



Vermont Junior Football Club

Team Manager Guide 2019

Welcome

On behalf of the Committee we would like to extend a huge thank you for volunteering for the role of Team Manager.

The Team Manager role is the lynchpin that holds the team together, and ensures that there is clear, consistent communication given to all team members - coaches, parents and players and is the liaison between the Team and Club.

Being a Team Manager is a rewarding and fun experience, and you will have an opportunity to make new friendships and get to know a wide range of club members.

Team Managers require the following skills and experience:

- Efficient time management skills to ensure all communication is sent out enabling a smoothly run team - requires daily checking of emails
- A friendly, approachable demeanor
- A current Working With Children Check (WWCC) and
- A team first attitude.

Objective

The objective of a Team Manager is to:

- Ensure all off-field team matters are dealt with efficiently and in a timely manner
- Liaise with the coach on all communication matters
- Communicate information to all parents
- Organise the duties roster for all games
- Ensure all the required administration and duties are arranged so that coaches and players can concentrate on the game and the parents can focus on being a fantastic cheer squad!
- Enter *Team sheets correctly and on time to avoid club penalties*



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On match day the Team Manager is responsible for ensuring that all rules of the league and club are adhered to.

The Team Manager is **not** required to complete all of the task, but rather to ensure all of the tasks are complete. By assigning tasks to parents will assist in not only maintaining the running of the team but also encouraging greater involvement in the team. The more all parents help the less pressure there is on a select few.

From past experiences what has worked well is teams having a duty roster at the start of the year which rotates roles throughout the team. Some teams preferred to have a dedicated parent doing some of the roles every week (e.g Umpires Escort), whereas others rotated through all parents. A card with all of the players, their number and parents name is also a good way for parents to be able to easily identify players and also help remember names of other parents. As Team Manager it is good to be able to get parents to interact with each other and you will find the closer the team the more helpful parents are and willing to assist - all making your role easier.

The following are roles which need to be coordinated for the season:

- Runner
- Trainer(s)
- Umpire Escort
- Goal Umpire
- Timekeeper
- Score Board Attendant (Competitive Age Groups Only)
- Ground set up (1st team of the day – Generally U9's and 10's)
- Ground Clean (Last team of the day – Generally U15's and 17's)
- Water Carrier's

Note age limits apply to a number of these roles. Details and duties of each role can be found in the EFL Match Day Official Guidelines as well as any age requirements.



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PRE-SEASON

Trainers

The Team Manager will need to ensure that prior to preseason training the team has a qualified trainer assigned for the season (U8-U14). For the older age groups (U15, U17 and U18) two qualified trainers are required. The club will pay for the training course but ideally, we would like a minimum of 2 years from a trainer. Once the trainer has been identified you will need to provide this information to the Trainers Co-Ordinator (Ross Hammerton, Ross.Hammerton@myob.com, Mobile: 0433 364 357) who will arrange the necessary training. The first aid equipment will be provided to the Trainer directly by the Trainers Co-Ordinator.

The Team Manager needs to advise the Secretary (secretary@vermontjfc.com.au) prior to the start of the season of all support roles - Assistant coach(s), trainer(s) and runner.

Team Kit Container

Each team is given a kit containing all items required for game day. This remains the property of the club. All kits are returned at the end of the season and must be cleaned and intact.

The Team Manager is responsible for taking this kit to and from the games. It includes:

- Match Day Bibs for all officials (mandatory to be worn each week):
 - Coach & Coach Assistants - Red armband
 - Team Manager – Blue armband
 - Trainer – EFL Trainers Bib
 - Runner - Fluoro yellow shirt, with the word "RUNNER" on the back and EFL black tracksuit pants/shorts.
 - Umpire Escort - Orange
 - Water Carrier - White
- Goal Umpire - White coat and flags
- 12 Water bottles and Carrier
- Two (2) Match day footballs
- Pump

Please check all contents are in your kit and advise footyops@vermontjfc.com.au if anything is missing. If you have any items in the kit lost or broken during the season, please advise Footy Operations on above email for immediate replacement. You need to keep account of



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what you have received as everything needs to be accounted for when returned to the Club at the end of the season.

*NOTE: Bibs and coats must be returned at the end of the season washed and clean, ready for the following season. You may also need to wash them during the season.

Jumper and Jumper Allocation

A variety of jumper sizes will be given to you to distribute to your team. When the player receives his/her jumper, it will remain their number for the season.

If jumper sizes don't fit, contact other Team Managers to see if a suitable size, and number, can be sourced.

You will receive an Excel Spreadsheet detailing jumper's by size and number which you have received. It is the Team Managers responsibility to keep this current as the spreadsheet will need to be returned to the club at the end of the season.

You will need to allocate jumpers during a pre-season training session. The Team Manager still needs to keep the jumpers as they will be presented to each of the players at Jumper Presentation prior to Round 1.

Helmet

The club provides helmet to all players in the age groups where wearing of helmets are compulsory (U8-U12). The Team Manager is responsible for distributing the helmets. It is recommended that the Team Manager records the helmet number assigned to each player as this is useful to find the owner when the kids leave their helmet behind after game/training and also to ensure all helmets are returned at the end of the season.

Club Uniform

There is a compulsory uniform which is required to be worn by all players. It is the Team Manager responsibility to ensure all parents and players are aware of the compulsory uniform. The compulsory items are:

- Purple Shorts – to be worn at every game for the noncompetitive age group (U8-U10) and to be worn at all home game for competitive age groups (U11-U18)
- Mouthguards – compulsory for all age groups, both game day and training. Buy their own or are available from dentists. In February the club will hold a mouth fitting day at Livingstone, where players can purchase fitted mouth-guards.
- White Shorts - compulsory for competitive age groups (U11-U18) for all away games.



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- Helmets – compulsory for all U8-U12 age groups. The club provides helmets for players in these age groups.
- Socks – EFL accredited purple and gold socks.

All of the club uniform can be purchased online through the club's website (www.vermontfc.com.au) under Merchandise. The Merchandise coordinator can be contacted directly at merchandise@vermontjfc.com.au.

Games Played

Prior to the start of the season, obtain from the Registrar (registrar@vermontjfc.com.au) a list of the total games played for each player so as to be able to keep track of games played. This is to ensure there is an accurate register of the number of games played but also in order to ensure players and parents are aware of milestones games throughout year.

Note: Team Manager is responsible for keeping this up-to-date during the year. An updated report is to be returned to the Registrar at the end of the season.

MATCH DAY

The EFL has issued the Junior Match Day Official Guidelines which outlines the requirement of officials on game day. A copy of the Guidelines can be found [here](#) and you should keep a copy handy for referral at any time.

While the EFL sets the draw at the start of the year, there can be changes due to unavailability of grounds or teams. The EFL notifies the Club on a Thursday after which the Club notifies all Team Managers as to game times and locations. After receiving this confirmation send notification to your team confirming start time and location. At this time you can also remind everyone of the roster and which family has which role on game day.



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Match Day Checklist

- Check match details and ensure the team are informed as to the venue
- Complete ground set-up (first game of the day only)

Ground Setup Instructions

Livingstone

- Keys to be collected from power box beside front door at 15 Hempstead Avenue, Vermont South
- Open change rooms – home, opponents and umpire rooms
- Key must then be left on hook inside change rooms for last team to return to Hempstead
- Padding to be taken put on goal posts
- Stretcher to be placed at interchange between the coaches boxes
- Sponsor signage to be placed outside social room in accordance with instructions
- Timekeepers sheet to be placed in timekeeper box

Vermont Reserve

- Keys to be collected from power box beside front door at 20 Timbertop Drive, Vermont
- Open change rooms – home, opponents and umpire rooms
- Key must then be left on hook inside change rooms for last team to return to Hempstead
- Padding to be taken from under the senior coaches box and put on goal posts
- If you are not playing the full ground, need to put up portable goal posts and mark out the boundary with cones. These need to be removed after the game and put back in storage under the senior coaches box
- Open the scoreboard and setup – instruction are in the scoreboard room on how to operate the computer which controls the scoreboard

Whitehorse Reserve

- Eley Park Football Club volunteers will open all of the rooms

- Make sure players are listed correctly on Match-Day Team Sheet (print 2 copies from the SportsTG web site each week)
- Cross out players who do not play on all copies of the team sheet
 - You keep one copy – complete details of goal kickers and scores then scan or send photo to vjfcmatchday@gmail.com (refer below)
 - One copy provided to the umpire before half time
- Check roster and substitute officials as necessary
- Present two approved EFL footballs to Umpire for opposition captain to select one (Home games only)
- Provide a copy of time keeper duties to time keeper



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- Ensure match starts at scheduled time and that the time-keeper is aware that the match has to finish at scheduled time (Timings are included on the 'Timekeepers Card' form).
- Check players and officials are correctly attired otherwise the club will be fined by the EFL
- Provide Coach with Match Day Awards – to be spread evenly among all players – not just the standouts each week

POST MATCH

At the completion of the game ensure you collect the goal umpire flags and coat, umpire escort bib, water carrier bib, coaches and team managers arm bands.

Collect Best & Fairest voting slips (U11-U18 only). Place in envelope and seal - keep until the end of season.

Record match day awards to ensure even spread over the season and to balance the receipt of awards during the season.

The following are to be provided TO THE UMPIRE after the game:

- Match-Day Team Sheet (signed by officials, cross out any absent players)
- Timekeeper card (U11-U18)
- Goal Umpires card (U11-U18) – take photo prior
- Interchange sheet (U11-U18)
- Offer of complimentary drink and/or food to umpire (home games only)

The following needs to be collected FROM THE UMPIRE after the game

- Match ball (home games only)
- Umpires Report

After the completion of the game, log on to SportsTG and enter the scores (U10-U18) and remove any players that did NOT play

Matchday information needs to be emailed to the club (vjfcmatchday@gmail.com) by Sunday evening. The information required consists of the following:

- Updated copy of Match-Day Team Sheet (printed from SportsTG) with the following included:
 - Quarter by Quarter scores (U11-U18)



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- Under 10 final scores only – required by EFL as it is used to grade teams for the following season
- Total number of goals per player (U11-U18)
- Report on field Umpire – only completed if there is constructive feedback to be provided which the EFL can use to assist in the development of the umpire(s).
- Umpires Report as provided by the umpire
- Ground Inspection form – completed by trainer or Team Manager

Match Report / Photos from the game (optional) – this can be completed by the coach or TM, or nominated person to be emailed to admin@vermontjfc.com.au by Tuesday night, they will be chosen randomly be included on the club website and/or newsletter (www.vermontjfc.com.au)

Forms and Information

All of the relevant forms and information has been put into a common location which can be accessed at <https://www.vermontfc.com.au/juniors/junior-club-policies-and-resources/>.

Dress Codes

There is a set dress code requirement for players and each official role which has been set by the Eastern Football League Administration. For players this includes socks, shorts and only skin colour clothing under jumpers and shorts. Please refer to the Junior Match Day Officials Guidelines for details of dress code for each official role. The EFL are very strict on adherence to the dress code and failure to comply results in the club being issued with a fine.

Teamsheet

Sports TG (formerly known as Sporting Pulse) is being used by the Club to manage all players. Each Team Manager will have access to their team details in Sports TG and will be required to update the player list each week. The weekly Teamsheet is prepared directly from Sports TG and the player list. This takes around 5 minutes each week. The Teamsheet needs to be completed and given to the umpire by half time. If there are any changes to players on the day, that is different to the player list printed from Sports TG, the Team Manager will need to update the playing list in Sports TG on the Sunday night. The Club will be using the player list to calculate games played so it is important that any changes on the day are accurately reflected in Sports TG – please update after each game



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DURING THE YEAR

Team Photos

Team photos dates for all teams will be advised. They will be held at the Livingstone Junior Clubroom. The photo packs will be distributed to Team Manager. It would be a good idea to get one parent in the team to be responsible for handing them out and collecting them. They all need to be given to the photographer on the night. In addition to the players, the Coach, Team Manager and Trainer are normally included in the photo. Please ensure all your team are aware of their allocated time and ensure that boots and uniforms are clean for the best memento.

Game Day Awards

You will receive game day awards which are to be awarded to players. These awards are encouragement awards so need to be distributed equally amongst the players. A separate record should be kept of the match day awards to ensure they are even spread across players and also over the season.

Best and Fairest Voting

Voting method – as per [VJFC policy](#).

Awards to be presented at club presentation day are:

Best & Fairest

Best & Fairest Runner Up

Most Consistent

Most Improved

Coaches Award

Most Determined

Best Finals Player

Milestone Games

During the year any player who reaches 50, 100 or 150 game milestones should be encouraged to celebrate this achievement in front of their friends and family. It is the Team Managers responsibility to notify players/parents when they are about to achieve these milestones. Players can celebrate the milestone with a banner that they run through. The cost of preparing the banner is the responsibility of the family. If a number of players will reach the same milestone within a few weeks of each other it may be more appropriate to



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celebrate the achievement at the one time. This will result in one banner where families can share the cost and allow players to recognise the achievement during a home game.

So the whole club can share in the milestone, please also let the club know, and sent any photo's to admin@vermontjfc.com.au so they can be posted on social media as well as the club newsletter.

The Team Manager is responsible for notifying the Secretary (secretary@vermontjfc.com.au), 2 weeks before the end of the season, of players who reach milestone games (50/100/150) during the year as each player will receive a certificate and meal on reaching the milestone. Medals for milestone games will be awarded on Presentation Night.

Committee

All of the Committee are volunteers and we are always looking for more parents to participate. We are always looking for more people to participate and would like the Team Manager to encourage a parent to be a team representative on the VJFC general committee. They'll be required to attend the monthly committee meeting (Generally from 7:30-9:30pm at Livingstone - notification sent out prior) representing their team.

SOCIAL FUNCTIONS

Jumper Presentation Night

Prior to the first round the club will hold a Jumper Presentation Night, where each player will be presenting with the game day jumper. This jumper will be their jumper for the season. This is an important night when player receive the famous Purple and Gold jumper, so all players are required to attend. The Team Manager will be required to ensure all players have been allocated a jumper by this day and the jumpers are available to be presented on the night.

Food will be available to purchase on the night and each age group will be required to provide parent support to work in the canteen on the evening. It is the Team Managers responsibility to coordinate volunteers during the allotted timeslot on these evenings.

Back to the Clubrooms (BTCR)

These are held 3 times throughout the season (Sunday evening) and every Sunday evening during the weeks of finals.

Each age group will be required to provide parent support to work in the canteen on the evening. It is the Team Managers responsibility to coordinate volunteers during the allotted timeslot on these evenings.



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Food is available for purchase on these nights and the seniors operate the Bar. It is a great opportunity to catch up socially and to hear how each of the teams have been performing during the year. Please encourage your team to come and enjoy these evenings.

Social Night

During the year the Junior Club host a social night for parents. This is a great opportunity to meet other parents from across the club. Details and date of the social night will be provided during the year. Please encourage your parents to come along to enjoy the evening.

Gala Event Night

At the end of the season, the club hosts a Gala Night for the top aged players (U18 Girls and U17 Boys). For many of the players this will be the last event they will be part of as a player at Vermont Junior Football Club. Awards are presented on this evening to players in these age groups as well as club awards recognizing departing parent who have contributed to the club while their child/children have played for the club. Parent representatives from the age group are encouraged to form a committee to decide on details for the night. If you are a Team Manager for this age group, further details will be provided in the later part of the year.

Presentation Day/Night

At the end of the season, the club holds two presentation days/nights to recognise the achievements during the year.

The first is for the noncompetitive age groups (U8-U10). Players in this age group are all awarded participation medals.

The second is for the competitive age groups (U9-U15). Players in this age group are all recognized with participation medals as well as voting awards.

The presentation day/night is the final function for the year and all players and parents are required to attend.

POST SEASON

At the end of the season, the following actions need to be completed:

- Provide update on games played by each player during the season to the registrar (registrar@vermontjfc.com.au) – using the excel template which will have been provided to you at the start of the season.
- Update and return the Excel spreadsheet (supplied at start of season) of jumpers returned and send to the Merchandise Coordinator (merchandise@vermontjfc.com.au).



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- After the last match, Footy Operations will arrange a date for all equipment to be returned to the club. The Team Manager is responsible for collecting and ensuring all the following is returned to the Club on this date:
 - Jumpers (already washed and returned) from all players.
 - Helmets (junior age groups)
 - Training equipment
 - Team Kit Container and all contents (This includes notification of any lost equipment)
 - Trainers equipment
- Ensure the coach completes a brief end of season team report for inclusion in the end of season newsletter and/or website. The brief should be emailed to the Communications Co-Ordinator (admin@vermontjfc.com.au)
- Organise end of season function for the team