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**Team Managers  
Information Pack  
Juniors (U12 to 18)**

# HJSC Guide for Team Managers – Juniors (Under 12 to 18)

## Introduction

The purpose of this information pack is to provide our Team Managers with information regarding the club, details of basic administration tasks that need to be completed and more importantly provide a source of material to assist new Managers in getting started.

The document has been broken down to assist you throughout the year – from initial registrations through to end of season functions.

The soccer season should be a great experience for players, parents and Team Managers. Please remember you are acting as the Manager and you do not need to “do” everything – feel free to involve other parents to assist with tasks.

You are not alone - the Committee and your Coach are available to support you throughout the year so please feel free to provide feedback on any issues or obstacles you encounter during the season.

## Letter from the President

Dear Manager,

First let me say, a heartfelt thank you for volunteering as a Manager for the 2017 season.

Hampton Junior Soccer Club continues to grow with strong soccer participation rates in the local area. We aim to provide a social and community focused club that supports both the player and their parents. This would not be possible without the support of our Team Managers.

Our Team Managers help to ensure the children have a great season by helping to coordinate the team, disseminating information, advertising HJSC events/activities and acting as a point of contact within the team.

With your help, we can all have another successful year.

Kind regards

Leigh Walker

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## Club Mission Statement

### Our Mission:

*Our Mission is to provide all young girls and boys the opportunity to learn and play the game of soccer while developing skills, tactics, and social experiences which they can take with them on their journey through life.*

### Our Values:

The club prides itself on upholding the following values:

#### **Respect**

- All our members will always respect each other, other club members, opposition players, coaches and match officials
- Our members will respect and abide by the FFV rules

#### **Equality**

- Players of all abilities and gender will be free to join and play at HJSC
- Team selection for U10 age groups and below will not be based upon ability but other criteria such as friendship groups
- Team selection based on ability will only apply from the U11 age groups and above
- Members will not discriminate against any other member on the grounds of race, religion, sex or gender

#### **Teamwork**

- The club will support the wider Hampton community
- The club will support positive coaching
- The club will support the education of its members on the principles of team work and fair play
- All members will promote a supportive team environment for their fellow members

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## Club Contacts:

**Grounds:** Nigel D’Rozario [nigelvd@yahoo.com.au](mailto:nigelvd@yahoo.com.au)

Contact Nigel to book an appropriate day and time for training.

Pre-season training: Access to Hampton Primary School after 4.15pm and all day Saturday and Sunday in March and April.

During season training: Simpson Reserve (U12s and above and all girls teams) and Sandringham Secondary College (U11s and below) are available. Hampton Primary School is also available for all age groups but does not have floodlights. Teams should not train on grounds not allocated to their age groups to avoid undue wear and tear.

Game day: Cheltenham Park on Saturday mornings for Under 7 to 11 mixed teams and at Simpson Reserve on Sundays for Under 12 to 18 and all girls’ teams.

**Equipment:** Colin Walker [walkercolin@hotmail.com](mailto:walkercolin@hotmail.com) or 0405 419 839

**Shirts:** Stan Malton 0419 943 233 or [stan.malton@kadant.com](mailto:stan.malton@kadant.com)

We will arrange all the balls, bibs and cones for training that will remain with the Coach for the season. Prior to the season commencing, the team will also receive a “match day kit” consisting of home shirts, first aid kit, whistle and match balls. Junior teams (U12 to U18) will also receive clash shirts (blue) and match day record books.

The HJSC shirts belong to the club and we need your help to maintain them so they last a reasonable number of years before replacing. Strips should be washed in cool/warm water, inside out and **MUST NOT** be tumble dried (to preserve the logo and numbers).

Our preference is that you do not give shirts out for the season as sometimes the temptation to wear them can be too much! However, if you do give them out, please emphasise to players and parents that shirts are only for game day (not for training and not for school!).

The numbers and sizes for the shirts have been pre-allocated, however, if you need larger or smaller sizes, a few extra shirts are available – contact Stan to arrange.

**Admin:** Anne-Marie Bowen (Registrations Officer) [info@hamptonsoccer.com.au](mailto:info@hamptonsoccer.com.au).

Anne-Marie will notify all players of their team and will send you a list of players with contact details.

**Manager Support:** Nadine Seddon 0438 023 871 [pseddon@bigpond.net.au](mailto:pseddon@bigpond.net.au)

Nadine is available to answer any Manager questions and support you in your role.

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## Age Group Coordinators:

Age Group Coordinators are available to assist with any general questions.

U12-13	Mark Smith	0405 337 297	<a href="mailto:markdsmith2002@hotmail.com">markdsmith2002@hotmail.com</a>
U14+	Allan Hood	0419 537 609	<a href="mailto:allanhood@live.com">allanhood@live.com</a>
Girls	Mark Devine	0477 753 491	<a href="mailto:markjohndevine@gmail.com">markjohndevine@gmail.com</a>

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## Child Safe Standards

As of 1 January 2017, in Victoria the Child Wellbeing and Safety Amendment Act 2015 requires sports clubs to meet “Child Safe Standards” (The Standards). The Standards are aimed at helping clubs to protect children from abuse.

In accordance, with the legislation HJSC have implemented a Child Safety Policy & Code of Conduct. Please read the policy, which can be found on our website -


<http://www.hamptonsocket.com.au/files/D11417120.pdf>.

The following guidelines support this policy:

- All arrangements associated with the drop-off or pick up of children are to be arranged by Parents/Guardians with the Coach, Team Manager or other parents. This includes players, junior referees and assistant coaches. For example children must not be dropped home without the express permission of the Parent/Guardian.
- Two adults are to be present at training – Coach and another adult.
- Supervising adults should avoid being alone with a child in an unobservable/isolated location eg change room.

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## Pre-Season – Manager Registrations:

Registration	Requirement	Links to Registration	Cost
Working with Children Checks (WWC)	All Managers and Coaches must have an up to date Working with Children Check.  Email to <a href="mailto:info@hamptonsoccer.com.au">info@hamptonsoccer.com.au</a>	<a href="http://www.justice.vic.gov.au/workingwithchildren/home/">http://www.justice.vic.gov.au/workingwithchildren/home/</a>  OR call 1300 652 879	Free
FFV (Football Federation of Victoria)	All volunteers must be registered by the FFV.  FFV will notify HJSC of registrations.	<a href="http://www.myfootballclub.com.au/index.php?id=3">http://www.myfootballclub.com.au/index.php?id=3</a>  	Free

## Pre-Season – The Team:

Task	Action
Team documentation	Ensure you have received: <ul style="list-style-type: none"> <li>- Team List including all player and parent details</li> <li>- Copy of FFV Player Registration Cards</li> <li>- Match Book</li> <li>- SportsTG Sign On (entering scores)</li> <li>- Details of any families who do not wish to share personal information</li> <li>- Game day awards</li> </ul>
Setup Teamstuff Account	Teamstuff is the chosen team management application for HJSC.  This is a very important tool to enable the club to communicate with the player group.  Setup up your team as per instructions provided.  You will receive a link for your team to join the HJSC Teamstuff Club account. Accept the invitation to join.
Sports TG Account (previously Fox Sports Pulse)	All scores from home games must be entered into the Sports TG Application.  Setup your account – <i>refer to Appendix for further details.</i>
Team list distribution	Distribute Team List and parent contact details to the Team.  Exclude details for parents who do not wish to share information.
Liaise with/assist the Coach	Assist the Coach to organise training schedules and communications to Team.
Pre-season	Consider a pre-season “get together” to introduce players and parents.

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<b>Task</b>	<b>Action</b>
Introductions	Club rooms are available for use if required.
Referee Payments	<p>A Referee will be supplied for each game by the FFV and it is the responsibility of the home team to provide the payment to the Referee.</p> <p>The Club Treasurer will organise for the payments to be available from the Canteen for each home game.</p> <p>Ensure you collect the payment prior to the start of your game.</p>



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## Roster Management:

Each weekend we require help from parents to ensure the smooth running of the game. A roster is prepared to ensure all team families share the duties and are aware in advance of their obligations.

When assigning roles to parents, please consider their soccer experience and wherever possible discuss the allocations with the parents prior to issuing a roster.

All fixtures will be available on SportsTG. Information includes opponent, game time, ground allocations and full schedules by pitch.

A Team Roster can be managed on Teamstuff and should include the following tasks:

Task	Notes
<b>TRAINING</b>	
Coaching Support	One parent, in addition to the Coach, must be rostered on to provide assistance as required.  This is an initiative to ensure HJSC is meeting its obligations under the Child Safety Standards.
<b>HOME GAMES ONLY</b>	
Setup (Only if you are first match scheduled on pitch)	Two families to help set up: <ul style="list-style-type: none"><li>• Goals / Corner posts</li><li>• Interchange chairs</li><li>• Ensure pitch is marked correctly</li><li>• Put out stretcher and first aid kit</li></ul>
Pack up (if last match on pitch)	Two families to help pack up.
BBQ Duty (dates will be advised as season progresses)	Each team will be requested to assist with BBQ/Canteen once during the season. The Canteen manager will arrange all food supplies, etc, parents will be asked to either cook or help serve in the canteen.  Alternatively, your team may opt out of this duty, by arranging a payment to the Canteen Manager to provide a resource to fulfil this role.
Ground allocations	Will be posted near Canteen on Game Day.
<b>ALL GAMES</b>	
Advise meeting time and game time.	Generally warm up to start 20-30 mins prior to the game.
Oranges/Fruit(half time) and Lollies (full time)	Assign one family to provide.
Shirt washing	Teams may decide to collect shirts at the end of each game and then return for the start of the next game OR each player may take home their shirt for washing.  <b><u>Shirts must only be worn on game day and must be washed inside out.</u></b>

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Task	Notes
Line Judge <i>See role description in Appendix.</i>	Line judge must meet with the Referee prior to the game. Referee will discuss expectations and provide flags.
Marshal <i>See role description in Appendix.</i>	The Marshal must wear the fluro jacket and escort the Referee between the change room and the pitch prior to the game, half time and the end of the game.

## **Tip:**

Schedules may change early in the season – so suggest roster is issued in **draft** to Round 3 and then finalised and issued to end of season after Round 4.

## **Tools:**

Teamstuff is the Hampton Junior Soccer Clubs chosen team management app.

Teamstuff provides game and training scheduling functionality, roster management, team communications, notifications, mobile and desktop access and result tracking.

Link to Teamstuff website.

<https://teamstuff.com/>

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## During the Season:

Task	Action
Check Schedule	<p>Check SportsTG for any last minute changes.</p> <p>Check a Referee has been allocated to your game. <i>Refer to Appendix for further details.</i></p> <p><b><i>Essential every Friday for the first 4 weeks – as schedules do change!!</i></b></p>
Weekly team update via Teamstuff (mid week)	<p>Communication may include:</p> <ul style="list-style-type: none"> <li>- Review of last game</li> <li>- Confirmation of weekly training schedule</li> <li>- Confirmation of next game time, duties and reminders</li> <li>- Social activities – information on Team or Club activities</li> </ul> <p><b><i>Ensure players advise of availability/illness on Teamstuff.</i></b></p>
Match Day Book	<p>Complete the book entries <b><i>prior</i></b> to arriving at the game.</p> <p>The Match Day Book contains:</p> <ul style="list-style-type: none"> <li>- Player names</li> <li>- Player FFV IDs which must match the photo IDs provided</li> <li>- Shirt numbers</li> </ul> <p><b><i>If you need “fill in” players from other teams make sure you obtain a copy of their FFV ID - this can be electronic.</i></b></p>
Clash shirts	<p>Consider if clash shirts are required for each game. Always bring the clash shirts to the game.</p>
Photos	<p>Assist in the management of team photos. Distribute photo information, assist with co-ordination on photo day and distribute photos.</p>
Kit/First Aid Management	<p>Assist the Coach in managing supplies.</p> <p>Manage the replacement of First Aid item, in particular ice packs. (Contact: Colin Walker)</p>
Game Day Awards	<p>Assist the Coach in managing game day awards for “even” distribution.</p>
End of Season Awards	<p>Assist in management of end of season medals and awards.</p>

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## Game Day:

Task	Action
Duties	Ensure all duties are covered.
Players	Ensure players are not wearing any jewellery and have correct uniform including strip, shin pads, socks and boots.
Positive Environment	<ul style="list-style-type: none"> <li>- Encourage parents to always be positive about the game results. It's not all about winning but rather having fun, keeping fit and improving their soccer skills.</li> <li>- Ensure the cheering from the sidelines is appropriate (e.g. positive and helpful) and will not have a detrimental impact on HJSC's reputation.</li> <li>- Ensure parents are not coaching their children from the sidelines as this is the responsibility of the Coach.</li> <li>- Encourage players to be good sports. Teams should always line up to shake hands and give three cheers at the end of the game for the opposition plus a cheer for the Referee.</li> </ul>
Game Ball (3)	<p><b><u>Home Games:</u></b></p> <p>Provide one game ball to Referee and place the additional game balls on the half way line, one on each side of the pitch.</p>
Referee	<p>The FFV will supply a Referee for each game.</p> <p>Meet the Referee in the Referee room 15-30minutes prior to the game. Provide the Referee with the Match Day Book and the photo IDs.</p> <p>Where a Referee does not arrive, it is the responsibility of the home team to provide one. If a suitable candidate is not available, contact one of the club's emergency referees. A copy of the list will be provided to Team Managers.</p> <p>Ensure you have cash available to pay the Referee for all home games.</p>
End of the Game	<p>Complete the Match Book with Referee and opposition Manager. Exchange score sheets – white copy to Referee and swap yellow copy with the opposition. If a referee is not available, you do not need to submit the white copy but it should be retained in case of disputes.</p> <p><b><u>Home Games:</u></b></p> <ul style="list-style-type: none"> <li>- Pay the Referee.</li> <li>- Complete scores in SportsTG before 6pm on Sunday.</li> </ul> <p><b><u>Failure to enter scores on time will result in a fine for the Club.</u></b></p>

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## End of Season:

Task	Action
Awards	Assist the Coach with selecting Awards and provide administration support for awards and/or medals required.
Thank you to Coach	Consider collecting a small amount of money from each player and arrange for a Thank-you gift for the coach.
End of Season Presentation	Arrange an end of season presentation to facilitate the distribution awards and "thank-yous". The clubrooms are available for this purpose. Bookings will be arranged later in the season.
Kit Collection	Co-ordinate with the coach to collect all of the kit and return to the club.

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## Appendix

### **Job Description - Marshal**

Marshals act as a representative of the club in case of any complaint or off-field issue. The Marshal is not 'security' but is there to help uphold the principles of fair play and manage off-field behavior.

- Marshals must wear the orange jackets and meet the Referee 15 minutes before the game and escort the Referee to the pitch.
- At half time and the conclusion of the game, the Marshal must escort the Referee back to the club rooms and stay for at least 15 minutes.
- During the game, the Marshals are to position themselves on either side of the ground in full view of the Referee and action the Referee's instruction when requested.
- Remind smokers that they must remain at least 10 metres away from pitches and club venues.

### **Job Description - Line-judge**

- The Line-judge's duty is to flag which team has the throw-in (the opposing team to the player that touched the ball last before the ball fully crosses the line) and to flag offside.
- A player is in an offside position when closer to the opponent's goal line than both the ball and the last outfield defender (i.e. not the goal keeper) when the ball is touched or played by a team-mate (the off-side player may not become actively involved in the play).
- Flags are carried by Referees but if one is not available, they are available from the storeroom.

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## Appendix

### Setup SportsTG Account (Formerly Fox Sports Pulse) and Entering Scores

Firstly you will need to do is set up a SportsTG passport (FFV Volunteer registration is a pre-requisite):

- **Step 1.** <https://passport.sportstg.com>

Visit this webpage to set-up an account.

**If you already have a Fox Sports Pulse Account from a previous season go to Step 3.**

- **Step 2.** Activate SportsTG Passport: A confirmation email will be sent by SportsTG to your nominated email address; check your Junk/Spam Mail folders.

Within 30 minutes of registering your SportsTG Passport you must click the link in the confirmation email to activate your account.

- **Step 3.** Give your SportsTG Passport email address to [info@hamptonsoccer.com.au](mailto:info@hamptonsoccer.com.au) with the details of the team you manage. They will link your SportsTG Passport to FFV Competitions.

### Enter Results:

To enter results, follow the guidance available on SportsTG

<http://support.sportstg.com/help/competitions-enter-match-results-and-statistics-online>

*The application has good functionality and a number of user guides are available to assist. Refer to <http://support.sportstg.com/help> for further information.*

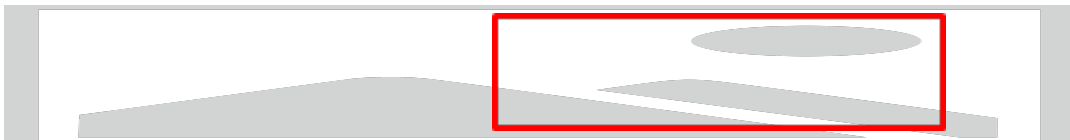
### Checking for Referee Allocations:

1. <http://www.footballfedvic.com.au/> and scroll down to select Zagame State Leagues 2017 (left hand side)



2. Or direct link [http://websites.sportstg.com/assoc\\_page.cgi?c=1-8746-0-0-0&a=COMPS](http://websites.sportstg.com/assoc_page.cgi?c=1-8746-0-0-0&a=COMPS)

3. Select link



4. Search for your "Simpson" to see our allocated Refs.