



Team Managers Responsibilities U6's/U7's Mini Roos

Start of Season

You will receive a Coaches/Managers Pack. Please take time to read the information in the folder. This will assist you over the season.

You are to organise and manage the team. The registrar will email you all contact details and relevant medical on the players in your team. If players turn up who aren't on your list, contact the registrar. Kits will be handed out to yourself or coach (depends on who in your team attends) at an information night.

Any issues with kits please contact the Admin. Please note players are to be paid for before uniform can be released.

You are to advise Parents:

- Training – players must wear shin pads and football boots otherwise they can't train. Parents must let you know if they aren't coming to training. If not notified the parent and advised the players time on game day will be shortened. Players are not to wear their orange game top to training.
- Game – players to wear the full uniform, shin pads and football boots otherwise they can't play.
- Fruit Roster – Every parent is to be rostered on. Send the roster out at beginning of season and then resend to whichever parent is rostered on weekly.
- Parent Roster Home Games - to help with setting up/pulling down goals on game day, a game leader for each team and a time keeper.
- Ensure all players know when and where to be on match day game. Ideally have players turn up to the game at least 15-20 minutes before the game starts.
- Parents need to advise you if not turning up to Sunday's game at the earliest time.
- BBQ Roster – parents are to help/run the BBQ

Before the game day

At first Admin will advise you what Cluster you are in. This will also be available on Football West website www.footballwest.com.au. Check this website frequently to make sure numbers/venue haven't changed. First Game find out who is the coach, team manager of the other teams are and swap details i.e. phone number/email address.

- Liaise with the coach to select teams to have ready for Sunday.
- Away Games: contact the Team Manager of the team hosting the matches and advise him/her how many teams you have.
- Home Games: fixtures are to be written up either the night before or morning of the game day once you have confirmed numbers of your team and the opposition teams.

Example of Fixtures

- Woodvale has 5 Teams
- Sorrento has 1 Team

- Whitfords has 2 Teams

Woodvale A	1
Woodvale B	2
Woodvale C	3
Woodvale D	4
Woodvale E	5
Sorrento A	6
Whitfords A	7
Whitfords B	8

Pitch A	Pitch B
Woodvale A v Whitfords A	Woodvale B v Whitfords B
Woodvale D v Whitfords A	Woodvale E v Woodvale B

Pitch C	Pitch D
Woodvale C v Sorrento A	Woodvale D v Woodvale E
Woodvale C v Woodvale A	Sorrento A v Whitfords B

Write each pitch on a piece of paper to hand to the other coaches and they will hand out to their teams.

Sunday Game

- Game day make sure players are wearing the correct shorts, sock, top, soccer boots and shin pads. If not they can't play.
- Hand out fixtures to other teams.
- Coach to advise players which team they will go into.
- Game leader to wear game leader vest and whistle. Advise them which team they are running.
- Advise Time Keeper of times and horn
- Ensure all players have arrived and contact anyone who is late or missing.
- U6's play 15 minutes x 2 games
- U7's play 20 minutes x 2 games

Pitches at Home Ground:

- Pitches are to be set up with goals, balls and alphabet signs (relating to the fixtures). Items will be in the store room at Timberlane Hall.

BBQ at Home Ground:

To raise funds for the U6's & U7's the club would like the parents to put on a morning BBQ. Cakes, biscuits etc can also be sold. All equipment will be provided for. The last year two have been popular with the BBQ's with the funds going back to the children as training bag, ball, training top.

After the game

Attendance Record:

The club hosting the game is to send the forms into Football West. You will need the player's registration number. This will be provided to you on the player's spreadsheet. Contact the Registrar if you can't locate it. Home games this can be placed in the lock up box in Timberlane Storeroom. Away games had over to Team Manager of home team.

Other items

Kept Storage are clean and tidy, all equipment has its own spot.

Advise parents of fundraising events the club is holding.

End of season – playing shirts are to be returned to the club. If a player pulls out throughout the season, please advise the Admin and their playing shirt is to be returned and handed back to the club.

Manager folders to be return at end of season to Administrator.

Contact Details

President: president@woodvalefc.net

Treasurer: treasurer@woodvalefc.net

Secretary: secretary@woodvalefc.net

Admin: admin@woodvalefc.net

Equipment: equipment@woodvalefc.net

Registrar: registrar@woodvalefc.net