



# WILLIAMSTOWN SC

## TEAM MANAGER'S GUIDE

**SEASON 2019**



Williamstown SC

February 2019





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## INTRODUCTION – CLUB VALUES

Firstly, the Club would like to thank you for taking on the role as Manager of a Junior Team. Williamstown Soccer Club is run by unpaid volunteers and everyone involved is here to ensure the club is run with care and family values at it's core.

We strive to ensure the Junior Club is welcoming, inclusive and somewhere our kids can develop a healthy lifestyle through exercise, find their place within the dynamic of the team, extend their soccer skills and make good friends.

We welcome interaction between Junior and Senior arms of the club, with Senior players coaching some teams and Juniors coming along to support the Senior team.

Our coaches are focussed on developing skills and will be working through the FFA's National Curriculum during training throughout the season.

We hope to provide a club structure where players can join from a young age and understand the progression through the club. Several of our current seniors have been with the club from a young age.

These principals underpin the decisions taken in the running of the Club.

## BEFORE YOU START – WORKING WITH CHILDREN CHECK

All Coaches, Managers and Club Organisers who help out with the Junior Club must hold valid and current Police Check accreditation for working with children. If you do not have this you will need to apply via [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

It's a very simple online application process and as you are a volunteer your application is free. You just have to follow up with a trip to the post office with your 100 points of ID and a passport size photograph.

Someone from the Club Committee will need to sight your ID before you can take on any role at the Club where interaction with under 18 year olds takes place.



## REGISTRATION

The Club will allocate at least two Registration days. All players registered in the previous season will be informed via e-mail when these are and the Club will also advertise locally to attract new players. Due to the increase in demand at the end of the 2016 season we will invite players to pre-register to secure their place for 2017

If you are a returning Manager from last season it would be helpful if you, in liaison with your coach, also contact your team members to remind them to come along to Registration Day, and let you know if they intend to return to the Club.

Each Junior Team will have a maximum of 16 players. Whilst we do not wish to turn away potential players, we have learned through experience that running a team with more than 16 players leads to disappointment and frustration for the players as they inevitably miss games and spend more time on the bench. This is another reason it is helpful if you can ascertain the likely make-up of your team and be aware of any player who wishes to return but cannot get along on the allocated Registration Day.

All Team Managers and Coaches are encouraged to come along at least for part of the Registration Days to help with the process and catch up with the Junior Committee Members to discuss how the team is shaping up through registrations.

If someone cannot be there on the day, we would encourage them to complete the form and let us know how soon they can drop the Membership Fees into the Club (we can accept cash, credit cards, EFTPOS or cheques).

All players must be registered and fully paid up before they start training.

Players will also be measured for their kits at Registration and you will be responsible for ensuring the correct size kit is ordered for any players who cannot attend. (Sample kits will be kept at the Club so you can take any player to the Clubrooms to establish the best size for them.

Players will also need to register online with PlayFootball for each season. Go to FFV website and select Player HQ, then registrations. If you have registered before you can log in. There are prompts to help you if you have forgotten your FFA number or password – or if you are a first time registration you will need to create an account and an FFA number and password will be sent to your email. Just follow the prompts to register, selecting Williamstown SC and payment option.

If the player is aged 12 or older is playing for the first time and is not an Australian citizen or whose last registration was overseas we will need to apply for an International Transfer (ITC) this will be triggered by the question “did you last play overseas” If an ITC is required please contact the Secretary who will assist in lodging the application.

For more info on the registration process please see Appendix 1.



## PRE SEASON FRIENDLIES

It is the Manager's and Coach's job to arrange pre-season friendlies.

The Club will allocate some days leading up to the start of the season when friendly games can be played at home.

Some Clubs contact the Club to arrange several games at different levels to take place together. The Junior Committee will also ensure that any approaches from other Clubs to arrange friendlies will be passed on to you. You may also be contacted directly.

Contact details for all Clubs are available on the FFV website, you just call the contacts listed and they will put you in touch with the relevant team manager provided they have a team in that age group.

For home games you must ensure you have logged your game on the booking calendar in the Club Room, otherwise there may be a clash with another team and the team who have the booking listed first will take priority. We would prefer to avoid home games on days other than those allocated for pitch maintenance, however if you have a particular problem and can't use those days you should discuss with the Junior Committee.

You will need to organise a Referee for all home friendlies, as well as the usual Linesman, Security and Canteen Helper.

## TRAINING

If your Coach intends to start training before Registration Day you must contact the

Junior Committee and discuss plans, including where you intend to undertake the training. This is particularly important as there could be a problem with insurance should anyone suffer any sort of injury at training.

Due to drought and seasonal weather, the main pitch is considered fragile and can only be used sparingly therefore training is concentrated on the back pitch, and at this time of year some teams like to arrange alternative training venues such as the beach, swimming pool or Cherry Lake. Please inform the Junior Committee if alternative venues are to be used as there are insurance issues to be taken into account. You must also consider and take any necessary precautions in relation to health and safety.

All players must wear shin guards. This is for player safety. The club recommends that shin guards selected are not too small as there have been incidences where the short shin guards do not provide as good protection as the full size shin guards.



## MATCH DAYS

Please note that only fully registered players are eligible to play in official games. This means they have to be registered and accepted on PlayFootball. Any player not fully registered on the system cannot play. The penalties for the Club in breaching this rule are serious. (both financial and having points deducted) therefore we cannot bend this rule. To be clear we cannot play any players who have not registered online or who have registered but have not yet been accepted into the club due to an outstanding ITC or if they have not yet paid registration fees. Any questions on this should be referred to the Secretary.

We recommend all Players, Coach and Manager arrive 45 mins-1 hour before kick-off.

For all matches you will need to allocate a Linesman, someone to bring team refreshments (oranges and snakes) and someone to write a match report/take photos for the website.

For Home Games you will also need to allocate a person for Security and one for canteen duty.

We strongly recommend that you draw up a roster at the beginning of the season with all the games listed, and allocate the jobs to individual players parents. This is the fairest way to arrange things and ensures you are not constantly having to call on the same people to fulfil these roles. It is then up to the individuals to ensure they can cover this somehow. This aspect of the Manager's job is probably the hardest and from experience we know being organised will be a bonus to you.

Additionally, if it is a Home Game and the Referee does not turn up, you will need to find a Referee too.

For U12's and above the Manager is also responsible for accurate completion of the Team Sheet and ensuring this is given to the Referee on time. Please note inaccuracies on the Team Sheet can result in the team losing points, so it can be useful to ask someone to double check before submitting to the Referee, who will expect to have the completed Team Sheets 30 mins before kick-off.

The Manager of the U12's and above is also responsible for holding the player ID cards and these should be given to the referee with the Match Book. If you are borrowing any players from another team you also need to have their ID cards as if the ID is missing the player cant play. Each of the U12's, U13's, U14's U15's and U16's managers will be provided with player cards for other teams who could lend players. A full set of Player ID Cards will also be kept in the clubrooms. For U11's and below there is less concern about having the ID cards as they do not need to complete Match Books, however it can be useful to have a set as you can be challenged by another team about the age of your players, so we will provide these teams with cards too.

The Club and the FFV strongly promote responsible behaviour towards Match Officials and you should be aware that the FFV have made the following statement " Match officials have been instructed to control behaviour in the Technical Area. One person is permitted to stand to give technical instructions and all occupants must behave in a responsible manner. The zero



tolerance policy towards abuse of match officials will continue“ The Team Manager and Coach must also ensure only players and club officials noted on the Team Sheet are allowed to be in the Technical Area.

The Manager or Coach will also have to ensure match balls are collected from and returned to the Club House for all home games.

For U12's and above the Team Manager is responsible for reporting the result from all Home Games. It is essential you do this as providing late results can incur fines, which the Manager in question would need to pay. The Team Manager will need a Sporting Pulse log in. To get this you need to go to [www.footballvictoria.com.au](http://www.footballvictoria.com.au) click on Club HQ and select Results Entry and Fox Sports Pulse, then fox Sports Pulse Access. You then follow the prompts to register and then email the Club Secretary at [info@williamstownsc.com](mailto:info@williamstownsc.com) and confirm your email address and which team you will need access to. The Secretary can then grant you access. We strongly recommend you lodge the results straight after the Game has taken place, as soon as you get the book back from the Referee. Just ask at the Bar/Canteen if you need wifi access.

We also recommend you complete the match statistics in sporting pulse as these feed across to the Williamstown SC website and Team App.

For all regular Home Games, one of the Club Committee members will be available on the day as a Junior Co-ordinator. They will be expecting you to provide two Security People and a Canteen Helper, and will be able to point them in the right direction for security bibs and introduce them to whoever is running the Canteen. (Usually Katherine, Carol or Kylie) The Junior Co-Ordinator for the day can also help with linesman flags, whistle, stopwatch and cards if there is no Referee, and match balls. The referee should be directed to the Bar/Canteen for payment.

## BOOKINGS

It is Club policy that any player, team official or spectator booked for a disciplinary issue is directly responsible for paying the fine. This is not negotiable and it is therefore important all players and their parent are aware of this.

## EQUIPMENT & KITS

Each Coach will be issued with training equipment – balls, cones and vests. Note that all kids up to U12 have been given their own balls this season.

Each Player will also receive football top, shorts and socks, tracksuit top and a bib.

The Manager is responsible for checking out the colour of strips their opposing teams play in for all away games by checking the strip report on the FFV Website, so that they can plan around





situations where the Referee requires the Team to play in an away strip if the two teams strips are too similar.

If you anticipate a clash, away strips away strips have been provided to U12's and up. Should a younger team wish to borrow they should contact the junior coordinator or team manager for the relevant team and arrange to pick these upon the training night before you play and they need to be washed and returned to the Club before the next weekend.

All age groups up to and including U11's will be OK with bibs in the event of a clash.

## FIRST AID

Each team is issued with a small portable first aid kit. As manager you should ensure this is available at all matches and if stocks are low seek replacements. Ice packs are available from the canteen. We also advise you check if any of your regular supporters are trained in first aid or have an expertise in any medical area as this can be incredible useful if a player is injured. If a player is knocked unconscious it is best to seek professional help immediately either by calling an ambulance or taking them to the hospital.

## INSURANCE

Registered players are covered by the FFA insurance scheme. The cover provides players with medical support, which is not available under Medicare. Claims can be made for Non-medicare medical benefits such as physic and dental, but generally not items such as doctors' fees or x-rays.

If a player is injured and has to stay in hospital overnight this is considered a Serious Incident and must be reported to the insurers within 48 hours. We therefore recommend that if a player has to go to hospital you start collecting the relevant information straight away and you should also inform a club official as soon as possible.

We have included the explanatory leaflet on insurance (Appendix 2), the serious Incident Report Form (Appendix 3) and the State Soccer Claim form (Appendix 4) at the end of the booklet.

To access all information go to [www.footballvictoria.com.au](http://www.footballvictoria.com.au) and select Player HQ, then insurance. We keep bank copies of all these forms in the Clubroom.



## SECURITY

Unfortunately, very occasionally there can be trouble even in Junior Soccer. This is unacceptable to the FFV and the Club, and thankfully rare. However, as a manager, you could be faced with a difficult situation so we feel it would be worthwhile to provide a few pointers just in case you find yourself in this situation.

1. The referee controls the game: therefore, his ruling on the pitch and in reference to spectators must be adhered to. To disregard the referee could result in fines, which will be passed on to the individual involved.
2. If trouble breaks out, the team should be taken off the pitch and lead to the changing room as quickly and calmly as possible. You should do what you reasonably can to stop any team member becoming involved, and take care to limit your involvement to stopping the situation developing
3. The ground security is the first port of call and should be on hand as soon as possible. If the incident is happening at a home game, this will be your chosen two security people so in appointing security you should ensure you think the individuals are capable of recognising potential trouble rather than inflaming it. At all home games, we try to ensure there is always a Junior Coordinator present from the club committee to assist deal with any such incident.
4. If ground security fails to deal with the problem and you are concerned that the situation has or may become serious, your next port of call is for police attendance.

## HELPFUL TIPS & INFORMATION

It is vital that care is taken to maintain the pitches in the best condition possible so please ensure you are mindful of this when training, e.g. avoid freshly painted lines when setting up drills, observe and recommend changes to the way your players are using the pitch if there is potential for them to cause unnecessary damage.

We also insist that any dogs at the club are kept on a lead and the owner must remove any poo.

We have also included the 2019 FFV Club Handbook for reference (Appendix 5) This gives you some useful information and summarises rules of the game. The full Rules of the Game are available on the FFV website and a copy is available in the Clubroom.



## USEFUL CONTACTS

Position	Name	Contact Number	E-Mail
President	Sam Anicic	0411 860 305	president@williamstownsc.com
Secretary	Henrik Nielsen	0400 649 627	info@williamstownsc.com
Treasurer	Michael Susa		treasurer@williamstownsc.com
Registrar	Kylie Nielsen	0432 866 988	admin@williamstownsc.com
Junior & Coach Coordinator	Mark Avramoski	0422 213 133	juniors@williamstownsc.com
Marketing and Community Engagement	Leanne Sutton	0424 221 752	info@williamstownsc.com
Web Admin	Henrik Nielsen	0400 649 627	info@williamstownsc.com
Senior Coordinator	Vlad Babic	0416 126 455	vba88581@gmail.com
Facilities	Brett Blakemore	0407 602 875	Blakemorebrett@gmail.com





## APPENDIX 1

Player Self Registration Process





## APPENDIX 2

### FFA National Insurance Programme Overview







## APPENDIX 3

Serious Injury Report





## APPENDIX 4

State Soccer Claim Form





## APPENDIX 5

FFV 2019 Club Handbook