



Hampton Junior Soccer Club

**Team Managers
Information Pack
MiniRoos (U7 to 11)**

HJSC Guide for Team Managers – MiniRoos (Under 7 to 11)

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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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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Club Contacts:

Grounds: Nigel D’Rozario 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 0405 419 839

Shirts: Stan Malton 0419 943 233 or 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.

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.

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

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.

U7-9	Matt Licheri	0428 630 183	Matt.Licheri@twusuper.com.au
U10-11	Owen Smith	0438 357 324	owen.smith@salta.com.au
Girls	Mark Devine	0477 753 491	markjohndevine@gmail.com

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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 info@hamptonsoccer.com.au	http://www.justice.vic.gov.au/workingwithchildren/home/ 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.	http://www.myfootballclub.com.au/index.php?id=3 	Free

Pre Season – The Team:

Task	Action
Team documentation	Ensure you have received: <ul style="list-style-type: none"> - Team List including all player and parent details. - Details of any families who do not wish to share personal information. - Game day awards. - Medical information on player group. Discuss any medical issues with the Parents and ensure the Coach is fully briefed.
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.
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 introductions	Consider a pre-season “get together” to introduce players and parents. Club rooms are available for use if required.
Shirts	Distribute shirts to the

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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
TRAINING	
Coaching Support	<p>One parent, in addition to the Coach, must be rostered on to provide assistance as required.</p> <p>This is an initiative to ensure HJSC is meeting its obligations under the Child Safety Standards.</p>
HOME GAMES ONLY	
Game Leader (U7) Instructing Referee (U8-11) <i>See role description in Appendix.</i>	<p>The team may be allocated a Junior Referee or a parent/sibling may act as Referee/Game Leader.</p> <p>Check on availability of Junior Referee and Parents who are comfortable to referee a game.</p>
Setup (Only if you are first match scheduled on pitch)	<p>Two families to help set up:</p> <ul style="list-style-type: none"> • Cheltenham <ul style="list-style-type: none"> - Goals/Nets and Corner Flags - Ensure pitch is marked correctly - Put stretcher and first aid kit in front of storage room for access by all pitches - Walk the pitch to check for 'hazards' as during the week it is an off-leash dog park. • Simpson <ul style="list-style-type: none"> - Goals/Nets and Corner Flags - Mark pitch using witches hats and plastic disks - U8/9 – ¼ of full pitch - U10/11 – ½ of full pitch
Pack up (if last match on pitch)	Two families to help pack up.
BBQ Duty (dates will be advised as season progresses)	<p>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.</p> <p>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.</p>

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Task	Notes
Ground allocations	Will be posted near Canteen on Game Day.
ALL GAMES	
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. <u>Shirts must only be worn on game day and must be washed inside out.</u>
Clash Strips	If uniforms will clash, clash strips are available or arrange for team to wear the same colour t-shirt to avoid a clash.
Marshal	The Team Manager will generally act as the Marshal but may be rostered if required. <ul style="list-style-type: none"> 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 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.

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 3.

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	Check SportsTG for any last minute changes. <i>Essential every Friday for the first 4 weeks – as schedules do change!!</i>
Weekly team update via Teamstuff (mid week)	Communication may include: <ul style="list-style-type: none">- Review of last game- Confirmation of weekly training schedule- Confirmation of next game time, duties and reminders- Social activities – information on Team or Club activities <i>Ensure players advise of availability/illness on Teamstuff.</i>
Photos	Assist in the management of team photos. Distribute photo information, assist with co-ordination on photo day and distribute photos.
Kit/First Aid Management	Assist the Coach in managing supplies. Manage the replacement of First Aid item.
Game Day Awards	Assist the Coach in managing game day awards for “even” distribution.
End of Season Awards	Assist in management of end of season medals.

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Game Day:

Task	Action
Duties	Ensure all duties are covered.
Referee/Game Leader Home games only	Ensure Referee/Game Leader is present and ready to commence on time. Introduce Referee/Game Leader to opposition Coach/Manager.
Game Ball Home games only	Provide one game ball to Referee and ensure collection at end of match.
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">- 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.- Ensure the cheering from the sidelines is appropriate (e.g. positive and helpful) and will not have a detrimental impact on HJSC's reputation.- Ensure parents are not coaching their children from the sidelines as this is the responsibility of the Coach.- 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.

End of Season:

Task	Action
Medals	Provide administration support for medals required, eg checking names.
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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Links:

Rules and regulations, ground setup and further helpful information can be accessed via the following link:

<http://www.footballfedvic.com.au/victorian-guidelines/>



To view the laws of AIA Vitality MiniRoos and better educate yourself on the role of game leaders, goal keepers and any other topics relating to AIA Vitality MiniRoos, please view the [AIA Vitality MiniRoos](#) website for all AIA Vitality MiniRoos formats.

• [Playing Formats and Rules - all ages](#)

MiniRoos Guidelines for 2017

• [MiniRoos Guidelines - updated 21 December 2016](#)

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Overview of Playing Formats:

Source:

<http://www.footballfedvic.com.au/wp-content/uploads/2014/06/2017-MiniRoos-Guidelines.pdf>

The nationally consistent playing formats for the Under 7 to Under 11 age groups are as follows:

	6 – 7 Age Range	8 – 9 Age Range	10 – 11 Age Range
Numbers	4 v 4	7 v 7	9 v 9
Field Size	Length: 30m Width: 20m	Length: 40-50m Width: 30-40m	Length: 60-70m Width: 40-50m
Field Markings	Markers or line markings	Markers or line markings	Markers or line markings
Penalty Area	No Penalty Area	5m depth x 12m width	5m depth x 12m width
Goal Size	Width: 1.5m-2m Height: 0.9m-1m	Width: 2.5m-3m Height: 1.8m-2m	Width: 4.5m-5m Height: 1.8m-2m
Goal Type	Goals, Poles or Cones	Goals, Poles or Cones	Goals, Poles or Cones
Goalkeeper	No	Yes	Yes
Ball Size	Size 3	Size 3	Size 4
Playing Time	2 x 15 minutes halves	2 x 20 minutes halves	2 x 25 minutes halves
1/2 Time Break	5 minutes	5 minutes	5 minutes
Referee	Game Leader	Game Leader	Game Leader
Points Table & Finals	No	No	No

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Game leader for Under 7:

The main role of the Game Leader is to keep the game moving fluently, limit stoppages and assist players with all match re-starts. Most importantly, they must make every effort to create an environment that ensures that all players have fun and have maximum involvement. Because the children are learning the game at this level, it is important to be flexible and patient.

- Encourage all children to have fun and different children to take re-starts;
- Ensure the correct number of players are on the field;
- Discourage players from permanently over-guarding the goal;
- Check all players are wearing shin guards;
- Use a “Ready, Set, Go” prompt to encourage quick decisions when restarting play;
- Encourage children to dribble or pass ball to team mates rather than kick the ball long;
- Ensure the opposing team is at least 5 metres outside the penalty area for all goal line restarts;

Instructing Referee U8-11:

The main role of the Instructing Referee is to control the game to ensure it is played fluently. The Instructing Referee should instruct players on how to behave and enforce the rules, with minimal blowing of the whistle. They should also assist players with learning aspects of the game such as what a foul is and what a free kick is. This person can be a club official, capable parent, older child or player, or, a referee in training from FFV.

The Instructing Referee should:

- Promote player development, participation and fun;
- Ensure the correct numbers of players are on the field;
- Give advantage to the attacking team and let the game flow, limit stoppages;
- Instruct players in the first instance before blowing the whistle;
- Ensure team officials and parents create a positive playing environment for the children;
- Ensure team officials and parents uphold a player development and participation focus rather than an emphasis on winning and losing;
- Ensure a safe playing environment for the children;
- Praise and encourage both teams;
- Be enthusiastic, consistent and approachable.