

WESTERN KNIGHTS SOCCER CLUB



HANDBOOK FOR MiniRoos TEAM MANAGERS

Teams: Under 9s – Under 11s

Thank you for volunteering to be Manager of your son or daughter's team. We hope you find that taking an active role in your child's team will make the season more enjoyable for you, as you will gain a better understanding of how both the club and the sport operate.

THE TEAM MANAGER

The team manager's main job is COMMUNICATION. You need to make sure that all the players in your team (and their parents) have all the information they need about games, training and club activities.

A good manager ensures that all team members and their parents feel included in team and club activities. Try to get to know other parents, and make sure the whole team is aware of social functions, changes to training, fundraising activities, etc.

MiniRoos COMPETITION

Western Knights play in the Football West-run league (MiniRoos). For U9-U11 age groups, teams are divided into divisions of approximately 10 teams. Teams play a home-and-away format, usually playing each team in their division twice – one home game and one away game. Home games are played on Davis Oval, away games at the other team's home ground. Finals are not played, and there is no "winner" announced in a division.

THE MANAGER'S RESPONSIBILITIES

EARLY SEASON

1. Compile a contact list for your team. The Committee will provide you with a team list based on registrations, but if you need additional information (such as alternative contact emails and numbers) you will need to source this yourself.
2. Ideally, create an email list that so that you can contact your team via email quickly and easily.
3. Hand out playing shirt.
4. Get to know your team coach, and ask what they would like from you.

WEEKLY

1. FIXTURE INFORMATION

Football West is responsible for devising the schedule of where and at what times games are played. All junior games are played on Sunday. Away games can be played any time between 8am and 1.30pm, though home games will not begin before 10.45am. The timing and location of games can change at short notice throughout the season, as scheduling difficulties arise. The Football West website has the fixtures for each week listed on their website, and this should be checked during the week in case the schedule has changed recently. The website for junior fixtures information is available at

<http://www.footballwest.com.au/index.php?id=70>

Managers should check fixture information and send out a reminder email to team members on Friday afternoon / Saturday morning.

2. REGISTRATION CARDS

Football West requires all MiniRoos players to have registration cards. Cards for team members will be issued to managers by the Committee before the first game of the season. It is the manager's responsibility to bring the cards to every game. Registration cards must be available for inspection by the opposing team if asked. If the card for any player on the pitch cannot be produced, the game will be forfeited.

3. PITCH PREPARATION

Setting up goals is the responsibility of the parents. Goals are available on the Nash Field side of the fence. Nets are located in the wheelie bins in the shed. If there is no game following yours in the morning, please pack up the pitch and return the goals to behind the fence and the flags, etc. to the shed.

4. MATCHCARDS AND SCOREKEEPING

Managers are responsible for matchcards and scorekeeping.

Home games

Home teams are required to provide the matchcard, keep score during the game, ensure the scorecard is properly completed, and to return the scorecard to Football West at the completion of the game. There is a supply of matchcards in the shed should you run short as the season progresses. After home games, you need to return the scorecard to the box marked "MATCHCARDS" in the shed. These cards will be collected by a club official and sent to Football West. Scorecards that are not returned to Football West incur a financial penalty for the club.

You must ensure that the game details at the top of the card are filled in (date, venue, time, division), all the details on the reverse of the scorecard are completed, and that all players' details (name, shirt number and registration number) are completed. Obviously the other team must complete their own player details, but it is your responsibility to ensure they do. Details on how to complete the card can be found at

http://www.footballwest.com.au/fileadmin/user_upload/MiniRoos/Match_Card_Helpful_Hints.pdf

Away games

At away games, the other team is responsible for providing the matchcard and for scoring. You need to complete your team's details (name, numbers etc.), and sign the back of the card at the completion of the game. While the other team will be responsible for scoring, it is a good idea to keep a check on scoring during the game.

Player details

As it can be time consuming to hand write player details on scorecards each week, most managers put the details into a spreadsheet or word processing program, and print a label that fits on the scorecard. Either take a glue stick with you to games to stick player details to the match card, or print the details on to a sticky label.

The Committee will provide a list of Football West Registration numbers for the players in your team.

5. CANTEEN DUTY

Canteen will be run from the clubhouse, and as it is some distance to Davis Oval where MiniRoos games are held, MiniRoos families will not be rostered for canteen duty. If however, you are willing to lend a hand when the canteen is running, your help will be gratefully accepted. Please ask at the canteen and bring your team down after their game for a well-deserved hot dog or bacon and egg roll.

6. COACH'S REQUIREMENTS

Talk to your team coach to find out if they would like weekly rosters. For instance, coaches may like to have a roster for goalies, so that all players take turns. A half-time fruit roster means that parents only have to cut fruit once or twice during the season, and also fosters a good team spirit. If you have weekly rosters, then make sure you send out a reminder during the week (usually at the same time as the match schedule reminder).

Ask your team's coach if they would like you to keep track of absentees (some coaches may prefer to do this themselves). If you have a lot of absences in a given week, let the coach know so they can arrange extra players.

7. REFEREES

When teams play at home, they are responsible for refereeing. For MiniRoos games, a referee must be provided by the home team, normally a parent. Referees must be two years older than the players on the field (e.g. must be U13 to referee U11s). If you are unable to find a parent referee please contact the committee as there are several children with ref experience from the older teams who may be able to help out if they have a home game.

8. GROUND MARSHAL

The manager needs to appoint a ground marshal for every game. This person cannot be the coach, manager, anyone doing canteen duty, or otherwise tied up with other responsibilities. The ground marshal is responsible for security and safety during the game. Most weeks this will involve no work at all, but if there is any kind of issue to be dealt with, for instance, a breach of the player or spectator code of conduct, a safety problem etc., then the ground marshal has the responsibility for dealing with it.

9. FIRST AID KIT

There are first aid kits available in the clubhouse. If you use first aid supplies, please advise the Committee so that we can replace items.

10. WHEN OPPOSITION ARE WEARING SIMILAR UNIFORM COLOURS.

Miniroos players must wear bibs in an alternative colour for home games if the opposition have similar uniforms.

OCCASIONAL RESONSIBILITIES

1. FUNDRAISING

This season, the Committee is planning a number of fundraising activities. Managers will be responsible for organising their team's participation in the fundraising activity.

2. INCIDENT REPORTS

If there is any kind of incident occurring during a game, whether it involves a player, parent, or bystander, please report it by completing an incident report. Reportable incidents include injuries that require medical attention, altercations/disagreements that may require follow-up (e.g. referee abuse), equipment malfunction (e.g. broken goalpost), or anything else that you think the committee should be aware of.

NEED HELP?

If you have any questions, or need help with anything along the way, please contact any member of the Junior Committee – we are all very happy to help. The easiest way to get in contact via email westernknights1968@gmail.com

MORE INFORMATION

The Football West website has a very comprehensive information on almost every aspect of their junior soccer competition on their website. If you are interested reading further, the website is www.footballwest.com.au

Most of the useful information is under the “Competition” tab. Some of the more useful links are:

Season Calendar

<http://www.footballwest.com.au/index.php?id=70>

MiniRoos Allocations

<http://www.footballwest.com.au/index.php?id=70>

More Information on MiniRoos

www.miniroos.com.au

Football West Code of Conduct

http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Code_of_Conduct_2011_1_.pdf

Football West Spectator Code of Behaviour

http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Spectator_Code_of_Behaviour_2011_1_.pdf