



Junior Managers Manual

Welcome to the UWA Nedlands Football Club (“UWANFC”) and thank you for assisting the club in the management of your team. As a manager the contribution of your time and expertise is appreciated by all the participants and the Management Committee.

Please take the time to read this manual through at least once and keep it in your kit bag or car, as it contains information that will be useful to you as you work your way through the season.

If you have any questions regarding your role as a Team Manager, please contact the Administration Manager on

info@uwanfc.com.au or 0448 277 163

Please feel free to contact anyone from the Management Committee if you have any queries, problems or suggestions about any aspect of this manual.

President – president@uwanfc.com.au

Vice President – vicepresident@uwanfc.com.au

Secretary – secretary@uwanfc.com.au

Treasurer – treasurer@uwanfc.com.au

Sponsorship – sponsors@uwanfc.com.au

www.uwanfc.com.au

Introduction

The key to your role as a manager is being organised and communicating clearly with your team, coach and Administration Manager. A major part of being an effective Team Manager, and to save you enormous time is to ensure that the team understands that your role is the coordination of off-field requirements. It is the coach's responsibility to coordinate all on-field activity.

This manual is designed to walk you through the process of being a manager and provide helpful hints on what to consider as you progress through the season.

Familiarise yourself with the following documents which can be found on the UWANFC website.

- **Codes of Conduct** [Forms & Documents — UWA-Nedlands Football Club \(uwanfc.com.au\)](#)
- **Competition Rules** [Community Competition Rules 2022.pdf \(footballwest.com.au\)](#)
- **Junior Rules** [Annexure-6-Community-Juniors-Rules-2021-1.pdf \(footballwest.com.au\)](#)
- **MiniRoo** - [Junior | Football West](#)

Training

All training times can be found on the club website.

[Our Pitches — UWA-Nedlands Football Club \(uwanfc.com.au\)](#)

Team

Once your team has been selected, the Administration Manager will provide you with a list of your players. This will include their name, FFA number, Date of birth and parent contact details. Please ensure this list is correct and contact the players parents. You should do this well ahead of the season start.

All players must be registered prior to training and playing to comply with Football West ("FW") requirements and for insurance purposes.

The Club will appoint a coach to each team. This is normally achieved early in the season. As soon as you have accepted the position as Team Manager, make some time to meet with the coach to understand how to best work together. The Team Manager role works really well when there is a strong 'team rapport' with the Coach. Talk to the coach to understand how they want the goalkeeper and captain roles to work for the season and the like.

Next, set up the team communication rhythm. From experience, the key communication channels are:

1. Email:- for weekly coordination details
2. WhatsApp:- for more informal communications of sickness, can't make training, etc.

Please see Team Welcome Template in Appendix A.

Please see Weekly team communication template in Appendix B.

2022 Season Dates

Key Dates

- MiniRoo & Junior Competition Begins – Sunday 10 April
- MiniRoo & Junior Team Photos – Sunday 22 May

Fixtures

The Administration Manager will provide you with a link for your fixtures when available.

Create a roster around the draft fixtures list that includes duties such e.g. orange roster, Parent referee, linesman and goal net set up and take down duties. See Appendix C.

Remember that this is only the **draft** fixtures list. Fixtures can and do change during the season. It is your responsibility to regularly check the football west fixtures list to see if any scheduling changes have been made during the year. If any changes are made, then update the roster and re-circulate to the parents. **The game time can be changed up until 5pm on the Friday before the game.** It is important to ensure the parents are all aware that the fixtures can't be confirmed until after this time.

UWANFC Home fixtures

Each Friday afternoon the Administration Manager will post all home fixtures and the pitch allocation on the club website.

[Our Pitches — UWA-Nedlands Football Club \(uwanfc.com.au\)](http://www.uwanfc.com.au)

All home fixtures are played at UWA Sports Park [MAP UWA SPORTS PARK](#)

Home Game Responsibilities

Goal posts, nets and corner flags are to be set up and/or taken down. Check the UWANFC Home fixtures roster that is posted on the UWANFC website each Friday. This will detail which team/s are responsible for nets and flags.

Equipment is store in the sea container – please contact the Administration Manager for this code.

Referees

Junior (U13 - U18) games - A referee will be required. If a FW referee is allocated they will require payment at the beginning of the game. FW posts referee allocations on the FW web site, and as these can change up until Sunday morning, it is advisable to check, so you can find a referee if required. Each team will be required to pay 50% of the referee fee.

[Referee Resources | Football West](#)

These fees can then be reimbursed by UWANFC, with the referee claim form available via UWANFC website. [Forms & Documents — UWA-Nedlands Football Club \(uwanfc.com.au\)](#). You should print a copy of this form and it must be signed by the referee at each game.

If no referee is allocated, a parent volunteer will be required.

A linesman must also be provided for all junior games and this will generally be a volunteer parent. A whistle and linesman flag will be required these can be found in the club rooms for home fixtures.

MiniRoo (U8-U12) games - Matches require a parent referee to be provided. The rules of MiniRoo games can be found here [Junior | Football West](#).

Parents can be reluctant to accept the task of being referee or linesman. Encourage those that know the game or have played before to get involved.

Match Cards

All fixtures (home and away) require a match card to be completed. We encourage the Team Manager to take on this task, to allow the coach to concentrate on preparing the team for the game.

Electronic Match Cards – All teams (Miniroos and Juniors) use Electronic Match cards, for which you will require Sports TG Passport. If you do not have your Passport please follow the link below

<https://support.sportstg.com/help/how-to-sign-up-to-passport>

Once you have a Passport you should contact the Administration Manager and your email address will be linked to the club account.

Please see the below link for online team sheet requirements:

[Online Team Sheet - Requirements](#)

[Sports TG - Electronic Team Sheets Manual_1.pdf \(footballwest.com.au\)](#)

Playing kit

Playing kit is Green shirt, shorts, socks, shin pads and boots.

Green socks and shorts can be purchased via the club website and can be collected at the UWANFC club rooms from 1 April.

[Products — UWA-Nedlands Football Club \(uwanfc.com.au\)](http://www.uwanfc.com.au)

Green match shirts are supplied to the team manager at the start of the season and must be returned at the end of the season.

Other Kit

The Team Manager will be supplied with a Kit bag that contains a match ball, a ball pump, a whistle and a first aid kit.

Team colours are on the FW website so please change colours to avoid a colour clash with the opposition. If a clash is predicted, please contact the Administration Manager on 0448 277 163

Player availability and forfeit

It is important to keep track of impending absences, especially near or during holidays. If your team numbers are insufficient, try calling Team Managers from other teams. Attached is a list of all Team Managers to help aid finding replacement players when/if required.

If you still have insufficient numbers to field a team, you will need to rearrange or forfeit the game. To arrange a game you must give at least five (5) days notice to the Administration Manager. Forfeits must be made by the Thursday preceding a game.

Team Bonding

UWANFC has a core objective of ensuring every member has a sense of belonging to the Club. Team bonding and building is an important part of realising this important Club value. The Club believes that the more bonded the team is the greater their trust, communication and cohesiveness as a team. Work with your coach to plan a team bonding activity at the beginning of the season, mid-way and at the close of the season. Similarly, a parent engagement activity bonds the wider team and makes for positive interactions throughout the season. You may be able to delegate this task to a particularly social parent.

Weekly Match Day Checklist

The Team Manager is responsible for:

- Early communication to the team of fixture details.
- Early communication to the coach of all available players, and source a complete playing list prior to the day.
- Confirm the final fixture details after 5pm, Friday and communicate with parents.
- Filling of the match card – pre and post game.
- Ensure game day duties are assigned and complete (linesman, oranges, referee – if appropriate).
- Greet the opposing team when hosting a home game.
- If first game of the day at home, ensuring parents help with setting up nets, flags etc 30mins before kick-off.
- Ensure you are at the game, or appoint an interim Team Manager for games that you can't attend.
- Submit the game result by close of business on Game Day.
- Flag any issues with the Administration Manager promptly.

End of Season Checklist

- Collect all clean player jerseys and deliver to the Administration Manager.
- Return the Manager's bag complete with all items – ensure everything is clean.
- Advocate for the team to join the Club's end of season awards.
- Have fun and come back and join the Club next season!

Further information

Above all else, have fun. Enjoy the role and seek advice/support along the way. Do know your time is appreciated and we thank you for supporting our season. Further information regarding the following can all be found on the UWANFC website

APPENDIX

A: Team Welcome email template

B: Weekly Team communication template

C: Team Roster template

APPENDIX A: TEAM WELCOME TEMPLATE

Dear Parents,

A formal welcome to you all to the UWANFC U1XX's Season. A huge welcome to xxxx, new members to the Club. We hope the boys/girls love the opportunity and the playing group.

I've split this email up into two parts:

1. Stuff I need you to respond to; and
2. Detail for your reading pleasure

My job is to ensure that you have the communication that you need to effectively manage junior football in your busy houses. Whatever I can do to make the communication simpler for you – please sing out. Anything to do with the technical/tactically elements of the game is COACH'S NAME domain, please touch base with them directly.

PART ONE: PLEASE RESPOND TO:

- Please advise if you are happy to do linesman duties.
- Please advise if you have had any issues with either player or volunteer registration. Both processes must be complete prior to season start.

PART TWO: SEASON BRIEFING:

I promised to do this briefing email as concisely as possible. I'll eliminate the guff and give you the salient points:

TRAINING PROFILE:

- Date, time, venue

TRAINING SCHEDULE AND EXPECTATIONS:

- Tuesday Pitch 10 - 5.00pm for 5.15pm start - 6.30pm close (top pitch, closest to club rooms)
- Friday Pitch 1 – 5.00pm for 5.15pm start - 6.30pm close (bottom pitch, in front of club rooms)
- Please advise of absences to allow Iain ability to plan sessions effectively
- Map below

FIXTURES:

- Please see below table.
- Please advise as early as possible if and where your child is unavailable. This aids me greatly in finding replacement players.

GAME DAY EXPECTATIONS:

- Players at grounds (XX)mins prior to kick-off to commence appropriate warm-up.

UNIFORMS:

- I can distribute team shirts on (insert date). Shirts sizes can be swapped, please contact the Administration Manager.
- Additional socks & shorts can be purchased too – contact the club directly.

GAME DAY ROSTER:

- I'll distribute a roster shortly with details for oranges/lines man/ground marshal duties

GAME DAY COMMUNICATIONS:

- I'll establish a Team App to guide us through the information re game day fixtures – you'll get a message to join
- WhatsApp is working well and a great tool to communicate informally
- Weekly email – I normally have the subject title of the upcoming game so that you have this sitting in your email
- All feedback re communications is greatly appreciated

APPENDIX B: WEEKLY TEAM COMMUNICATIONS TEMPLATE/S

Example 1: Miniroos

Dear All

Fixture details for this weekend's game includes:

Round 1: Sunday 18th April – UWANFC v ECU Joondalup

Time TBA

Venue: Home Game – Pitch 3

Squad: 11 players - Ava unavailable

Captain: Heidi

GK – Ally

Oranges – Smith family

Ref – Dave

Please note fixture detail can and do change. I'll confirm the fixture details after 5pm, Friday.

If you need anything, please let me know.

Looking forward to seeing you on Sunday.

NAME

PHONE NUMBER

Example 2: Juniors

Dear All,

Confirmed fixture list for this weekend is below.

	U14 Division 1
Fixture: 22 August 2021	Round 7 – UWA v Wembley Downs SC - Away
Venue:	St Johns Wood, Pitch 1
Address:	68 Stephenson Av, Mt Claremont
Start Time:	8:45am Start
KO:	9:45am KO
Team List:	1. Ryan 2. Josh 3. Isaac 4. Chris 5. James

	6. Sam 7. Jack 8. Oliver 9. Seb 10. David 11. Michael 12. Alex 13. Ian 14. Sean 15. Nicholas
Coach:	Rob
Lines:	Steve/Justin
Ground Marshal:	N/A
Oranges:	Smith family
Team Manager:	Jacob Mitchells

APPENDIX C: TEAM ROSTER TEMPLATE

Shirt #	First	Last	FFA#	DOB	Parent Email	Mobile	Parent Name

Date		U14 Div 1		
		Lines	Marshal	Oranges
4/04/2021	Round 1			
11/04/2021	Round 2			
18/04/2021	Round 3			
26/04/2021	Round 4			
2/05/2021	Round 5			
9/05/2021	Round 6			
16/05/2021	Round 7			
30/05/2021	Round 8			
6/06/2021	Round 9			
13/06/2021	Round 10			
20/06/2021	Round 11			
27/06/2021	Round 12			
4/07/2021	Round 13			
11/07/2021	Round 14			
18/07/2021	Round 15			
25/07/2021	Round 16			
1/08/2021	Round 17			
8/08/2021	Round 18			