

# MJFC New Manager Guideline - 2011/12

## Document Revision History

Issue	Date	Author	Reason for Change
Draft 1	25 <sup>th</sup> August 2011	Matt Thomas	Initial Issue/Draft
Draft 2	2 <sup>nd</sup> Sept 2011	Matt Thomas	Revised draft after review and feedback
Version 1	13 <sup>th</sup> Sept	Matt Thomas	Approved release
Version 2	12 <sup>th</sup> Oct 2011	Matt Thomas	Updated for MKDDL/Team Admin Procedures

## Document Approval

Name	Date	Organisation
Committee	12 <sup>th</sup> Sept 2011	MJFC

## **Introduction**

Welcome to Moretonville Football club and thank you for volunteering your time to manage one of the squads. Although there is much to learn and a few challenges to encounter it is a magnificent and rewarding step to take.

Below outlines the basics of Managing a squad:-

## **Summer Tournaments**

Before the season even starts, it might be a good idea to take the squad to a summer tournament where they can still play as under-7s and get some experience of them as a team in a real game. It's worth remembering that there will be an admission fee for the tournament and the club does not reimburse this so it has to be collected from the parents.

## **Match Kit & Team Sponsorship**

Then of course there is sponsorship to find. If you're lucky then there is a parent who has a small business and can't afford to put their name on the MK Dons, but other wise it is a case of getting on the 'phone and sending letters to any local businesses who might be prepared to sponsor.

## **Kit Requirements**

Also before the season starts, it is worth making sure you have somehow acquired, a spare set of kids shin pads, a whistle, a stop watch, a captain's arm band, a credit card holder that can hold the kids' registration cards and spare boot laces, as well as a large plastic crate to hold all this plus bibs, pump, match balls, change strip and just about anything else. See list of kit provided below along with suggested other bits:

### Club

- Balls
- Bibs
- Drop cones
- Traffic cones
- Bag
- Pump
- Player of the Match Trophy

## League

Sadly, the manager's job does not begin and end on Saturday morning. Before the Wednesday prior to a game, as home manager you have to make contact with the opposition's manager and ensure they have directions to the ground, know the kick off time, check there isn't a colour clash and tell them that Moretonville is a "no dogs" ground.

## Games

On Saturday morning as well as the game itself, there are corner flags to be bought out and put away, nets to be checked and re-pinned and holes mended, goal posts to be checked to ensure they are safely secured, the pitch needs to be walked to ensure there are no ankle breaking rabbit holes.

The opposition need to be welcomed to the ground, and told where they can get tea and coffee, and where the toilets are.

Then there is the warm-up, which normally means most of the kids just want to take penalties. This warm-up routine can get depressing for your goalkeeper. As the season progresses the warm-up needs to get more disciplined, and also have fewer footballs out as there are opposition teams that will think nothing of leaving a game with more footballs than they arrived with.

Before the game starts it is required that you check "cards" with the opposing team. This is normally done with both sides lining up in the centre circle area and the coach reading the names of the card and the player saying whether they are here or not. Theoretically you are meant to hold the opposition's cards for the duration of the game but that has never happened so far to me.

During the match itself, forget about the players on the pitch, there are also substitutes and parents to be dealt with. Subs need wear bibs and need to be kept warm when it is cold, and they need to be kept out of trouble whatever the weather. They will want to kick a ball about, and as a result will not be within earshot when you need them to go on. The ball will also make its way onto the pitch at least six times, much to the annoyance of the opposition.

Parents need to be watched for any inappropriate 'support' from the touchline, and to ensure they stay behind the 1 metre Respect Line.

At the end of the match you need to be able to give a player of the match award and the reasons why that child got player of the match. This is often a

tough one as you may have one or two players who would always naturally stand out, so you need to manage it effectively and fairly. You could ask the parents to vote?

## **Referees**

It is the home team's responsibility to provide a referee for the fixture. This can be achieved in one of two ways either by asking a parent or utilising the MJFC Referees list provided by Jane McAndrew (Secretary).

The referee should receive payment in line with the MKDDL guidelines and you claim this amount back from the MJFC Treasurer. Please ensure the fee is receipted and signed by both you and the referee or no refunds will be given.

## **MKDDL/Team Admin Procedures**

Once home, the first thing to do is report the result to MKDDL either on the phone or via the web site and give the fair play marks for the opposition. The format and details for this are below:-

### ***'Results & Fairplay***

***By phone*** - no later than 5pm on the day of the game to 01908 392170:-

- a. Team Name
- b. Age Group
- c. Group & Division
- d. Result
- e. Fair Players - mark out of 10 for each of the following - Players/Managers/Supporters

***By E-Mail*** - No later than 5pm on the day of the game to [les@mkdj7.org.uk](mailto:les@mkdj7.org.uk) or [mammal@supanet.com](mailto:mammal@supanet.com). Email the above in a text format and downloading, completing and attaching the fairplay form from the website.

### ***Fairplay Marks***

*These will be published every 2 months on the web site. I will get clarity on whether we can get results for our teams if we are outside the top 3-5 later this week'*

Then there is the team web site to maintain and add in the result and a match report including at least the result the goal scorers and the player of the day. This is what is used to send to the Advertiser. It is edited before it goes, so don't worry too much about it, but avoid using phrases such as "the ref was a cheat," "we were robbed," "they kicked us off the park" and the like. Please find below the details for submitting reports to the Advertiser as well as a steer on the format required:-

*'The Advertiser prefers to receive match reports from a single source and they do not have the time to edit them. So if you have any match reports that you would like to see included in the Advertiser the following Friday please can you send them to*

[matchreports@moretonville.org.uk](mailto:matchreports@moretonville.org.uk)

*by Tuesday lunchtime.*

*Experience has shown that a maximum of c.100 words or less per report works best. Reports should include the*

- \* name of your team (e.g. Moretonville U10 Rovers)*
- \* name of the opposition*
- \* result*
- \* goal scorers*
- \* player of the day. I use 'player of the day' rather than 'man of the match' as this suits everyone including the girls.*

*Also please try to avoid making the games sound overly aggressive and if possible briefly acknowledge the opposition as well as your own hard-working defenders/goalies. Any team or individual photos you may have are more than welcome although we cannot guarantee that they will be printed every time.*

*That's just about it. If these guidelines could be forwarded to the Senior and Girls Section managers as well that would be fantastic.'*

## **Records**

All the way through the season there are records that have to be kept, of which child played when, who scored, who kept a clean sheet, who has been to training, who has had the player of the day award and just about anything else.

There are a couple of standard spreadsheets in use, should you require one please contact Matt Thomas ([matt.thomas@siemens-enterprise.com](mailto:matt.thomas@siemens-enterprise.com)) who will forward them on.

## Supporters & Parents

It is nice that some parents will offer to do things, in particular to wash kit, but it would also be good to find a parent who would like to write match reports and maintain the web site for the team.

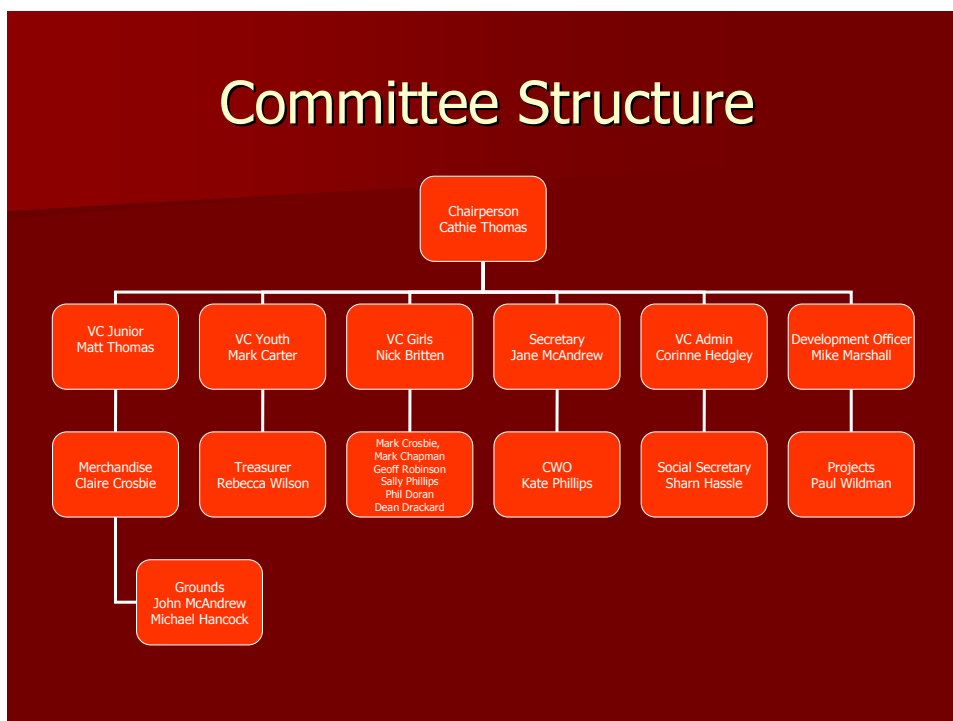
Some time during the season there will be friends who notice that their mates are having a good time and want to join. This is very disruptive to the squad - and also to the parents of existing squad members who see this as limiting the opportunities for their own child - so I would advise not taking on more kids than you start the season with unless you really need them.

Also well worth finding someone who is prepared to ref. For the most part it is not a really onerous job, but not one you can do and coach at the same time.

## MJFC

### Committee

The committee, like you, are volunteers who take up the day to day running of the club. Please find below a view of the current committee structure for the season 2011-12:-



## **Vice Chair - Juniors (U7-U11)**

Within the committee there is a vice chair role focussed on the junior section of the club. This role is in place to help and support you in the running of your team, age group and liaison with the committee. The key focus of the role is as follows:

- To deal with any footballing related matters from the junior section
- Be the first point of contact for junior managers for any issues, concerns or opportunities
- Be the league contact for the MKDDL

The current Vice Chair of the Juniors is Matt Thomas ([matt.thomas@siemens-enterprise.com](mailto:matt.thomas@siemens-enterprise.com) or 07711 876989/01280 821645)

## **Managers Meetings**

Throughout the season there will be Manager meeting at the clubhouse that are mandatory for someone from the team to attend.

## **Handbook**

Make sure you have the MJFC annual handbook (given out at the signing on stage) for the new season. This covers all guidelines and policies as well as giving useful information about the club.

## **Presentation Day**

Presentation day runs once a year in June and is a great occasion where the club comes together to celebrate the year and all teams development. There is a mandatory meeting for ALL Managers' before the date itself to explain the format.

Also the Friday night prior to the Saturday session new managers are invited to the venue to run through the flow of the event. This is an opportunity for you to ask any questions and address any concerns. As the event is a very big logistical task any help you can offer would be gratefully received.

## Soccer School

MJFC run an annual Soccer School during 6 week holidays. This is a great event that is well attended by MJFC players and other children from around the Buckingham area. For information on this please contact Cathie Thomas ([cathie\\_thomas@sky.com](mailto:cathie_thomas@sky.com)). This event is often well subscribed so distribute early to avoid disappointment.

## Grounds Duty

Throughout the season there will also be “manager’s meetings” at the clubhouse that are mandatory for someone from the team to attend then finally there is the need to get parents out to try and help with some of the other tasks, in particular taking down goals at the end of the season, and then unsurprisingly putting them back up again at the beginning of the next season, and of course the grounds duty.

Each side will get at least 2-3 days when they must provide three parents to manage car parking/Club House and general logistics. The car park is a very dangerous place and not big enough for the number of pitches we have - so it needs managing. Teams that don’t turn up for their duty on this are putting kids at risk. Details of grounds duty responsibilities are below:-

*‘Arrive at the club at 8.30, a committee member will be there to meet with you to open up.  
Car parking helpers need to wear the hi-visibility jackets, which are in a cupboard in the kitchen.  
Turn the water on above the sink.*

### **Car Parking:**

*One helper by the entrance to guide traffic into the main car park and away from the drop off area (by the U6 & U7 training area)*

*One helper needs to be by the clubhouse to keep traffic moving round to the bottom of the car park. Managers can park closer to the clubhouse and the space at the back of the clubhouse needs to be kept empty for disabled visitors. Spaces allocated next to the side of the clubhouse need to be kept clear for the burger van. Also at the far end of the changing rooms is the ambulance entrance which must be kept clear at all times, this will be signed posted from 12/9/11.*

*If the rest of the helpers can be spaced out to keep the traffic flowing around the car park with the last helper guiding the cars into the next available space. This is particularly important on busy days.*

**Tuck shop:**

*Price list is on the wall of the hatch. Hatch keys for the padlock are on the side in the kitchen on a very long piece of wood; these also have the toilet key; the toilet key is the master and will open all the doors.*

*When opening the toilets, please make sure there is toilet roll in all the toilets, more can be found in the merchandising room inside the clubhouse.*

*Keep the teas and coffees coming for the helpers doing the car parking!*

**Closing:**

*Once all the matches are finished, please have a wander round the pitches and pick up any litter that is visible. Any corner flags left out need to be collected and locked in the container, along with any other equipment.*

*Toilets need to be closed and locked with the last person locking the gate (or arranging for someone to do so if any of the teams run on past midday. The committee member on duty will lock up the clubhouse.'*

**Pitch Booking Arrangements**

Both pitches and training need to be booked in advance, please find below guidance on how to do this form the Grounds Manager:-

*'Dear Manager,*

*This seasons they are a few new changes regarding pitch request and kick off times.*

*If you need a pitch then please email this address:*

[fixtures@moretonville.org.uk](mailto:fixtures@moretonville.org.uk)

*There will be two different kick off time this season for Saturday's.9:30 or 11:00. This is to ease congestion with car parking and the tuck shop. There will not be any 10:00 or 10:30 KO's going forward.*

*If you would like to train at Gawcott please let the grounds manager know a.s.a.p so that they can check the fixture list to make sure it is not too busy.*

*Please be aware that request can and will be rejected if the grounds are already overly busy.'*