

WJFC 2016

The Role of the Manager in Auskick PP-Y3

First up, thanks for taking on the role of Manager. You are vital to the smooth running of our club and enjoyment of our children.

Hopefully the following points will help.

You are not alone and we want you to have fun along the way!

There are people in our committee to guide you. It's a lovely opportunity to meet other parents and to be a big part of the community spirit of our club.

If you are a Year 3 Manager I have put in a specific section for you at the end of this document as this is a big change from previous seasons with the introduction of some home and away games as you prepare for the transition to Junior Football (Y4-Y6).

It also brings some different tasks to your role as manager.

The role of Team Manager for Junior/Youth Football (Y4-Y12) is contained in a separate document.

My thanks in particular to Julie Popovic (now Y6 Manager) who has helped enormously in making the managing role from year to year easier for those who have followed .. like me!

Good luck and most importantly .. ENJOY!

Karen

Karen Tighe

WJFC Junior Registrar

Be a good communicator:

As managers we need to provide a good flow of information about Auskick and the club's relevant activities to our group of parents.

We are the "middle person" – both the point of contact for the club to get information out to our year group and also for the parents to contact if they have a question.

It helps if you are friendly and organised and don't mind doing a bit of emailing.

It does require a little bit of time, but once the foundations are in place, the rest of the season runs quite smoothly.

You do not need to know anything about football to be an Auskick Manager!

Who is in your team? Registration details

Getting close to the start of the season, you will be sent a list of registered players and parent contacts from the Auskick Registrar or Auskick Co-ordinator.

Bring that list to your first Auskick session and get families to check their details and give you any updated information (email addresses especially – they may want two emails for both parents). The email/s they refer to most are the best ones – not always the one they have entered on the registration form!

Information to pass on to parents at the start of the season

Parents are busy and have lots on especially when there is more than one child in the family so once registrations are in- I like to provide my group as soon as possible with the basic information for the season – dates especially- to help with weekend planning.

Along with the official Welcome Email which is sent out by our club president I like to send out a separate “Welcome to Our Year Group” email in which I give:

- 1) Season Dates – usually 12 rounds followed by the Gala Day and Windup Day – no play in school holidays or the June long weekend.
- 2) Venue – where we meet on Sunday
- 3) Session times
- 4) What to wear – Club Jersey (if they have received one – see below – or any t-shirt/jersey if not), any comfy shorts/socks and running shoes/footy boots. If parents are buying especially suggest black shorts and socks to keep with club colours.
- 5) Boot Swap Box available in team shed / Lost property box (check with Auskick Co-ordinator)
- 6) Canteen and BBQ details and that a coffee van is often at the ground. Coffee is nice on a Sunday morning as are the egg and bacon rolls!
- 7) When Auskick packs are available. If that is Week 1 (hopefully) ask the parents to arrive around 15 minutes early to pick up their pack. (See tips below)
- 8) Introduce myself

FAQ:

AUSKICK PACKS .. HAVE THEY ARRIVED?

This is probably the most frequently asked question at the beginning of a season!

You'll be contacted by the Auskick Co-ordinator when the packs arrive and the best way to distribute. One way is to ask parents to arrive 15 minutes before their first Auskick Session to pick up their packs from you.

If proof of registration payment is required - Your Auskick Registrar will give you a print out of your team list and then parents just need to show you a proof of registration – (receipt on their mobile will suffice from Sporting Pulse). You can tick off their name on the list to keep a track of how many have been given out. **Ask another parent to help you with this.**

DO WE GET A CLUB JERSEY?

Check with the Auskick Co-ordinator.

IF YOU USE SHARED JERSEYS OR BIBS – KEEPING THEM CLEAN!

Up to you, but if you feel any shared jerseys/bibs are getting a bit gross, ask a parent or more to assist by taking them home to wash. Most parents are happy to do a one off job like this.

WHAT'S IN THE TEAM SHED? WHAT DO WE NEED? WHO HAS THE KEY?

**** Season 2016 will be a transition season moving to Wembley Sports Park where we will have a shared storage room until the club facilities are complete. Our Auskick Co-ordinator Darren will let you know what the set-up is this year ****

Either your Auskick Co-ordinator or Club Equipment Manager will give you and your head coach a key which opens the team shed and your team cage (labelled PP, Y1, Y2, Y3)

Depending on your year level, you will have a different check list. You can get this from the Auskick Co-ordinator. (We will also get this on the Club Website)

Please check your cage at the start of the season AND again at the end of the season. That way we stay on top of things and you know you have enough cones, training balls etc

GALA DAY and WJFC WINDUP DAY

Gala Day is a wonderful day put on by the Claremont District at the end of the season involving all the clubs, so a chance for Auskickers to “play for Wembley Junior Footy Club” and be part of a carnival atmosphere. Your Auskick Co-ordinator will give you all the details as the day gets closer.

Your Auskick Co-ordinator will also let you know a date for the WJFC Windup Day which usually is a week or two after Gala Day. This is a chance to hand out team photos/certificates or trophies (Y3) and have some fun with a sausage sizzle, maybe parents v kids mini match - whatever - it's a chance to unwind and bring the season to a close in a relaxed way.

WHAT ABOUT TEAM PHOTO DAY?

Again, your Auskick Co-ordinator will give you details of this day when it is arranged. It usually happens early in the season and may require your group to come along earlier or stay back a bit later to accommodate all teams being photographed on the one day.

Parent help is important for this.

ONCE AUSKICK IS UNDERWAY .. WEEK BY WEEK

- 1) On your first Sunday session, you will be introduced to the parents by your head coach. Have a printout of your player name and email details and ask parents to check this. Do they want another email address added or changed? No excuses for missing details then!
- 2) From week to week if there is any information you have to pass onto parents let your head coach know and you can say a few words when you're grouped together at the beginning of the session.

HELP! I DON'T KNOW MANY PEOPLE. NAME TAGS

In PP, I didn't know anyone else and my son was the only boy from his school, so I handwrote out stick on name labels for the kids which meant we could call the kids by their name (and helped me in the process get to know more people!)

I also wore a name tag .. not necessary but I find it helps ☺

If you feel that a lot of your group don't know each other – a name tag for the coaches/managers makes it easy for everyone.

EXAMPLES OF CLUB INFO YOU WILL PASS ON TO PARENTS THROUGH THE SEASON

Mother's Day breakfast, Team Photo Day, GALA Day, Club Windup Day, Claremont District Junior Parade Day etc.

You will get alerted to these days by either the Club President/Committee or the Auskick Co-ordinator.

ASK OTHER PARENTS FOR HELP .. IMPORTANT!

This is all part of the community spirit which is vital for the running of our club. Most parents are very happy to help with a designated task, they just need to be asked – especially if this is their first experience of junior sport and they are not too sure about it all.

In fact for most parents it is a rewarding and inclusive experience.

Example: getting helpers for the Club Photo Day, Junior Parade Day, Gala Day, handing out Auskick packs, doing a head count before we break into groups for mini games etc, being on an "oranges roster" when we head into Y3 Home and Away Games, being a goal umpire for those matches etc.

YEAR 3

THE LAST YEAR OF AUSKICK

This is a big change from previous seasons with the introduction of some home and away games but the kids LOVE the chance to play some matches against other clubs as you prepare for the transition to Junior Football (Y4-Y6).

It also brings some different tasks to your role as manager.

MOST IMPORTANT

The Claremont District holds a Year 3 Tiger Cubs information night a week or two before the season which is really important to attend to get vital information and an overview of how the home and away system at this level works. Your Auskick Co-ordinator will pass onto you the date of this.

The more coaches/managers that can attend this the better. It answers a lot of questions and sets you up well.

OVERALL TIPS

PRE-SEASON:

- 1) As soon as you know how big your group is after registrations (This will be provided to you by your Auskick Registrar or Auskick Co-ordinator) work out how many teams you will have for when you break into your home and away games.

Your games will have 12 on the field so around 15 per team is a good number to go for.

NB: The Claremont District promotes an “even up” philosophy which may mean we “loan” a player to our opposing team to even up the numbers – or vice versa

- 2) Call the teams a name: eg Wembley White, Wembley Black, Wembley Magpies
- 3) Submit that info to the Claremont District (Your Auskick Co-ordinator will tell you when you need to).
- 4) Allocate a manager, coach and assistant coach to each of the teams. It all runs much more smoothly this way, especially when you break into your home and away games.

WHEN FIXTURE LIST COMES OUT: (this can be very close to start of season)

- 1) Let parents know via email the format of the season – it used to be 6 home and away matches in a 12 round season, with each week alternating between an Auskick drills session one week followed by a match day the next. District Gala Day (and WJFC Club Windup Day) follow at the end of season. Again this information will be provided by the Claremont District and your Auskick Co-ordinator.
- 2) **In Year 3 it is up to team managers or coaches to contact each other and work out the match day details.** All club contact and ground details are in a Y3 Tiger Cubs Handbook (which is distributed at the Tiger Cubs info night – hardcopy or online - or see your Auskick Co-ordinator)
- 3) **Be prepared for some changes to your game times due to oval availability.** Check with your Auskick Co-ordinator on this.
- 4) **Jerseys:** If they don't have already, each player will be provided with a club jersey. Check with your Auskick Co-ordinator.

YEAR 3 CAGE CHECKLIST/ TEAM SHED

**** note in 2016 we will be in a transition season of using a shared storage room at Wembley Sports Park until the club facilities are completed. Your Auskick Co-ordinator Darren Brandli will give you updated info on this ****

We will get a checklist for each age group put on our website, but along with team balls and cones, please check for the following at the beginning and at the end of the season. The club equipment manager will assist with anything required.

Y3 Team Bags (for each bag)

White Coat for Goal Umpire

2 White Flags for Goal Umpire

Air Horn (to signal half time etc)

Extra Jerseys (x2)

Stop watch (for time keeper – or use your phone)

Whistle

Water runner vest/ First Aid kit

MATCH WEEKS:

1) Email with match/time/ground details:

For Home games, send an email to your opponent managers/coaches letting them know the details of our game location and time (for home games), which they can pass onto their playing group.

Likewise, you will receive an email from your opponent team when Wembley is playing away for you to distribute.

You might like to be extra prepared as soon as you get the season fixture list to contact your opponents ahead of time to get an idea of their playing times etc
Sometimes playing times can change from your usual Auskick times due to oval availability for games. BE PREPARED FOR THIS.

Coaches usually get on the phone to each other during the week of the game to check on approximate team sizes etc.

Your match week email can also include who is on oranges duty and goal umpiring (and time keeper for home games)

MATCH DAY:

2) Arrive at least 15 minutes before the start of the game for warm up

3) Coaches meet up and go through team sizes – do they need to “even up” etc.

4) Orange Roster/ Goal Umpires / Time Keepers

Have a roster for oranges and a goal umpire for each game. Home team also provides the time keeper.

No scores are kept in Y3.

5) Balls

Take a few balls as back up for pre-match warmup when playing away. (We will use a regular team ball for the game so no specific match ball for Y3 – the size of the match balls are a little bit big for Y3 I have been told)

Home team provides the ball for the match. As a backup ask kids to bring their own ball for warm up drills when playing AWAY – we have the ball bags as usual for everyone when we are at home.