



**BRUNSWICK ZEBRAS
FOOTBALL CLUB**

**TEAM MANAGERS'
HANDBOOK
2019**

WELCOME!

Thank you for becoming or continuing to be a Brunswick Zebras Team Manager. Together with the coaches and of course, the players themselves, the Team Manager Network is the backbone of the club. Hopefully you will enjoy the role, and the chance to interact with your team and their families, as well as many others at the Brunswick Zebras.

Your prime role is to be a communication link – between the players or players’ families and your coach, between the team and the Club, and between the team and other clubs in your competition.

While there are a number of tasks to complete, please don’t feel you have to do them all yourself. We strongly encourage you to **DELEGATE** and share the load as much as possible. All parents/carers agree to participate in rosters and other duties when they join the Club. Your job is to allocate the duties fairly, and check that they are being done.

Remember, this is a Community Club run by volunteers, all duties need to be shared around to make it an enjoyable experience for all.

The committee will support Team Managers by providing regular email updates regarding the weekly fixture, fixture changes, Football Victoria news and general club news. The Team Manager Coordinator will assist with logging results and together with the Administrator organise occasional team managers’ meetings and be available by phone and email to respond to any queries you may have.

We look forward to working with you, and hope Season 2019 is one to remember (in a good way!)

CONTACTS:

Brunswick Zebras Committee 2019

Carlo Carli	President	0419 002 273
Kevin Thomas	Secretary	0458 127 234
Robert Barrese	Treasurer	0411 535 622
Robert Colla	Committee Member	0418 394 159
Daniel Roca	Committee Member	0411 959 900
Brigit McPherson	Committee Member	0413 687 967
Mirela Matthews	Committee Member/Mini Roos Co-ordinator	0401 905 095

Grounds and facilities booking Robyn Thomas 0419 371 638

Administrator Robyn Thomas 0419 371 638

Team Managers’ Coordinator Robyn Thomas 0419 371 638

Coaching equipment and uniforms Robyn Thomas 0419 371 638

BEFORE WE START.

Before the first game, Team Managers will need to complete the following tasks:

1. Register online as Team Manager with the club. Go to www.playfootball.com.au and select Volunteer Registration then follow the prompts. A guide to registration can be found on the Registrations page on the club website at www.brunswickzebras.com
2. We are now required to ensure we have a copy of everyone's **Working with Children's Check** number and expiry date. This is required when registering
3. For **U12 and older** teams only - Create a Fox Sports Pulse log in known as SP Passport. You will use this to log home game results. Go to <https://passport.sportingpulse.com/login/> and click the orange Register button to create your SP Passport. Complete all the required fields. Click the Create my Passport button at the bottom of the screen. A confirmation email will be sent to your nominated email address. Click the link in the confirmation email to activate your SP Passport. Email your SP Passport email address to brunswickzebrasfc@gmail.com. Ask Robyn for help.
4. Your SP passport can then be linked to your team for the purposes of entering results.
5. For **U12 –U18** teams ensure that every player has provided a passport size colour head shot photo. A digital image needs to be uploaded during the registration process, but if it hasn't been done, they can go back in and load the image.

REFEREES WILL NOT LET PLAYERS IN U12-U18s TEAMS PLAY WITHOUT A CURRENT ID CARD AND PHOTO!

This applies to [U12 – U18s teams only](#). Players in teams 19 years and over or 11 years and under are not required to have ID cards.

6. **Every player must be registered online to be eligible to play.** The online registration process registers the player with the FFA and the club at the same time. A link to the Guide to Self Registration was emailed to all club members. A copy of the Guide is also available on the club website at www.brunswickzebras.com.au under Registrations.

Unregistered players are not eligible to play and fines are incurred if they take to the pitch.

7. You will receive a team kit containing:
 - Shorts for each player (property of player)
 - Socks for each player (property of player)
 - Set of numbered Club playing tops (property of player)
 - One training top (property of player)
 - One Goalkeeper top (property of player)
 - One First Aid Kit

U12 teams and older:

- Match record book
- Set of Player ID cards (emailed to you)
- 3 match balls.
- Two ground marshal's vests
- Referee fees kitty (via bank deposit)

If uniform sizes are a problem, firstly, try to swap what you have with someone on the ground with you from another similarly aged/sized team, if that doesn't work, contact Robyn as a last resort to organise a swap. No two players can take the field in any game with the SAME NUMBER; however, numbers can vary from game to game, as long as the number corresponds to the player's name in the match record book for that day. ***Please remember that the kits are ordered in October the year before, we don't know at that stage who is returning and what their sizes are. Please be patient with us.***

8. Some teams are using an app called "**Team App**" which can be downloaded for FREE from the App Store for Apple (not sure for Android, but believe it is there). This is self explanatory, however, if you have any problems, please let us know. This seems to be the easiest way to communicate, however, feel free to continue whatever method works best for you.

TEAM MANAGER DUTIES DURING SEASON

1. Attend or send a team rep to any Team Managers' meetings
2. Keep and maintain full list of team players and contact details
3. Each week contact all players details of the match fixture for the team, with ground addresses and game start times, either via the teamapp, email or mobile. You will be emailed the current week's fixture for the club.
4. Check the FOOTBALL VICTORIA website at www.footballvictoria.com.au frequently to make sure the fixture has not changed. Robyn will also keep team managers informed about fixture changes.
5. Arrange rosters for bringing oranges and lollies, and set-up/pack away helpers when required. For U12 and older teams one person per game to run the lines, and two adults per home game as ground marshals
6. Before every AWAY game, you may want to call the home team and confirm the ground address, starting time, and the colour of their uniform (in case you need to borrow a set of 'away' tops). Do this no later than the Thursday before the game. This information is also available on the Football Victoria website.
7. Bring team photo ID cards and match record book to EVERY game (only required for 12-18s)
8. Fill out the match record book team sheet (list of players and jumper numbers) before each game, give the book and ID cards to the referee no later than 15 minutes before the start of the game, sign the book after the game and retrieve it and the cards (only required for 12-18s).
9. Look after and always bring the First Aid kit. If supplies are used, call a committee member for replacements (the clubrooms are always open during Saturday Skillz as well).
10. For HOME games, make sure you have three match balls, properly inflated, and give them to the referee before the start of the game. (It is a good idea to carry a hand pump in case the balls need more air, and the electric pump at the home ground is broken or inaccessible.)
11. For HOME games, make sure the nets are put up if you are the first game starting, and taken down if you are the last game. I'd suggest adding this to your roster.
12. For HOME games for Under 10's, 11's and 12's, make sure the lines are marked at Balfe for the Mini Roos. We are asking that a roster be set up by a collection of families to share out the load.
13. For HOME games pay the referee from cash kitty provided by the club. Fees vary depending in age group. See fees schedule in your fees kitty (only required for 12-18s). Could team managers email brunswickzebrasfc@gmail.com with their bank details (if more than one team manager, only need one bank account) so that we may deposit the referee fees.
14. For HOME games log the results online at the Football Victoria website using your SP Passport. Go to www.footballvictoria.com.au go to Clubs/Club HQ/ Results. Enter your SP Passport log in details. Click on Memberships & Results Entry. Click on the Brunswick Zebras logo. Select Comp Management then match results and enter details (*refer to end of this manual*).

Small Sided Football (now known as miniroos) U8-U11 teams are **not** required to log results.

Junior Leagues 12-18 are only required to log the following details:

- League
- Home Team
- Away Team
- Full time score

Senior leagues are required to log the following details:

- League
- Home Team
- Away Team
- Half time score
- Full time score
- Goal scorers

All results for Sunday fixtures played before 3.30pm must be submitted online by the Home Club by **6.00pm** that day following the conclusion of the match. Or within an hour and half if Senior Men.

For non weekend matches and matches that kick off after 3.30pm on a Sunday, the Home Club must enter the results by 9.00am on the day following the Match.

Clubs that fail to notify FOOTBALL VICTORIA of the results of any match by the time outlined above may be fined.

WHAT TO DO IN EXCESSIVE RAIN:

On rare occasions, there may be times when the ground is felt to be unsuitable to play, e.g. after excessive rain. For those who have a referee in attendance, it is the call of the referee to cancel the game.

For the Mini Roos teams, it is your discretion to determine whether a game should proceed. Fortunately, you are able to move your equipment around as needed, if you feel it is safe to continue, play the game, if not, cancel the game. There are no catch-up rounds for Mini Roos games that are missed.

EXTRA BITS

In addition, we appreciate your help in organising the following:

- a) Handing out playing uniforms at the start of the season.
- b) Setting up the team information and strip information on the SP website – details attached at the end of this document
- c) Discussing parent concerns with team Coach. Parents should not approach the Coach while he/she is training or in the middle of a match. Rather they should discuss with the Team Manager, who can then speak with the coach at an appropriate time. If the matter cannot be resolved, refer to a Committee member for assistance.
- d) Distributing information from the Club to players, such as occasional newsletters, order forms for photos, or special event promotion.
- e) Arriving at the ground slightly earlier to open up the clubrooms and set up the goals etc, especially if you are the first game for the day. Alternatively, organise for the goals, etc to be packed up and club rooms closed for the day. Access codes are provided in a separate document.
- f) **Team Photos** – this year, the photos will be taking place on Sunday, 28th April and Sunday 5th May 2019. We are planning to put all the team's photos up on display in the Sumner clubrooms. A timetable of times will be sent out shortly, in line with the game roster.

OTHER USEFUL INFORMATION

Borrowing players from other teams

If you are short of players, by all means borrow other Brunswick Zebras players to fill in (if they agree!) HOWEVER, they must be the correct age or younger for your competition.

For all junior competition, any player who has played at a higher category within one age group for 5 matches or more cannot drop to a lower category within that age group for his or her club for the remainder of the season. e.g. If a 15 year old Player, playing in the 16A competition participates in 5 games, he/she will not be able to play for their Club's 16 B, 16 C, 16 D side for the remainder of the season. However, he/she will still be eligible to participate in any side within the 15's Competition as this is his/her rightful age group.

If a player fills in for another Brunswick Zebras team, they must bring their player ID card with them for that day. All ID Sheets are emailed to the Team Managers, it is an easy process to email another (but don't leave it to the last minute, try and plan ahead) ([only required for 12-18s](#)).

Where do I find the on line fixture?

Go to the Football Victoria website www.footballvictoria.org.au or the Brunswick Zebras website and look at the tab Fixtures/Results

Then, go to *Competitions; Football Metro/ Fixtures, Results and Ladders*

Select the group you are interested in – junior girls, junior boys etc

Scroll through to your team e.g. Girls North West 15-16B

Click on fixtures

Select the round you are interested in or 'all' for the whole season.

Please note that the fixture can change several times during a season, as clubs drop out, grounds become unavailable etc. The Administrator will email regular updates to all team managers but a quick check each week is strongly recommended.

How do I contact opposition teams?

Go to the Football Victoria website www.footballvictoria.com.au

Then, go to Clubs/Find a Club. You can search by postcode and club name.

Clashing uniforms

Teams must play in clearly different coloured uniforms. If both teams play in Black and White stripes, it is the responsibility of the **AWAY** team to change tops. In our area the clubs with clashing tops are Moreland Youth and Moreland City. Brunswick Zebras have a few sets of different coloured 'away' tops available for these occasions. Ring a committee member to arrange to borrow them in the week before the game you need them. And please return them ASAP so that they are available for the next team

Rosters and parent duties

- a) Half time refreshments. These are in addition to every player bringing a full water bottle, clearly marked with the player's name. Could include sliced oranges, watermelon etc.
- b) [U12s and older](#) - Linesperson – for every game, whether home or away, each team (home and away) must provide one linesperson each. The home team should provide the flags. (In draw under basin in Refs room at Sumner and in the store room at Ryder) The main duties are to signal which team should take the throw-in when the ball goes out, and to call off-side (although the referee tends to make up his/her own mind on this anyway!!!) All parents should support each other in sharing this role around and help each other with the rules of the game. Similarly, they should refrain from abusing or criticising parents of the opposition side, who may feel just as nervous about doing the task!
- c) Ground set-up/pack up – only required for home games, and usually only necessary if your team is the first or last to play at that particular ground for the day. Two or three parents should be rostered on to put up/take down & pack away goal nets, put up/ pack away the corner flags and place stretcher close to the side line or pack it away at the end of the day. We are responsible for line marking at Sumner

and Balfe Park if the lines are looking faint. Ryder oval lines are marked by local council. Line marking equipment is stored in the outside storeroom at Sumner. Other match day equipment is in home change room at Sumner and in the store room at Ryder. Details re procedure for accessing facilities at Sumner and Ryder is provided to all team managers and coaches. U8-11s need to use age appropriate goals – stored in store room at Balfe Park and in store room at Ryder Oval. Roster parents on to set up and pack away. And make the parent not able to come responsible for finding their replacement, not you!

- d) Ground officials – again, only required for home games. A parent from each team to be rostered on each game to wear the 'Official' vests, ensure that supporters keep behind the fence/ground lines, that players, coach and match officials are not abused or harassed, and escort the referee to and from the ground before and after the game, and at half time. This should have changed to one each team but be prepared just in case.

In general, the Team Manager should encourage all team members and their families to take responsibility for their club (and not just their individual team). This includes looking after and putting away equipment, keeping the Club House and surrounds clean, welcoming visitors, being good sports, and offering to assist whenever possible.

Administering First Aid

Volunteers are not permitted to offer anything more than the most basic treatment to an injured player. A cold compress, ice, or a sponge and bucket of water, is about all that can be applied. Team first aid kits contain ice packs for sprains and bruises; freeze it up during the week and bring to game in small cooler bag. Ice packs are available in the freezer at Sumner, Balfe and Ryder for home games. Players who are bleeding should not be allowed to remain on the pitch. If an injury is serious, the player should not be moved and an ambulance should be called. It is the responsibility of the player's parent or guardian to determine what treatment their child should receive.

All Team Managers should fill out an '**Injury Report**' if a player is injured. This will be needed in the event that there is an insurance claim. A copy should be given to the player, and the original emailed to brunswickzebrasfc@gmail.com [Robyn Thomas] – details attached at the end of this document.

More about Match Record Book and Player Identification Cards

Every team from **U12 and upwards** must have a Match Record Book. The players' names, shirt numbers, and FFA identification numbers must be clearly written into the Match Record Book and handed to the referee before the scheduled kick off. Please note that a maximum of 16 players can be listed in the Team Book for any one game.

If you have any 'guest' players from another Brunswick Zebras team, make sure you have their ID card with a photo (if they play for you regularly, print an additional copy for you to keep). They must wear a number on their playing shirt that is not a duplicate of an existing player (unless the player who wears that number is not playing on the day).

The referee will check all team books and ID cards and keep them until the end of the game. Once the game has finished, the Team Manager and the referee will sign the Team sheet and the referee will keep the original. The duplicate team sheet is given to the opposition's team manager and the triplicate is retained in the book. The Team Manager should check the scores on the team sheet before signing, as referees can sometimes make an error in completing the score.

Please ensure that you retrieve the Team Book and the Player ID Cards from the referee before he/she leaves the ground!

Incident

In the event of an incident, please email Carlo Carli (President) and Robyn Thomas @ brunswickzebrasfc@gmail.com to see what action may need to be taken.

FOOTBALL VICTORIA Match Guidelines

The duration of matches as listed below apply to both boys and girls in the listed age groups. However fixed kick off times ONLY apply to boys – for girls, the kick off times can vary each week.

AGE GROUP	KICK OFF TIME	DURATION OF MATCHES
Under 9	Variable	2 x 20 minute halves
Under 10	Variable	2 x 25 minute halves
Under 11	Variable	2 x 25 minute halves
Under 12	10.10am	2 x 25 minute halves
Under 13	11.20am	2 x 25 minute halves
Under 14	12.30pm	2 x 30 minute halves
Under 15	1.45pm	2 x 35 minute halves
Under 16	3.15pm	2 x 40 minute halves
Under 18	11am – 3pm	2 x 45 minute halves

Ball Sizes

U8-9	Size 3
U10-U13	Size 4
U14-seniors	Size 5

Non Arrival of Referees – the official line from the FOOTBALL VICTORIA

The following shall only apply to junior teams Under 12 and above:

- a) FOOTBALL VICTORIA aims for all junior 12-18s and senior matches to be allocated match officials (referees). However, there is no guarantee that a match official will attend every match.
- b) In the event that an appointed match official fails to attend, it is the home team's responsibility to appoint a match official for that game. The Team Manager should consult with team families at the start of the season to determine who will undertake the referee's role should this event occur. Both teams on the day can agree to share refereeing (one half each) however the visiting team is entitled to refuse to provide a referee. Should the home team not find a referee; the game is forfeited by the home team.
- c) If the game does not have an official referee, the match book must still be completed and signed by both teams. The home team (via the Administrator) should post the original (white) copy to the FOOTBALL VICTORIA during the following week.
- d) If there are issues during the game, once finished, let the Administrator and Club President know.

Paying Referees

The Club of the home side is responsible for payment of the match official. The fees are set by FOOTBALL VICTORIA and vary from age group to age group. Team managers are provided with a cash kitty to pay the referee for each home game. If a match is cancelled by the referee due to bad weather or poor ground condition the referee should be paid 50% of the normal fee due to them.

Mini Roos games do not get assigned official referees. The home team must supply a match official for these games. Further information about the Sun SSF or Mini roos program see FOOTBALL VICTORIA website at <http://www.footballvictoria.com.au/index.php?id=miniroos>

For further information about FOOTBALL VICTORIA Rules and Regulations got to the FOOTBALL VICTORIA website at www.footballvictoria.com.au Competitions/Football Metro/Rules and Regulations then scroll down to 2013 Rules of Competition.



**BRUNSWICK ZEBRAS
INJURY REPORT**

Date of Injury: ____/____/____ Time of injury: ____:____ am/pm

Player's Name _____ Team: _____

Nature of Injury (including part(s) of the body injured):

Cause of injury _____

History of Player (new injury, re-injury, date of previous injury):

Care Rendered (first aid or medical treatment applied on the day)

Any further observations or comments

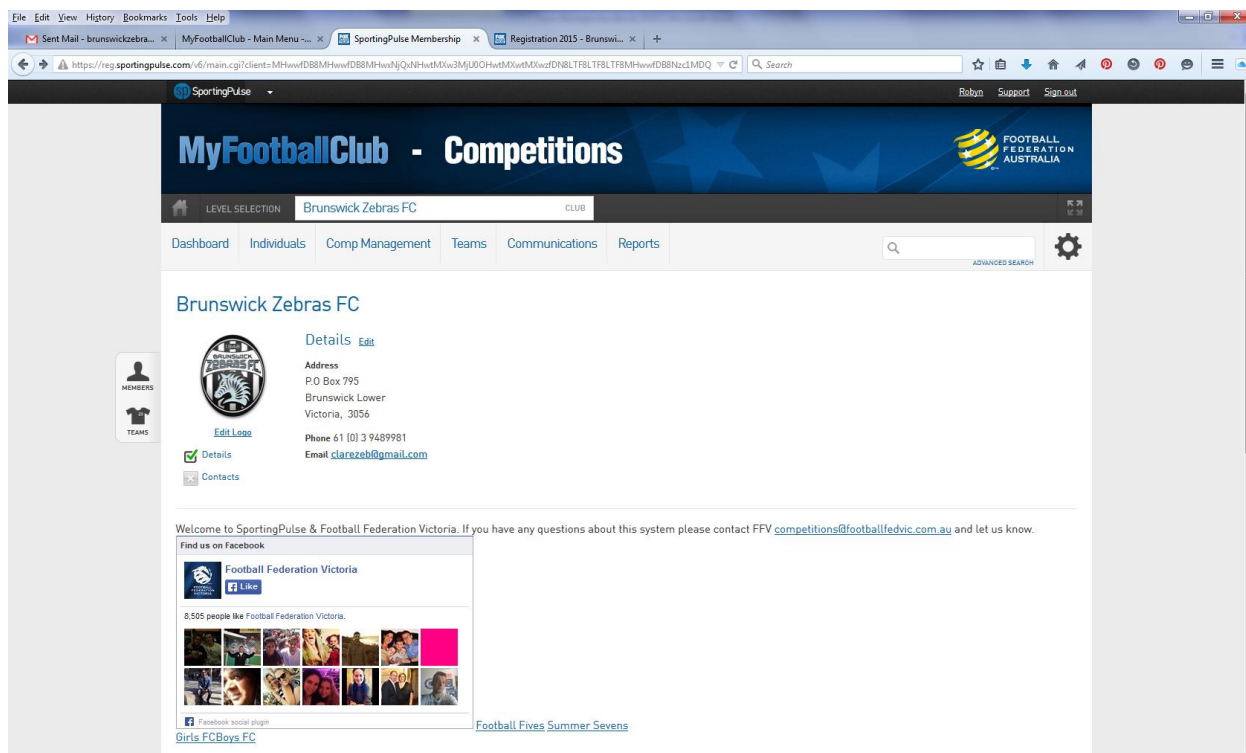
Name of Coach or Team Manager: _____

Signature or Coach or Team Manager _____

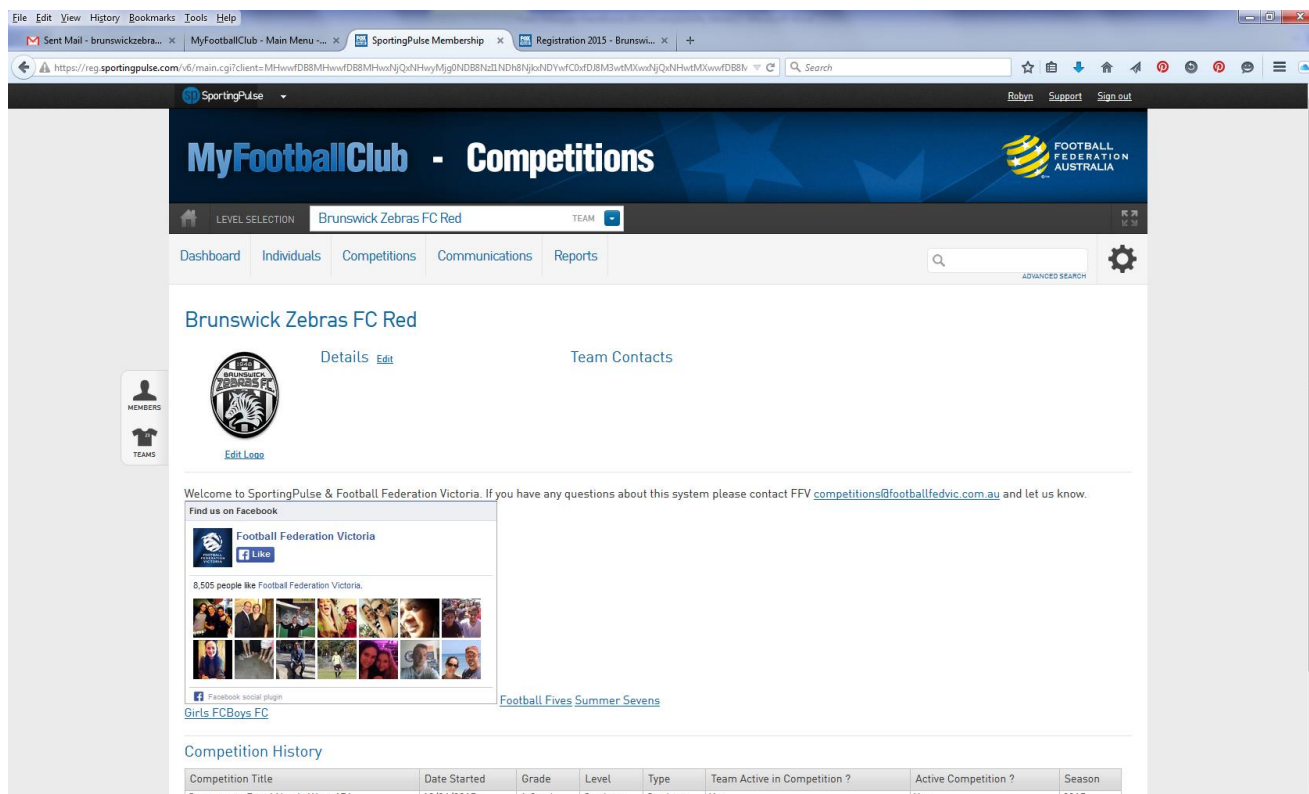
Dated: _____

TO UPDATE TEAM MEMBERS/STRIP INFORMATION

Firstly, go to the dashboard of Sports Pulse, you will be presented with a page like this. Then click on Teams, and choose your team (using the little screen/magnifying glass to the left of the list).



You will then see a page like this.



For **Strip Information** - you will need to go into Details – Edit – and select the information as per below (including all the information relating to yourself above these fields :

Country:

Postal Code:

Contact Email:

Contact Phone:

Contact Mobile:

Uniform Colours

Uniform Top Colour:

Uniform Bottom Colour:

Alternate Uniform Top Colour:

Alternate Uniform Bottom Colour:

Other Details

Notes:

Uniform Sock Colour:

Alternate Uniform Sock Colour:

Coach FFA Number:

Team Manager FFA Number:

Venue 1:

Venue 2:

Venue 3:

Venue 1 Start Time: : :

And press **“Update Field”** once completed.

To update the **Team Information**, from the first page, highlight **“Individuals”** then click on **“Modify Team List”**. You will then be presented with this screen where you will be able to select players from the left hand side and add them to your team.

MyFootballClub - Competitions

LEVEL SELECTION Brunswick Zebras FC Red TEAM

Dashboard Individuals Competitions Communications Reports

Modify Brunswick Zebras FC Red Member List

You are modifying the members in the team Brunswick Zebras FC Red for the competition Sportsmart Boys' North-West 17A (2015)

Season

Gender

DOB From To

Show only unassigned members

Available Players	Selected Players
Abraham, Phoenix (04/10/2009) <input type="checkbox"/>	Franzoni, David <input type="checkbox"/>
Ainalis, Daniel (01/12/1988) <input type="checkbox"/>	O'Neill, Vincent <input type="checkbox"/>
Amirsonis, Dion (14/05/2005) <input type="checkbox"/>	Thomas, Matthew <input type="checkbox"/>
Andronikidis, Christopher (04/08/1987) <input type="checkbox"/>	
Baker, David (10/06/1983) <input type="checkbox"/>	
Balic, Hugo (07/06/2010) <input type="checkbox"/>	
Balic, Tin (03/12/2004) <input type="checkbox"/>	
Barlow, Jai (06/09/2003) <input type="checkbox"/>	
Barrett, Ziggy (09/07/2008) <input type="checkbox"/>	
Basson, Anthony (05/04/2003) <input type="checkbox"/>	

SAVE

Choose the players from the list (you can search using the filter (e.g. I picked **“Thomas”** and it searched all players with that name), then click on the green plus sign, they will then be added to the **“selected players”** list. You will only be able to choose registered players.