

# **Heathmont Jets Junior Football Club**



## **Team Managers Handbook**

**Season 2014**

# HEATHMONT JETS JUNIOR FOOTBALL CLUB TEAM MANAGER'S HANDBOOK

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## 1.0 Introduction

Managing a Football team can be an enjoyable and personally rewarding experience.

This handbook is filled with helpful hints and handy tips to help you undertake this important role. Along with the Coach you play pivotal role in ensuring that your team is ready to take the field each week.

### ***Who can help you in this task:***

<b>Team Manager Coordinator</b>	Emma Butler	0400 202 377	Emma.Butler@api.net.au
<b>Club Registrar</b>	John O'Connor	0422 417 229	jgajoconnor@optusnet.com.au
<b>Equipment Coordinator</b>	Adrian Ingham	0421 212 848	adrianingham@optusnet.com.au

During the season you will responsible for all Match Day equipment issued to your team, i.e. Guernseys, first aid kit, flags, etc. Please advise the Property Coordinator if any equipment needs replacing. (Coaching equipment - footballs, bibs etc are the Coaches responsibility)  
Any loss or damage of equipment should be reported to the Property Coordinator ASAP.  
All equipment is to be returned to the Property Coordinator at the end of the season; in the same condition it was received (please remember that equipment is costly to replace).

As team manager you will need to wear the Team Manager armband. There is also an armband for the coach & interchange steward in the kit bag. Full game dress code is required every time (as per EFL Rules) and penalties apply. The club will not pay for fines if it is neglect of duties stated in the rules. This comes straight from your team's money board

An important website is the EFL Website - <http://www.efl.org.au/>

I would recommend checking out these documents and you may even want to print them out as a reference for the season.

<b>2014 Age Groups</b>	<a href="http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Age_Groups_2014_01.pdf">http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Age_Groups_2014_01.pdf</a>
<b>Junior Rules Summary</b>	<a href="http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Junior_Rules_Summary_2014.pdf">http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Junior_Rules_Summary_2014.pdf</a>
<b>Junior Match Day Officials</b>	<a href="http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Junior_Match_Day_Officials_2014.pdf">http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Junior_Match_Day_Officials_2014.pdf</a>
<b>U11 upwards</b>	
<b>Interchange Report</b>	<a href="http://www.efl.org.au/index.php?id=66">http://www.efl.org.au/index.php?id=66</a>
<b>Report on Field Umpire</b>	<a href="http://www.efl.org.au/index.php?id=66">http://www.efl.org.au/index.php?id=66</a>

## 2.0 During the Week

### 2.1 Registrations and Clearances

To gain registration all players must be registered with Club and also the EFL.  
All registrations and clearances are to be through the Club Registrar, who will provide information.  
All players must have completed a registration form prior to being allowed to train.

### 2.2 Age Eligibility

Please see information from EFL in Age Groups 2014.

[http://www.efl.org.au/fileadmin/user\\_upload/forms\\_downloads/2014/Age\\_Groups\\_2014\\_01.pdf](http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Age_Groups_2014_01.pdf)

### 2.3 Training Nights

Provide information to parents and players about training times and venues.

### 2.4 Newsletters

You will need to discuss this with your coach and agree on how this task will be managed by your team. You may be required to contribute to the newsletter on a weekly basis.

### 2.5 Uniform and Clothing including Purchasing

There will be designated nights for players to purchase socks and shorts at the start of each season.

To purchase socks and shorts throughout the season please contact the Property Coordinator.

Club merchandise is available for purchased.

#### ***Jumpers***

Royal blue with white and yellow lightning flashes.

Jumpers are supplied by the club. All jumpers must be returned at the end of the season.

#### ***Shorts***

Age Group	Home Game	Away Game
U8		
U9	Blue	Blue
U10		
U11 onwards	Blue	White

***Skins*** (or the like) must be Flesh tone in colour.

#### ***Socks***

Royal blue and gold socks are worn by all age groups.

#### ***Boots***

Moulded soles or plastic screw in studs are allowed. No metal studs are allowed.  
The stops in player's boots cannot have any sharp edges.

### ***Mouthguards***

All players must wear a mouthguard during games. It is also strongly advised they are worn at training sessions unless there is a special medical condition/s that precludes the wearing of a mouthguard.

### ***Helmets***

Helmets are supplied by the club for U8 and U9 age groups. They are to be worn for all games. Players are permitted to wear helmets in other age groups but they are supplied by the player.

### ***Jewellery***

All jewellery must be removed, ears, nose, eyebrows and other body areas. Spacer holes in ears etc. must be taped by the player, parent or trainer.

Please remind players and parents that strapping tape is not supplied by the sports trainers and must be supplied by the player.

**Please note: There are fines for incorrect uniform.**

### **2.6 Coach Accreditation**

Coaches must be at least Level 1 accredited to coach teams in the EFL.

Coaches must wear their Coaches Armband at all matches.

### **2.7 Communication with parents and players**

All relevant information will be passed to Managers through the Team Managers Coordinator.

You will be given a list of all the players, phone numbers, email address etc. Set up a contact list on your email & phone. Make sure you have contact numbers with you at training & match day, just in case of any emergency. The Club Registrar will keep you updated with this information.

It is a good idea to give all parents a list of all the players and jumper numbers at the start of the year to make it easier for the parents to get to know the kids (particularly for the younger age groups)

Managers are responsible for ensuring players and parents have all information relating to the week's game including

- Time of game, including arrival time
- Location of the game
- Duty roster
- Any other information related to Game Day for your team

### ***Ground Confirmations***

Each week you should check the EFL Website for the Junior Ground Confirmations. There will be changes to the ground you play on throughout for a range of reasons. Occasionally you will be emailed late ground changes.

### **2.8 Game Day Roles**

You will need to establish a roster for parent helpers to help on game day. Please encourage all parents to help out and ensure that the same parents are not helping every week.

***The following roles are required for all team U8 through to U17.***

**Canteen** – Home games only. You will probably need 4 people each week (2 for the first half and 2 for the second half). Not required for Under 8's.

**Umpire escort** – The person needs to walk with the umpire onto and off the field to the umpire's room at the start of the game, end of game and half time. At the quarter breaks they need to stand with the umpire in the middle. There is a bright orange vest for the umpire escort to wear. A drink also needs to be offered to the ump by the home team.

This position is very important and the escort must be aware that they are responsible to protect the umpire and fend off any attempts to approach them and in extreme circumstances may be required to evict players and off field offenders from the ground. Under certain circumstances the escort may be required to advise the Umpire of concerns from the Team Mangers. The TM and Umpire escort are the only ones to approach the Umpire! A friendly bit of chit chat and offer of a cold drink at breaks or asking your team water carrier to offer a drink after a goal is always welcomed and a bit of constructive chit chat is expected as without umpires we don't Play!

**Oranges & lollies** – You will need someone to bring oranges & lollies. In general oranges for ½ time and lollies for ¾ time. Beware of younger players keeping a lolly under their mouthguard.

**Goal Umpire** – This is a simple job in under 8's and 9's as there is no official scoring (refer below for under 10 onwards)

**Time Keeper** - The team will need a time keeper for each match. There may be some occasions when no time keeper is required at a home game.

**Water carriers** – You will need a couple of kids to do the water. Siblings are good for this, however there are age restrictions – please see the Junior Match Day Official 2014 on the EFL Website. Yellow vests will be in the kit bag. The water carriers are not permitted to stand in the coaches area, they are to stand in the designated areas around the ground. *Water carriers are not to pass messages or give advice to players and should not make comments to opposition players.* (Water carriers are not allowed in the 50 if a goal is about to be kicked)

**Runner** – You will need a runner for each game. They are to pass on messages, but not stay on the ground for too long. Straight on, deliver message and get off, if a runner is in the goal 50 when a goal is being or about to be kicked, or when the ball is being kicked in after a goal the umpire may award a 25m penalty or second shot at goal. **STAY** out of the 50! Do not cross the line! They must wear the correct uniform, which is supplied by the club.

**Trainer** – Your team will need at least one trainer each week. Please ensure the trainer for the team has the appropriate accreditation. Trainers this year will have a club bib for identification of whom they represent. Trainers are not water carriers and should advise water carriers if a player should be given water. Trainers also have designated station positions around the ground. Trainers must undertake training to fulfil this role, the club covers the cost of the training.

***The following roles are required form U11 onwards, except where stated differently:***

**Interchange Steward** – This person stands/sits at the interchange gates and records who comes on and off the ground along with a representative from the opposition. There is a clipboard

provide in the kit bag. A Copy of Interchange report can be printed from the EFL Website. Interchange reports should be given to the Team manager to submit to the umpire after the match.

**Boundary Umpire** – The person does half of the ground (one side). It would be worthwhile asking if any of the parents wants to do this on a regular basis and maybe job share so each person does one half of the match each. They need to wear white shorts and white top and have a whistle - provided in the kit bag. Coaching from the sidelines is prohibited.

**Goal Umpire** – (note this is for Under 10's onwards) the goal umpire needs to keep score (on a card supplied by the Team Manager) and check with the other goal umpire at the breaks that they agree with each other and the score board, which is operated by the timekeeper. Goal Umpires must get their scorecards signed by the other goal umpire once agreed and if discrepancy, check with time keepers. Once confirmed and signed please give to TM so they can submit to the Umpires, no one should approach the Umpire on the ground and especially in the Umpire room except for the TM and escort.

**For more detailed information about roles please see the Junior Match Day Officials 2013 on the EFL Website or at the link below.**

[http://www.efl.org.au/fileadmin/user\\_upload/forms\\_downloads/2014/Junior Match Day Officials 2014.pdf](http://www.efl.org.au/fileadmin/user_upload/forms_downloads/2014/Junior_Match_Day_Officials_2014.pdf)

### **3.0 Game Day – Pre-Game**

#### **3.1 Ground Set Up**

This is for Home games only. The age groups that play the first game (U9 and U10) of the day will need to set up the grounds when at home. The team that plays the last game (U15 and U17) will need to help pack up the ground.

*Please see Appendix 1: Setting Up and packing Up Grounds.*

#### **3.2 Match-day Staff**

See Team Manager's Game Day Running Sheet (see Appendix)

Ensure that parents rostered on for roles have required equipment, clothing and information to complete their role and to return any equipment at the end of the game.

#### **3.3 Liaise with visiting team and umpires.**

Welcome visiting team and /or umpire and show them their change rooms.

Ensure they are clear on which ground they are on, particular for U9 and U10 age groups.

#### **3.4 Team Sheet**

#### **Team Sheet Creation using EFL Website**

#### **Go to User Name and password**

<b>EFL Login details:</b>	<b>Footyweb</b>
Username 343727	Username 323747
Password h1417s	Password h1417s

- Each week you need to select your team and print the team list
- When you are selecting the team for the first time, you need to allocate jumper numbers. You can save this so that you don't have to do it each week.
- Print two copies - one for the umpire and one for file copy of the team to collate all games played and crossed checked as they may not be available on the day from the EFL website. You need a user name and password to do this. The user name and password will be provided to you. The team selection is done through the member database "online scores" This is under "member database on the website.
- If a player for some reason does not appear on the database one week, just write their names manually on the sheet. There is also an option to do your team sheet via the fixture area on the website.

Each player must sign the team sheet. Give the signed team sheet to the umpire before the game if you can, or at half time. I would aim to get the kids to sign the sheet before the game then you can forget about it and enjoy the game.

### ***Milestone Games***

Keep a record of how many matches each of the player plays in the season. You may find that some of the kids play their 50/100/150th game this year.

#### ***50 Games***

This is recognised by the club – please complete the Milestone Game Form (Appendix 5) at least two weeks before the milestone game.

#### ***100 Games***

This is recognised by the EFL – please complete the 100 game acknowledgement form on the EFL Website. This must be done by the Monday preceding the game so as to ensure the players name is listed in the EFL Footy Record available at Senior Games.

#### ***150 Games***

This is recognised by the club – please complete the Milestone Game Form (Appendix 5) at least two weeks before the milestone game.

### **3.5 Balls**

At the start of the game 2 footballs in good condition must be presented by the home team to the umpire. Please ensure you get two balls back.

***The requirements below are taken from the EFL Junior Rules Summary***

#### **Football Requirements**

Under 8/9/10	Sherrin – Size 2
Under 11/12	Sherrin – Size 3
Under 13/14	Sherrin – Size 4
Under 15/17	Sherrin – Full Size

All footballs used must have the EFL approved sponsors logo.

In non-competitive age groups (under 8-10) two footballs in good condition must be supplied.

In the competitive age groups (under 11-17) two approved leather footballs in good condition must be supplied. At least one of the two balls supplied must be a red leather football.

The away team captain will select which ball to use in a first round match.



You will be provided with Match Footballs for your team, do not use them for training or warming up.

Ensure the game ball is returned (home games); umpire escorts and TM are responsible for the collection of the ball from the umpire.

### **3.6 Game times and timing of games**

#### **Game times**

Under 8	9.30/10.30/11.30 am
Under 9/10	9.30 am
Under 11/12	10.55 am
Under 13/14	12.30 pm
Under 15/17	2.30 pm

#### **Timing of games**

There is no time on in any junior competition matches.

Under 8	10 minute quarters
Under 9/10	12 minute quarters
Under 11/12	15 minute quarters
Under 13/14/15/17	20 minute quarters

Timekeepers should be made aware of the timing requirements for each game.

### **3.7 Umpire Introductions**

Umpires will enter the rooms/approach teams on the field as appropriate roughly 15 - 20 minutes before the game to introduce themselves to the Coach & players, and check finger nails & boots. Coaches and managers are expected to make this process enjoyable for all parties and to ensure players give the umpires due respect.

### **3.8 Awards**

#### **U8 – U10 Age Groups**

Coaches' awards are awarded at the end of the season. These are normally decided by the Coach and their support team.

#### **U11 – U17**

Voting for Best and Fairest Awards – A suggestion for teams is that 3 people from your team should do votes each week. This should include one person from the coaching team - coach, assistant coach or runner and 2 parents. Each voter should allocate their votes independently, place them in an envelope, seal it and hand them in to the Team Manager at the end of each game.

Please ensure you rotate the people doing the votes so that the same people are not always doing the votes, a roster is an effective way to manage this task.

Votes should be done on a 3 2 1 basis. With 3 being awarded for the best and fairest on the day.

Please discuss this with your coach before the season starts and agree on how your team will manage this throughout the season.

***Please see Appendix for Best and Fairest Voting Sheet***

### **3.9 Moneyboard**

Money board – Sell 25 numbers at \$2.00 each. Draw the lucky number after the game. \$25.00 goes to the winner and \$25.00 is fundraising for the club and your team. The first \$100 raised by every team, usually raised within the first 4 weeks of the season will go back into the club. This will assist with the cost of equipment, kit bag items and running costs for each team. The remaining money raised by the team (approx. \$250.00) can be used to fund team functions throughout the year or at the end of the season.

### **4.0 Game Day – During the Game**

#### **4.1 Player Bench**

In all non-competitive age groups (under 8/9/10) a maximum of 26 players is permitted.  
In all competitive age groups (under 11/12/13/14/15/17) a maximum of 24 players is permitted.

No more than 4 people in addition to the interchange players are permitted on the team bench.

All such approved Club officials cannot go around the boundary line further than 5 metres from either side of the “coaching bench area” except the runner or the trainer in the course of performing their duties and interchange players during warm up runs.

Failure to comply will result in a fine.

#### **4.2 Player Interchange**

Clubs shall have free interchange at their discretion during home and away games and finals. The Player leaving the ground must interchange at the Interchange gate (marked on the ground between the two Coach’s boxes) with the Player entering the ground (with the exception of seriously injured players). If not adhered to player cannot re-enter the arena for the remainder of the game.

### **5.0 Game Day – After the game**

#### **5.1 Weekly Awards**

You will be given awards for the coach to give out to the team throughout the season. Keep a list so that you make sure that every child has received an award. The awards are not necessarily for the best players, it may be for the best contributor on the day.

#### **5.2 Notices, information about Club Events**

Circulate notices regarding Club Events. Provide reminders about training or any other information for your team.

You may need to remind some people about payment of fees, but hopefully they do the right thing and pay on time. The Treasurer will supply you with a list of all players who have paid in full, those who still owe money and also those who still need to supply a copy of their birth certificate.

### **5.3 Field Umpires Report**

The Field Umpire completes a report each week which includes information on your team's behaviour, uniform etc. The report will also include information on any send offs, reports etc. You need to collect a carbon copy of this from the umpire at the end of the game. You will also need to submit all other forms including interchange report and scorecards.

Please keep the carbon copy of the umpires report just in case these need to be referred to at a later date.

### **5.4 Reports**

**Send offs/Reports** – Please make sure you are familiar with the EFL send off and suspension rules. These are in the Rules Summary. Please notify of any send offs & reports immediately, including injuries. It is extremely important that all actions and witness statements are taken down in the event of a report, the EFL tribunal is not a friendly environment and everything must be checked and crossed check. Players are confronted by an EFL Panel, Umpire, opposition player and their advocate. The accused player and club advocate are the only two people from the club in the room. This is a very stressful experience for a player.

***In the event of a report please contact Adam Coghlan (0419 583 503) - Football Operations or Andrew Stachan - President on the day of the report. Tribunals often are scheduled for early in the week.***

### **5.5 Scores**

The scores from the match will need to be entered online for under 10's onwards (under 10's are not published on the EFL site) and remind them of the parent code of conduct which is on the back of the registration form.

Home team is responsible for entering the match scores. Please enter these on Sunday evening as they must be done by 9.00am Monday.

Under 11's onwards may also like to enter goal scorers. No need to put them in by quarter, the overall score is sufficient.

### **5.6 Report on Field Umpire**

Can be found at the following link: <http://www.efl.org.au/index.php?id=66>

Establish at the start of the season as to whether the coach or team manager will complete and fax/send to the EFL. You may also email these to the EFL. Will confirm email address for you before week 1.

### **5.7 Other**

Please ensure all families are aware there are NO DOGS ALLOWED at EFL games. This is an EFL rule and fines will be imposed.

## **Appendix 1**

### **Setting up and packing up - grounds**

Setting up the ground for U9s and U10s at Heatherdale

The only difference is that the U9s require the Auskick goal posts and cone to mark a shortened ground.

#### **Canteen**

- Fill urn and turn it on
- Unlock canteen window padlocks – key in drawer
- One of the high silver tables needs to be placed outside the canteen window for sauces etc.

#### **On field**

- Goal pads need to be put on all posts at both ends. (in the storeroom on middle shelf LHS)
- Two chairs out for the interchange stewards – take two chairs from inside and put in interchange area between the two coaches boxes. If inclement weather then one of the JETS tents can be set up over the interchange area.
- Canvas covers for the coaches boxes – on shelf opposite the doorway in storeroom
- Siren – mount the siren outside, under the eaves. The cord goes through the window, and plug into power. (key for window is in the drawer in the kitchen) The ladder is in the storeroom.
- Scoreboard – plug in (like an audio socket) and plug into power. There is also an on/off switch on the opposite wall, near the trophy cabinet which needs to be switched on. Open the doors to the scoreboard (ladder in storeroom).
- Bins - unstack the bins and put a liner in each and place them around the ground and near the canteen.
- Check the ground for dog poo and rubbish

#### **Rooms**

- Unlock and open outside doors.
- Pull both dividers across to make the home and away rooms.
- Put two trestle tables in each of the rooms and some chairs.

#### **Toilets**

- Check all toilets for paper towel and toilet paper and to see that they are clean. (toilets in home and away rooms and women's toilet)
- Open council toilets at the back of the club rooms (check that they are ok)

#### **Umpire rooms**

- Move the BBQ out and put it against the canteen wall out of the way.
- Wipe down the sink and sweep out the room.
- Check toilet paper and paper towel

## Appendix 2

### Team Manager's Game Day Running Sheet

<b>Take to match</b>	<ul style="list-style-type: none"> <li>• Team Sheet with names</li> <li>• Water Bottles – you may want to use the runner to look after</li> <li>• Kit Bag             <ul style="list-style-type: none"> <li>- First Aid Kit</li> <li>- Water carrier Bibs</li> <li>- Match Footballs</li> </ul> </li> </ul>
<b>Before match</b>	<ul style="list-style-type: none"> <li>• Allocate equipment for roles             <ul style="list-style-type: none"> <li>Coach – Armband</li> <li>Interchange Steward – Armband</li> <li>Umpire Escort – Umpire Escort Bib</li> <li>Goal Umpire – Coat, flags and scorecard</li> <li>Boundary Umpire – White Shorts/shirt and Whistle</li> <li>Runner – Black pants/approved runners shirt</li> <li>Trainer – Trainers Bib</li> <li>Water carriers – water carriers bib</li> <li>Timekeeper – timing of game</li> </ul> </li> <li>• Match balls for home games</li> <li>• Ensure players sign team sheet</li> <li>• Meet Umpire and Opposition Team Manager</li> <li>• Umpire meet players and inspect boots/nails</li> <li>• Team on ground at least 5 minutes before starting time</li> <li>• Give signed Team Sheet to umpire</li> <li>• Umpire escorted onto ground by Umpire Escort</li> <li>• Hand out B and F Vote cards if required</li> </ul>
<b>Quarter Time</b>	<ul style="list-style-type: none"> <li>• Umpire Escort to offer umpire a drink</li> <li>• Water for players</li> </ul>
<b>Half Time</b>	<ul style="list-style-type: none"> <li>• Umpire Escort to offer umpire a drink</li> <li>• Water for players</li> <li>• Fruit for players</li> <li>• Provide team sheet to Umpire if not completed earlier</li> </ul>
<b>Three Quarter Time</b>	<ul style="list-style-type: none"> <li>• Umpire Escort to offer umpire a drink</li> <li>• Water for players</li> <li>• Lollies for players</li> </ul>
<b>Full Time</b>	<ul style="list-style-type: none"> <li>• Umpire Escort to offer umpire a drink</li> </ul>
<b>After Match</b>	<ul style="list-style-type: none"> <li>• Players to shake hands with opposition</li> <li>• Sing club song if they win</li> <li>• Player Weekly Awards</li> <li>• Notices and information about club functions</li> <li>• Ensure scorecards are given to umpire</li> <li>• Collect Umpires Report</li> <li>• Collect B and F Vote Cards</li> <li>• Collect all equipment and put it into kit bag</li> <li>• Complete scores on EFL Website</li> </ul>
<b>Other</b>	<p>Be aware of interchange numbers on bench</p> <p>Runners – give message and then move off the field and remember the 50 metre arcs</p>

**Appendix 3**  
**Club Song**

**Jets Theme Song**

We're a happy team at Heathmont  
We're the Mighty Fighting Jets  
We love our Club, and we play to win,  
Riding the bumps with a grin (at Heathmont),  
Come what may, you'll find us striving  
Team work is the thing that counts,  
One for all and all for one  
Is the way we play at Heathmont.

**We are the Mighty Fighting Jets!**









**Jets Theme Song**

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**Appendix 4**  
**Best and Fairest Voting Cards**

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**Appendix 5**  
**Milestone Game Form**



**MILESTONE GAMES REQUEST**

DATE	AGE GROUP	FIRST NAME	LAST NAME	NUMBER OF GAMES
<b>Managers Name:</b>	<b>PHONE NO:</b>			
	<b>EMAIL</b>			

Please email to Ian MacLeod at [tracyandian@optusnet.com.au](mailto:tracyandian@optusnet.com.au) at least two weeks prior to the milestone game.