

WESTERN KNIGHTS SOCCER CLUB



HANDBOOK FOR TEAM MANAGERS

Team: Women / Masters

Thank you for volunteering to be Manager Western Knights Women's or Masters team. We hope you find that taking an active role in this 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 if applicable) have all the information they need about games, training and club activities.

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

WOMEN'S AND MASTER'S COMPETITION

Western Knights play in the Football West-run Women's Metropolitan and Master's League. Teams are grouped in to divisions by ability, and play either metro, south or north zones of about 10 teams per division. 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 Nash Field, away games at the other team's home ground.

Football West also run a Women's and Master's Cup competition, in to which Western Knights teams have been entered. This is a knock-out competition, with the winners of each round progressing to the next round. This competition is open; teams compete against one another regardless of the grade they play in League competition.

Please note that the club is fined if a team forfeits a game, so please ensure you can field a team each week as scheduled. If you will not be able to field a team in a given week, it is sometimes possible to reschedule games. This must be arranged by teams on an individual basis, by contacting the opposing team, rearranging the match day if possible, and then notifying Football West via the Committee. It is the responsibility of the manager to organise for rescheduling of games should that be necessary, but you will need to check with the Committee to ensure that Football West are notified, and also that pitch space is available for home games.

THE MANAGER'S RESPONSIBILITIES

EARLY SEASON

1. Compile a contact list for your team. The Committee provide you with a myfootballclub generated team registered list to which you can add other details as you see necessary.
2. Create an email list that so that you can contact your team via email quickly and easily or set up a Facebook page for notifications about training and games.
3. 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 Women's and Master's games are played on Sunday (sometimes Cup games are on a different day of the week), and can be played any time after 8am. 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. Fixtures information should be available at

Women: <http://www.footballwest.com.au/index.php?id=64>

Masters: <http://www.footballwest.com.au/index.php?id=65>

from April. Managers should check fixture information and send out a reminder email to team members during the week. Please remember to check Cup fixtures as well as regular League fixtures.

2. REGISTRATION CARDS

Football West require all players to have photo ID 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. MATCH BOOKS AND SCOREKEEPING

Managers are responsible for matchbooks and scorekeeping. Managers will be issued with a matchbook, that contains triplicate scorekeeping forms.

Home games

Managers are required to ensure that player/official details are completed in the matchbook for home and opposing teams, and to ensure that the score is kept during the game.

At the conclusion of the game, if there is a Football West referee, the referee will take the WHITE copy, which is the official Football West record. If there is not a Football West referee, the manager puts the WHITE copy into the "matchcard" box in the foyer of the club rooms.

The PINK copy stays in the matchbook.

The GREEN copy is given to the opposing team.

Score sheets that are not returned to Football West incur a financial penalty for the club.

In addition to returning the score sheet, after home games, the manager is required to email or text the game result to Football West before 5.45pm.

SMS to 0452 233 842 or

Email results@footballwest.com.au

Away games

At away games, the other team is responsible for providing the matchbook and for scoring. You need to complete your team's details (name, numbers etc), and sign the score sheet 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.

You should be given the GREEN copy of the score sheet, and keep it with your own matchbook.

The Committee will provide a list of registration numbers for the players in your team.

4. CANTEEN DUTY

The women's team will be rostered for canteen duty on weeks when they have home games, unless playing at a late time slot when other teams have finished for the day. It is the manager's responsibility to organise canteen duty within their team. Normally, coaches, managers and referees are excused from canteen duty.

Masters (who will play later in the day) and Women if scheduled for a late game, will not be rostered on canteen duty, and can open the canteen or keep it closed, at their discretion.

4. 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. 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.

5. REFEREES

As manager, you need to ensure that a referee is available for home games.

Football West may provide referees for women's and master's games, but do not guarantee one. If a Football West referee is rostered on, then they must be used. If no Football West referee is rostered on, the home team must provide a referee for the game.

Football West publish a list of referee allocations, which is usually available on the Friday afternoon before Sunday games. You can check allocations on their website. The link should be Women/Masters: <http://www.footballwest.com.au/index.php?id=7>
If this link does not work, go to the Football West website.

If a Football West referee is allocated to the game, they must be paid on the day. Each team is responsible for 50% of the referee's fee, whether for a home or away game (with the opposing team paying the other 50%). If the referee has not been allocated by Football West, they do not need to be paid. You will be issued with a float, and a receipt book. Please write the amount paid in the receipt book each week.

6. 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.

7. FIRST AID KIT

There is a first aid kit in the club room and will be available for all home games. If you use first aid supplies, please advise the junior committee so that we can replace items.

8. WHEN OPPOSITION IS WEARING SIMILAR COLOURS

Teams must wear an alternative playing shirt when the opposition team is in similar colours. These are stored in the cupboard outside the women's toilets.

OCCASIONAL RESONSIBILITIES

1. FUNDRAISING

This season, the Committee are planning a limited 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 (eg., referee abuse), equipment malfunction (eg., 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 Committee – we are all very happy to help. The easiest way to get in contact via email at westernknights1968@gmail.com

MORE INFORMATION

The Football West website has a very comprehensive information on almost every aspect of their 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:

Women's Metropolitan League Rules

[http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Annexe_9 -
_Womens_Metropolitan_League.pdf](http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Annexe_9_-_Womens_Metropolitan_League.pdf)

Master's League Rules

[http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Annexe_6 -
_Masters_League.pdf](http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Annexe_6_-_Masters_League.pdf)

Master's Cup Rules

[http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Annexe_22 -
_Masters_Cup.pdf](http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Annexe_22_-_Masters_Cup.pdf)

Football West Code of Conduct

[http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Code_of_Conduct_2011
1_.pdf](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_Beha
viour_2011_1_.pdf](http://www.footballwest.com.au/fileadmin/user_upload/competition_rules/Spectator_Code_of_Behaviour_2011_1_.pdf)