

Team Manager Duties

Fixtures:

All fixtures (game times and locations) are listed on the SCCSA website (<http://www.sccsa.org.au/>). It is the team manager's responsibility to show parents how to find this information and to remind the team each week where they are playing and when.

Home games:

We have approximately 10 home games a season. With our home games, we do require parents to help out in the canteen. We schedule a half hour shift 30 minutes before kick-off. We find that parents are at the club 30 mins before kick-off as teams are generally with their coach warming up and receiving game information. A roster will be emailed to coaches and managers a minimum of one week before a home game and we ask that you communicate this to your team. Sometimes we must roster teams on for 30 mins *after* their game. We try very hard for this not to happen, but it is sometimes unavoidable. Teams that have first game of the day are usually rostered to help set up the fields. Teams that are playing the last game on a field are rostered to pack away that field. We have a register in the canteen for parents to sign in for their "shift" - so we can keep track of who helps for the Family Levy.

*Please see below in the *Other information* section for more information about the Family Levy.

Team sheets:

Team sheets are a record of players who have played in a game, for both home and away games. In 2022 SCCSA are moving to electronic team sheets after Easter.

These are the instructions for the paper version:

Team sheets need to be filled out before the start of the game and the players need to sign their names. The team sheets for U6-U8 are to be handed into the canteen at the club you are playing at by the team manager after the game. For U9-U17/18 they are to be handed to the referee at the coin toss. *There is an example in the team book on how to fill these out.* Allocate a jersey number at the first game to the players. They then play with that number all season.

Instructions for the electronic games sheets will be available before Easter.

Team jerseys:

Please do not allow players to take the jerseys home with them each week (only if the team has sponsored jerseys). Try and keep all jerseys in the game bag and allocate one family per week to take them ALL home each week to wash.

Weekly awards:

We work hard as a committee to facilitate awards for our players. These are usually from local businesses. Each team receives enough awards to hand out two each week. How you do this is up to you and the Coach. Some suggestions are one for training and one for the game or two players of the match. For the U6-U10s, there is a Player of the Match (POM) trophy. They are

handed to the player of the match. then that player brings it the next week to be used for the next person. In line with SCCSA guidelines of fair play, we ask that these awards are handed out fairly such that each player receives at least one in the season. The players get a boost when they are acknowledged for a good game or for doing something they have been asked to do on the field.

HEJA APP:

This is a fantastic free app that is awesome to use for communicating with teams. We recommend having a look!

Team Coach Duties

Rules of the game:

In the front of the team game sheet book there is information about the rules, ball sizes, game length etc. If in doubt check the book out! This information is also located on the SCCSA website. We also require all of our coaches to sign the Coach's Code of Conduct and this will be stored with the committee.

Injury:

In an injury occurs, whether at training or at a game at any SCCSA venue, please fill out an injury report and email/hand to our secretary (secretary@palmwoodswarriors.com.au). We then email the report to the SCCSA and keep it on file. The form is available on our website (<https://www.palmwoodswarriors.com.au/forms-policies/>), the SCCSA website or you can request one from the hosting club's canteen. This also applies to visitors, coaches, managers, parents and anyone else who is at the grounds.

Training Attendance Register:

The training attendance register is provided in the document box in each kit bag. Please complete this at every training session. These forms are a requirement of the SCCSA Child Policy. Either the coach or manager can fill this form.

Equal Game Time:

All players on your team pay the same amount of game fees and therefore, are entitled the same amount of game time regardless of ability. Work out a game plan with your team manager before the game to ensure all players are being substituted fairly. We want as many children as possible enjoying their soccer!!

Please ask for help:

Coaching courses, QLD Department of Sport and Recreation run fantastic FREE coaching course during the Easter school holidays. We will send out more information when it is available. Please see Taryn Powell (President) as she has completed this course and found it very worthwhile.

The SCCSA have organized for three coach training days in 200, run by K3 soccer training, Sat 26th Feb 8:30-10am, Wed 9th March 6:30-8pm and Wed 23 March 6:30-8pm. Those who attend will receive a community coaching certificate.

Other information

Family Levy:

At the start of the season, all families are required to pay a \$50 levy per family. This will be reimbursed to all families that volunteer four (4) hours towards the club for the season.

There are lots of different ways to volunteer. Some suggestions are:

- Help with field set up and/or in the canteen during a home game. There are approximately ten (10) home games a year.
- Take on the role of a coach or manager for one of our teams.
- Join our Committee - always open to new people and new ideas. Though more of a commitment it's also a great way to help shape the club and bring your ideas and skills.
- Any other skills you may have are open for discussion. Come and chat to us.

The Committee did not make the decision to implement the family levy in 2018 lightly and we have ensured the hours are minimal. Those that don't enjoy volunteering have often commented that they would be happy to pay and those that do enjoy some volunteering get an end of season bonus when the money is refunded.

Remember our club runs on volunteers. Our canteen profits make the majority of our club's income which is used to buy new equipment and keep our grounds in game condition.

Please encourage volunteers to sign in at the canteen as this is our record for reimbursement of the family levy.

Dogs:

Our fields, and any of the SCCSA clubs fields are strictly a no dog zone. Please let your team's parents know right from the start of the season that no dogs are allowed at any time!

Skills Training:

Skills Training Certificate is run by Football Queensland and the SCCSA encourages coaches to participate. Bookings need to be made directly through Football Queensland. The SCCSA will contribute 50% towards successful completion of this course for a club coach. A reimbursement claim form is required together with a copy of the receipt and certificate of completion.

Team Shirt:

Please see the committee for your free PWFC Coaches or Managers shirt.

Thank you:

Thank you for stepping up and taking on the role of Coach or Manager. Remember to enjoy the season and if you have any questions no matter how big or small we are only a phone call away. Our aim is to have as many kids outside playing sport, especially Football!!

Kind regards

The PWFC Committee