“The purpose of this document is to provide a basic outline of what’s expected of you as a manager and what support and resources are available to you.”

Team Managers Induction Manual
(Draft)

Immanuel Lutheran College
Soccer Club
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INTRODUCTION

So there you were at the ILC Soccer Club team allocation day. The kids are excited, they need a manager. All of a sudden someone (keen to point out your fantastic qualities) points at you and says “you’d be great”. Before you can say another word there are slaps on the back and words of congratulation, your child is bursting with pride. Well done! You’re a manager!

That may not be exactly how it happened for you, but regardless of whether you are a keen volunteer or a bemused nominee, we want to help you be a successful manager and have a good time doing it.

The purpose of this document is to provide a basic outline of what’s expected of you as a manager and what support and resources are available to you. The document is divided into 6 sections which discuss the tasks, accountabilities and resources of each facet of team life within the routines of the season.

Please don’t be overwhelmed by the scope of the tasks and accountabilities detailed in the document. The intention is to provide simplicity and clarity and to provide some insight from those who have experience as managers. We want this document to be a helpful resource rather than a burden of responsibility.

This is the first time ILC Soccer Club has sought to produce a Managers Induction Manual and you will notice that it is issued as a draft document. The ILC Soccer Club committee invites and welcomes your feedback over the next few weeks. Your feedback should be directed to ILC Soccer Club President, Stephen Moore at s.moore@wetlands.com.au.

The committee would like to thank you for serving as a team manager. Thanks!

Kind regards

Stephen Moore
President
Immanuel Lutheran College Soccer Club
March 2011
(1) START OF SEASON-FORMING A TEAM

1.1 CREATE A TEAM CONTACT LIST

ACCOUNTABILITY

Create a team contact list. Include email addresses and mobile phone No’s so that information can be sent and received by email and SMS. Ensure the list correctly addresses dual custody/guardianship arrangements where multiple contacts may be required. Once the list is formed distribute to the team. Clearly identify coach, assistant coach and manager.

RESOURCES/IDEAS

It is a good idea to have your team check and confirm their contact details once you have formed the list before the season’s first fixtures. Ensure that you create the list in an application which is widely used such as excel and in a format which can be opened by all operating systems e.g.; excel 2003 or pdf.

Experienced managers create both email and sms group contact lists and even draft messages so that urgent messages can be sent out quickly. Many phone and computer applications allow you to use your computer to send a group sms to a contact list.

1.2 MEDICAL CONSENT FORMS

ACCOUNTABILITY

Keep secure in the manager’s folder the medical consent forms for your team. These were issued to you at team allocation day. Check the forms to ensure that they are signed, there are no missing details and the information is current. Bring the forms to games in the manager’s folder for consultation/authorisation in the event that medical assistance is required.

RESOURCES/IDEAS

Medical consent forms issued to you at team allocation day.

1.3 TEAM JERSEY REGISTER

ACCOUNTABILITY

Allocate ILC Soccer jerseys to team members. Complete the team jersey register recording the number issued to each player and get parent/guardian sign off. Jerseys are to be returned at the end of the season and signed back in. Missing jerseys will be charged at replacement cost. Return a copy of the completed register to ILC Soccer Club Secretary Liz Wilton by round 3. Keep the team copy in the manager’s folder.

RESOURCES/IDEAS

Form – ILC Soccer Club Team Jersey Register, Paper copy issued in manager’s folder.

Electronic copy available on ILC Soccer website.

http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer
1.4 TRAINING VENUE AND TIME
ACCOUNTABILITY

Nominate a preferred training venue and time slot from the list of 3 locations available: ILC Rugby Oval, ILC Stadium Oval, and ILC Terrace Oval. List your preferred and alternate choice on the team sheet provided at team allocation day. You will be advised of your allocated location and time slot. Co-ordination is with Wendy Slack from Immanuel Lutheran College. Once your location and time slot has been secured notify your team.

RESOURCES/IDEAS

Team sheet provided at team allocation day.

Wendy Slack at Immanuel Lutheran College

Team contact list.

Committee Contact List http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer
(2) DURING THE WEEK (PRE GAME)

2.1 DISTRIBUT GAME INFO
ACCOUNTABILITY

Inform the team of all information relating to Saturday game. Ground, address, field, arrival time, kick off time etc. Information to be distributed to all team members by agreed method, email and sms are suggested, at least 48 hrs. before game. The earlier the better.

RESOURCES/IDEAS

Sunshine Coast Churches Soccer Association (SCCSA) Website  http://www.sccsa.org.au/ at the top left of the home page is a section labelled “Junior Fixtures” there are two drop down boxes in the top one “Choose an age group” in the bottom one “now a team” the website will generate a search result for the age group and team selected. It is easy and effective to copy the table generated, highlight the current round and paste it into your team email together with a Google maps link as detailed below.

Below the Junior Fixtures is the tag “SCCSA CLUBS ON ONE MAP CLICK HERE” This will take you to a map of the Sunshine Coast with all of the clubs and grounds tagged and listed down the left margin of the screen. Click on the ground/club you require and a pop out will appear with address and all the usual Google maps functions (directions etc.). Another option is to scroll over “contact us” on the home page, a drop down will appear, select “Clubs” from the list and scroll over, a drop down list of all clubs will appear, select the club you require and click. This will bring up all the details of the club including “Venue”. Next to “Venue” is the address in text and a Google maps link, click on the link and it will take you to Google maps with the ground/club tagged. It is easy and effective to copy this link and paste into your team email.

2.2 FIELD A FULL TEAM. MANAGING ABSENCES
ACCOUNTABILITY

Ensure that a full team is fielded with an appropriate number of reserves/substitutions for each game. Foster an atmosphere of communication and accountability within the team to ensure that players fulfil their responsibilities to the team and communicate any pending absences with advance notice. Be aware of injuries and pending absences and manage reserves and or borrowed players accordingly. Liaise with parents, other teams and ILC Soccer committee to organise players from outside the team where required.

RESOURCES/IDEAS

Team contact list.

Make team parents aware of their obligation to give advance warning of absences wherever possible.

Make contact with Managers/Coaches of age groups below and above yours to “borrow” players where required. Contact details for Coaches and Managers can be found on the ILC Soccer section of
the ILC Website http://www.immanuel.qld.edu.au/ from the home page scroll over “Our College” scroll over Co-Curricular from the drop down list, click on “Sport” from the Co-Curricular drop down list. On the “Sport” page click on “Soccer” on this page select Coaches & Managers list (list will be uploaded by round 4).

You will be provided with a hard copy of the Coaches and Managers list.


The same information can be found in the Official team Sheet Book issued to you. A copy of the book can also be found on the SCCSA Website under General Info/Team Sheet Book http://www.sccsa.org.au/General%20Info/Team%20Sheet%20Book-352.aspx

2.3 MANAGE COMMUNICATION BETWEEN THE TEAM AND THE ILC SOCCER COMMITTEE

ACCOUNTABILITY

Be the connection point and conduit for communication between the committee and team for all club matters. e.g.: Team photos, end of year party, carnivals, skills clinics etc.

RESOURCES/IDEAS

Team contact list.

Committee Contact List http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer

Monitor emails regularly and pass on or gather information from team as required.

2.4 MANAGE YOUR TEAMS CONTRIBUTION TO THE CLUB THROUGH ROSTERED TASKS

ACCOUNTABILITY

You will receive information from the committee about the contribution your team needs to make to the running of the club, particularly on home games. These will include: canteen helpers, grounds helpers, match controllers and other tasks from time to time. You will need to allocate these tasks to your team parents on a basis which you determine as a team, whether that be by volunteering or rostering. You may also establish rosters within the team for half time fruit or the like as determined by you and your team.

RESOURCES/IDEAS

Team contact list.

Committee Contact List http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer

Monitor emails regularly and pass on or gather information from team as required.
It is a good idea to establish a system of communication in your team which expects/requires a response from your team parents. Sending an email and expecting it will happen is probably reasonable but not always successful. If you don’t receive a response follow up with a call to confirm. Most people are willing to help but lead busy lives and sometimes things get missed. Set the tone for your team. Your influence will help define the culture within the team.

2.5 DOCUMENT ACCIDENTS OR INJURIES

ACCOUNTABILITY

In the event of an accident, incident or injury at your game or training you will need to report and document the accident, incident or injury and notify the ILC Soccer committee within 24hrs.

RESOURCES/IDEAS

Accident/Incident report form, included in manager’s folder.

Accident/Incident report form from Immanuel Soccer Website
(3) TRAINING

3.1 TRAINING ATTENDANCE REGISTER

ACCOUNTABILITY

Ensure that the “Training Attendance Register” is completed each week with each child signed in and out. Ensure that that children are collected by parents or adult designated specifically by the child’s parents. Ensure that team parents communicate any arrangements to you or the coach where the child is to be picked up by someone else. Foster and communicate an expectation that parents will pick up their children at the designated time and will call in the event that they are delayed. Ensure that the children remain supervised by you, the coach or another designated team parent until all have been picked up. Hand in the “Training Attendance Register” to the committee at the completion of the season.

RESOURCES/IDEAS

Form- Training Attendance Register, included in Managers Folder or download from ILC Soccer Website http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer

Some Managers may not be able to attend team training. In this circumstance the manager should delegate this accountability to another team parent.

This one can be tricky, with parents working or running late it is not uncommon for children to be picked up by other team parents, siblings, grandparents, friends etc. It is important that you get your team parents to communicate with you or you delegate to ensure that children are safe and going home with the right people. If in doubt contact the parents and check, no one will be offended that you take their child’s safety seriously.
(4) GAME DAY

4.1 WET WEATHER
ACCOUNTABILITY

You are the contact point for your team with regard to wet weather. As manager you need to monitor the weather when it appears likely to impact your teams playing roster. Take a common sense approach and keep an eye out from a few days before match day. Your most important duty here is to be an effective and pro-active communicator, there is not a lot of decision making about whether to play or not, those decisions are made by club officials, venue managers and SCCSA. Obviously you cannot control the weather, simply monitor and communicate with your team. Don’t assume that because it is raining games are cancelled.

RESOURCES/IDEAS

Your key resource is the SCCSA website homepage http://sccsa.org.au/ scroll down until you find the section titled “Wet Weather”, where there are instructions on how to monitor and deal with wet weather. Listen to Radio Rhema 106.5 on Saturday mornings between 7:00am and 8:00am for information on cancellations.

If you have a keen interest in meteorology, feel free to monitor the Bureau of Meteorology website http://www.bom.gov.au/

4.2 PRE MATCH DUTIES
ACCOUNTABILITY

Arrive at the ground well in advance of kick off with sufficient time to attend to all game day duties. A minimum of 30 minutes before kick-off is advisable. If you are not able to attend the game organise a delegate in your place. Bring the managers folder to the game including: Team sheet book, medical consent forms, incident report form, team contact list and dispensation forms as required. Ensure/organise the team to arrive with sufficient time for a pre match briefing and warm up as determined by the team coach. A minimum of 30 minutes before kick-off is advisable.

RESOURCES/IDEAS

Managers folder, Pen, Team Sheet Book, medical Consent Forms, Team Contact List, Incident Report

It is a good idea to agree with your coach and team parents how long before kick-off you want the team to arrive. Once you have agreed, it is important to articulate this clearly and include the arrival time in your weekly emails. Encourage an atmosphere of commitment and accountability to the team, if parents are running late encourage them to contact you and let you know that when they will arrive so that you can manage your team accordingly.
4.3 TEAM SHEET BOOK
ACCOUNTABILITY

Complete the official Team Sheet and sign before kick-off. Ensure each player’s name corresponds with the correct jersey number.

RooBall Teams (U6 to U10) hand in your completed team sheet to a home (hosting) club official at the canteen of the ground where you are playing.

Competitive Teams (U11 up) complete and sign the form prior to kick off and give to the referee before kick-off. The referee will hand the team sheet in at the conclusion of the game.

RESOURCES/IDEAS
Team sheet Book

4.4 BEST AND FAIREST PLAYER AWARD FOR OPPOSITION TEAM
ACCOUNTABILITY

On home games pick up from the canteen a free sausage and drink voucher prior to the game. At the conclusion of the game award the voucher to the best and fairest player on the opposing team as decided by the coach/manager in consultation with the team. Explain to the player where to find the canteen. The voucher is to be redeemed on the day.

RESOURCES/IDEAS
Laminated voucher available from canteen on home games.

You may choose to have your team captain or a player from your team award the voucher to the opposing team player to encourage good sportsmanship, at your discretion. Try to get this done promptly (probably before you have your team debrief and presentation) so that the opposing team doesn’t leave before you get to it.

4.5 ADERMANN AWARD NOMINATIONS
ACCOUNTABILITY

For competitive age groups (U11) the coach or manager is to approach the referee immediately after the game and give their vote for a player in the opposing team who displays not only great ability but also fair play.

RESOURCES/IDEAS
Team Sheet Book

4.6 PLAYER OF THE WEEK TROPHY AND SPONSORS AWARDS

Each week the player of the week trophy issued with your kit is to be awarded to a player as determined by the coach/manager. The trophy is to be taken home by the player for the following week and brought to the next week’s game. Where available award sponsors awards e.g.: Domino’s Pizza, Laser zone to players selected by coach/manager.
RESOURCES/IDEAS

Player of the week trophy. Issued with kit.

Domino’s Pizza Awards. David Burness ILCSC Director of Coaching and U10 Vipers Coach. david.burness@bigpond.com

Laser zone awards. Issued by ILC Soccer Secretary Liz Wilton carliz@tpg.com.au

The intention of the awards is obviously to encourage effort, reward team spirit, celebrate improvement, and to acknowledge outstanding effort by individuals within the team context. How the awards are made is at the discretion of the coach/manager. It can be a bit tricky sometimes because people approach this from a range of perspectives, at one extreme are those who would almost roster the awards so everyone gets a go, at the other extreme are those who want to give it to the one who scores the most goals. Talk it through with your team; good communication avoids a lot of potential problems. If you have a particular philosophy, explain it and listen to feedback. Most teams get this pretty right, the ideal is that each player gets noticed and valued by the team for the particular strength they bring to the team or are developing within the team. Be careful though not to completely ignore players who consistently excel because you want to encourage players who need more encouragement. Adopt an approach which is age appropriate and works for your team. You all look very wise, you’ll be right!

It’s a good idea for the manager when sending out the weekly email to remind the current trophy bearer to bring it to the game on Saturday.

4.7 SUBSTITUTIONS
ACCOUNTABILITY

Support the coach with the management of substitutes during the game.

RESOURCES/IDEAS

Rules relating to substitutes can be found in the Team Sheet Book in your kit or on the SCCSA website under “General Info”


A bit like the conversation above about awards, the issue of reserves and substitutions, how and when they are made and how much game time each player receives can be contentious. Once again people come at this from different angles. The advice is the same; talk it through with your team, good communication avoids a lot of potential problems. If you have a particular philosophy, explain it and listen to feedback. Ultimately the discretion lies with the Coach and Manager, but, remember and embody the values of SCCSA and ILC Soccer which in general promote equal time for all players and rotation through the different positions in the game of soccer. We are looking for an atmosphere that is inclusive and fun where strong teams are built over time and the kids enjoy the success that comes with that. Once again adopt an approach which is age appropriate, clearly understood and works for your team.
4.8 PROMOTE AND MONITOR PARENT HELP
ACCOUNTABILITY

Monitor rostered help tasks to ensure that parents complete their allocated tasks.

RESOURCES/IDEAS

Encourage parents to offer their talents and resources. Examples:

You might have a parent who is a keen photographer; encourage them to take photos of the team in action for the regular newsletters and the year book.

You may have parents who are skilled at or would enjoy writing a match report for the newsletter. If you don’t you’ll have to do it, so why not ask?

It is a good idea to establish a system of communication in your team which expects/requires a response from your team parents. Sending an email and expecting it will happen is probably reasonable but not always successful. If you don’t receive a response follow up with a call to confirm. Most people are quite willing to help but often need to be asked.
(5) AFTER THE GAME

5.1 SUBMIT A MATCH REPORT FOR THE CLUB NEWSLETTER

ACCOUNTABILITY

Write a brief match report for each game to be included in the fortnightly newsletter. Send your text and downsized photos (max 60kb) to the ILC Soccer Secretary Liz Wilton.

RESOURCES/IDEAS

ILC Soccer Secretary. Liz Wilton carliz@tpg.com.au

You can delegate these tasks to other team parents on an ongoing or rostered basis. It is best to write your match report as soon as possible after the game, while the memory is still vivid and you are still basking in the glory of your team’s performance. Don’t write a novel, keep it concise and get it in promptly. The kids really enjoy reading about their games in the newsletter and it makes a great contribution to the culture of the club. C’mon you can do it!

Examples of previous contributions can be found on the ILC Soccer website http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer under “Newsletters”. 
(6) ANNUAL CLUB EVENTS

ACCOUNTABILITY

Organise/co-ordinate your team's involvement with annual club events as advised by the ILC Soccer Committee. e.g.: Team Photos, end of season party etc.

RESOURCES/IDEAS

Team contact list.

Committee Contact List http://www.immanuel.qld.edu.au/our-college/co-curricular/sport/soccer

Monitor emails regularly and pass on or gather information from team as required.

(7) FORMS