 3 days per week, \$700-800. Run in multiple venues, the closest being Wauhop Park, East Fremantle.
- Football West Academy – for elite players with a selection process in late October, Saturday mornings from February to October. \$400 for the year.
- Street Fourz – 4 or 6-a-side past-paced game to Brazilian samba music, team entry \$160. Run in Leederville.

Lightning Risk

The risk of severe injury or death is very high in climates prone to thunderstorms. All coaches and team managers should be well versed with the risk to players, and actively postpone or suspend match commencement should the risk exceed acceptable levels. Each year, football players in Australia are injured or killed because their team management do not understand the very real danger of lightning.

Each team manager and coach must read and adhere to the club's position on avoiding lightning risk. The rules are part of this managers' pack (document Mgr04) and should be taken to each match should the opposing team or referee need convincing of the risk.

More reading on this important topic with specific reference to sport is available at:

http://www.lightningsafety.com/nlsi_pls/Sports_Medicine_Handbook_lightning.pdf

Sponsor Interaction

To show a return on investment, team managers will need to work with the sponsorship committee to report on the team's progress twice during the season, and to prepare basic content for the sponsor fulfilment report which is completed at the end of the season, delivered to the sponsor in October each year.

In order to do this, the manager will need to take occasional photos of the sponsor's sign in

situ at home games, plus collect any other statistics or information as directed by the sponsorship committee to meet the obligations of the sponsorship program. These tasks are generally not onerous, and all help to keep sponsorship money flowing into the club each year.

Other Club Activities

Should the club organise other activities such as a Busy Bee, the manager would need to find helpers for the day.

Mid-Season photos

Look to organise someone to take photos through the season so that there is a record to reflect upon at the end of the season.

Finals

If lucky enough to get into the finals, streamers, balloons and war paint (zinc cream), coloured hair spray are all part of the spirit.

Club Newsletter

You may be requested a couple of times during the season to put together some interesting news and stories about the team for the club newsletter. You will be informed by the club newsletter coordinator when this is required.

Club Web Site

The club has an extensive web site which will allow for a page per age group and even a page per team if you have the energy!

Trophies

Three trophies are awarded to players in each team at the end of the season. These are:

- Best and Fairest
- Players' Player
- Coach's Award.

Each team can decide how they wish these to be determined. As a guideline, the following system has proven to work. Engraving of trophies will take 10-14 days, so you will need to work back from your planned trophy day and finalise the results. Liaise with the club committee member assigned to trophies for this.

Best and Fairest

In most sports, this is determined by weekly voting of relevant parents on a small grading system. Each match you could choose to ask **all** parents, just **interested** parents, or one or two **key** parents (such as previous/current players and the coach) to vote on the top three players of the day, on a 3-2-1 scoring system.

The votes would be tallied after each match, and the player with the top result, by adding the votes awarded from the parent group would be given 5 points, the next 4, then 3, and so on to 1. Each week after the match (if results are determined in time) or at mid-week training you could look at awarding a certificate to the top one or two players based on the match performance. Occasionally, you might decide to award a player in position 3, 4, or 5 in order to reward special effort. A template for certificates is provided in PPT format as part of the coaches and managers kit. A sample is included on page 18.

The Player Voting Sheets in the managers' pack can be amended with your team name and printed, cut and handed out to parents as needed to record votes.

Players Player

You can use the same 3-2-1 voting system as used for the parents to allow the players to decide on the Players' Player award. Instead of a weekly vote, this is a once-off done toward the end of the season. The rules need to be explained carefully to the players, and depending on age, these should be emailed to the parents to ensure that the players have time to think this through near the end of the season. Rules are:

- Can't vote for yourself
- Consider aspects such as:
 - Sportsmanship
 - Drive
 - Talent
 - Attitude
 - Participation etc, not just goals scored, most popular, etc

Total the votes to determine the winner. Should the same individual be awarded the Players' Player and Best and Fairest, then the coach and manager should consider selecting the second polling player for the Players' Player.

Coach's Award

This can be awarded by the coach to another highly contributing player not successful in winning either of the preceding two awards.

Players of the Week Certificates

Especially for younger players, acknowledgement of a solid effort is much appreciated, and inspires them to continue to try hard to succeed. The PowerPoint templates in the managers' pack includes six different certificates that can be printed, two per page, then customised and used according to the needs of the team. These would be handed out by the coach after the game (time permitting), or at the next training session:

- Top Team Player of the Week
- Best Individual Skills of the Week
- Smart Positional Play of the Week
- Bravery and Assertive Play of the Week
- 200% Effort of the Week

- Preventing a Goal

Take the template and edit the words (age), (team name) and (year) appropriate for your team, eg:

Under 10 Torpedoes 2009



**Under (age) (team name) (year)
Top Team Player of the Week**

Name: Tommy Tailor

Date: 8th August

Signed: Coach Fred



The award titles and graphics of course can be customised according to your specific improvement and focus areas.

Optional: Images of coloured footballs can be added to the certificates which represent iron-on patches and can be purchased to accompany the certificates. Players iron these on to their shorts to display their increased prowess over the season.

For more information see: http://www.soccerhelp.com/shshop/index.php/cPath/22_54

End of Season

In winding down the year, there are a number of tasks that you will need to focus on with the help of the coach.

Wind-up and Trophy Event

Generally, each age group will look to hold a general wind up event where trophies can be presented. This is a good opportunity if the team is not looking for a specific event.

Should families have time available, and interest, you might look at a team-specific end of season wrap-up which is held separately to the generic age-level event. You might look at a dads vs lads match, BBQ at someone's house, scratch match or any other style of event that works for your team. If you need to know more about accessing the club facilities, speak to the age group coordinator.

If your team has a sponsor, it is important to offer the sponsor the opportunity to attend the trophy award ceremony for the team, assist in presenting trophies, and say a few words.

You should prepare a brief thank you speech for all the volunteers that make the playing season a success: referee, linesmen, marshal, oranges, etc, and especially coaches.

Gift for Coaches

The unsung hero is the coach, who must make a commitment to attend training each week, and each match, and devise drills and exercises, then enact a strategic and on-field tactics so that the players have great fun and hopefully are successful in their matches.

You should collect a small amount from each family to contribute towards a gift as a token of appreciation for the many, many hours the coach has spent in developing the players throughout the season.

Return of Club Equipment

After the end of the season, all club-owned equipment needs to be returned. This includes:

- Cones
- Balls
- Bibs
- Shirts (if not sponsored)
- First aid kit
- Marshal vest

Your age co-ordinator will inform you as to when and how this will occur.

Boot Bin

In an effort to save families the cost of replacing boots every season when boots are still in good condition, the club has in place a boot exchange program.

Encourage families to deposit cleaned, under-sized boots in the bin, and rummage for a pair that might fit your child for the next season.

The boot bin is located inside the clubrooms near the uniform shop's serving window.

Registration for the following year

In order for the club to be organised for the next season, early registrations are encouraged for those players who can commit to playing. This is usually done between October and December. Most teams need to be finalised by February where possible in order to progress the tasks as outline to this point in the document.

Your age co-ordinator will inform you of the dates and process when it is finalised.

Manager's Match-Day Check List

Things to take

- List of names and contact details for players and parents
- Medical emergency information, emergency treatment permission status, conditions
- Incident and Injury Report
- First aid kit, including ice pack
- Fixture list for coming weeks
- Match results season-to-date
- Player Registration cards with photos
- Match card (if home game) and registration data (or stickers)
- Optional: drink bottle holder (18-bottle holder available from Jim Kidd sports)
- Blanket or 4 cones to mark area for player bags, drinks and gear
- Money for referee (if applicable)
- Linesman flags (if applicable)
- Marshal vest (home games)
- Information or other notices
- Best and Fairest voting slips and a couple of pens

Tasks

- Welcome visiting team
- Complete the match card
- If home team, lodge match card
- Set up area for player gear
- Ensure rostered parents are carrying out rostered duties: oranges, linesman, referee (if needed), sponsor sign, marshal, goals/nets/flags
- Wrap up after end of match with notices including the following week's match

Associated Documents

- (Mgr01) Spreadsheet of contacts, fixtures, team mugshots, results log, etc (XLS)
- (Mgr02) Sample award certificates (PPT)
- (Mgr03) Player Voting Sheets (DOC)
- (Mgr04) Lightning awareness rules (PDF)
- (Mgr05) Trophy engraving form (XLS)
- (Mgr06) Incident and Injury Report (PDF)
- (Mgr07) Emergency Medical Permission Form (PDF)