

MANAGER'S MEETING 2019 – NOTES

Welcome & thank you for volunteering to manage a team for the 2016 season. Please don't hesitate to ask questions during the session or approach me after the meeting.

Before leaving tonight make sure you've:

- collect match cards
- collect match card example & game ready reckoner. Game ready reckoner notes ball size, game duration, player numbers on the match card & referee fees.
- complete a Member Protection Declaration if not completed at the allocation day

Code of Conduct:

- Make players & parents aware of the code of conduct documents on club website under Our Club/Club Policies & Documents.

Rotation of Players:

- Club expects for younger age groups that players get reasonably equal time on the pitch with substitutions made regularly. For older age groups we expect that every effort is made to ensure all players get adequate time on the pitch.

Rules of the Competition:

- Available on the Football West website.

Fixtures:

- Fixtures can be checked either through the club website (once uploaded) or directly through the Football West website (www.footballwest.com.au).
- Fixtures should be checked every week as late changes occur regularly (up to COB Friday evening), especially at the start of the season.
- If fixtures are required to be changed please contact the club as soon as possible to facilitate with F/West. Please note that if changes are requested after COB Wednesday then the club will need to contact the opposition club to try & accommodate any changes.

Match Cards:

- Home team to provide match card to opposition team & referee prior to the start of the game. No changes to player details on the match card after the commencement of the game. If away game, Manager to seek out opposition Manager to provide team details.
- If there are corrections to be made on the match card (prior to the commencement of the game) cross out incorrect information & make necessary changes. Do not use liquid paper.
- Refer to the match card template for an example of how to correctly complete the match card.
- Refer to the Manager's Corner on the Club Website for match card sticker template.
- Match cards need to be signed by both Team Managers & Referee at the end of the game. If there are any comments to be made regarding incidents occurring during the game note them on the back of the match card.
- Suspended players must not be noted on the match card. Please refer to the Football West website for suspended player details & the length of suspension.
- Match cards for home games are to be placed in the Match Card box or given to the Ground Official before leaving the ground.

Player Registration Cards:

- The club will provide Player Registration Cards (electronic version) for 13s-18s teams prior to the commencement of the season.
- Players are ineligible to play unless a card is available. The club will be requesting for team manager's to follow up any players that are yet to upload a photo to ensure that it is done asap.
- If teams are borrowing players from other teams please email the Registrars to request a copy of the player registration card or alternatively request a copy from the player's team manager.
- Player registration cards need to be available at each game in order to show the opposition team and/or referee prior to the commencement of the game if requested. Teams have until the end of the match to produce the cards or the game may be determined to be a forfeit.
- If an opposition player doesn't have a valid registration card (including photo) inform the referee prior to the commencement of the game.

Filling in for other teams:

- Refer to Manager's manual.

Referee & Linesman:

- If an official referee isn't allocated (13s-18s) it's the responsibility of the home team to provide. 9s-12s: It the responsibility for the home team to provide a volunteer parent to referee.
- Each team must supply a linesman for each game (13s-18s). Linesman aren't required for 9s-12s.
- 13s-18s: where an official referee is appointed, they will need to be paid. Refer to the game ready reckoner for your age groups referee fees. Your team is expected to pay half of the full referee fee i.e. 13s - \$18.
- Fees must be paid to the official referee prior to the commencement of the game.
- Only official linesman are paid & they receive the equivalent of half the referee fee.
- Please go to the Manager's Corner tab of the club website to complete your banking details to receive the full seasons referee fees (18 games of the regular season).
- Any excess funds can be put towards a team wind-up or gift for the coach etc.

Set-up & Pack Away:

- Teams fixtured as the 1st game of the day at either COS or Sheldrake will be rostered to set up their pitch i.e. nets, corner flags. Please ensure your team arrives at least 30 minutes prior to the start of the game to allow sufficient time to set up.
- Teams playing the last fixtured junior game may be required to pack away nets & corner flags. Please check with ground official to confirm.

Strips:

- Each team (13s-18s) have been provided with a home & away strip. If there is a clash of strip it's the homes team requirement to change.
- Please only allocate home strips to players & keep a record of their shirt number to ensure all shirts are handed back at the end of the season.
- Team shirts to be laundered as per normal however don't place in clothes dryers.

Match Balls:

- Refer to the game ready reckoner for the correct ball size per age group.
- It's the responsibility of the home team to provide 2 match balls. One to be given to the referee before the commencement of the game & the other to be placed on the sideline near the centre of the pitch.
- Match balls are not to be used for training sessions.

Player Injuries & First Aid:

- Should an injury occur during a game or at training please contact the Member Protection Officer to advise the details. Depending on the severity of the injury an incident report may need to be completed.
- First aid kits should've been provided in all kit bags. Should you need to resupply the kit during the season please email the equipment co-ordinator. First Aid kits will also be available at COS & Sheldrake.

Pennants & Trophies:

- 9s-12s receive player participation trophies. 13s-18s receive photos plus 3 team trophies.
- 13s-18s to use player/parent voting system to decide on team trophies i.e. Fairest & Best, Players Player and Coaches Award.

Available Manager's Documents on Website:

- Manager's Manual
- Game Ready Reckoner
- Match Card Helpful Hints
- Training Schedule for 2016
- Match Card Sticker Templates

Uniform Shop & Manager's Polo shirts:

- Open on Saturday, 9th April from 9am-11am at Carine Open Space near the tennis courts.
- All Managers are entitled to a club polo shirt. Please provide the club with your shirt size & team name.

Housekeeping:

- Line marking
- Lights – manual atm.