

## Managers – Roles & Responsibilities:

### “Remember its “Positive or its Pointless”

Like the role of a team Coach, the role of the Team Manager also involves many aspects and a variety of functions which directly linked to players and parents enjoying their sporting experience. While a coach focusses mainly on the team and players, **the manager’s focus is mainly on the parents** and ensuring that everyone knows what and when things are happening. A manager that is mean, rude or unfriendly will most likely not succeed. While Players react more positively to a fun learning environment that provides friendly guidance and player development opportunities, parents want a team that is well managed and organised. **To do this the manager must be organised and a good communicator.**

Team management is about enhancing the parents experience – after all the parents are the ones who: pay for registration, take their kids to games and training, buy their kids uniforms and equipment, and cheer from the sidelines! If the parents have a poor experience this will be translated to the player and ultimately may adversely affect the Team and the Club. The Team Manager is one of the key points of contact for facilitating team involvement by recruiting and encouraging parent participation.

Our club values the experience of all involved in Football – Player and Parent alike.

#### A good manager is:

An Organiser	A Planner	Mum/Dad/Carer	A Philosopher
A Communicator	A Listener	A Friend	Computer literate

Essentially you are a Peacekeeper! **There are number of communication resources available to the Manager, including;**

Club Website	PlayHQ	Club eNewsletter	Face-to Face meetings
Club Facebook Page & Group Page	Personal SMS	E-mail	Heja (team Comms App)

#### Team Management – Season Phases:

##### Season Start

- Develop a close working relationship with the Team Coach (this is critical to the success of any team!).
- Once the team is formed, gather all contact details about players and parents (the club registrar can provide this), create a team distribution list to make sending emails easier.
- Check with the registrar to see if there are any parents who have denied permission to take photos of their children (communicate this to all team members and parents when you introduce yourself).
- **Make contact with all players and parents to introduce yourself and to welcome them to the team.**
- Provide parents / players with team details of all team members.
- Provide parents with details on where the current year club calendar is (Club Website).
- Make sure that everyone knows what day and time team training is held.
- Make sure you have a Blue Card. If you don’t have one you just need to search “Blue Card” on Google to find the link. You will need to create an account and submit an application. Please provide the Club Secretary with your Blue Card Details.
- Be a point of contact for players and/or their parents in relation to uniform ordering. A committee member is designated to managing and ordering uniform (see shop on Club website).
- Assist your team Coach where possible / requested.
- The club will provide you and the Coach with a free club polo shirt which should be worn on game days.

##### During the season (General)

- Attend MCJ AFC Coaches and Managers meetings where-ever possible.



- Communicate player participation changes, injuries, absences or issues with the Team Coach and other team members.
- Liaise with the Coach to communicate with parent's player development opportunities or requirements.
- Liaise with MCJ AFC Committee members on club information and issues as required.
- Create a roster for supply of game half time refreshment (cut fruit: oranges, watermelon, etc) and other functions (such as; washing team jumpers).
- Be a point of contact for team members and their parents in relation to all team issues. **Please note that it is not the role of players' parents or the team manager to deal directly with AFLQ.** Please contact a committee member should you have any queries about rules, incidents, policies, behaviour, etc... and convey to the committee any parent and player grievances.
- Email players and parents as necessary across the season about games and team issues
- Assist Club officials with Club activities as required, such as: Team photo shoot, Fundraising, Club Events

#### Game Day (PlayHQ)

- Create the Teams Teamsheet in PlayHQ (Registrar will set up PlayHQ access for each manager).
- Print off 2 team sheets pre-game from PlayHQ. Adjust any players absent/away on the paper team sheet prior to the start of the game. Swap one team sheet with the opposition team on game day.
- Update the Teamsheet with any late changes in PlayHQ by the following Monday (post game). It is important to do this as each listed player will be credited a Career Game using this information. PlayHQ is used to track the number of games a player has played during his playing career.
- Enter &/or check Scores on PlayHQ (Youth Teams only) by 5pm Monday.
- Monitor supporter behaviour / participation – Remember: "Its Positive or its Pointless". Any issues please raise with a Club Committee Member.

#### Season End

- Ensure that all team members are aware of the date and time for the end of season presentation day.
- Assist Coach in determining team awards as required.
- Attend end of year break up and assist your Coach in organising your team and presenting team awards/trophies.
- Assist Club officials as required.

#### Summary - Characteristics of a good manager:

- Being a good communicator and positive at all times.
- Being organised.
- Provides clear and firm communication of team direction and requirements.
- Is a good listener.
- Is flexible and adaptable to change when it is required.
- Has a sense of responsibility about the team and player participation & experience.
- Has good administrative skills to manage the team & ensure everyone knows what is happening.
- Possesses a genuine passion for the game and the success of the team.
- Considers players and parents feelings and needs.
- Provides careful judgement when making decisions, taking into consideration all factors and using a common-sense approach.
- Can keep emotions under control and has the ability to think clearly.
- Possesses sincerity and honesty and is neat and clean in appearance (wearing club shirt on game days).
- Is aware of body language and ensuring it is positive and non-threatening.
- Is punctual and dependable (turning up when you say you will turn up and doing what you say you will do - Accountable!).

