



PAPAKURA CITY FOOTBALL CLUB

JUNIOR/YOUTH MANAGERS MANUAL

2012

Introduction

Welcome to your role as a Manager. Thank you for your time.

What is a Manager? – for our purposes a manager is a person who provides the administrative assistance to the Coach and Club for a team. The team can be any age group the task remains the same.

Who can be a Manager? – Anybody it does not have to be a parent or caregiver it can be a player as long as the person has the drive to do the tasks properly.

Who Should it not be? - Any person who is not prepared to give the best, also should not be living at the same address as the coach.

Do we really need a Manager? – Yes teams which don't more often have things go wrong.

The Manager and Coach must work together, be able to communicate freely and without favour. They must be able to take advice and criticism without it becoming personal. They must also be able to deal with parents/caregiver and player issues in a calm and rational manner. Their duties may vary from team to team but between the coach and manager there must be a clear understanding of who is doing what and when.

In order to carry out your duties you must therefore be available for all games and be there at least the end of training. Where you for any reason are not available you need to arrange a surrogate for that day and be duly informed of events as they occurred.

The following are the normal duties of a team manager.

Duties

Be a link between coach/parents/club

Advise the coach on all administrative matters:

- Players absent
- Players injured
- Players unfinancial

Be the first point of contact in regards:

- Player availability (excluding training)
- Cancellations
- Postponements
- Time/pitch/ground changes

Advise players/parents/caregivers/coach of:

- Playing timetables
- Changes to playing timetables
- Changes to pitches grounds or times

Advise players/parents/caregivers of:

- Changes to training times or venues as advised by the coach

Pass on to players/parents/caregivers of any club notices or newsletters and any other information that is requested from time to time

Have a grasp of fields and team colours and advise players/parents/caregivers of needs or directions in regards changing strip etc

Assist the coach in:

Advice in regards the need to have an alternative strip (ie if Girls are in the team are there adequate changing facilities at playing venue. If not you may need to change prior to departure.

Selection of player of the day*

Selection of player of the year and most improved player*

Substitution of players during matches*

Keep a record of who has played and when and advise coach of

Over substitution of players

Recording of scores and placing on club score board in prescribed manner.*

Team newsletters and notices

Good team morale and support of club events and functions

Arranging for parent help in either coaching or refereeing games*

**these are done at the request of the coach. If the coach does not request it you should still be prepared to offer advice if the coach is operating contrary to club procedures.*

Important Information :

Recording scores:

- Ensure you are aware of the score of the game.
- You must ensure that you have agreement with the opposition coach at the end of the game.
- Ensure someone is appointed to put the score up in the club room.
- The score must be placed on the board in the foyer of the club and must be done by 4pm Saturday.
- After 4pm text score to Kevin on 0274 881-874. Example 10th tigers vs waiuku, win, 2-1.
- If you do not record your score accurately or fail to record it at all the oppositions score will be the one taken and it will not be changed later.

Away Strips:

Ensure you arrange for an alternative strip if one is required. 11th Grade and above may draw an alternative strip if playing another Papakura Team or 10th grade and below one team may turn its shirts inside out or arrange for a set of colour training bibs.

Meetings:

Ensure you attend all meetings required of you. You should also attend the parents meeting at the end of the year.

Mixed Teams:

Where a team comprises both sexes, between the coach and manager, it should be ensured that there is also an adult of both sexes at training, at the game or any other team event. In the event of an injury, where ever possible the player should be treated by a person of the same sex. Note though the well being of the child should always come first.

Player Safety:

Players 15 and under should never be left to fend for themselves at either training or game day. A designated adult (preferably same sex) should remain with the child until they are uplifted by the parent or caregiver. Players over 13 may be left if the parent/caregiver gives prior authorisation. Not with standing females of any age should not be left by themselves.

Registration:

ALL players should now be registered and fees paid, failing this they are not allowed on the field without prior arrangements being made with the committee.

A note to the Coach: we will advise them of such arrangements being put in place. Whilst this may seem harsh why should other players subsidise these people. If they have problems they should approach the committee.

Lists of team members will be given to the Coaches. Any changes to this list must be done via Helen Lynch (Registrations Administrator) You must register players before they can take the field. Note you cannot take on any more than the maximum number of players without permission from your team and the committee.

- Junior 5-6th = 8 players
- Junior 7-10th = 10 players
- Junior 11-12th = 12 players
- Youth 13th up = 14 players

Note:

Under no circumstances should the Manager or the Coach accept playing fees
The club is open Thursdays 5-7pm for payment of fees. Or they can be paid on line

Training Times:

These have been advised and are posted on the club window. If your request is fine if not we are sorry but only so many teams may train at any one time. Ensure you stick to your time, you may not use fields outside this time if they have been allocated to other teams.

All junior/youth teams must vacate the fields at 6.30pm, unless booked.

If the field closed signs are up then you cannot train – no exceptions. Rules are:-

If sign on side of pitches closest to club rooms all grounds are closed.

If signs are in middle of a field or training area that area is closed to training

If signs are to one end of a field that half the field is closed to training.

Note if your training area is closed, so be it, you cannot take another's - there is not hierarchy for pitch allocations

Keys will be available to those opening up first each evening. This includes the gear room behind the top Canteen and floodlights as appropriate. Senior Teams will close up Tuesday and Thursday. If you wish to change times this must be arranged with the Coaching coordinator.

Coaching:

Anyone with Coaching queries please contact Bruce McGrath. We will again be requesting volunteers to undertake coaching and other associated courses. We pay for these so please make yourself available and if we get enough people we can run one at our grounds.

We encourage Coaches to use the resources and info provided on the club website in the [Coaches Managers Players Resources section](#).

Equipment:

You should have all your equipment issued by now. This includes club shirts, cones, balls, bibs (for most grades). Please look after them as they cost money. Please check all equipment to ensure it is serviceable. Any problems with equipment are to be advised to the equipment officer. The Club shirts are not to be used for training but only game day and they should not be issued out but kept as a complete strip. Parents should take turns washing the strip each week after games.

The club due to financial restraints can only provide the basic gear and we encourage coaches to invest in their own extra training equipment is coaching is your passion.

Newsletters/Fixtures:

Team Pockets will be allocated to each Team in the Front Foyer. Access to this area will be Thursday & Saturdays. Other nights on a hit and miss basis. Please be sure to empty your pockets or delegate someone from your team to check regularly otherwise you may miss a change of time and/or venue or other news.

Player of Day awards:

These are still under discussion but should be Small Whites Certificates. If there are any others they will be advised and the context of the award. Use one per week please ensure that they are aware of the club you are from when you present them.

Food Bar: it is available on both Thursdays nights and Saturday afternoons.

Ball Persons:

Any person interested should contact your convenor. These children (at least 8) are required for 1st Men's & 1st Ladies Teams home games on Saturday or Sunday, a roster may be introduced for this.

Army Camp:

Parking is allowed only in the designated areas, and never on the grass areas.

Kick-off times:

These are important and need to be kept to. If you have a late start this is YOUR PROBLEM not the teams that follow, you must divide the time left in two equal parts allowing for a half time break and leave the field as soon as the final whistle blows carrying out the cheers and shaking hands on the sideline. If you are held up by another team let us know and we will deal with the team concerned.

Code of Conduct:

The Coaches & Managers Ethics are covered later, but Parents must be advised that comments from them about players other than their own are a NO-NO. We lost a number of players at the older age groups because of just this. Players have feelings as well, please respect this. Parents must also be discouraged from abusing their own children for the same reason. All players must get equal playing time per game and if coaching a Blue Team must give all players at least half a game per game. No person is above the rules of the Club and all Teams and/or Coaches/managers must attend meetings, functions i.e. prize giving and where possible.

Change of Game:

Game changes received after 6pm Thursday will be normally updated on the net, so your manager should check this and advise the team accordingly (www.aucklandfootball.org.nz). Any changes received after 5pm on a Friday the team contact will be advised by email if available if not by phone. On very wet weekends where there has been a lot of rain during the week it also pays to check on the AFF website before leaving for your game as councils often close grounds at the last minute to play.

Cancellations:

If you must cancel please do so by 4pm Thursday otherwise a fine will be imposed. This will have to be handed on to the Coach and Manager on behalf of the Team.

Fines:

There are a number of offences for which the club will be fined. These will be passed onto coaches for teams to pay:

- No show (non cancellations or late cancellations)
- Playing unregistered or overage players
- No match ball - note this is any correct size ball correctly inflated. All balls we issue can be used as match balls as long as they are free from defect.
- No alternative strip for away teams where a clash occurs
- Late Result (note confirm the result with the opposition coach after the game)

Committee Meetings:

Executive – every 3rd Tuesday of the month.

Football – every 2nd Monday of the month.

All are welcome to attend. However, normal rules governing meetings do apply. Check with a member of committee regarding venue.

NETS

The first team on each pitch must put up the nets for the field they are on. The team with the last game is required to take the nets down and place them in the drums provided.

NO exceptions: You will be need to work out if you are first or last!

Please Note: if you are at McLennan Park before midday on a Saturday, ensure that you have access to the equipment shed so nets can be obtained. This can be done through the Groundsman.

HELPFUL HINTS

Cancellations are not on 1ZB – changes are made on the website. You should check at around 7pm on a Friday night. Changes are not always done due to wet weather. On really wet days you should also check with AFF website prior to leaving to ensure your game is still on as councils will close grounds at the last minute.

On really cold mornings, allow the children to wear T-shirts /singlets / skivvies under their strip.

After each practice remind parents/guardians where the game is. You may find it helpful to give all parents a copy of the draw and park locations.

PROBLEMS

It is hoped that we will have a trouble free year. However, from time to time problems or queries will happen. If so give the most appropriate committee member a call. Not after 9pm at night please.

Issues with games played (eg refereeing, grounds, cheating etc) must be brought to the attention of Kevin Prosser no later than the day after the game. The complaint should be in writing giving the problem and who was spoken to in regards the opposition etc.

Smoking:

We would ask that parents, coaches and managers refrain from smoking around players and the sidelines of our fields etc.

Smoking is illegal for persons under 18 years of age even if they have their parent's permission. Therefore no junior member of the club is to be permitted to smoke at any game, training session, club property or event.

Grading:

9th Grade up- Teams are generally placed in accordance with Club wishes, there are exceptions these are done at federation level. Again there are normally 7 grading games after which the line up for championship league is done. If you wish promotion or relegation let club know. This can be taken into consideration when the Federation Grading Committee meets. Being on top or bottom of a division at the end of grading round does not necessarily mean promotion or relegation. Likewise coming second does not mean you cannot be promoted.

Team Photos – This is planned for 2nd week in June – a notice will be issued the expectation that all club teams including school teams will have there photo taken.

Prize Giving – This is planned for the 2nd Saturday in September – a notice will be issued later. Note this is a club prize giving not a team one. Only club sanctioned trophies will allowed to be issued.

9th Grade and above have Player of Year and Most Improved player.

Grounds – Training areas are allocated at the start of the season, your convenor should have requested where and when you wish to train – by late march allocations should have been made. Be aware you may not always get where you have requested so ensure when requesting grounds that you give as much information as why to allow allocation to be based on real need. Appeals need to go through the football committee not to the groundsman.

Match Day is done by AFF based on requests from the club, changes to grounds must be made through the groundsman two weeks before the fixture.

COACHES/MANAGERS CODE OF CONDUCT

PLEASE READ IN CONJUNCTION WITH CLUB CODE OF CONDUCT ON WEBSITE OR AROUND CLUB.

COACHES SHOULD NOT SWEAR OR ABUSE PLAYERS AT ANYTIME. IF YOU HAVE A PROBLEM CONSULT THE PARENTS OR REPLACE PLAYER ON THE FIELD THEN ADVISE PARENT.

DO NOT TOLERATE BAD LANGUAGE OF ANY TYPE AT ANYTIME ESPECIALLY TO GAME OFFICIALS. REMOVE PLAYER FROM GAME OR PRACTICE IF THEY CONTINUE ADVISE PARENTS.

ALL JUNIOR PLAYERS MUST BE GIVEN EQUAL PLAYING TIME REGARDLESS OF SKILL.

YOUTH PLAYERS: TEAMS SHOULD BE GIVEN AT LEAST ½ GAME EVERY WEEK REGARDLESS OF SKILL. THOSE WHO ARE IN METRO/PREMIER TEAMS, WHERE POSSIBLE, THE PLAYING TIME MUST BE OF EQUAL FOR ALL PLAYERS.

LOOK AFTER CLUB PROPERTY AND EQUIPMENT AND ENSURE YOUR TEAM DOES THE SAME.

KEEP OFF PLAYING FIELDS WHICH ARE CLOSED. KEEP OUT OF GOAL MOUTHS EXCEPT DURING GAME'S; THIS INCLUDES WARM UP TO GAME'S.

KEEP PLAYERS AND PARENTS INFORMED AT ALL TIMES.

Remember the players play to have fun first then excel if it is not fun sooner or later they will give it up!!!!!!!!!!

Common Issues:

Some of the common or not so common issues from past years, with recommended solutions:

The coach gives out sweets to player of the day one week but not the next – This is wrong if you cannot give out something each week then do not do it at all. Kids of any age will not understand. This needs to be stopped by the Manager and parents.

Swearing at players – Not done by anybody – The person needs to be spoken to. If they do not desist then they need to be reported to the Committee to handle

Man Handling Players – Players should not be touched without their permission then only to show them what to do. If players act up speak to the parents – if no solution then bring the matter to the committee.

Some players do not get to play much – Except in top team situations (see handbook) all players must get equal playing time. Those 9 and under must get equal playing time each day. 10 and over playing time must equal out over given period. Bring it to the attention of person making the decision or coach if not same. If continues then bring matter to coaching co-ordinator. Note there is not excuse for doing this skill or strength does not matter.

Players are always put in the same positions each week – This is a no no for 9th grade and below, all players must rotate positions. 10th Grade and above should see some specialisation. For those positions unable to be filled voluntarily the all players regardless of skill should be rotated through. Note this does not apply to top teams.

We are short of players and:

We need to play a non-financial can we? Not without the committees permission

How can we get extra players? Ring other teams from lower divisions or younger age groups and request assistance from them. If no luck then ring the registrations person, she may have names on a waiting list.

If no luck call in player's friends (cannot be registered with another club or our club playing in same or higher division or age group). In the last case, if a competition game advise other team so they can play under protest, note in which case you will lose the points, if they refuse do not play player.

We have players who never turn up – call the family find out why. If a good reason, try and fix it. If not advise the committee who will attempt to replace player or get you to recruit more. Note all players once recruited must be registered. Get amount of fees from Registrations and advise person how much and when it has to be paid by.