



# SANDRINGHAM SOCCER CLUB

ABN 56 440 282 148 Incorporating  
Sandringham Soccer Club,

[www.sandringhamsoccerclub.org.au](http://www.sandringhamsoccerclub.org.au)

P.O. BOX 11, Hampton Vic 3188

## Sandringham Soccer Club Junior Manager's guide to the season

### At start of season

- Prepare and distribute canteen roster (please make sure one parent from your team is rostered in the canteen for home games). Those on canteen duty need to be there 1/2 hour prior to the start of the game and for the first half of the game.
- Prepare roster for oranges and/or lollies for game. Your players will appreciate it...even the older ones!
- Make sure your players know that it is their responsibility to contact either the coach or manager if they are unavailable for training and/or on match day.
- Make sure that all players have official shirt, socks and shorts and have shin pads and boots. The referee will not allow them to play without these items. Shirt numbers are assigned by the club.
- Make sure all players have self registered in My Football Club and also upload a head/shoulders photo for the player ID cards.
- Check with all parents to make sure it is okay to distribute team list with contact details for all players. If no objections, prepare and distribute team list to coaches and parents: include names, addresses, telephone numbers, mobile numbers (both parents and players) and parent's names if possible. Include email addresses for both players and parents as this is an effective and time saving method of communicating with your team. A template for this is on the website under **info for members**.
- A template for preparing fixture and canteen/oranges roster for team members is available from our website under **info for members**.

### Match day responsibilities - at home

- Inspect grounds to ensure that the playing surface is free of debris that may impinge on the safety of the players (**1<sup>st</sup> team on ground**). Particularly animal droppings!
- Mark the lines **including the technical box and the parent/spectator control line**. And put up the nets (**1<sup>st</sup> team on ground**).
- Ensure that stretcher is on the sidelines near the half way mark between pitches 1 and 2 (**1<sup>st</sup> team on ground**). This is an FFV requirement.
- Complete team sheet and present to referee 15-30 minutes prior to the start of the game, along with player photo ID's.

- Make sure that your team has a linesman prior to start of game. Flags are carried by official ref but if one is not available, they are available from canteen. Bibs can be used if no ref and canteen not open.
- FFV now require that both Home and Away team provide a Marshal. Make sure they are wearing marshals bibs (this is an FFV requirement). Sometimes Away teams provide their own Marshal jackets or they can wear ours – collect it after the game.
- Provide 2 match balls to referee before start of game.
- Advise referee to collect his match fee from the canteen on completion of the game or from you if canteen is closed.
- If official referee does not turn up, it is the home team's responsibility to provide someone to referee. If no one on your team can do it, then someone from the opposition may be prepared to referee.
- **On completion of home matches only, enter results online to FFV Sporting Pulse system by 6:00pm on Sunday evening. The club is fined for each team for which results have not been submitted.** Results are to be entered online ONLY. Go to [www.footballfedvic.com.au](http://www.footballfedvic.com.au), click Clubs, Club HQ, click Results (SP Competitions).
- Remember to pick up your match books and photo id's from referee at completion of game!

### **Additional match day procedures – when playing away**

- **Check the fixture each Thursday to make sure that venue/kick-off times have not changed prior to away games.** Go to the sandringham soccer club website [www.sandringhamsoccerclub.org.au](http://www.sandringhamsoccerclub.org.au) click on fixtures/results on the left hand menu of the home page. Then click on FFV Fixtures to take you to fixtures for sandringham teams Click on your team's FFV name.
- It is a good idea to contact the opposition team to confirm the venue and playing times (details on FFV website). There is a link to the FFV website on the sandringham soccer club home page. Once you are on FFV website, click on competitions, then on clubs, then on directory.
- It is the responsibility of the away team to provide an alternative strip in the case of clashes. So if there are two sandy teams playing each other, arrangements will be made to borrow the club owned strip (boys Orange or girls Blue).
- Remember to pick up your match books and photo id's from referee at completion of game.

### **Player uniforms**

- Make sure that players are aware that **absolutely no jewellery is allowed to be worn on match day**. This includes watches, rings, etc. The correct uniform, including boots and shin guards, must always be worn on match day.
- Fifa have introduced a new law saying any tape or other worn on outside of socks **MUST** be in same colour as socks. Please pass this onto your team. Players will be told to remove them.

## **To check results**

- You can monitor the progress of your team during the year by going to our club website: **[www.sandringhamsoccerclub.org.au](http://www.sandringhamsoccerclub.org.au)** click on team fixtures/results on the home page and then on FFV Fixtures and select your team from the list.

## **Other suggestions to make the season fun**

- Let the coach know if a player is celebrating a birthday during the week so the coach can acknowledge the player at practice.
- Schedule a team party early in the season so that the players can get to know each other a bit better off the soccer field. All teams are welcome to use the pavilion at Spring St. for team get togethers either after training or after a game. Bookings can be made by emailing [admin@sandringhamsoccerclub.org.au](mailto:admin@sandringhamsoccerclub.org.au)
- Encouragement awards after every game or during the season.
- Always be positive about the game results. It isn't about winning, but about having fun and improving their soccer skills
- If time permits, prepare an occasional team newsletter. We have found that regular newsletters enhance team and club spirit. Or post a match report on our website. Just go to the home page and click match reports and submit your report.

## **End of season activities**

- Collect a small amount from every parent to provide for a gift for the coach.
- Organise an end of season get together for players and parents. The Spring st pavilion is available for bookings by emailing [admin@sandringhamsoccerclub.org.au](mailto:admin@sandringhamsoccerclub.org.au).
- Collect team equipment (balls, bibs, cones, Goalkeeper top and gloves), First Aid kits, Match balls and Team book and return to the equipment coordinator on the specified date.

## **Any problems?**

- Please notify your coordinator or a member of the committee as soon as possible if you feel that your team has a problem which needs to be addressed.
- References: [www.footballfedvic.com.au](http://www.footballfedvic.com.au)  
[www.sandringhamsoccerclub.org.au](http://www.sandringhamsoccerclub.org.au)  
Codes of behaviour on Sandringham website

**The club appreciates all your time and effort in making this a fun and enjoyable season for players and parents.**