



# Kingsley Junior Football Club (inc)

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## NOTES FOR MANAGERS

### SEASON 2018

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](mailto: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](http://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](mailto: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
- 3 x Team Sheet
- Copy of Parent Roster
- Any relevant paperwork for the club to be handed to Parents
- 1 x Goal Umpire Scorecard
- 1 x Match Receipt Form
- 1 x Match Report
- 3 x Fairest and Best Voting Cards (open rules only)

**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 you collect money for the club (ie. Raffle tickets, Quiz Night etc.). 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.

**THESE FORMS ARE COMPULSORY AND MUST BE COMPLETED WHEN ANY MONEY IS COLLECTED**

## UMPIRE PAYMENTS

The District will invoice the Club for payment of umpires. There is no requirement for teams to pay umpires directly.

## 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.

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## **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. Alternatively these can be dropped off to the club treasurer by arrangement by emailing [treasurer@kingsleyjfc.com.au](mailto:treasurer@kingsleyjfc.com.au)

Please make sure you put the name of your team and date/round on the envelope.

## **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](mailto:registrar@kingsleyjfc.com.au)

## **MATCH DAY FORMS**

At the completion of your game you required to provide the following documents via email to [registrar@kingsleyjfc.com.au](mailto:registrar@kingsleyjfc.com.au). Please ensure your team name and round number are included in the subject line.

1. Completed Team Sheet
2. Scorecard
3. Interchange report (from the Interchange App)
4. JLT Injury forms
5. 3 x best player vote cards (Open Rules only)
6. Match receipt summary (if applicable)

It is best to send one email with each of these attachments clearly labelled. Please note that this process is trial only for the first few weeks as the club looks to go more electronic moving forward.

## **INTERCHANGE APP**

This application is **COMPULSORY** for all year groups. The idea behind the app is to ensure that all players receive a minimum of 50% game time each week and all players are evenly rotated.

The App is only available for use on iPad and costs \$5 for the premium version which the district requires us to use. If you do not have an iPad, please ask your team if there is anyone that would be willing to be the permanent interchange steward for the team and would be happy to download the app.

There is no longer a manual form so please ensure your interchange steward is concentrating on the game and the bench at all times.

At the completion of the game you have ability to go into the saved results and notes against specific players if required. We encourage the use of notes as it stops the league from asking questions.

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