

Responsibilities of a Manager

What's Involved ?

The main tasks of a Team Manager are:

- Communicate to players and parents information received from the club, such as fixtures, newsletters, club activities, etc.
- Ensure players can attend the following weeks game and arrange substitutes if necessary.
- Attend matches to organise match cards, jerseys and collect match fees.
- Encourage players, coaches, parents and spectators to follow the Codes of Conduct.

Who becomes a Team Manager ?

Generally the Team Manager will be one or more parents from the team. At least two managers is ideal to allow for sickness, holidays, and work commitments. Managers are basically just parents helping kids have fun. You don't need to know anything about soccer, as information is available within this website on everything relevant, and other Team Managers and the committee are always available for advice.

Getting Help

So how do you find out all the details you need to know? Following are a list of specific details providing information on a range of subjects. If you can't find the information there, contact the Director of Junior Soccer (see Board of Directors section for current name), or ask another Team Manager. The club works on a volunteer basis, and everyone who appears to know it all was once new, and will be only too happy to share their experiences with you. Never be afraid to ask. There is no such thing as a stupid question.

Match Day

On match day, the Team Manager does most of the organising leaving the Coach to focus on the players. In the Rooball competition it is the manager and coaches responsibility to ensure all players have equal playing time. For Under 7 and 8 teams, all positions should be rotated weekly so that all players have their turn as goalie, up front, and back.

Prior to Matches

Ensure the following items are at the field:

- Someone to act as unofficial referee if required
- Player ID Cards
- Playing strip (jerseys)
- Water bottles (preferably one for each player)
- Biro - NOT a felt pen or pencil
- Coaches & Managers ID cards to be worn around neck.
- Whistle
- File or rough grit sand-paper for tags (studs)
- Training Ball(s)

General Procedure at Matches

- Identify the field you are playing on
- Wear your official manager's identification card around your neck. Ensure that your Coach also wears his identification card around his neck.
- Fill in the Official Match Card
 - Use your own card when playing at home
 - Use opposition card when playing away
 - Place 'A' beside players entitled to use inhalers
 - Insert any age group and division of players borrowed
 - Borrowed players should sign the match card
- Introduce yourself to the opposition Team Manager (obtain or hand over the match card)
- Issue playing strip to players. Number and name must correspond to match card
- You may request to check the Player ID cards of the opposition, or they may request to see yours. This should not be looked at as doubting the team, simply a formality, and must be agreed to if requested. Players may be requested to sign match cards, and this also must be agreed to. Failure to accept such a request may lead to a fine and loss of points for the game.
- Collect match fees
- Collect or give the opposition Team Manager half the referee/assistant referee fees
- U/11's upwards playing at home ensure referee and linesmen receive payment and match card 10 minutes before kick off. Do not pay unofficial referees.
- If applicable, collect valuables from players for safe keeping
- Organise referee/assistant referee if required
- Ensure the players check their laces, shin pads, studs, etc
- Have players up at the halfway line at least two minutes prior to the kick-off time. The time notified for the match is actual kick-off time, not run on time
- Take your position on the bench along with the Coach and reserve players
- Encourage players during the game - coaching is not permitted from the sidelines
- If making substitutes, do so only after notifying the assistant referees or referee when the ball goes out of play. U/11's upwards substitutions are to be made from the half way line and not the dugout area.
- Only one person is allowed on the field to treat injured players

At Half Time

- Arrange for drinks, oranges, etc
- If making substitutions, inform referee (eg. if swapping goalie)

After The Match

- Check the Official Match Card to ensure
 - Referee has completed and signed it
 - Score is correct (inside and outside of match card)
- Sign the Official Match Card after it is completed and checked
- When playing at home check that opposing team manager has signed the match card, and place card in letterbox at dressing sheds.
- Collect all playing strips from the players and arrange to have them laundered and available at the next game (most teams will rotate this with the parents)
- For Under 11 and above age groups, notify the Director of Junior Soccer of the score by 4pm at the latest on the day of the match
- Return all valuables to players that were left in your safe keeping

Challenges & Opportunities

Of course things don't always go smoothly, so what then? You are usually the only contact between the team and the Director of Junior Soccer, and this communication should be two way. Keep the club informed of any problems your team has, whether it is an internal 'challenge', or a problem the team has experienced with another team or club.

Any contact with another club or any of the associations is to be made only through the club's Secretary. Neither you nor any of your team's parents are to contact the BSD or any other club for any reason, and any direct correspondence will usually be ignored by the relevant parties. This is to ensure that correct procedures are followed and all parties are kept informed.