



Team Managers Guide

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Role of a Team Manager

- The primary role of the Team Manager is to organise the team to ensure they are ready for match day.
- The Team Manager is also the primary point of contact for the team and assumes administrative responsibility for the team.

Responsibilities U8 - U11

Before the season:

- Reach out to the parent group and set up a communication channel such as Whats App or Team App group for immediate communications as well as regular emails
- Establish a roster for half time oranges / snakes , set up & pack up (home games)
- Establish a group of parent referees and linespeople to assist at home games
- Collect the Team Managers bag
- Distribute player [uniforms](#) and any other [equipment](#)

During the season:

- Maintain team contact list
- Maintain the Team Managers bag with ice packs, goalkeeper top & gloves
- Send regular communications regarding the next match. Check the FFV website for current fixtures

End of the season:

- Collect all players [jerseys](#) and [equipment](#)
- Organise an awards day if one is not organised by the club directly
- Organise a team gift for the coach

Additional links & helpful information

- Yarra Jets FC - [Policies](#)
- Football Vic – [Fixtures](#)
- Spectator Guide – [Code of Conduct](#)
- MiniRoos - [Playing Formats](#)
- MiniRoos – [Parent Information Pack](#)



Yarra Jets FC

Responsibilities U12 - U18

Before the season :

- Reach out to the parent group and set up a communication channel such as Whats App or Team App group for immediate communications as well as regular emails
- Establish a roster for half time oranges / snakes , set up & pack down (home games)
- Establish a group of parent referees and linespeople to assist at home games
- Collect the Team Managers bag, player ID sheet, Match Book and match day balls
- Distribute [uniforms](#) and any other [equipment](#)
- Provide banking details to the treasurer for referee petty cash payments made on game day

During the season:

- Maintain team contact list, player ID and Game Passports.
- Maintain the Team Managers bag with ice packs, goalkeeper top & gloves (spare pairs of shin pads & socks can also be helpful)
- Send regular communications regarding the next match. Check the FFV website for current fixtures
- Collect an away jersey if required for the weekend match from the equipment room (see [Uniform Info for Team Managers](#) for more information)

End of the season:

- Collect all players [jerseys](#) and [equipment](#)
- Organise an awards day if one is not organised by the club directly
- Organise a team gift for the coach



How to upload match results (U12 – U18)

For U12 – U18 they are required to enter the match day results before 6pm on the day of the match. This is done via the TG Passport application.

1. Navigate to URL - <https://passport.mygameday.app/login/> and login
2. The user will see a My Account page. Select '**RESULTS ENTRY & LIVE SCORING**'
3. Select the online results account you would like to access & find your team
4. User is directed to the match list. Select **POST GAME** from the tabs on the top
5. Enter scores for half time and full time & confirm results
6. Select **UPDATE MATCH RESULT** (takes 20 secs to update)

Additional links & helpful information

- Yarra Jets FC - [Policies](#)
- Football Vic – [Fixtures](#)
- Spectator Guide – [Code of Conduct](#)
- Player Registration – [Play Football](#)
- Referee Fee Schedule - [2022](#)
- Summary of Rules and Changes - [2022](#)

Uniform Info for Team Managers

1. What you need to do at the **start** of the season:



- ALL jerseys numbers and brand names are to be entered against each player in the Yarra Jets [My Clubmate system](#), this detail helps the club forecast, plan and order jerseys for the next year (in time for the start of the season).
- Any surplus jerseys need to be returned to the Fairfield Park storeroom clearly marked in a bag.
- Black shorts and socks to be distributed for players to keep (provided as part of the Team fees).

3. What you need to remember at the **end** of the season:



- ALL jerseys must be collected at the end of the season in the box they came in.
- If they are not returned, you need to advise the parent/guardian/carer to reimburse the cost of the jersey to the club as mentioned on the website:
<http://yarrajetsfc.com.au/website/default.asp?page=2021%20Fees%20and%20Registrations>

2. What you need to remember **throughout** the season:

Home (red/black) jerseys are for match day games, so please encourage your team to wear an alternative top to training.

AWAY (Clash) KITS:

U8 to U11 teams:

If our home jerseys (red & black) clash with an opponent for an away game the team can wear training bibs or turn their home jerseys inside out.

U12's to U18 teams:

If our home jerseys (red & black) clash with an opponent for an away game, you will need to collect a box of away jerseys (clash kit) from the Fairfield Park storeroom the week of the game.

- You can find other clubs jersey colours [here](#)
- The away jersey boxes are numbered and are located in the storeroom at Fairfield Park (#1a, 1b,2,3&4)
- ALL away jerseys need to be collected at the end of the game ON THE DAY
- A volunteer will need to wash the away jerseys and return them in the box they came into the Fairfield Park storeroom by the Thursday night before the next round
- If the box is not returned it could result in other teams missing out the following week 😞

Equipment list

- Based on the age of your team you will receive equipment appropriate to your team.
- Please ensure you and your coach have all equipment prior to each game and if not please reach out to the Yarra Jets Equipment Manager.

Yarra Jets 2019 Season Outline of Equipment Requirements

Team Equipment

The following table identifies the equipment to be issued to each team. Each team gets a coach's kit and a team manager's kit

	U9 G + B	U10 - U11 G + B	U12 G + B	U13 B	U14 - U16 B	U13/14 G
Coach's Kit						
Ball bag	X	X	X	X	X	X
Size 3 training balls (10)	X					
Size 4 training balls (10)		X	X	X		
Size 5 training balls (10)					X	X
10 bibs	X	X	X	X	X	X
30 cones	X	X	X	X	X	X
hand pump	X	X	X	X	X	X
Team Managers Kit						
Team bag	X	X	X	X	X	X
Size 3 match balls	NA					
Size 4 match balls (2)		X	X	X		
Size 5 match balls (2)					X	X
match book			X	X	X	X
Marshall's vests (2) Available in Equipment Rooms on Match Day						
whistle	X	X	X	X	X	X
hand pump	X	X	X	X	X	X
spare pump needles	X	X	X	X	X	X
first aid kit	X	X	X	X	X	X
Instant ice pack (2)	X	X	X	X	X	X
Goal keeper gloves	X	X	X	X	X	X

How to Forfeit a game

To ensure that your team can play each week with a full squad, Yarra Jets asks that you follow the below process where applicable:

Request availability each week:

1. Contact all parents each week and request availability for the upcoming game by Thursday each week
2. If you are unable to provide a full team, please contact the Team Manager Coordinator in the first instance and the TMC will make contact internally with other age groups to see if any Yarra Jets players can fill the gap
3. Before you forfeit any game you should exhaust all avenues to field a team.

How To Forfeit a game:

1. Contact the Yarra Jets President and advise by no later than 12 Friday before the game
2. Contact the Opposition Club by no later than 12 Friday before the game
3. Contact Football Victoria at Competitions@footballvictoria.com.au by no later than 12 Friday before the game

During the season circumstances can change, even on game day. If on the morning of your game, you find you are short of players please contact the Team Manager Coordinator and advise.

Remember the club is here to support you so reach out if you have any queries or questions.



Key Contacts

- President – Brendan Cigognini (bcigognini@gmail.com)
- Finance & Treasurer – Peta Collins (pcolli22@yahoo.com.au)
- Club Coaching Coordinator – Victor Sekulov (victoryjets@hotmail.com)
- Team Manager Coordinator – Krystal Gregory (krystalgr@gmail.com)
- Uniforms Coordinator – Tali Ross (rhondagarner@bigpond.com)
- Equipment & Head of Operations – Tommie Conway (tommieconway@gmail.com)

