



SSF and Junior Divisional Team Managers

Orientation Session 2011

Where to find information

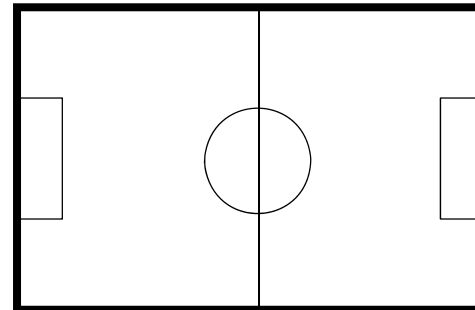
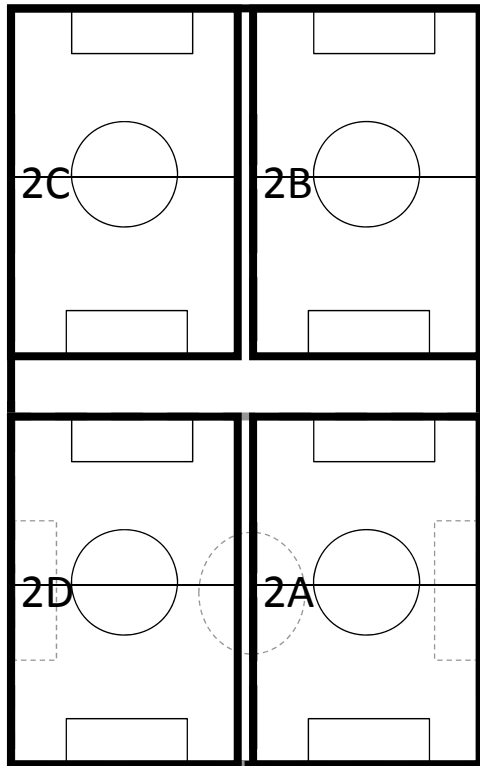
- Grange Thistle Website
 - <http://www.grangethistlesc.com.au/>
 - News postings for the Grange club
 - Wet weather cancellations at Grange fields
 - 2011 Juniors handbook on the Juniors page
 - Key dates
 - Canteen roster
- Football Brisbane Website
 - <http://www.footballbrisbane.com.au/>
 - Policies, Rules and Forms
 - Fixtures and Results

Regularly check the websites – don't assume you will receive email notifications.

Field Layouts

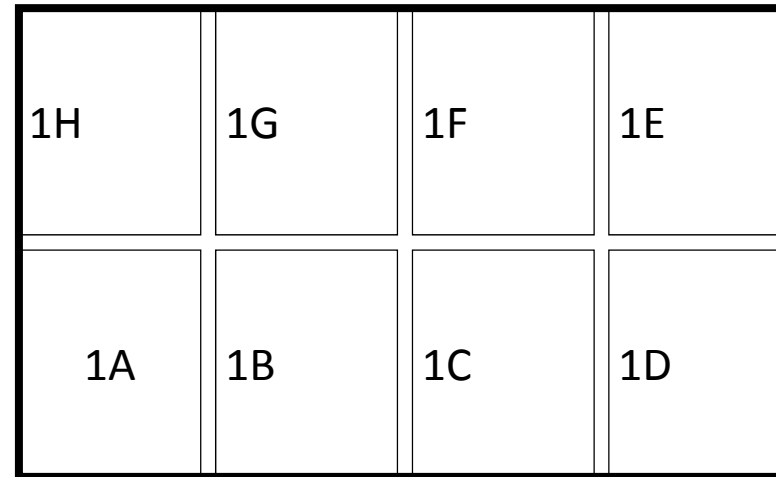


Field 2
U8 , U9 & some U10, U11



Field 3
U10 & U11

Field 1 **U6 & U7**



Mandatory for 2011



- All players must be registered in MyFootballClub.
- All club and team officials must be registered in MyFootballClub and get an Officials Tag.
- Officials Tags must be worn at games.
- For Divisional Age Groups (U12 to U17)
 - Maintaining Team lists on a weekly basis for seniors and juniors in ResultsVault.
 - Players not properly recorded in team lists are deemed ineligible.
 - If you play an ineligible player you can be fined or lose points.
 - Team from the previous round is auto copied to the following week so you only need to press the UPDATE button each week.
 - Club Audits will be conducted. Those clubs found to have not followed requirements could face loss of points or fines.
 - Entering match results in ResultsVault.

Manager Responsibilities



- Regularly check the Football Brisbane website for draw changes.
- Be familiar with the competition rules. Links to the SSF and Divisional rules have been placed on the Grange Thistle website.
 - Refer to Extra Details slides for SSF and Divisional for some specific areas to pay attention to.
- Match Sheets – refer to the Extra Details slides for SSF and Divisional.
- Organise parents to ensure that the team perform their volunteer roles.
 - Field Set Up / Pack Up – refer to details slide.
 - Ground Official – home team on Field 2; Field 3; and Fields 1B, 1D, 1F and 1H.
 - Canteen Volunteer – as per Canteen Roster on the club web site.

Manager Responsibilities (cont.)



- Pass on communications to the team's parents
 - Club will send emails to managers rather than directly to every parent.
- Check team pigeon holes in club office.
- Support the club in encouraging a positive environment for the kids to enjoy soccer, keeping spectators off the playing fields, etc.
- Responsible for the team's jerseys.
 - Keep a track of who has them (e.g. washing duty).
 - Establish a routine at the end of the game to ensure that all jerseys have been returned before people leave.
- Be aware of rules for playing uniforms (e.g. colour and visibility of "skins" apparel, shin pads completely covered by socks, etc).
- General organisation of the team.
 - At training, make sure the parents know the game location and time for the weekend's game.

Field Set Up and Pack Up



- Field 1 SSF
 - U6 home team will set up the fields before the 8:45 game.
 - U7 home team will pack up the fields after their 9:30 game.
- Field 2
 - U8 home teams for the 8:30 games will set up fields 2A, 2B, 2C and 2D.
 - U9 home team for the final U9 game on the U8/9 sized field will pack up the field after their game.
 - If we need to convert U8/9 fields 2A and 2D into an U10/11 field, the home U10/11 team will set up the field.
 - U10/11 home team will pack up their field if they are playing the final U10/11 game on the field.
- Field 3
 - U10 home team for 8:30 game will set up.
 - U11 home team for final game will pack up.

Extra Details - SSF



- Match sheets
 - All grange teams should complete the sheet and check with the opposing team's manager and the referee.
 - Please ensure that the result is recorded on the match sheet.
 - Place completed match sheet into the Match Sheets Shoe Box at the Junior Committee desk at the Grange fields.
 - If you cannot return the match sheet on the Saturday morning, please hand it in at the office on the next training night. If the office is open, place it into Ken Hastie's pidgeon hole in the office. If it is closed, drop it into the "mail slot" outside the office (next to the team pidgeon holes).

Extra Details - Divisional



- Refer to the Football Brisbane document, some highlights are:
 - Match Sheets
 - Home team must complete a match sheet and hand the signed copy into the Junior Committee as soon as possible.
 - Be at the Refs' Room with match sheet at least 15 minutes before kick off.
 - At match end, both managers are required at the Ref's Room to agree final score, sign off books, etc.
 - We need to mail the match sheets to Football Brisbane ASAP at PO BOX 60 SALSBURY Q 4107.
 - Please drop the match sheet into the Club House office at the team's next training night. If the office is open, place it into Ken Hastie's pigeon hole in the office, else put it into the mail slot outside the office.
 - Rules for borrowing players.
- Ensure correct money for Referee Fees.
- Ensure Ground Official is at Refs' Room at least 5 minutes before kick off. Ground Official must be an adult.
- Be aware of who can be in the technical area – ensure all officials have Officials Tags.

Next Steps



- Blue Cards
 - Not mandatory but recommended.
 - Contact Ken Hastie (kshastie@gmail.com) to either apply for a blue card or extension; or to let us know when your current blue card expires.
- ResultsVault
 - You should receive an email with your login details before the season begins.
 - Refer to the ResultsVault manual that will be posted on the Grange Thistle website.
- The season finally starts and the kids get to play soccer.