



**Guidelines and Instructions**  
**for**  
**Team Managers**

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## **Introduction**

Welcome to managing a football team at the Tigers. For some of you this will be your first experience with any sort of organisation of a football team. For others you may have been doing this for 20 years. Regardless of your level of experience, this document has been prepared to help you successfully complete all the little tasks that fall under the Manager's portfolio.

Managers play an important role in ensuring that the season runs smoothly for the team. Whilst the duties may initially seem complicated and difficult, they are not and during the course of the season become second nature.

Or put another way, IT'S EASY!

## **Working With Children**

### ***Background***

NSW Legislation requires that adults working with children under 18 years old – including work as a volunteer – as a prerequisite to commencing in that work apply for a “*Working With Children Check*” (WWCC) unless they are exempt. The purpose of the WWCC is to help safeguard children particularly from persons with some history of inappropriate behaviour.

Sporting Clubs and Associations are required to keep records which must include in respect of each WWCC applicant: full name, date of birth, WWCC number (or application number) and expiry date, date and outcome of the online verification by the club. EEWFC has registered as an “employer” as required by the legislation and will be strictly adhering to all requirements with no exceptions.

### ***Who needs a WWCC?***

All adult persons engaged in child related work – including as a volunteer – UNLESS EXEMPT.

Child related work is defined as face-to-face contact with children in child related work or a child related role. It clearly applies to persons involved with children as Coaches, Managers, Mentors, etc.

NOTE: Work in the canteen, BBQ, administrative and maintenance work are NOT child related work as they do not ordinarily involve extended periods without other adults being present.

### ***Exemptions***

- A person under 18 years old

NOTE: FFA policy is NOT to allow an exemption for parents or other relatives of a child in a team. That means that even parent volunteers require a WWCC.

***How do you apply for a WWCC?***

STEP 1: Complete an online application at:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

You will be given an “Application Number”.

If you are only using your WWCC for volunteer work (such as a coach or manager with us) then make sure you apply for the volunteer WWCC – there is no charge for this. If you will be undertaking paid work then you will need to pay for your WWCC. You can use either a Volunteer WWCC or a Paid WWCC for our purposes.

STEP 2: Take your Application Number and Photo ID to a Service NSW Office where your identity will be confirmed and forwarded for relevant checks. You will be provided with a receipt as evidence of lodgement.

STEP 3: Provide the Club with your name, date of birth and application number.

NOTE: It may take some weeks to receive the result of the check but a further WWCC will not be required for 5 years normally. Please advise the Club when you receive the result of your WWCC and provide the reference number sent to you.

***Help and More Information***

The Office of the Children’s Guardian website has much more detailed information than the above summary. Please contact our Club’s Member Protection Information Officers (MPIOs) if you require our help.

**Pre-Season Organisation**

***Pick Up The Equipment***

There are a number of equipment distribution times at Boronia Park and you will be notified by email. You will be given:

- Jerseys
- Coach and Manager armbands
- Training bibs
- Keys for the Boronia Park shed, or Epping Oval dressing rooms (only if required, or the coach may have these).
- Balls – one for each player (U6 to U13) or training balls (U14 and above)
- Match Ball

***Team Contact List***

This will be emailed to you by the Registrar.

### ***Contact the Team***

You should email your team, introduce yourself and let them know the training time, venue and any scheduled trial games. If any emails bounce back (wrong email) please phone the parents (or player for senior teams), get the correct email and also let the Registrar know of the change.

### ***Jerseys***

At the first training session (or at the coach's direction) hand out the jerseys and record who has which number. Inform everyone that the jersey is to be returned at the end of the season.

You will have to enter the jersey numbers into the electronic team sheet system for the first competition match. After that the system remembers the numbers so you should only have to do this once unless someone changes numbers.

## **Administration and Paperwork**

### ***Contact List***

It is usual practice to make up a contact list to distribute to the team. This allows people to organise their own car-pooling, contact each other about changes if you are not available, and generally keep in touch about football. However you should check first to make sure everyone agrees to be on it. Some people would rather keep their contact details confidential and may have good reasons to do so. Check! The contact list should contain the player name, parents names (junior teams), email and contact phone number.

### ***Player Identification Cards or ID Sheet***

You will be given an ID Sheet with every player in the team. Keep this in your manager kit. You will need to bring it to every game. You should also make a second copy and give this to the coach or one of the other parents. This can be used if for some reason you don't make it to the game. This is for identifying the players in the event that the electronic team sheet system is not working, or if the opposition manager requests it.

### ***The Draw***

Before the season starts the Draw will be available on the NWSF website. [www.nwsf.com.au](http://www.nwsf.com.au) Click on the *Fixtures & Results* tab which takes you to the "CompMan" interface.

You may also like to download a copy of the whole draw for your team. Select your age group, division, Club and the date range for the season. This should bring up a list of all your games. Click the green X in the top right hand corner of the list which will give you menu with options for your download format (e.g. Excel or PDF).

Distributing this list to the team might be easier. Be careful to check the web site each week though, because games occasionally get moved or changed.

### ***First Game***

Send a separate email with details of the first game. If there's any confusion with the draw in the first week, this helps.

### **Wet Weather and Other Changes**

If it rains, or has been raining during the week before, grounds are sometimes closed. In this case, games can be moved or cancelled, or the whole round might be cancelled or postponed. We also have to close grounds for training during the week if it is too wet or if Council closes them.

We try to email all the managers as soon as we know about it, and display this on our Club Facebook page. It also usually appears on NWSF's website. You can also check the various councils' web sites and wet weather lines. Be aware though that sometimes we have to close a ground when Council leaves it open. It is our responsibility as the hirer to protect the ground so occasionally we have to make this call. Please respect this, we are trying to keep the grounds in good condition for everyone, not just for your team.

You should instruct your players (and parents) *not* to assume the game or training is off because it has been raining. They should contact you if in doubt (and you should find out first, before the calls start coming in). Tell them where they can get information from, and email/text the team as soon as you know yourself.

If there are changes to training or especially to games, you must contact your team immediately so they can make whatever arrangements are necessary. Sometimes the ground is changed and it may be further away.

### **Rosters and Duties**

Our Club is run by volunteers and relies on the assistance of everyone involved to operate in an efficient and cost-effective manner. This means that from time to time, everyone has to do a little bit to help out (and some do a lot). Of course, this can be a lot of fun and give you a great sense of satisfaction. You already know this but you need to make everyone in the team aware of this too.

Each team will be assigned a couple of tasks during the season. These include: ground dressing, packing up, canteen duty, BBQ. You will be sent a roster of these at the start of the season.

#### ***Ground Dressing***

Ground dressing involves setting up the goal nets, corner flags, sideline rope, banners, etc. Our Club does this at Boronia Park and Epping Oval each Saturday and most Sundays. It occurs at about 7:15am and takes about 30 minutes with 4 people. The ground manager will be there to supervise.

### ***Packing Up***

The last team for the day on Boronia Park and Epping Oval is responsible for packing up the nets and other equipment. You will need the Epping Oval key if you are there. If you don't have one you can pick one up from Boronia Park on the Saturday. Otherwise please phone us to find out about the spare key.

### ***Canteen Duty***

Generally, if your junior team is playing on Boronia Park on Saturday morning, the team must assist with the canteen during that hour (or a little longer). Two parents are to serve in the canteen. You can provide two parents for the whole hour, or break it into shorter shifts.

### ***BBQ mornings***

Each All-Age, U21, O35 and O45 team will be assigned one or two Saturday mornings during the season to run the BBQs at Boronia Park and Epping Oval. This runs from 8:30am to 12:30pm. The team must provide people at all times to cook on the BBQ. One or two at Boronia Park and *at least three* at Epping Oval. Usually this is broken down into one hour shifts but you can stay longer if you like. If you can't do both venues at once, please tell us and we will roster you on a "split shift" with another team over two weeks.

### ***BBQ afternoons***

On Saturday afternoons when our Premier League team is playing at Boronia Park, the mini teams (U6-U9) will be assigned BBQ duty, from 12:30pm to about 4pm. Again, two parents at a time and one hour shifts. This is a great opportunity to bring the kids along to watch our top team, or just to play in the park with their friends.

### ***Making the Rosters***

The following procedure works well for filling your roster.

- Email out the schedule for duties along with a blank roster.
- Ask the parents (or players for senior teams) to email back with their preferred duty and time by a certain date (e.g. "Please let me know by Wednesday").
- After that date, add the people in who have responded in their preferred timeslot. Then fill up the rest of the roster with everyone else.
- Send this completed roster out to everyone.
- If anyone responds saying they can't make the time that you have assigned them, politely inform them that you had asked them to nominate a time but they didn't, however if they wish to swap with someone then they can contact that person and swap, then let you know about the swap. (They all have contact lists, remember when you gave them out pre-season).
- If someone doesn't show up, assign them something next time. Remind them that everyone has to help out.

## **Game Day**

### ***Armband and ID***

Wear your Manager armband. Make sure the Coach wears his/hers. Only people wearing the coach or manager armband are entitled to instruct the team on the field. The Club can be fined if you don't wear it. NWSF is also issuing ID cards this year and you must produce these if asked by the opposition manager, the referee or assistant referees, or ground officials.

### ***Electronic Team Sheets***

Electronic Team Sheets are now in use for all competitions from Under-10 up. This is an online application which can be accessed from your phone, tablet or PC. There is an instruction manual in your manager's kit. NWSF usually run a training night before the season starts and a video of the presentation is also available at their website. By now, a lot of returning managers have experience with this system. There is usually someone to ask if you need to know how to do something.

If the "e-teamsheet" system has failed for some reason, you must fill in a paper team sheet (the old system). This is fortunately a very rare occurrence. The instruction below are for paper team sheets.

### ***Paper Team Sheets (The Old System)***

The "home" team should provide a team sheet for the game (but anyone can). You need to put the name, FFA number and jersey number for every player who takes part in the game, including any upgraded players. Home team in the left column and Away team in the right. Work with the opposition manager to sort this out.

Offer the completed team sheet to the referee before the game. They may take it to record scores and other details.

At the end of the game, approach the referee and ask to sign the team sheet. Check the score, check that you have all the shirt numbers there, check any cautions (yellow cards) or send-offs (red cards) and if you are happy with it, sign it. Note the score as well as any offence codes (hopefully none of those).

Either the referee will take care of mailing in the teamsheet, or else the Home team will have to do this. If you have collected the team sheet, it must be returned immediately to the Boronia Park canteen, or contact your Age Coordinator for instructions.

### ***Match Ball***

Each team must provide a match ball to the referee at the start of the game. Make sure you collect it at the end of the game and don't lose it. If you do lose your match ball please report it to the Club so we can issue you with a new one. Note that these are *expensive* and it is paid for out of player fees. Look after the match ball! Write the team name on it (e.g. EEW U14/3). Optimists may also want to put a phone number on it.



### ***ID Check***

Before the start of the game both teams must assemble in the middle of the pitch with the referee. You should use this opportunity to check the players against their ID photos on the e-Teamsheet or on their team's ID sheet. If requested, you must provide the opposition manager with your ID sheet to check. They must return this to you. An electronic record of the ID sheet is also acceptable, e.g. a PDF document on a phone or tablet.

You can also check IDs at any time before or during the game (e.g. on the e-teamsheet), but obviously before the game is better.

### ***Unregistered or Ineligible Players***

If you believe that one of the opposition players is not on the team sheet, or is not the player that is referred to on the team sheet (i.e. a "ring in") then report this to the referee who is required to make a note in their report. Insist that they do this. The game will still continue as normal and the incident will be investigated by NWSF later. You are permitted to take a photo of a player if you suspect they are not entitled to take part in the match. Note that you can check players against their photos on the e-teamsheet at any time during the game (obviously without disrupting the game).

Don't feel bad about reporting a "ring in". There are a lot of good reasons why unregistered or ineligible players should not be permitted to play. And the opposition will be doing the same thing with your team too.

You should contact the Club IMMEDIATELY if you believe that an unregistered or ineligible player has taken part. We have to submit a report to NWSF about it and the quicker we do so the better.

Note that there are serious penalties for both the "ring-in" player AND the team manager starting with a minimum one month suspension.

THERE IS NO "UNWRITTEN RULE" THAT SAYS IT IS OK TO INCLUDE "RING-INS" IN ANY AGE GROUP OR DIVISION. IT IS NOT OK FOR ANY REASON!

### ***No referee?***

If no referee has been appointed for your game, or if the referee doesn't show up, then it is the responsibility of both teams to provide a referee for half the game each. One person may referee the entire game if both teams agree to this. This will probably happen at least once in the season so it's best to be prepared. Find a parent (or more than one) who knows what they're doing and prepare them for this eventuality. You might also want to carry a whistle in your kit. Don't make the coach referee (don't even let them volunteer for it) as they have other important duties during the game.

Senior teams may nominate one of their players to referee part of the game. If no agreement can be reached with the opposition on who should referee, then both team managers must referee half the game each.

### ***Dealing with Referees***

Please be polite to the referees, before, during and after the games. For junior games, referees are usually junior players who are just trying to make a few dollars and love football. They are well-trained but do make mistakes from time to time (or often!) but they are definitely not trying to cheat you out of a win. Occasionally you might need to remind the spectators (or even the coach) about this. Remember how much harder it would be without them there.

You should never let players or the coach talk to the referee after the game about their decisions, especially if they disagree with them. Players should never talk to the assistant referees (linesmen) about ANYTHING. (Except of course that a polite “thank you, well done” is always appreciated).

If you do have any problems in this regard, please report it to one of our Club officials immediately.

### ***Reporting the Score***

At the end of the game, enter the score into the e-teamsheet. This is definitely compulsory. The Club will be fined for missing or incorrect scores. Do this immediately at the end of the game, before you leave the ground. If there is any problem with entering the score, report this immediately to the Scorekeeper.

If the e-teamsheet system has failed, text or email the score to the Scorekeeper. The Club is require to report all scores to NWSF by Sunday at 5pm. If you forget you might get a phone call from the Scorekeeper at an inconvenient time. Do it at the end of the game. You should make sure you state your team, the opponent and the score in a clear and unambiguous manner.

For example: *U15/2 vs NER, 4-0 win.*

Contact details for reporting the score are included in the Contacts and Information section at the end of this document.

### **Injuries**

Occasionally a player is injured. The referee will signal for the coach and/or manager to come onto the field to deal with it.

In such cases the player’s welfare is much more important than continuing the game. If the player is injured too severely to be able to walk off the field by themselves (or with minor assistance), then do not move them. You could do more harm.

If it is a serious injury, call an ambulance. The game must be stopped until the ambulance arrives to assist the player. Under no circumstances should you attempt to carry or stretcher an injured player from the field.

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For minor injuries – bumps, scrapes, etc – it may be a good idea to carry a small first aid kit with the team equipment. Any ground with a canteen should be able to provide ice for first aid treatment of bumps and muscle injuries.

Injured or sick players should not be encouraged to continue playing, even if this leaves the team short. Remember that the welfare of the player is much more important than the result of a football game.

**COVID-Safe provision:** *Any player, coach, official, etc who is displaying any cold- or flu-like symptoms should not take part in any game or training session. (Hopefully we all know the drill by now).*

In the case of a significant injury, the team manager must also inform the Club and provide details. Fill out an injury claim form (available for download from the Club website) and email, mail or hand it in at Boronia Park. Please also phone the Club President or MPIO as soon as practical after the incident.

IMPORTANT: For all head injuries, the FFA Concussion Guidelines must be followed. A copy is provided in your Manager's kit or on our web site.

## **Team Reports**

We like to have team reports for our newsletter, *Tiger Talk*, from junior and senior teams. It's great to let the rest of the Club know what's going on in your team, and to find out about other teams. Create a Team Report roster and assign a "reporter" each week (this can be a parent or a player). Team Reports should be emailed to our *Tiger Talk* team.

Team reports should be about 100 words long, and highlight the players achievements. Players young and old like to read about themselves too. Keep them positive and entertaining, and try not to heap too much dirt on the opposition. You can be as simple or as creative and dramatic as you like. It's best to refer to junior players by their first names only (or with an initial if you have 7 Bob's in the team). The match score should not be reported for the non-competitive age groups U6-11.

Here is an example of a team report:

*Round 3 saw our first clash with table leaders YMCA. It was a tough match as expected. Johnno landed our first goal with a beautiful strike from the edge of the area. Late in the first half the YMCA striker fell over his own feet in the box and was awarded the penalty. One-all at half time. In the second half, Bob was outstanding in defence and Terry made some great saves to keep us in the game. With 10 to go, the Y snuck in a goal. Us Tigers had to really scramble but Johnno laid off a great ball for Zack to score in the final minute. 2-2 draw in a great game.*

And here is another, perhaps a little more prosaic:

*The early morning sun was kissing the dew on Ron Payne Reserve as our valiant Tigers U7s rushed out onto the field. The gentle bird calls were soon drowned out*

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*by the shouts and screams of parents and spectators as the match began. Billy was into the fray from the outset and soon nailed his first goal, much to the delight of his mother who spilled her coffee in excitement. The Beecroft boys hit back with a goal of their own then it was nail-biting end-to-end stuff until half time found us still locked at one-all, thanks to courageous defending from Kevin and Max. Coach John gave one of his stirring half-time talks and made sure everyone knew which way the goal was. It must have worked since Billy hit another two spectacular goals in the next 5 minutes. Hat-trick! Then a long ball from Kevin at the back saw Sarah knock in her first goal of the season. Her dad nearly had a heart attack on the sideline and had to be restrained from running onto the park with his shirt over his head. Beecroft managed another goal but our Tigers were too strong on the day. Player of the Match was Kevin.*

### **Substitute Manager**

If for some reason you know you cannot make it to the game, appoint a substitute manager for the day. It might be a good idea to cultivate an assistant manager for such eventualities and give them a bit of on-the-job training early in the season. Don't leave it to the coach, they have enough to do on game day already. Give the substitute manager the manager's kit and all the other equipment the week before or at training.

### **End Of Season**

#### ***Collecting Jerseys***

Before the last game of the season, tell everyone to bring a spare shirt to the game. Then at the end of the game collect all the jerseys. Tick them off your list so you know if any are missing and who has them. Yes, you will have to do an extra load of washing but that's much much easier than chasing jerseys around Epping and neighbouring suburbs.

#### ***Return Equipment***

A number of dates will be set for return of equipment to Boronia Park. You need to return *all* your jerseys (clean!), match ball, whistle, folder, armbands, etc. You as the team manager are responsible for collecting *all* the jerseys, but please let us know if someone is holding out.

#### ***Club Picnic and Annual Dinner***

After the season the Club holds a Picnic for junior team presentations and a Dinner for senior presentations and as a social event. Make sure your team knows all the details and encourage them to come along. We give out trophies to the junior and mini players. It's also their last chance for the season to see all their football friends together. Annual Dinner tickets are available towards the end of the season. Parents of junior players are most welcome as are all senior teams. This is always a fun event and a quality evening.

## **Summary of the Most Important Bits**

Yes, there looks like a lot to do. Don't panic, you'll work it out. But the most important things to do every week are:

- Make sure everyone knows where the game is.
- Let the team know if training or the game is cancelled or moved due to rain.
- Make sure your duty roster is covered (canteen, ground dressing, etc).
- Fill out the e-teamsheet with shirt numbers before the game
- Sign off the e-teamsheet at the end of the game.
- Report the Score (which is automatic if you do the e-teamsheet)

See, it's EASY!

## **Contacts and Information**

Club Website	www.eppingeastwoodtigers.com.au
Facebook	EppingEastwoodTigersFC
Boronia Park (match days only)	(02) 9869-0267
Reporting the Scores (text or email)	Text to your Age Group Coordinator (see below) or email to: scores@eppingeastwoodtigers.com.au
Team Reports for <i>Tiger Talk</i>	media@eppingeastwoodtigers.com.au
President – Mr Chris Salmon	0417-696-001 president@eppingeastwoodtigers.com.au
Registrar – Mr Seb DiBella	0408-864-292 registrar@eppingeastwoodtigers.com.au
Incident Reports and Injury Claim Forms	secretary@eppingeastwoodtigers.com.au P.O. Box 301, Epping NSW 2121
Member Protection Information Officers	Mr Ian Smith 0414-369-868 secretary@eppingeastwoodtigers.com.au  Mr Chris Salmon 0417-696-001 president@eppingeastwoodtigers.com.au

If you have any questions throughout the season, in the first instance please contact your age group coordinator who should be able to help you or at least point you to the right person.

<i>Age Group Coordinators</i>		
Minis (U6-U9)	Don Walker	0401-348-412
Juniors (U10-U18)	Jarrold Mitchell	0409-815-715
Seniors	Stu Booty	0418-868-123