

Brothers Townsville Football Club

Managers' Manual 2022



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Brothers Townsville Football Club Managers' Manual

Thank you for volunteering your time to manage a team at Brothers Football Club.

In order to assist you throughout the season, we have developed this manager's manual which we hope you will find useful in assisting your teams coach, players, parents, reduce stress and nerves for first time managers and make the season both a learning experience and enjoyable for all players and parents within your team.

As a club we are here to support you and your team, so if you require assistance or would like to provide feedback, please do not hesitate to contact anyone of the senior coaching staff or committee members listed below.

Again, thank you for choosing Brothers Football Club, we hope you have an enjoyable and rewarding season.

Club Information

Brothers will send you regular emails containing information from both the club and Townsville Football. It is important that you pass required information on to parents.

We also recommend visiting our website to keep abreast of current events within Brothers and Townsville Football <https://www.brotherstownsvillefc.com/>.

Contact Details

Communication is paramount with any team and an important function of the team manager.

Parents will be encouraged to raise questions and concerns to the team manager, the manager is also responsible for ensuring parents and players are aware of game times and any other information the club or coach wish to pass on.

Brothers does hold contact details for all parents and players and are happy to provide this information, we do though recommend that at the first training session, the manager obtain best contact details from all parents/players.

Training Sessions

Training sessions are where the players in your team will develop. It is important that your team's coach maximise training time in order for the players to develop. A coach is an essential part of any team. A coach's manual has been prepared and provided to your coach to assist them in this process. It is imperative that your team's coach focus on their duties, primarily being the development of players, to this end we encourage parents to discuss any concerns or aspects of the team with the manager.

Communication is key, work with your coach to ensure that while you are completing different functions for the team, you are working towards the same goal, development of footballers and an enjoyable season for all.

Encouragement and plenty of it

Players will develop at different times throughout the season. Be patient and encourage players to develop in their own time. Some players will develop skills quite quickly; others may develop later in the season. Remember that all players are there to try their best; the emphasis is to be on player development.

Train the way you play

Players should train in their correct gear, football boots/sandshoes and shin pads are to be encouraged at all times. This is a contact sport and players will receive unintentional bumps and kicks so correct gear is a must. At Brothers we encourage plenty of sunscreen, but **do not** recommend hats while playing or training as this can cause safety issues for both the player and opponents.

Please note there will be times throughout the season when the Director of Coaching and Senior Coaching staff/players will join in on your sessions. This is to assist with the development of coaches as well as players. They have a bulk of experience in playing, coaching and managing so please ask for assistance or advice as required.

Unruly Players - We hope this does not occur, but from time to time you may have players within your team that disrupt training. Brothers understand that sometimes players are not having the best of days. Please remember that while every effort should be made to encourage the player to contribute to the training session and not disrupt others, as a manager you are not there to discipline players. Any player deemed to be disruptive during a training session should be removed from training and sent to their parent. In this way the players who are active in the training can continue to develop.

In the absence of a parent at training as manager may be called on to assist the coach with such players. It is recommended that the player be asked to sit away from training until the coach invites the player back into the session.

If issues or disputes arise regarding a player or parent, please try to resolve the matter with team manager and coach in the first instance and if necessary, contact the committee member to escalate the matter if required. We will, and prefer to, assist with a resolution rather than have to deal with a major complaint at a later stage.

In signing on to play or coach Football, you have agreed to our Code of Conduct which is to be adhered to at all times, a copy is contacted in this manual for your reference.

Equipment

Your team will be supplied with equipment to assist during the season. While the coach will be responsible for training equipment such as balls, bibs and markers, the playing kit usually resides with the manager.

We understand that in most cases, a roster is established for parents to take turns in cleaning the strip at the conclusion of matches.

We have seen cases over past seasons where players are unable to make game day through illness or personal circumstance, that have left teams without a playing kit for that particular game.

In order to prevent this from occurring it is highly recommended that playing kits be returned to the manager at the week's scheduled training. In this way the manager/coach will always be aware of where the playing kit is and ensure it is available on game day.

Game Day

Rules

Be familiar with the rules as these vary between age groups. Brothers will have supplied you with a copy of the seasons playing rules, if you do not have a copy or require clarification on any aspect of the game, please ask or refer to our website.

Team sheets

When your team is noted as the home team (listed first on the Draw issued by Townsville Football) the team manager will be required to collect team sheets from the Townsville Football game day office. You will be provided with 3 team sheets. One is for Brothers, one is for the opposition to complete, and the third (white copy) is returned to the game day office at the conclusion of the game (non-competitive age groups only). For competitive age groups, the referee will return the team sheets to the game day office.

Remember warm up gear

The coach will be responsible for the warm up and associated equipment. As manager please ensure bibs are included with the playing kit on days when you play against another Brothers team as this will assist players in identifying their team mates during the game.

Water Bottles and sunscreen

Players will be forgetful; you may wish to take additional water bottles to the game (especially early in the season when it is quite hot) as well as sunscreen. Remember that Brothers **does not** encourage hats being worn during a game as this creates a safety issue.

Encouragement

Brothers football club at a junior level is about player development. While the ultimate goal in any game is to win, at Brothers our focus is teaching our players how to win in the right fashion; not a win at any cost approach. Through focussing on technique, teaching our players how to play the game and focussing on individual growth in a fun coaching environment, results will take care of themselves. Players are doing their best and still developing in our game. Please encourage all players participating in the game including the opposition.

Substitutes

Players will only develop if they are playing; The coach has a responsibility to ensure that all players develop, taking into account individual needs such as fitness levels, any injuries sustained and ability to play in certain positions within the team. Substitutions play an important part in player development as it offers both appropriate playing and resting time and allows the coach to discuss aspects of the game.

Half Time

Half time is for the players and the coach. Parents may want to encourage their kids at this time, please though ensure that this does not detract from the coach's role in providing instruction and encouragement.

If you have a half time snack, be aware that this may become the main focus and the players may not listen to your coach's instructions, in this regard timing is everything, either all the coach to discuss the game with players and then let them have their snack or vice versa.

Full Time

At the conclusion of the game ensure you and your team thank the opposition and congratulate them on their performance.

McDonald Voucher – encouragement award

Townsville Football in conjunction with McDonalds will provide each team with an encouragement award. It is highly recommended that you keep track of who this award is presented to ensuring that each player receives an award throughout the season. Some ideas in this regard;

Present in alphabetical order

Simply keep a register so you remember who has previously received an award

Wait until you have enough for each child then hand every player an award (you may even want to make this a team outing).

Enjoy the game

Some games you will win; some you will lose. Stay focussed on player development and enjoyment. Remember the kids play because they enjoy the sport, please ensure parents remain positive and understand that at Brothers we are looking to develop players through playing and enjoying our sport.

Please note you may be required to officiate the game in the absence of a referee where Brothers is listed as the home team. We recommend that wherever possible a parent assist with officiating as this then leaves the coach and manger free to perform their respective duties.

If you are required to officiate the game, then please liaise with your coach as a parent may be required to assist with substitutes etc. in relation to assisting with substitutes etc.

If your coach is officiating, then it may fall to you as manager to complete substitutes as required.

In the unfortunate event that you are unable to field a team (this might be due to school camps or illness) please note that **only the committee can advise Townsville Football of a forfeit**. As a club we will do everything we can to ensure a game proceeds including utilising players from other teams within the club, as a forfeit, especially with little or no advisement to Townsville Football, will result in the club being fined.

Player Eligibility

Competitive Junior Football (U12 Years Plus)

If you are using eligible players (refer to the season rules) from an alternate age group to assist with vacancies in your team, in order to be eligible for finals (competitive age groups only) they must have played 50% of fixtures with your team. Please keep this in mind in order to ensure you do not enter a finals series short of players.

If you are playing a player in your team from a younger age group (please refer to season playing rules to ensure they are eligible) you must record the player's name, age group and registered team on the team sheet. This is for insurance purposes and will ensure player eligibility for respective teams.

Small Sided Football (Under 5s to U11s)

Under no circumstances is a player in small sided football permitted to play in any other age group competition other than one that they are qualified to play in. **There are no exceptions to this rule.**

Injuries

Football is a contact sport and while every care is made to ensure player safety, injuries may occur. If an injury occurs during training, please notify the club immediately. First aid kits and ice are available from the club house.

On game day Townsville Football offers the services of a trained physio (no expense occurred) who can assist with injury management. Should you require their assistance they are available at the game day office?

We encourage all players and coaches to attend these sessions.

Remember we are here to assist, if you need help with any aspect of the game just ask.