

2025



Wembley Downs Soccer Club

TEAM MANAGER MANUAL



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Introduction

Welcome to Wembley Downs Soccer Club - WDSC. Thanks for stepping up to manage your team this season. As a manager, your time and skills are truly appreciated by all players, Club Committee and Club members.

Please take a moment to read through this manual and keep it handy during the season. It's packed with useful information to help you navigate the season. If you've got any questions about your role as Team Manager, ask your Age Coordinator and they will be able to help you.

The key to being a top-notch manager is staying organised and keeping clear lines of communication with your team, coach, and Coordinator. To save yourself heaps of time, make sure your team understands that you're in charge of **off-field stuff**, while the coach handles everything **on-field**.

This manual is designed to walk you through the ins and outs of being a manager and offer some handy tips as you tackle the season ahead.

Familiarise yourself with these important documents on the WDSC and FW website:

- Codes of Conduct
- Competition Rules
- Junior Rules
- Miniros Rules
- FW Extreme Weather Policy

Training

You will find all training times on the club website under **Training Pitches**.

Insert Pitch distribution here



Team Management

Once your team is sorted, the Age Coordinator will give you a list of your players, including names, FFA numbers, birthdates, and parent contact details. Double-check this list and get in touch with the parents well before the season kicks off.

All players must be registered before training and playing to meet Football West - FW requirements and for insurance purposes.

The Club will assign a coach to each team, usually early in the season. As soon as you've taken on the Team Manager role, catch up with the head coach to understand how to best work together. A strong partnership with the Coach is key to a smooth-running team. Chat with the coach about their plans for goalkeeper and captain roles for the season.

Next, set up your team communication channels. From experience, these work best:

1. Email: for weekly coordination details
2. WhatsApp: for casual chats about missing training, feeling unwell, etc

Important Dates Season 2025

- Start of Season Miniroos and Juniors Community League:
- Start of Season Juniors Development League:
- End of Season Miniroos:
- End of Season Juniors Community League:
- End of Season Juniors Development League:

Home & Away Fixtures and Pitch Allocations

The Age Coordinator will send you a link to your fixtures when they're ready. Create or fill in a roster based on the fixtures list according to your team's name, include duties like orange duty, captain, parent referee, linesman, and net set-up and pack-down. See Appendix X.

Fixtures can change during the season, so keep an eye on the Squadi app fixtures list for any updates. If changes happen, update your age coordinator, roster and let the parents know. **Game times can change up until 5pm on the Friday before the match.** Make sure parents know that fixtures can't be confirmed until after this time.

Each Tuesday night, the Club will post all home fixtures and pitch allocations on the club website under **Fixtures** and update the weekly fixtures by Friday night in case of late changes.

Pitches are allocated based on different factors like age groups, coaches' availability, opposition travel time, players availability and internal loans.

If you require a change to the default allocation made by FW in Squadi, inform your Age Coordinator as soon as possible or before each **Tuesday 8am** to allow time to make changes.

- For **Home & Away** fixtures the cut-off time to change internally is every **Tuesday by 8am**.
- For **Home** fixtures passed the cut-off time, you will need to contact opposing team by email, c.c. your Age Coordinator. You are **not** authorised to contact FW directly. See Appendix X.
- For **Away** fixtures passed the cut-off time, you will need to contact opposing team by email, c.c. your Age Coordinator. You are **not** authorised to contact FW directly. See Appendix X.

Home Game Responsibilities



Goal posts, nets, and corner flags need to be set up and/or taken down. Check the weekly fixtures roster on the club website for details on which team is responsible for this task. You'll find the equipment in the shed.

You can take on the responsibility of scoring the game result in Squadi app or assigned it to a parent volunteer. You must notify the Age Coordinator to grant the parent volunteer access to this feature. It is highly recommended that the scorer uses the live scoring feature in the app rather than wait until the game is over to add the result to Squadi.

Volunteers for Canteen duties are requested by the canteen manager and all teams must help at least once a season with at least two and no more than four volunteers to cover a shift or half a shift per pair of volunteers. Volunteers must report to the canteen manager at the beginning of their shift, wear enclosed shoes and follow the instructions given. No children under the age of 16 must enter the kitchen area under any circumstances. Set up a roster for canteen volunteers with your Age Coordinator and share the information with parents, include this role in your weekly reminder of game day details.

Set up a roster for Ground Marshal role. Refer to the ground marshal role description for more information about the responsibilities of this role.

Referees, Game Leader, Lines Person and Ground Marshal

For **Junior (U13 - U18)** games need a referee. If FW assigns one, you will need to pay them at the start of the game in cash. FW posts referee allocations can change until Sunday morning, so it's best to check Squadi app several times before the game and have a backup plan in case the referee doesn't turn up. Each team pays half of the referee fee. You can claim these fees back from WDSC through your Age Coordinator.

Every Age Coordinator can determine the best way to distribute referees' payments as they may request proof of payment for each game. A small receipt has been prepared for you, print a copy, keep it handy and get the ref to sign it after each game.

If no ref is assigned, you'll need a parent volunteer. You'll also need a parent to be a lines person for all junior games (home and away). You can find a whistle and linesman flag in the shed for home fixtures.

A ground marshal is required at every home game, and they must know the location of the first aid kit, stretcher, ice pads, defibrillator, ambulance entrance and club amenities within the Club grounds. Familiarise yourself with these to better assist parents and spectators.

For **Miniroos (U8-U12)** games, a parent game leader is required. The rules for Miniroos games are on the Football West website. A ground marshal or lines person are not required for these age groups.

Team Sheets

All fixtures (home and away) need a team sheet filled out. You oversee this, allowing the coach to focus on getting the team ready for the game. We use the team sheet function in Squadi app for all teams. The team sheet must be completed up to 15min before game KO. We highly advise you to do this well ahead of time, add all your players (up to 16 players per sheet). If you know that a player will miss the game for any reason, deselect that player from the team sheet.



A team sheet is complete if all the information is filled e.g. players names, jersey number, captain name, head coach, team manager name and scorer for home games only.

Playing Home and Away Kits

Our playing kit is Red shirt, White shorts (boys), Red shorts (girls), Red socks, shin pads, and boots. Socks and shorts can be ordered on SDL Leisure website and picked up at the WDSC clubrooms at the beginning of the season or as arranged with the provider directly. Match tops can be ordered from Ultra Football website.

We advise you to check well in advance for any colour clashes with the opposition directly through their website or club contact. If there's a clash, arrange with your Age Coordinator to borrow an away kit. Our away kit top will be loaned to the teams that request them, different sizes are available. All loaned tops must be returned washed on the first day of training after the game. Make sure to update your team jersey numbers in the team sheet if they are wearing the away kit.

Training Kit, Club apparel and Coaches Bag

For training, players can wear appropriate sports clothes. SDL Leisure also carries additional club branded apparel which are not compulsory. A Coach's bag will be provided to each team with the following:

- 2 match balls.
- 10 training balls in a mesh bag.
- 25 multi coloured cones.
- 1 ball pump.
- 1 coach clipboard.
- 1 whistle.
- 1 first aid kit.
- 1 goalkeeper top.
- 1 set goalkeeper gloves.
- 1 player of the match trophy (U12s boys only)

All items must be returned to the Club at the end of season. It is understandable that some items may go missing during the season, although a reasonable duty of care is expected.

Player Availability and Forfeit

Keep an eye on upcoming absences, especially around holidays. If you're short on numbers, try calling other Team Managers for fill-ins. You can borrow any number of players from the division below you and up to two players from the division above from the same age group. In any case the players must follow the player availability table according to year of birth.



Mixed teams												
Current Year:	2025	Eligible Male Birth Years					Eligible Girls Birth Years					
Age group		1st	2nd	3rd	4th	5th	1st	2nd	3rd	4th	5th	6th
5s		2019	2020				2017	2018	2019	2020		
6s		2019	2020				2017	2018	2019	2020		
7s		2018	2019				2017	2018	2019	2020		
8s		2017	2018	2019			2016	2017	2018	2019		
9s		2016	2017	2018			2015	2016	2017	2018		
10s		2015	2016	2017			2014	2015	2016	2017		
11s		2014	2015	2016			2013	2014	2015	2016		
12s		2013	2014	2015			2012	2013	2014	2015		
13s		2012	2013	2014	2011		2011	2012	2013	2014	2010	
14s		2011	2012	2013	2010		2010	2011	2012	2013	2009	
15s		2010	2011	2012	2009		2009	2010	2011	2012	2008	
16s		2009	2010	2011	2008		2008	2009	2010	2011	2007	
18s		2007	2008	2009	2010	2006	2006	2007	2008	2009	2010	2005

Girls teams					
Current Year:	2025	Eligible Girls Birth Years			
Age group		1st	2nd	3rd	4th
8s		2017	2018	2019	
10s		2015	2016	2017	
12s		2013	2014	2015	
13s		2012	2013	2014	2011
14s		2011	2012	2013	2010
16s		2009	2010	2011	2008
17s		2008	2009	2010	2007

Exemption from FW
 Medical Exemption from FW

6s & 7s max 3 subs
 8s & 9s max 4 subs
 10s & 11s & 12s max 5 subs

If you still can't field a team, you will need to reschedule or forfeit the game. To reschedule, give at least five days' notice to the Club Coordinator. Forfeits must be made by the Thursday before a game.

Weekly Match Day Checklist

As Team Manager, you're responsible for:

- Letting the team know fixture details early.
- Telling the coach who's available and getting a full player list before game day.
- Confirming final fixture details after 5pm Friday and letting parents know.
- Filling out the team sheet before the game.
- Setting a scorer before the game.
- Making sure game day duties are sorted (linesman, oranges, referee if needed and volunteers for nets setup/take down).
- Welcoming the opposing team for home games.
- Getting parents to help set up nets and flags 30 mins before kick-off if you have been assigned to do this.
- Being at the game or appointing a stand-in if you can't make it.
- Submitting game result in Squadi app or by email before up to two hours after end of game.
- Letting the Club Administrator know about any issues.

End of Season Awards

The club offers three distinct awards for Junior players (U13 – U18):

1. Player of the Year Award

This trophy is awarded to the "player of players", selected through peer voting. The ideal recipient:

- Demonstrates exceptional leadership.
- Shows outstanding sportsmanship and fair play.
- Makes key contributions during games.
- Consistently encourages teammates.



Voting Process:

- Players vote after each game.
- 3 points assigned to the player with most votes.
- In case of a draw, 2 points are assigned to each tied player.

2. Club Player of the Year Award

The coach selects this trophy recipient based on:

- Performance during training and matches.
- Coachability.
- Willingness to improve and learn.
- Individual and team development.

Selection Method:

Coach chooses top three players assigning points. Total points at season's end determine the winner.

- 1st place: 3 points.
- 2nd place: 2 points.
- 3rd place: 1 point.

3. Top Scorer Award

Awarded as a medal to the player scoring most goals in the season, in case of a draw, additional medals can be arranged with the Age Coordinator. Team Manager should maintain a goal tally for each player.

MiniRoos (U12) Special Recognition

A small weekly "player of the match" trophy is awarded to encourage player engagement, motivate skill improvement, foster sense of team belonging and recognize individual effort and teamwork. This trophy should return to the coach weekly to be awarded again.

End of Season Checklist

Return the Coach's bag with all items clean.
Encourage the team to organise an end of season wind up.
Have a blast and come back to join the Club next season.

Above all else, have fun. Enjoy the role and don't be shy about asking for help along the way. We really appreciate your time and support this season.



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