



## NPBSC Soccer Team Manager “Guide to All Things Managing”

1. Blue card – All Coaches and Managers must hold a “Blue Card” issued by the Queensland Government. If you don’t have a valid blue card please go to <http://www.bluecard.qld.gov.au/applications/applications.html> and complete the application form. Print and sign and hand to one of the club committee who will then sign and submit for assessment.
2. My Club Mate – is registration and team management system used by QCSA - Compulsory
  - a. To access Myclubmate go to <https://www.npbsc.com>
  - b. Click on Managers Meet tab then click on ‘My Club Mate Login - Managers Only’ (*Bookmark this*)
  - c. Enter your user name ( your email address). The password will be your team name e.g. Hornets
  - d. Click “Login” and that will bring up all the details e.g. team contact details etc
  - e. If you need to print anything e.g. Team ID sheet which you will need on game day, press print ID team sheet
3. Text and email your team to introduce yourself and let them know when training is and the field location. Make sure all players wear shin pads and boots. Either the coach or manager will be emailed and told the team lists with training days and times. The team lists will also be available in My Club Mate when you login
4. As soon as training starts make sure all contact details are correct (phones and email addresses). Also, check all player’s names are spelt correctly as we will need this for trophies; you will also check this closer to the trophies getting ordered

**\*\* DONT SHARE CONTACT DETAILS WITH ANYONE AS THIS IS PRIVATE INFORMATION – PRIVACY LAWS STILL APPLY UNDER CLUB ARRANGEMENTS \*\***

5. Training shirts will be available to players once fees are paid (or a payment plan is arranged with the club). New players to the club have this included in their registration fees. Other uniform requirements for each player are Club Shorts (\$30), and Club Socks (\$15). The club has some shin guards available for \$10..

Please ensure that your players and parents know that shinguards are an essential item to be worn for all training sessions and matches. The Club has a “No Shinguards – No Play” policy – if a player arrives to training without shinguards they should be asked to sit out. This is for their own safety. Note that a referee will advise any player who does not wear shinguards to a game that they are unable to play.

6. Green Shed – is manned generally on Tuesday and Thursday afternoons when training is on, and on Saturday mornings. The times that the shed will be manned in 2021 are to be confirmed. Note that whilst best endeavours are made to man the shed at these times, sometimes unavoidable stuff happens and our VOLUNTEERS may not be able to make it.

At the Green Shed you can use the air compressors to pump up training and match balls, people can pay for fees, hand in Get Started vouchers and Blue Card applications and buy uniform items.

7. Once training has started you will need to collect the jerseys, playing and training kit (emergency medical kit and folder will be with kit). Make sure shirt sizing for players is correct and you have goalie shirts that fit your goalies (gloves are not provided by club for sanitary reasons). Also included is sub bibs x 4 for game days – for big field teams only (ie U9+). You can use your training bibs whenever you like, and you will also get ID lanyards to wear for game day. Managers and coaches will receive a club shirt which must be worn game day.
8. Once you get the jerseys assign a shirt number for each player as that will be their shirt number for the whole season (*the club may do this for you this season – we are trying something new by getting everyone's shirt sizes before kits are made up*). Once you have assigned a shirt number go into My Club Mate, click on shirt allocation and click on player name. Put the number in next to their name and click update (this will appear on the game day match-card which you will need to change if the number changes).

*Note on Playing Shirts* - Don't let players take jerseys home with them, they will need to change and give them back after the game (unless authorised by club as shirts go missing and kits are then not complete). At the end of the game the rostered parent will take jerseys home for washing and bring them back to the next training, so the manager has jerseys for game day.

*Player of the Match Certificates* – You will also get player of the match certificates to be handed out on game days – it is up to the Coach and Manager what these are awarded for and how they are distributed. You will receive sufficient to provide one of each for every game in the season. If they are not all available when you receive your kit we will advise you when you are able to collect them from the Green Shed.

9. Once the match draw is available and before the first game day you should do up a roster and provide to each family. This roster should include such things as jersey washing, half time fruit supply and you will also need a vested official for each game.

The roster should show game dates, times, home and away teams, field game is played at and location of field (I have a template that I can email you if you need one). Details of fixtures can be found on <https://www.npbsc.com>. Click on QCSA fixtures and you need to put in North Pine Baptist soccer club in the club column and your age group e.g. U12 and your team name such Hornets. Then click 'show results' and your games will come up. Please keep checking on game times and field locations each week as sometimes they do change and if there is a change let your team know of the change. The field locations are found just under the QCSA fixtures on the same page, this will give you the addresses and maps etc.

10. UNDER 11 AND UP SIGNATURES -The club or myself will let you know if you need to do anything regarding this.
11. ALL PLAYER PHOTOS (U9 and up) need to NOT be EXPIRED. If so update before season starts. We will also advise you if anything needs to be done on this.
12. Prior to game day make sure you have your TEAM ID SHEET PRINTED AND SIGNED, ID LANYARDS for coaches and managers, jerseys and a GAME BALL for game day (I take 1 x game ball and 2 x normal balls for the kids to warm up with) – Match balls only provided to teams in U9 and up.
13. PRIOR TO GAME DAY make sure all players have purchased their game day shorts and socks as players will not be allowed to play on game day without these. Boots and shin pads are mandatory as well. Don't forget water bottles and make sure you have PRINTED OFF YOUR ID TEAM SHEET AND PUT IN YOUR FOLDER, also put in a couple pens.

14. The day before game, or morning of your game PRINT MATCH CARD. It is recommended to print the day before just in case there are any issues. Make sure all players know when and where the game will be prior to game day (I text the day before) and ask to let me know if anyone can't make it and remind parents of game time, field and address. Also confirm who is bringing fruit and who the vested official for that game

Note that some fields have specific notes – please check on the QCSA website for details and make sure parents know – eg some fields do not allow dogs at all, some require dogs to be on a leash at all times (*FYI this applies to John Oxley*), some have specific parking instructions etc.

15. On game day hand jerseys to players and goal keeper. MAKE SURE the manager and coaches are wearing their ID LANYARDS AND YOUR NPBSC SHIRT. The opposition manager prints and signs card too. So also have a quick check of the opposition ID TEAM SHEET too, which you will have printed that in your respective folder). Prior to the game the vested official will also need to sign the sheet and put on the vest. Also let the vested official know what they have to do for game day, which is make sure players stay in the boxed off area for sub-players, all spectators stay back 2 metres behind the sidelines and not to be anywhere near goalkeepers area, no abusing the refs etc. If any players get injured the vested official will be the one to bring the player off the field
16. ONCE YOU HAVE ALL YOUR GAME DAY CARD SIGNED ETC YOU WILL NEED TO GIVE TO THE REFEREE WITH YOUR MATCH BALL. Make sure players are lined up and shoes tied 5 minutes prior to game starting. IF CHANGING GOALIE AT HALF-TIME you will need to let the referees know at half time of the change e.g. no. 1-4 and no. 4 is going to no 1. You will also need to keep score and TEXT SCORE IMMEDIATELY AFTER GAME to Bec 0419 828 445.
17. Make sure your area is clean before you leave, ready for the next game to start. COLLECT ALL JERSEYS FROM PLAYERS BEFORE LEAVING THE FIELDS (unless authorised by club)
18. In case of wet weather on game day keep an eye on the [www.qcsa.com.au](http://www.qcsa.com.au) website. The club will also update the facebook site, where possible
19. Close to the end of the season start organizing what you would like to do for your breakup at the end of the season. Also, organise to buy a gift for coach and manager etc. (if each player puts in a small amount this will cover the gift buying e.g. \$10 each). Talk with the parents for ideas on what they would like to do for breakup and costing etc.
20. Finally, you will have a trophy night where all players will receive a wooden shield for new players and a trophy for returning players. There will also be team photos on a separate photo day which all players will also receive on trophy night. Dates TBC
21. Now end of season, make sure you hand back all the kit (jerseys, training kit etc).

 **GOOD LUCK AND ENJOY YOUR SEASON** 

Any questions you can call or text or email Manager Liaison Officer (Dec Beaurain)

Email: registrar@npbsc.com ;

Phone: 0419 828 445.