

**SEASON 2020**



**MANAGERS INFORMATION**

**JUNIOR COMP TEAMS & SENIORS TEAMS**

## **IMPORTANT INFORMATION**

The ACE website is [www.acesoccer.com.au](http://www.acesoccer.com.au) – The website is updated regularly with weather changes, training schedules, events, draws, etc

ACE also uses the following platforms

Close Facebook Group: Albany Creek Excelsior Football Club

Facebook Page: Albany Creek Excelsior

Instagram: AlbanyCreekExcelsiorFC

### **Wet Weather Information:**

Moreton Bay Regional Council has control over our fields and will assess them accordingly.

On training nights – in the event of bad weather or wet field conditions it will be posted on the club website. It will list fields as either Open or Closed. The website will be updated after approximately 4pm.

On Game Days – Please check the Football Brisbane wet weather info on their website.

[www.footballbrisbane.com.au](http://www.footballbrisbane.com.au)

PLEASE RELAY ANY MESSAGES REGARDING CANCELLATION OF TRAINING OR GAMES TO YOUR TEAM

**Referee Fees: Junior Comp & MiniRoos – Seniors & BPL refer to separate sheet in this book.**

Managers are to give money to referees before the match begins.

### Weekly match fees – price per child

Under 6 to Under 8 - \$6

Under 9 to Under 10 - \$6

Under 11 to Under 14 - \$8

Under 15 to Under 16 - \$10

BYPL / BPL Teams - \$10

## ACE RESULTS RECORDING INFORMATION FOR MANAGERS

Player and results information needs to be completed for each official match and submitted on SportsTG. Entering team lists, goal scorers and scores in SportsTG is mandatory for each competition team.

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**\*\*Managing a team is rewarding and a lot of the work is best done before getting to the match\*\***

### **EVERY Match**

You will need to complete three steps for each game:

1. **SportsTG data entry**
2. **Print two copies of the team sheet**
3. **PAYMENT FOR REFEREES AND RECORD ON MATCH FEES SHEET (Copy found in manager's pack).**

(UNDER 12 TO SENIORS) Start by giving all the team members their allocated shirt number for the season. This will make it easier when handing out the strips at each match.

Enter the names of the players against their shirt numbers in **SportsTG**.

You must record any injuries as well as any infringements for Yellow and Red Cards and the type of offence as recorded by the referee on SportsTG Injury Report on the day. This is to ensure we have records for potential injury related Insurance Claims and to monitor infringements, which we have to do under Football Brisbane Inc rules.

Below is some detail on what to do for Home and Away matches

### **HOME Match**

Please refer to the User Guide for SportsTG to ensure you meet the deadline for when the Match Sheets must be submitted. Please ensure you provide payment to the referee at least 15-30 minutes prior to the match start. Please introduce yourself to the opposing team's manager to assist them in locating the referee for payment as well. Payment is to be handed to the referee (If a club referee) at the ref's room at least 15-30 minutes prior to the match.

Following a match, please logon to SportsTG to record all match statistics, after retrieving a copy of yours and the opposing team's match sheets once the match has concluded.

## **AWAY Match:**

As above, please ensure you submit your Match Sheet prior to the deadline outlined in the User Guide for SportsTG. Following a match, please logon to SportsTG to record all match statistics, after retrieving a copy of yours and the opposing team's match sheets once the match has concluded.

Please also ensure to remember to upload this information into SportsTG.

**\*\*\*ALL competition teams must advise [swadix@outlook.com](mailto:swadix@outlook.com) of your match results if you were not able to enter them into SportsTG. All Results must be entered into SportsTG by 9am the following Tuesday\*\***

## **HOME Match without Official Referees**

If you are the HOME team and in the event of no Official Referees present, it is the responsibility of the HOME team to organise (unofficial) referees. If this occurs, please also ensure you notify [acerefappoint@gmail.com](mailto:acerefappoint@gmail.com) that the official referee did not attend.

**IF ACE DOES NOT SUBMIT OFFICIAL MATCH RESULTS WHEN DUE, THE CLUB IS FINED FOR EACH NON – COMPLIANCE.**

## **SOME OF THE MANAGERS RESPONSIBILITIES.**

For ALL teams – check the colour of the opposition strip. If there is a clash of colour it is the responsibility of the home team to change to the ACE Alternate strip. You will need to contact the equipment manager **by email at least one week prior to the scheduled game to arrange a strip.** Equipment Manager is Elisha Hickey - [ELISHA\\_79@BIGPOND.COM](mailto:ELISHA_79@BIGPOND.COM)

This must be returned as soon as used and washed to ensure it is ready for another team.

- Collect Match fees at each match. Pay referees and record as appropriate on the Match Fee list and return balance to Treasurer as advised at the first meeting.
- If you wish to collect extra for your end of season team party please do not enter this on the form.
- Complete the team submission on SportsTG prior to the deadline set by Football Brisbane.
- Fill out the ACE Player List for all scheduled games including washouts and forfeits.
- A ground official must be assigned for all matches. This person must be seen wearing the orange jacket. Duties are listed in a book at both venues and in your manager's book.
- Distribute and collect the team strips. Organise washing of these after the match on a rostered basis through the team if you do not want that weekly chore. **Please ensure all playing strips are kept together throughout the season. We discourage each individual player taking their shirt home to wash, to avoid loss or the shirt being forgotten at the next match.**

- Attend monthly managers meeting and return match fees (or as advised). If you are unable to attend please organise for a representative from your team to attend. These meetings are the crucial link between the team and the club to provide important information. It will make your position as manager a lot easier if you are fully informed. See below for more information regarding Match Fees.
- Organise distribution of club and team information (i.e. Newsletters, Fixtures, Team details). Changes of addresses and phone numbers need to be advised to the manager and then forwarded on to the club administration co-ordinator for the club attention. Please email [admin@acesoccer.com.au](mailto:admin@acesoccer.com.au).
- Provide a link between the Club, Team and Parents.
- In the instance that incidents occur at matches or training that need to be communicated or recorded, please ensure this is done as quickly as possible. Please communicate this to the Club Secretary and the Junior/Senior Vice President.

Managers are asked to attend the monthly managers meeting. Dates and times are listed on the website under the managers tab. **Match Fees** are handed in at the meetings with your match sheet for reconciliation. Please do this monthly so we can reconcile these fees.

Should you wish to deposit the match fees (for the month) direct into the ACE bank account we ask that you do the following;

- Place the funds into the Account with the reference as Match Fees and your team name.
  - Email the match fee reconciliation sheet and a copy of your transaction that corresponds with that deposit to [admin@acesoccer.com.au](mailto:admin@acesoccer.com.au) with the subject heading of Match Fees and your team name.
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- Name of Account - Albany Creek Excelsior Soccer Club Inc

National Australia Bank

BSB – 084 209

ACCOUNT – 873 928 326

References:

<https://www.footballbrisbane.com.au/referees-2/referee-resources/>

<https://www.footballbrisbane.com.au/clubs/club-resources/>

For competition football only: <https://www.footballbrisbane.com.au/referees-2/referee-fees/>

YOU AND THE COACH ARE ROLE MODELS TO THE PLAYERS IN YOUR TEAM. IN THE EYES OF THE PUBLIC YOU ARE REPRESENTING THE CLUB AND PLAYERS.

## **Player Behaviour Policy**

- Play by the rules.
- Never argue with an official. If you disagree, follow the correct communication protocol.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work, equally hard for yourself and/or your team. Your team's performance will benefit so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Co-operate with you coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity ad worth of all participants regardless of their gender, ability, cultural background or religion.

## **Parent Behaviour Policy**

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## **Coach Behaviour Policy**

- Remember that young people participate for pleasure and winning are only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players: the just average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players/
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.