

MANAGER'S HANDBOOK

Wembley Downs Soccer Club



Butlers Reserve, Scarborough

2018

Introduction

Wembley Downs Soccer Club operates on a philosophy of family oriented fun, while endeavouring to provide our members the utmost opportunity to develop their skills, and participate to the full in playing soccer.

Involvement of adults in supporting the club, and endearing an attitude of sportsmanship, teamwork and participation is very important. Adults such as yourself, who have taken on this very important role of Team Manager, are to be highly commended, and the Club Committee sees you as a prime role in representing these values to all families involved in your team.

The team manager is the prime point of contact for the club committee to communicate with your team. The committee is there to support you strongly in this role, so please feel free to contact any committee members at any time if you need assistance, information or advice on any aspect of team management. The committee has appointed a manager's coordinator who is available to advise and assist you at any time.

The most important advice to team managers is to delegate, delegate, and delegate. Get all team families involved in sharing the tasks involved in running a successful team. Please do not feel that you need to do everything.

Also, if you have any issues with your team, such as behavioural or attendance problems, abuse from competing clubs, issues or complaints raised by team parents, or whatever, contact the managers coordinator straight away, and we will assist you in dealing with these problems.

This handbook is designed to arm you with the information you require to fulfil this role, and provide you some background and basic game information that will assist you in answering team questions.

Thank you sincerely for taking on this very important role. It is a wonderful role model for your team members, and it gives them a great sense of pride to have you actively involved in their sport.

Summary of Team Manager Duties

The team manager is responsible for ensuring activities required of each team are actioned, and provides a central point of coordination between the club committee and the team members.

The most critical duties are:

1. **Maintain up-to-date team details.** Notify registrar of any changes.
2. **Communication will be through email**, please refer to the Club Contact Details at the back of this handbook, in particular do note the email of the Junior Managers Coordinator, Junior Coaches Coordinator, and Registrar.
3. **Check the Football West website weekly to verify game details** and communicate any game fixture changes to team members. As late changes can occur, it is recommended you check the website up until Friday nights... things should not change after 5pm on Fridays.

<http://footballwest.com.au/play/junior-football/>

In the past, there have been useful smartphone APPS on Apple IOS or Google Android that can be used to view Football West information on Fixtures, such as GameDay by SportsTG. You may wish to check the availability (and accuracy of information compared to the official Football West website) of these apps at the start of the season.

4. **Ensure that team registration cards accompany the team to every game.** The club registrar will send registration cards to each Team Manager and they must contain a suitable photo as evidence of registration without a player photograph is not acceptable.

Proof of registration MAY NOT be requested after the match has commenced, therefore if you wish to check the eligibility of the players from the opposing team, you must do so before kick off.

Registration cards are not applicable for small sided 6-7's age group. Players in this age group are recorded on an attendance sheet.

5. **Complete team details on the match card at each game.** This is of critical importance as the club is fined heavily by Football West for any incomplete or inaccurate cards, late kick off times etc. Please ensure all players names and FFA numbers are on the form and that cards are signed by both Team Managers and the Referee.

Match cards must be completed for all games from 8's and up and for the 6's and 7's, attendance sheets are required as mentioned above. You must ensure the cards are also completed on the back and signed by both teams and the referee or match official. Please note that for games where there is an official Football West referee, he/she will hold the card and make notes of the scores and then return to the home team manager for checking. It is often easier to have the other team manager sign the card before the game starts but they are entitled to see the card at the end of the game to check they agree with the score. You would also be best to do the same when playing away.

IMPORTANT: For home games, check completeness and accuracy of all card details, and lodge the completed card in the Match Card box at the canteen. The club is fined for late match cards, so to avoid fine being passed on to the team, please ensure the match card is lodged on the day.

IMPORTANT: Only players who are registered are able to play and appear on the game card. Depending on your age group, a maximum of 14 players can play each game. This increases to 16 for 16's – 18's.

For Semi-finals and Finals, players must play (or be registered on the Match Card at least 6 out of the last 8 matches (i.e. 75% of matches after 30th June) of the regular leagues season, otherwise they will be ineligible to play.

Please ensure only the maximum number of players are placed on the match card i.e. 14 as the club will incur fines which will be passed onto the teams if this occurs on a regular basis. Each card has the number of maximum players to be listed for each relevant age group. Another tip is if you are unsure if a player is going to turn up, place his name on the match card as you are unable to add after kick off.

6. **For 13s and up, enter match scores for home games online by 8pm on game day** (and please check results to ensure have been entered if you played an away game). Fines apply if results not entered, and will any fines will be passed back to the team.

Access for team managers has been set up as follows:

Website link: <https://passport.sportstg.com//login/>

Username: WEMBLEYDOWNSSOCCERCLUB@HOTMAIL.COM

Password: WDSC2017 (*temporary only, this will be updated for 2018*)

7. **Referees** are an important part of the match experience.

For small sided games the referee is from the parent body.

For juniors (13-16's) an official referee from Football West should be available and will need to be paid. We ask the managers to pay the required fees and a refund can then be obtained by sending the Team Manager's Coordinator an email advising details of reimbursement (i.e. date of game, location and name of team you played). The team manager's coordinator will then contact you to arrange payment of your refund. Please note that refunds **CANNOT** be obtained from the canteen. Please do not wait until the end of the season and request a large reimbursement. **Each team will pay 50% of the referee fees (shown in the table below) at each match.**

Fees for 2018 Juniors are as tabled below:

Referee Fees 2018: Junior & Girls League	Referee	Asst Referee
13s & 14s (30 min halves)	\$46	\$23
15s (35 min halves)	\$52	\$26
16s (40 min halves)	\$58	\$29
17s & 18s (45 min halves)	\$68	\$34

Home teams responsibility to provide a referee if one is not appointed or if a referee fails to show for the game.

“In the event that a referee is not allocated to the match by Football West, or that none of the match officials allocated to a match is ready and able to commence the match within 15 minutes of the scheduled kick-off time, then the home club will allocate a referee.”

[Article 11 (4) of Annexures 10,11 to Competition Rules]

Allocation of Referee by Football West - there's a page on the FW website which shows games that don't have referees appointed.

<http://footballwest.com.au/referee/appointments/>

8. **Establish a team roster** to ensure parents are allocated for the following duties for each game:

- Provision of halftime refreshments (e.g. orange quarters)
- One linesperson for each game (only required for Juniors 13's and above)
- Game referee (home games only). For small sided teams a parent will need to be game referee. For juniors Football West will provide a referee however please note that on occasions a Football West Ref may not be available and you will then need to call on a parent.
- Nets & Equipment set up / pack away (home games only)

- For teams playing at HOME on pitches with fixed goal posts, the team who first plays on the pitch has the duty of **“Nets Up”** or taking the corresponding Net from the equipment room and install them on the goal posts. Similarly, the last team on the pitch for that day has the duty of **“Nets Down”** or taking down the nets and returning them to the equipment room in the proper bins. **The team manager should check the Pitch Allocation Roster posted at the Club Bulletin Board by the Club Rooms for each match day to determine if their team has Nets Up/Down duties.**

9. **Work closely with the team coach** to ensure smooth running of the team, and to communicate any issues to the club committee that require assistance in resolving (e.g. behaviour problems, inappropriate skill levels, attendance issues, conflicts etc)
10. **Promote Club social functions** for players and parents, and assist in coordinating club fund raising activities
11. **For Safety and Security during training time drop-offs and pick-ups**, particularly for our younger players, please advise parents not to drop leave their children before ensuring the coach/other parents are present. Please also work with your coach to ensure that all players are picked-up after training prior to departing the pitch.
12. **Plan ahead for games scheduled around school holidays**, and determine if you will have a full side. For juniors with teams of 11 players, the game can be played with a minimum of 7 players.
13. **In any fixture, if the shirts of the participating teams are alike or similar, then players of the home team will be required to change shirts.** Our change strip is White and shirts are located in the club rooms. We ask if you can then take home, wash and return before the following weekend. For small sided games 8's – 13's age groups can opt to wear differently coloured bibs. Please see one of our committee members

who can assist with organising the alternate strip for you and you will need to sign the log book.

Further to above, for juniors, it is the home team that is responsible for changing kit and therefore if you do not know the strip colours of the club you are going to play, it would be advisable to check well before you play them to give you time to arrange the alternative strip.

You can check the other clubs colours by going to the Football West website www.footballwest.com.au and go to the tab 'Inside FW' , ' Clubs' and then 'Team Colours'. If a particular club is not listed then you can go to their actual website and should be able to find it there.

14. **Subs are required to wear coloured bibs** whilst on the sidelines — for Juniors 13's and up,. These are provided by the club.
15. **The correct Club uniforms or kit are required by each player during the entirety of the season.** Team managers are to coordinate with the Club Kit Manager or Junior Managers Coordinator for your team's team kit needs, including ensuring unique Numbers for each player on the team. For some age groups, the cost of the kit may be included in the registration fees, please check this with the Junior Registrar. Club kit can be purchased at the club at reasonable prices. This is important to ensure club uniforms are ready and organised prior to the start of the season fixtures.
16. **Portable First Aid Kits are provided by the club for each of the teams and are held by the respective Coach.** Please ensure that this portable first aid kit is brought to each match and training session, and the supplies are kept up to date — please coordinate with the Junior Managers Coordinator should you need to replenish any of your first aid supplies. During Home games, there are also first aid supplies at the Club Rooms.

Fixtures

Football West will post the season's fixtures on their website before the start of the season. Club and grounds are also listed.

Website: <http://footballwest.com.au/play/junior-football/>

It is the Manager's responsibility to check the fixtures EACH WEEK and make sure that all parents know when and where the game is to be held.

Late changes advised by Football West will be either be emailed or rung through to the Managers by the Team Managers Coordinator.

IMPORTANT: If your team needs to change a fixture or at the extreme, forfeit a game, the Manager must advise the Team Managers Coordinator or Secretary so that they can advise Football West not less than 3 Business days (i.e. generally by 4 pm on the Tuesday preceding the scheduled game). Football West will impose fines and the Club will pass these on to the team in question. As an example, if Football West are notified with one business days notice then the fine is \$50 and if no notice or notice on a non-business day then the fine is \$100.

It is suggested that you contact the other club first to arrange to change a game or reschedule, once arrangements have been confirmed, then contact the club secretary to advise.

Contacting Football West

Please note that individual teams, managers, coaches, parents etc are NOT to contact Football West Direct in regards to changing fixtures or reporting any issues. These matters need to be brought to the attention of a committee member and are then raised direct with Football West by the club secretary.

FW Competition Rules & Other Resources

You are encouraged to familiarise yourself (and your team) with the Football West Competition Rules, which have been revised for 2018. These can be found in the FW website: <http://footballwest.com.au/play/junior-football/>. Other resources such as Forms, Match Card formats, league allocations, calendar and fixtures can also be found through this webpage.

Results

RESULTS — HOME GAMES

Drop the completed match card into the box at the Club Canteen, and enter results of line (details above).

RESULTS — AWAY GAMES

It is the home team's responsibility to communicate results to Football West. Ensure you have signed the match card prior to leaving an away ground. For juniors 13's and up please check the Football West site for your results to ensure they have been entered correctly and if any discrepancies, please advise either the Team Managers Coordinator or Club Secretary who will in turn raise with Football West.

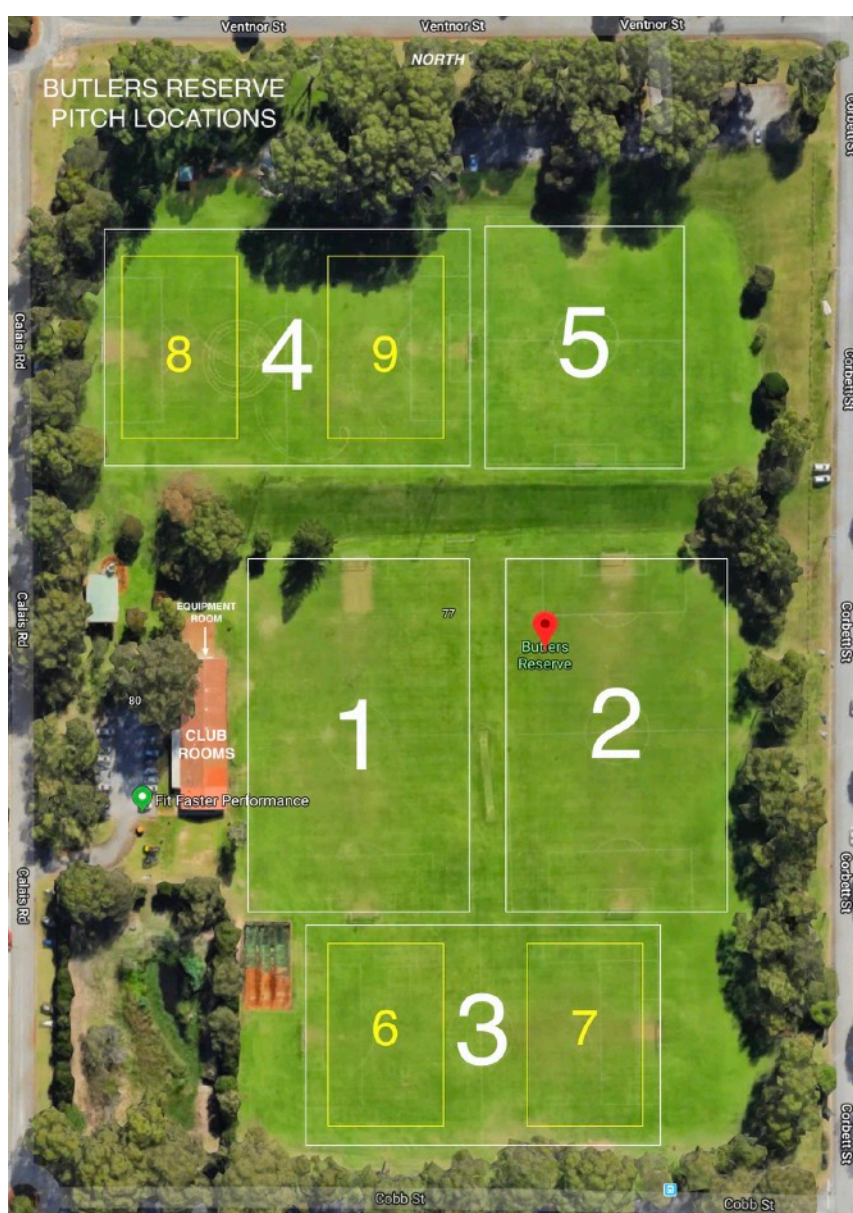
Team Finals

- Players need to qualify for finals by playing a certain number of games so the manager should keep a record of who is on the card each week, just in case reserves are needed. They need to have played at least 75% of fixtures after 30 June (or around that time) or at least 6 games in total (out of the last 8). If you are not sure, please let the club know prior to the finals.
- Referees are provided for finals and need paying
- Players on the sidelines need bibs on
- There is still a home team and an away team at finals, even if on a neutral ground with the Home team required to provide Match Balls.
- Suggest you keep a tally of who plays each week so this will assist in keeping track for finals.
- Another suggestion to ensure each player qualifies for finals is to put everyone down on the card (to the maximum allowed) even if not playing.

Training & Pitch Allocations

Pitches and training dates will be allocated for each team. Whether training is held on a particular afternoon that may coincide with public holiday / poor weather / other is up to the coach and manager – please communicate any cancellations / variations with your team.

The designated Pitch Numbers for Butlers Reserve is shown in the image below:



Police Clearance

In regards to coaches and/or team managers for your teams, if they do not have a child playing in the team then they will need a working with children clearance.

Refund of Fees for Coaches & Managers

There has been a change in the 2018 policy compared to previous years. Coach and manager subsidy capped at one free registration fee per team, which can be split upon the discretion the respective team coach and manager. The fee is reimbursed at the end of the season when the commitment has been delivered upon.

Command Post

Teams will be requested to seek volunteers to assist the club with manning the “Command Post” at the Club Rooms during Home matches throughout the season, with all teams taking a turn. Duties include for example: being a focal point for enquiries to direct to Club officials on the day, being a Ground Marshall, assisting with the Canteen, informing players and visitors of pitch locations and materials such as match cards or linesman flags. Further instructions on the team allocations and duties or expectations will be communicated separately.

Club Contact Details

Committee Role	Member Name	Mobile Number	Email Address
Club President	Natalie Harding	0417 917 054	president@wdsc.com.au kevandnat@bigpond.com
Secretary	Dermot O'Sullivan	0409 159 436	secretary@wdsc.com.au
Treasurer	Adrian Yeomans	0427 550 651	barcaboy@bigpond.net.au
Registrar	Michelle Rapkoch	0405 556 026	ssfregistrations@wdsc.com.au juniorregistrations@wdsc.com.au rapkochm@gmail.com
Kit Manager	Chris 'Dusty' McLoughlin	0421 937 484	chris.dusty@hotmail.co.nz kitmanager@wdsc.com.au
Junior Team Managers Coordinator	Paulo Picart	0439 098 898	juniorteammanagers@wdsc.com.au paulo.picart@gmail.com
Junior Coaches Coordinator	Jeffrey Thavaseelan	0409 044 331	juniorcoachescoordinator@wdsc.com.au jeffthavaseelan@me.com
Seniors Coordinator	Andrew Whalley		v9008475@hotmail.com
Sponsorships	James Seagrove	0475 800 095	James.seagrove@hbf.com.au
Facilities / Equipment Manager	Neil Fowler		equipmentmanager@wdsc.com.au rnfowler@iprimus.com.au
Website Administrator	Dilip Ratna		webadmin@wdsc.com.au dilip.ratna@gmail.com
Website Developer	Richard Jones		greedy_rich@hotmail.com

Club Website and Facebook

Please bear with us as we re-build our club website. In the meantime our previous website is still in use and contains important information.

<http://wdscblog.wdsc.com.au>

Subscribe to the Blog to receive notifications of new posts by email.

You are also encouraged to view our Facebook Page:

<https://www.facebook.com/wdscperth/>