



Guidelines for Managers

Managing a team is a rewarding way to become involved in the club & enhance your child's enjoyment of football. A manager sees to the extras, allowing the coach to get on with the job of coaching! The following points comprise a job description of the manager's role.

- Welcome new and returning players to the team, explain to parents how to register their child. Proof of age eg. birth certificate, passport, needs to be sighted if the player is new to the club. Direct parents to Karen Dempsey and Stephen Walsh, the club registrars, who will be at the kiosk on Wednesdays. All players must be registered by Wednesday 18th March at the latest if they wish to play in the first round of matches.
- Maintain a list of players with dates of birth, contact phone numbers & email addresses if applicable.
- Let players & parents know venue & time of match at Wednesday night training. This may be done verbally or through a newsletter. Distribute your contact phone number to parents, so that the family that misses training has a means of knowing match details for that weekend. Alternatively, encourage parents & players to access the draw after 12 noon on Wednesdays. The draw is posted on the Football Federation web site, at www.footballnt.com.au or may be reached through the link on this web site.
- Distribute and collect playing shirts at the beginning and end of each match. This works well if players are encouraged to use the same number shirt each week, to save fossicking around each week looking for a particular size. This system also means that match cards can be filled out in advance. Older girls may also appreciate taking their shirt home between Sundays to avoid having to change in public. The manager should not take the shirts home to wash every week, but rather, have every family take it's turn.
- Fill in the match card, have the referee sign card & return to the kiosk. The U12 teams and older play in a league for points. If the team's match card is not completed, or not handed in to the kiosk, the team will lose points. Not surprisingly, players find this hard to accept! Small sided games cards also need to be handed in. In the case of an accident involving a player, the match card is used by the insurance company to verify that the player was actually involved in play. A note of the incident must be made on the match card. Claims need to be lodged within 28 days.
- Distribute awards for the Best & Fairest Player following each match. Extra award certificates are available from Karen Buckley, 89451969 or buckleynt@bigpond.com. Some teams may like to make up their own certificate. There may also be medals or vouchers to give out as awards, again contact Karen Buckley. It is a good idea to keep a note of the recipients each week to ensure no player misses out all season.
- Help out at the kiosk when Mindil is Duty Club at Bagot, or find other parents to do so. If each team provides two parents to help set up the pitches or work in the canteen, the day runs very smoothly!