



Kingsley Junior Football Club (inc)

INTRODUCTION & NOTES FOR MANAGERS

SEASON 2017

Welcome to the new season with Kingsley Junior Football Club.

The club appreciates you nominating to be the Manager of one of the many teams the club will field in 2017. Below is a summary of the information you will need in order to carry out the role as Manager.

MANAGERS HAND BOOK

This Handbook is provided for the use of the Team Manager and contains all the relevant information you will need in order to manage your team. The Team Manager is responsible for the safe keeping of this handbook as it contains some confidential information. **These Hand Books must be returned at the end of each season.** If this handbook is lost, please contact registrar@kingsleyjfc.com.au If this handbook is found, please contact the Registrar on 0488 019 773, or alternatively can be returned to:

Kingsley Junior Football Club
PO BOX 3016
KINGSLEY WA 6026

WEBSITE

Kingsley Junior Football Club has a website which contains relevant information including an up to date Calendar of Events at www.kingsleyjfc.com.au

CLUB POSTAL ADDRESS:

Kingsley Junior Football Club
PO Box 3016
KINGSLEY WA 6026

ROLE OF MANAGER

The Team Manager can be a rewarding role, supporting the coach, players and parents and acting as liaison between parents and the club. It is important that you attend every game, and if that is not possible, you must organise a substitute Manager who is able to take on game day responsibilities on your behalf. There are some important administrative and financial duties you as Manager will attend to during the season. One of the most important tasks is the Team Roster. Please give your teams parents/guardians a clear roster of duties at the beginning of the season for Oranges/Lollies (Snakes), Jumpers and Goal Umpire so they are able to organise a substitute for their roster if they are unable to do it themselves. You will also be given a roster for Sausage Sizzle, Canteen and Time Keeping, so be sure to delegate those tasks to your parents/guardians in your Team Roster as you will have enough to do at each game without attending to your team roster as well. Below is a summary of your responsibilities, however, if you require any further clarification please contact the Registrar on registrar@kingsleyjfc.com.au or 0488 019 773.



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ON GAME DAY

A Manager checklist has been supplied in your Hand Book that outlines your responsibilities both before and after each Game. **Please ensure that you attend the clubrooms to check your pigeon hole before EVERY game to collect anything that you are required to hand to your parents.** Further, you have been supplied with a Plastic (weatherproof) folder within your Manager Hand Book. This folder should be taken to each game and should contain:

- Team List including Medical alerts for players
- 2 x Team Sheet
- 3 x Fairest and Best Voting Cards
- Copy of Parent Roster
- Any relevant paperwork for the club to be handed to Parents
- Umpire Fees
- 1 x Goal Umpire Scorecard
- 1 x Match Receipt Form
- 1 x Match Report

IMPORTANT NOTE: Only the Captain or Team Manager from either team can approach an Umpire during the breaks in a match.

COLLECTION OF MONIES

Managers are responsible for collecting monies for:

Quiz Night

Raffles

End of Season Windup

MATCH RECEIPT STATEMENT

Managers are required to complete a Match Receipt Statement each week your team plays. These can be downloaded from the clubs website if you require additional sheets to those found in this Hand Book. (All match receipt statements must have the correct team name and date filled in at the top of the form).

This statement records all receipts and payments and the amount placed at the bottom of the form must reconcile with the \$ returned to the club for that week.

NOTE: A "nil return" must still be lodged unless your team had a bye - if they played you will have paid an umpire and must fill in the form accordingly. **THESE FORMS ARE COMPULSORY AND MUST BE COMPLETED.**

UMPIRE PAYMENTS

Managers are responsible for paying the umpire fees. The fee is set by the League and varies according to the level of accreditation achieved by the umpire/s controlling your game. A list of fees for this season has been included in this Manager's Hand Book.

It is the responsibility of the Manager to ensure all excess money is returned to the club after your team's final game of the season. Invoices will be sent out to teams who **DO NOT** return excess money to the club.

Each Manager will receive an advance based upon estimated umpire payments prior to the first game of the home and away season. The Treasurer will advise when the next advance will be available for collection or alternatively, if your team makes it to the finals (Open Rules only) you may require additional funds.

NOTE: Advances made for umpire payments are **NOT** to be used to buy player rewards etc, or any other purpose unless approved by the Committee.



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PLAYERS TEAS

Each team is entitled to \$8.50 per player, Coach and Manager to be used towards team functions during the season. The funding provided is based upon team numbers, so please let the Treasurer know if you have additional players registered.

MATCH ENVELOPE RETURN

Match Receipt Envelopes containing money collected and/or Match Receipt Statements can be left at the anytime in the sealed Metal Box at the Canteen during operating hours on Sunday or dropped off at the Clubrooms between 5.00pm and 5.30pm on Sunday afternoon. Please make sure you put the name of your team and date/round on the envelope. Please contact the registrar to make alternative arrangements if needed.

RESULTS ON KJFC WEBSITE

By Sunday evening after your game, you or the Coach must go to the results section of the KJFC website and submit your results for the game. This is done by completing a form on the web. **THIS IS COMPULSORY** and is in replacement of the Match Report Form submitted in past seasons.

If you have any queries, please feel free to email the Registrar on registrar@kingsleyjfc.com.au
