

Sherbrooke Rangers Junior Soccer Club

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SENIOR TEAM MANAGERS TASKS

On behalf of the current committee members, I would like to welcome and thank the team managers for their participation in the upcoming season.

You have been provided with this manager's information book to help you and your team have an enjoyable and hopefully rewarding season, so please find the time to read all the information in this pack.

Your main function is to co-ordinate your team players and their friends so that they feel they belong to a friendly and organized family club.

As you are the main contact person between the committee and your team, you will be constantly receiving notification of future events or functions that may be organized throughout the season. Your participation in this information chain is vital to the club, so please distribute any information promptly to your player or parents, which ever is applicable.

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YOUR SPECIFIC TASKS

1: Team List. A team list will be supplied to you prior to the start of the season. You must update this list and advise the registration officer of any changes. Please give your Team's players a copy of the Team List (sample enclosed) so they will have contact numbers if they need to swap their rostered day for Canteen, BBQ or Line Marking etc.

2: Registration Fees. Pass any money you collect to the Treasurer, Secretary or Registration Officer. You may place the money in an envelope with players name and team details in the canteen cash tin if you find that more convenient. If you have any problems in this area don't be frightened to seek support from the committee.

3: Fixture Sheet. Provide your players with a Fixture Sheet (sample enclosed). Because of late entries & withdrawals to the competition this often is best left to the 2nd or 3rd round to avoid having to produce replacements.

4: Home Game Roster. Provide a Home Game Roster (sample enclosed) for the following tasks;

a: If your team plays the first match for the day somebody from your team will need to put up nets and mark the lines. If your team plays the last match for the day somebody from your team will have to take the nets down and pack them away.

b: Canteen duty.

c: BBQ duty.

d: Supply of half-time oranges.

All of the above roster duties will require the roster family to arrive early or to stay late when allocated to these tasks. The last team of the day is responsible for the canteen cash tin, which should be handed to a committee member or taken home by the team manager if no committee member in attendance. Please encourage the players to swap their rostered days with another family if they are not available on the date allocated. *Should you wish to carry out any of the tasks yourself and not roster them then it is entirely at your discretion.*

All teams must display their canteen & BBQ roster in the clubhouse.

5: Match Results. It is the Home Team's responsibility to notify the VCSA of all game results. The Team Manager must make sure match results are called or emailed through at the end of each match day by the **LAST TEAM** playing. All the days results should be recorded on the kitchen whiteboard by the team manager. Our club will be fined \$50 by the VCSA if results are not forwarded by 8.00pm Saturday.

6: Emergency Kit. Your team will be supplied with an emergency kit in your managers bag, if you require items to be replaced contact the First Aid Manager or purchase the necessary item and present a receipt to the Treasurer for reimbursing. A list of items covered is available from the website.

7: Medical Profile Form. Please see Medical Profile Form (enclosed) and make sure that each player that has conditions the coaching staff should be aware of has completed one. These are to be kept in this managers book for quick/easy access during the season. Please complete an Injury Record Form (enclosed) if and when required, these forms are to be kept in Team Manager's folder should they be needed for insurance or tribunal requirements. Copies can be downloaded from the Website.

8: Shirt Register. Keep a register of your team shirts and make sure they are returned at the end of the season. It is advisable to collect the shirts at the last match to avoid a lot of unnecessary problems.

9: Results. Team Managers may email or ring match results to Secretary or Publicity Officer for entry in the local paper and mention anything interesting about their match eg; best players, goals kicked or saved and by who.

10: Codes Of Practice. Please read the Sherbrooke Rangers Code of Practice for Players, Coaches, Parents and Spectators (enclosed). Copies can be handed out if you feel it necessary. Copies can be downloaded from the Website.

11: Meetings. We realize everyone has time constraints, but in order to help the committee maintain a successful and friendly club we must have direct contact with your team through you or your coach. If one of you can attend the committee meetings occasionally it would be greatly appreciated.

12: Match Day Procedures: See separate sheet

13: Thank You. Finally, we want you, your team coach, your team players and their friends to have a happy and successful season. We take this time to again thank you for your contribution to the successful running of your club and **don't forget you are never alone, so should you require any assistance then please contact any committee member for assistance.**

GENERAL NOTES

- a. Soccer balls are the responsibility of the team coach and issue of balls is organized by Equipment Manager.
Club Merchandise is available for purchase from Uniforms Manager. Shorts Socks Jackets Beanies &
- b. Caps, Bags, Shin Guards (Shin Guards suitable sub juniors only)
- c. Please keep a weekly check on your information pocket in the club room.
- d. Please do not leave any money in the clubrooms.
- e. In the FFV League Under 11 to Under 18's play on Sunday.
- f. In the VCSA League Juniors will play Saturday mornings whilst Mens & Ladies play Saturday Afternoon.
- g. Committee meetings are held monthly in the clubrooms see website for details.
- h. All families should endeavour to keep the clubrooms as clean as possible.
- i. Ensure all training equipment is returned to the shed at Menzies Reserve and the small room at Baynes Park after training.
- j. The website is constantly updated with results and information so use this as your resource base for club functions events. Most relevant forms can be downloaded from the website with the exception of Referee reports that must be downloaded from the VCSA site available under links of our website - www.sherbrookerangers.org.au