



Under 14 Girls

## Surfers Paradise Soccer Club Junior Manager's guide to the season

### **TEAM MANAGER'S ROLE**

- Check with all parents to make sure it is okay to distribute team list with contact details for all players, and to upload photos of their child on club website. If no objections, prepare and distribute team list to coaches and parents: include player's name, email, both parent's names and mobile numbers.
- Check with parents to see if any children have food or medication allergies.
- Team managers must apply for a sporting pulse passport, through club secretary, which will allow team managers to enter match results through the sporting pulse website.
- At start of season prepare and distribute team roster.
- Ensure your team has a dedicated first aid officer, preferably with accreditation but not compulsory.
- Make sure that a first aid kit is available in the technical box for all home and away games.
- At the start of the season make sure that all volunteers, coaches, team managers, and bench officials are registered through My Football Club website, they wear their tags on game days and whilst in the technical box.
- In juniors, Team managers can also fulfil the role of Bench Official, but another independent person would be ideal.
- Make sure teams are aware of their responsibilities as Bench Official, Ground Official, and Field Duties. Encourage females to participate in these roles.
- Prepare roster for Ground Official, Field Duties and Fruit and/or lollies for games. Template provided.
- Make sure your players and parents know that it is their responsibility to contact either the coach or manager if they are unavailable for training and/or on match day, or if they wish to change roster duties amongst themselves. Playing top is to be made available if child not playing, so substitute may wear.
- Make sure that all players have official shirt, socks and shorts and have shin pads and boots. The referee will not allow them to play without these items.
- Make sure all players have self registered in My Football Club and also upload a head/shoulders photo for the player ID cards and are registered as "active".
- Encourage parents on duty, to bring along varied types of fruit for team to share at ½ time.
- All injuries during training are to be reported to the coach who must then fill in an incident report and hand it into the Women's & Girls Director. Forms will be provided at start of season.
- All injuries during matches are to be reported into Team Sheet book in section provided, and to club.
- Make sure that players are aware that absolutely no jewellery is allowed to be worn on match day. This includes watches, rings, earrings etc.
- FIFA have introduced a new law stating any tape or other worn on outside of socks MUST be in same colour as socks. Players will be told to remove anything non-conforming.
- Ensure that if undershorts or tights are worn, they must be of the same main colour of the shorts.
- If undergarments are worn under uniform, they must be the same colour as the prominent sleeve colour.
- Familiarize yourself with Competition Management Centre Rules, that can be downloaded from football gold coast website. Will be provided at start of season.

### **Bench Official's duties:**

- A bench official shall remain on the bench during the game and shall be responsible for the behaviour of the people on the bench, he/she shall ensure that only the people named on the team sheet are in the technical area, escorts a player/team official that has received a red card/or evicted from technical area, to the dressing room/vicinity of technical area, assist with substitutions and be of assistance to the referee and assistant referee as required.

### **LINESMAN duties ( home games only ):**

- The referee will let you know what they expect of you. Go to the side indicated (then swap in the second half) and wait for kick-off.
- You will be expected to put your flag up when the ball has gone out; with your flag indicate which team gets the throw in; put your flag up if you think there has been an off side infringement.
- Once play has started you must keep yourself in line with the second last defender on the field (the goal keeper being the last defender).
- Don't go past the half way mark, which is your boundary.

### **BENCH OFFICIAL'S duties:**

- A bench official shall remain on the bench during the game and shall be responsible for the behaviour of the people on the bench, he/she shall ensure that only the people named on the team sheet are in the technical area, escorts a player/team official that has received a red card/or evicted from technical area, to the dressing room/vicinity of technical area, assist with substitutions and be of assistance to the referee and assistant referee as required.

### **GROUND OFFICIAL'S duties ( home games only ):**

- A ground official shall be responsible for the general behaviour of the spectators, be the first port of call should an ambulance be required and be of assistance to the bench official, referee and assistant referee as required.
- Any incidents, official is to obtain as much information as possible, whilst at all times avoiding confrontation, and report the matter to the team manager who will pass the report on to the Women's & Girls Director who will in turn lodge the complaint with football gold coast.
- Escort the Referee and Assistant Referees to and from the field of play at half time and before and after the game.
- Ensure the referees' safety at all times.

### **FIELD duties ( home games only ):**

- Inspect grounds to ensure that the playing surface is safe and free of debris that may impinge on the safety of the players. Report to coach or club co-ordinator any breaches or matters of concern.
- Mark the ground lines including the technical box, set up the goals and corner and centre flags. Put up the nets (1st team on ground).
- Lock up nets and put away flags. ( last home game )
- Ensure that three (3) appropriate match balls are available for referee. These are in the club rooms
- Ensure that stretcher is on the sidelines near the half way mark in front of club rooms (1st team on ground). This is an FGC requirement. Put away at end of game.
- Check the referees' room and change rooms and make sure they are clean and comfortable.
- Ensure that goals are secured to the ground with pegs provided in club rooms.
- Ensure that a first aid kit is readily available for all matches and placed inside the technical box area. It is recommended that each team have a person trained in first aid present for all games.
- UNDER 12, 13            30 minutes each way - half time interval min 5 minutes max 10 minutes
- UNDER 14                35 minutes each way - half time interval min 5 minutes max 10 minutes
- UNDER 15, 16            40 minutes each way - half time interval min 5 minutes max 15 minutes
- UNDER 17/18            45 minutes each way - half time interval min 5 minutes max 15 minutes
- THE MATCH BALL. UNDER 12, 13 size 4. UNDER 14 to Seniors size 5

### **TEAM MANAGER duties at every game**

- Complete team sheet and present to referee 15-30 minutes prior to the start of the game, along with player photo ID's.
- Check that opposition team sheet is filled in correctly.
- Check with the referee and make sure that your team has two linesman prior to start of game. Flags are carried by official ref but if one is not available, they are available in the club rooms. Bibs can be used if no ref and clubrooms not open.
- FGC now require Home teams provide a Ground official that must wear an official's vest. Vest provided.
- Advise referee to collect his match fee from the canteen on completion of the game.
- If official referee does not turn up, it is the Home team's responsibility to provide someone to referee. If no one on your team can do it, then someone from the opposition may be prepared to referee.
- On completion of home matches only, enter results online to sporting pulse website by 11:30pm on Sunday evening. The club is fined if results are not submitted.
- Remember to pick up your match books and photo id's from referee at completion of game.

### **Additional match day procedures – when playing away**

- Check the fixture each Thursday to make sure that venue/kick-off times have not changed prior to away games. Go to the club website check under TEAMS / results and fixtures.
- It is the responsibility of the away team to provide an alternative strip in the case of colour clashes.

### **General role during the season**

- You can monitor the progress of your team during the year by going to our club website under TEAMS.
- Let the coach know if a player is celebrating a birthday during the week so the coach can acknowledge the player at practice.
- Schedule a team party or get together early in the season so that the players can get to know each other. All teams are welcome to use the club rooms for team get togethers either after training or after a game.
- Provide encouragement awards after every game or during the season.
- Always be positive about the game results. It isn't about winning, but about having fun and improving their soccer skills.
- If time permits, prepare an occasional team newsletter. We have found that regular newsletters enhance team and club spirit. Or post a match report on our website. Team managers can email match reports to eatherj1@hotmail.com who will upload them to the HUB newsletter, webpage & face book page.
- Please notify your Women's & Girls Director as soon as possible if you feel that your team has a problem which needs to be addressed.
- Folder will include: codes of conduct, incident reports, players contact details, team draw, CMC rules

#### **Team will be supplied with**

One small ball pump

First aid kit

Strapping tape

Bibs for Reserves to wear on sideline

Goal Keeper kit

Codes of behaviour can be found on our club website

**Thank you for volunteering to be a team manager.**

**As a club we appreciate the time and effort you put in to making the season fun and enjoyable for players and parents.**

**Women's & Girls Director- Jasmine Eather 0413 420 239 & eatherj1@hotmail.com**