



## Team Manager's Handbook v.2018

**The most important thing that you can do as a team manager is to communicate.**

Communicate often and regularly with the coach, players and parents of your team. That way you have a much better chance of assuring that the team works smoothly.

**The duties of the manager include the following;**

- Circulate team lists to parents.
- Circulate the game fixtures when these are available, together with the ground addresses and game start times. These can also be access on the *Team App* smart phone app.
- Assist the coach during training and the match if required and ensure appropriate discipline is maintained.
- Confirm game time and venue with the FFV website several days before the match.
- Advise a club officer (details of whom to be advised) of the results for the "Jewish News" and for the FFV.
- Deal with any complaints from parents, or refer them on to the Club Committee.
- In conjunction with the coach, select weekly best on ground and special Trophy winners.
- Where appropriate, ensure that all players are given an equal playing time on the field.
- For Mini Roos teams (U8 – U11), ensure that there is a parent referee for all home games (ensure the parent understands the rules of the game) and a time keeper.
- Arrange for the orange duties each week (optional, see below).
- Follow-up on players who are injured or miss training.
- Prepare a roster for the putting up and taking down of goal nets and line flags at home matches. Mini Roos goals and junior full sized goals.
- Ensure the first aid kit is available at each game and is kept complete.
- For junior teams only, maintain the register of team Photo I.D. cards and fill out the match book each week with the referees.
- Maintain sideline discipline. Parents should not interfere with the running of the game. See "Code of Conduct" in the Information 2015 on the <http://www.ncmjfc.com.au> website for details of how players, parents and spectators should behave at matches.

Extra activities include organizing parent/child friendly matches, informal get togethers, photographs and fun activities.

## **Maccabi Member Protection Policy**

Being part of the Maccabi organisation means great rewards but it also means great responsibilities.

Maccabi Australia recognizes these challenges and has set up a Maccabi Member Protection Policy (MPP) to look after and protect your interests. It is vital that you be aware of what is required in MPP for your own sake.

NCMJFC requires that you partake in an information evening (details yet to be announced) so that you are kept aware of all MPP details. A link with more info can be [found by clicking here](http://www.maccabi.com.au/Page/2467/Member-Protection/Maccabi-Member-Protection-Vision.cfm) <http://www.maccabi.com.au/Page/2467/Member-Protection/Maccabi-Member-Protection-Vision.cfm>

## **Registration and Working With Children Card**

Both you and the team coach must be registered with Maccabi and My Football Club and must obtain Working with Children cards. More information on how to register with Maccabi and My Football Club will be provided as well as details on how to obtain the Working with Children card which can be applied for online at

<http://www.workingwithchildren.vic.gov.au>

Joanne from the NCMJFC will be chasing up WWC cards throughout the year.

## **Contact Details and Emails**

In order to communicate freely you must have a complete list of contact phone numbers, mobile numbers and email addresses of all the players' parents and the coach. It is suggested that you get contact details of mothers and fathers in case of split families. The club will provide you with a list to start with.

The easiest way to get the message across is by bulk email. Create an email database, based on the emails that you have, and email your team at least once a week.

*Check with each parent before sharing their contact details. Some families get very sensitive about it!*

The type of information that you should be passing on is:

- Results of the last game (maybe including a match report too)
- Details of the next game, including time, place and Melway reference
- Half time orange duties (optional, see below)
- Requirements for putting nets up and/or taking down
- News about the players or any other members of the team
- Digital photos (optional)

Much of the official match day information is obtainable through the *Team App* which you should join and encourage your parents to join.

You should also keep a team contact list with you at all times for the times when a player is running late or if a player is injured and you need to call their parents.

## Rosters

Once you have all the contact details of all of your players you may want to give copies of these to the families so that they can arrange their own lift rosters once training and the season begins.

## Team Fixture

The fixtures for your team is determined and set by Football Federation Victoria. Go to "Fixtures, Results, Grounds" on the <http://www.ncmjfc.com.au> website and follow the links for your team for all the information that you need (game dates, times and grounds) for each game. The links will also guide you to the ground addresses. Do not totally rely on this list as game information can and will change often during the season. You should check the fixture details three or four days prior to each game.

The club will email you confirmation of the week's game as soon as the fixture is set. The email will include the place, field number, time and goal and net requirements.

Do not assume that even if the information on the website is correct that your players know who their next game is against and when and where it is. That is why you should use the weekly emails to back up the information.

There is a smart phone Team App available that parents can download. Details of the games will be available through this app. Details of the app are available here <https://www.teamapp.com/app>

## Club Contacts

It is helpful to have a list of contacts in other clubs in the same age level as yours. A basic contact list is available on the <http://www.ncmjfc.com.au> website under the [Fixtures, Results, Grounds](#) link. You can add details to this with the help of other managers and coaches.

You will need this information if your coach wants to arrange pre-season practice matches. It is also helpful if a match needs to be re-scheduled due to the game falling on a Jewish holiday.

You should expect in the pre-season, to get calls or emails from other managers looking for practise matches.

## Medical Emergencies

**In case of medical emergencies call HAZOLAH on 9527 5111**

During the season first aid courses will be made available to all club members.

You will also be given a medical action list for the players in your team that require it. It is the parents' responsibility to keep this up to date and to administer it if necessary; it is not your responsibility.

You are only required to keep the action list with you at all times and let your coach know about it too.

## **Training (Rostering of Parents)**

It is club policy that a parent is rostered to assist the coach at training.

Important roles of the assistant include:

- Helping with discipline and coordination.
- Helping collect and pack away the training equipment (balls, cones, etc.)
- Making sure all players are picked up by parents and no one is left behind after training.

Please communicate to parents the importance of collecting players on time from training. The team coach, manager or assisting parent should not have to wait around for tardy parents.

***Every player is expected to be present at training each week. As manager, you should continuously communicate to the parents the need to notify either yourself or the coach if a player cannot attend.***

## **Balls and Cones**

The club will provide a kit bag with balls, ball pump, cones, goalie shirt and gloves to the coach of each team for training and/or match use. The coach should keep your team's kit bag. It is the responsibility of the coach, the manager and all the player's parents to look after the balls and cones throughout the season.

From time to time your team coach may not be able to make training or a match. It is suggested that you keep in regular contact with the coach to ensure that the kit bag be passed on to the stand-in-coach.

## **First Aid kit**

The club will provide you, as the team manager with a first aid kit. The first aid kit must be available at every game.

The accompanying list is for medical kits up to boys U15. As manager you need to check the contents of the first aid kit off against this list and check that none of the items are not out of date. Email the club's team manager liaison if you require a top up off any item in the kits before or during the season.

The older teams, U16 - U18 boys and Womens, will get a larger kit with their own checklist inside. They need to follow the same procedure for ensuring everything is available and for obtaining replacement items.

## **I D Cards**

Before the season begins each player must have a registration number and an I D Card with their photo on it and their registration number. These I D Cards are extremely important and should be kept in a divided plastic sheet, like the ones used for trading cards. It is a good idea to take a clear photo on your phone of the I D card sheet to use in case the sheet is mislaid or left at home, which has happened often.

The I D Cards must be shown to the referee on the day to allow players to take the field. Without an I D Card a player cannot play. (This does not apply to Mini Roos games.)

See the club president or team manager coordinator about further details regarding the I D Cards.

### **Team Shirts and Kit**

Each player should, by the start of the first game, have purchased the full team kit, blue (home) and orange (away) shirt, black shorts and black socks. It is suggested that you confirm that every player has these items prior to the first game. Players not wearing the correct kit will not be permitted to play.

The blue (home) shirt will always be the first choice shirt for games, even for away games. As manager you will need to remind players' parents to bring their away shirt to every away game in case the away shirt is required. Use the orange shirt if the blue shirt clashes with the opposition shirt. The orange (away) shirt should be worn when playing an away game to another NCMJFC team.

The club strongly encourages the players to wear the away shirt to training sessions whenever possible.

### **Half Time Orange Duties (optional)**

Players often like to have oranges at half time to give them a boost for the next half.

As team manager you should arrange a roster for the supply of half time oranges for each week. Each week a different family can bring along a bowl of quartered oranges. Again, email the list to the players.

### **Putting up and/or taking down goals and nets**

If your team is the first team on a particular home ground that day then you will be required, by the club, to put goals and/or nets up.

If your team is the last on a particular home ground that day then you will be required, by the club, to take goal and/or nets down.

This information (whether you are required to put up or take down the goals and or nets) will be emailed to you during the week prior to the game. Make sure to make your team's parents aware of this important duty. If the goals and nets are not ready in time for the start of the game then the referee has the right to call off the game and award a 0 – 3 loss to your team.

### **Referee Marshal**

It is an FFV requirement that each referee appointed to a game be escorted to and from their change rooms by two marshals, one from each team. You will need a parent roster for this.

### **Club Information**

The club will on a regular basis provide you with helpful and useful information regarding the goings on at the club. This may be in the form of emails or updates on the website and/or club Facebook page. Parents will, on many occasions ask you about things that are happening in the club, so you need to be informed.

### **Match Day Mini Roos teams (U8 – U11)**

Your team players and parents should be at the ground at least a half an hour before the game. This will give you sufficient time to set up the goals/nets, pitch side line cones (for U8 - U11 teams), meet the opposition coach/manager and gives the coach some time to get the players warmed up for the game.

Filed sizes vary for Mini Roos teams so you must be aware if this is your age group.

U8 – U9 teams play on a quarter of a full field. So in other words 4 games can be going at once on a full field.

U10 – U11 teams play on a half of a full field. So in other words 2 games can be going at once on a full field.

All players must have a drink bottle for use on the day. You will need to remind them of this often and the easiest way to do it is in the weekly emails.

If you want to have digital photos to include in your emails (as above) nominate a parent to be the team photographer, as you will not have the time to take photos and help your coach on match day.

Give parents as many match day duties as you can, they love being involved in their child's team.

Once the game has finished you must email or text the result of the game to the results coordinator. Results must be emailed or texted together with goal scorer names and the three best on ground players to the results coordinator by 5pm of match day. It is suggested that you set up a weekly reminder to submit the results. Failure to submit the results will result in a monetary fine for the club.

### **Match Day Junior teams U12 – U18 and Senior Women**

Your team players and parents should be at the ground at least a half an hour before the game. This will give you sufficient time to set up the goals/nets, meet the opposition coach/manager and gives the coach some time to get the players warmed up for the game.

(For U12 and up) You will be given a match book by the club before the season begins. All the details of the players that are expected to play and the game details of the day must be included in the match book.

Once completed it must be given to the referee, with the page of I D Cards, at least 15 minutes before kick off. Your team will not be allowed to play if you do not do this.

All players must have a drink bottle for use on the day. You will need to remind them of this often and the easiest way to do it is in the weekly emails.

Before the game starts, nominate two parents to be a linesman for the day and introduce them to the referee. It helps if you have a regular two or three parents that will be linesman.

Make sure that the parents understand the off side rule, which is a rule that causes the most controversy in any football game. It would help to have a print out of the off side rule to give to the parents at the beginning of the season. Also keep it at hand on match day. Or email this site to them <http://www.dynamic-thought.com/>, it has an animated explanation of the off-side rule.

If you want to have digital photos to include in your emails (as above) nominate a parent to be the team photographer, as you will not have the time to take photos and help your coach on match day.

Give parents as many match day duties as you can, they love being involved in their child's team.

Once the game has finished you must email or text the result of the game to the results coordinator. Results must be emailed or texted together with goal scorer names and the three best on ground players to the results coordinator by 5pm of match day. It is suggested that you set up a weekly reminder to submit the results. Failure to submit the results will result in a monetary fine for the club.

#### **List of useful items to have on match day:**

- Spare balls
- Hand pump for the balls
- Spare shorts and socks, players often leave theirs behind
- Mobile phone, to call players that are running late
- Spare filled water bottles, players often forget theirs
- First aid kit
- I D cards

#### **Security Matters!**

**PLEASE NOTE:** For security purpose, ask all parents and players to keep their bags and training kit in one area by the field.

At any given home match, we have uniformed security personal walking around, so if there is any concern about the security of yourself, players or anyone else, please talk to them or contact **Malcolm Gendel** (NCMJFC Head of Security) on **0409 532 449** or [security@ncmjfc.com.au](mailto:security@ncmjfc.com.au) or contact Community Security Group (**CSG**) on **1300 000 274**

#### **End of Season**

Once the season has ended, the club will provide a Presentation Day for all the teams. This will most likely be day of the last game of season. Each team will be given an allocated time to be at the club. In that time you will be able to give each player a trophy for the season and, if you and your coach want, special awards to the best players of the season. The club year book (with every teams' photographs) will also be handed out to each player.

You can extend this event by adding on a picnic or barbeque for your team to celebrate the past season.

## **Team Manager Liaison**

For season 2017 your Team Manager Liason at the club is Marc Almeleh

He can be contacted via email at [almeleh@iprimus.com.au](mailto:almeleh@iprimus.com.au)

## **Right Hand**

Above all, as the team manager, you are the right hand person for your coach. When in doubt always consult with your coach before asking anyone else.

Once you get your team working smoothly and you get to know your coach, players and parents, you will find this “duty” to be immensely satisfying. You are all one team and it is up to you to make sure that it all comes together on match day.

## **Enjoy!**

### ***Terminology:***

- **Maccabi Little Strikers** – age group of 5 – 6 year olds
- **Mini Roos** – boys and girls teams U8 – U11
- **Juniors** – boys and girls teams U12 – U18
- **Catch Up Rounds** – there are blank spaces left in the FFV fixtures to allow teams that were not able to play to have a “catch up” for their games. The blank is not there for all players to have a holiday.



# First Aid Kit check list for teams up to U16



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## North Caulfield Maccabi JFC – suggested 1<sup>st</sup> aid kit contents.

- 1 x M1 – Med. Crepe 5cm
- 1 x M49 – Heavy Crepe 7.5cm
- 1 x M3 – Triangular Bandage
- 2 x M54 – Sterile Gauze Swabs 7.5cm
- 2 x M28 – Eye Pads
- 1 x M43 – Paper tape 2.5cm
- 1 x M30F – Fabric Strips
- 1 x M64 – Wound Dressing Kit Size 15
- 2 x M58 – Instant Ice Packs
- 1 x M16 – Antiseptic Powder
- 2 x M40s – Antiseptic Swabs
- 2 x M22s – Eye Wash Ampules
- 10 x M61s – Gloves
- 1 x M32 – Scissors
- 1 x M41 – Tweezers/Forceps
- 1 x M42 – Safety Pins
- 1 x M69 – Accident Blanket

The accompanying list is for medical kits up to boys U15. As manager you need to check the contents of the first aid kit off against this list and check that none of the items are not out of date. Email the club's team manager liaison at [almeleh@iprimus.com.au](mailto:almeleh@iprimus.com.au) if you require a top up off any item in the kits before or during the season.