



Information Manual 2017 COACHES & MANAGERS First Kicks and Fun Football

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Dear Coaches and Managers,

Thank you for volunteering to help with a football team. We hope this manual contains all the information you need to help prepare yourself and your team for the season ahead.

Each grade is based on the player's birthday during this calendar year. First Kicks have players turning 5 or 6 this year (were born 2012 or 2011). Fun Football have players turning 7 or 8 this year (were born 2010 or 2009). Girls may play one grade younger.

The aim is to get children on the field having fun and loving the game of football.

Have a great season.

IBU Juniors.

Team Manager - First Kicks & Fun Football Job Description

The role of Team Manager is a vital and rewarding one as the centre of co-ordination for your team. The Team Manager's responsibilities are sometimes shared with the Coach, or delegated, as your team decides. In First Kicks (5th & 6th grade) there is not a lot for the Team Manager to arrange, but there is more in Fun Football (7th & 8th) and both are good preparation for older grades.

Overall the Team Manager's role is to support the Coach as much as possible by taking the administration jobs so the coach can focus on player's skill development and team structures. It is not an arduous job, but a little pre-season research on the IBU and Capital Football websites will be very helpful.

PRE SEASON

You will get a list of team contact details from the Grade Coordinator (see Club Contacts list attached). Set-up an e-mail group for the team, make contact with all the player's parents and make sure you have up-to-date team contact details.

In conjunction with the Coach, consider organising some pre-season fun training games. You can contact the Grade Coordinator for other teams' contact details in your grade if you want to organise something with them.

Attend any IBU Junior Club co-ordination and information evenings (at which time you will be able to pick up your team gear bag), and if at all possible, attend an *Intro To Coaching* course to understand the Station Rotation principles as well as training day & game day structures. If you have any questions about team sizes, ball sizes or playing rules for the grade almost all of the information that you need is on the club website – www.ibujuniors.org.nz. Or ask the Grade Coordinator. If you have picked up the team gear bag, arrange to give it to the Coach, and if there are size problems (very tall or short players) or other gear issues, arrange replacements with the Gear Coordinator (club contacts attached).

SEASON START

The manager has six main responsibilities during the season, depending on whether you are First Kicks or Fun Football:

1. Organise a training day and time with the coach and players (Fun Football)
2. Cancel training & informing team (Fun Football)
3. Telling the team re game venues and arrival times
4. Telling the team about game cancellations (Fun Football)
5. Collecting gear at the end of the season
6. Helping forward any other club communications to the players and their parents (e.g. school holiday programmes)

Training Days (Fun Football) – First Kicks players are not expected to train during the week and all their playing time is on Saturday morning at Wakefield Park from 8am.

For Fun Football, one weekday training session of 45-60 mins is expected followed by Saturday games day. In Fun Football the new Station Rotation principles mean groups of teams ideally train together. Organise your venue and training time with the Coach and co-ordinate with other managers in your grade to see if you can arrange for at least one other team to train with you.

The club has booked dedicated training times booked on Wakefield Park – lots on the grass and a few on the artificial turf. They are free for IBU teams to use, you do not need to book.

Training BOOKINGS IN 2017:

Wakefield 4 – Grass field (must be OPEN by WCC) – Tues and Thurs until 6:30pm

Wakefield 1 – Turf (always open) – Tuesday and Thursday – 4pm-630pm

IMPORTANT: please stick to the both the booking time and the correct field, even if other fields appear empty, they may be booked to other clubs. At 630pm the IBU Seniors start their training so please clear the fields promptly.

Let your Grade Coordinator know when you are planning to train. Other fields like Sinclair or Southgate are generally available after school as well, but have no lights. If you plan to use a school ground, you **must** talk to the school. Please stay out of the goalmouth in training especially when they are muddy, and especially if youth grade teams are also training.

Cancelling Training (Fun Football)– If you are training on the artificial turf it is an all weather surface and cancellations will be very rare. If your team is training on grass though, fields can be closed by Wellington City Council when wet.

On training day, please visit www.wellington.govt.nz/services/sptsgrds/ or call the grounds line - 801 4143 - to find out if **grass** fields are open.

Note that ground conditions are often updated 1 – 1:15 pm. Closed grounds may be opened, or vice versa. The phone message may be updated more quickly than the website. Also if the website says ‘all grounds closed’ call the phone-line as that message is likely to be more specific – eg ‘all grounds closed *except* Wakefield Artificial’. If you can’t train because of ground closures, please notify your team.

Game Day Saturday –

First Kicks games will be at Wakefield Park on Saturday morning and are run in-house by IBU and the coaches.

Fun Football have a weekly draw via Capital Football. The **ground map** for Wakefield will be at the clubrooms and may be sent to managers as well. Although the *majority* of Fun Football games will be at Wakefield Park artificial turf, every 3 weeks your team might need to travel to a **Fun Football Festival**. Please make sure all parents are notified **about the changed venue and time**.

Please **NOTE** – re Wakefield artificial turf that every Saturday, *two hundred* players will arrive at Wakefield for 8 AM.

Coaches have priority in cars as they have gear, but everyone should encourage carpools and other forms of transport, as well as sensible driving (no u-turns!) and safe road crossing using the pedestrian islands (no dashing out from behind parked cars please!). Remember also players are NOT to take food or sports drink onto the turf, just water, to keep it clean and non-sticky.

Fun Football Festival draws should be posted on the **Capital Football (SportsTG) website** early in the week. Email or text the details to your team. If confused, check with your coordinator.

Game Day Cancellations – Are *very unlikely* if you are on the artificial turf. But in Fun Football, if you are on grass fields for a Festival. Cancellations will be posted on the Capital Football website from Friday night. A general cancellation for the weekend if there is a real storm, might appear on the front page, otherwise look in your team's own draw. Cancellations that appear early in the evening may be updated later. Fun Football Team Managers should check the website late Friday and/or early Saturday and notify the team whether to go to the Festival games, **or go to Wakefield Park** if the Festival is postponed. Because IBU in-house training and games are on artificial turf, even if a Festival is postponed your team **will** play the in-house system on the turf as usual. (*Despite* the horizontal rain & freezing winds).

DO NOT check the Wellington City Council Sportsgrounds website on the weekend. It has NO bearing on scheduled matches and often says 'all grounds closed' from Thursday until Monday and that does NOT APPLY to weekend sports.

Weekly Payer Of The Day certificates should be handed out / recorded as the Team Manager and Coach decide. Some vouchers may have different expiry dates, so make sure you hand out those expiring first.

Game scores are not recorded for First Kicks or Fun Football.

END OF SEASON

In conjunction with the coach, you will need to organize a **team photo** to be taken (don't leave it too late, if you get a fine weekend and all players are available then get a photo) and you will also need to get the coach to provide a personalised comment on each player that will be printed on their certificate. More information will be provided nearer the time by the Grade Coordinator.

Keep in touch with parents about the final game day of the season, returning clean shirts to the coaching bag, and getting teams to prizegiving. Bring the complete gear-bag. All shirts washed. All bibs washed. All dried and put in a plastic bag inside the CLEAN team bag!

Remember IBU has nearly 60 junior teams. Gear and strips are re-sorted over summer. Which is a big enough job without *wet* shirts going mouldy and *dirty* bibs to wash. Clean gear thrown into a *muddy* bag is no good to anyone....

Now, help the coach hand out the certificates and pat yourself on the back! The Club appreciates all the work you have put in!

CLUB CONTACTS

These are listed on the website (www.ibujuniors.org.nz), but to contact your Grade Coordinators for 2017:

First Kicks - Serena Wilkinson- firstkicks@ibujuniors.org.nz

Fun Football (7th Grade) : Charlotte Hased – funfootball7th@ibujuniors.org.nz

Fun Football (8th Grade) : Frances Hudson – funfootball8th@ibujuniors.org.nz

By phone:

Serena – 021 209 1597

Charlotte – 021 023 47507

Frances – 0210420100

If you have something to address to the club committee that is about team registration or payment, registration@ibujuniors.org.nz. And if it is about club organisation then ibujuniors@gmail.com.

To request changes in shirt sizes, remember to be very specific about what type and style of shirts you have, and then please email gear@ibujuniors.org.nz

If you have any issues or problems during the season, please contact your Grade Coordinator in the first instance and if they are unable to help sort it out, they will know who else to get involved.

Coach for First Kicks & Fun Football - Job Description

Congratulations – you now have a key role in creating a lot of fun, learning and lifetime memories for a group of eager young kids. Coaching football teams is both rewarding and challenging. A good Team Manager is a great help so that you as coach can concentrate on the players, their skills, and the games.

It is a good idea for Coaches to read the Team Manager’s Job Description as it includes a list of tasks that should be co-ordinated with the Coach. If your manager is away, or you are also the manager, you may find some tasks fall to you.

PRE SEASON

Once your team has been selected and named, the Team Manager should get in touch with Coach(es) and players to start arranging pre-season training sessions and getting to know the team.. Where possible a pre-season friendly against another IBU team in the grade is a good ice-breaker. Contact your grade co-ordinator for contacts.

Do some reading – get your head in the game. Read this job description and then follow up by reading some of the other resources that are suggested.

There will also be an information evening held in the clubrooms, at which time you will also be able to pick up your gear bag. Your Grade Co-ordinator will let you know the date for this. In Fun – Football, organise your training – see the Manager Job Description for training times. (First Kicks teams don’t train during the week.)

IN SEASON

In First Kicks (5th - 6th grade) the contact time for Coach and team is all on Saturday morning. It includes structured training – the Station Rotation method – and small-sided games. These grades are run in-house by IBU and games are 4v4. No goalies.

Fun Football (7th - 8th grade) uses the structured training methods – Station Rotation - both in the weekday training and prior to games on Saturday. The IBU INHOUSE Saturday games at Wakefield Park are 4 x 10 minutes, 5v5, no goalies. For CAP FOOTBALL FESTIVAL days in the 8th Grade the games will be 15 minutes long. There is a weekly draw published by Capital Football (via the SportingPulse website). A set of the rules and regulations are attached.

Station Rotation is designed by New Zealand Football Association (NZFA) to make it easier for coaches. Because you work together with other coaches and teams, each Coach is responsible for running one or two drills for all the teams, in each session. This means you don’t have to ‘teach’ many different drills in a session, but the Coach /Manager should co-ordinate who will run which drills. Station Rotation also suggests how much time to dedicate to the different skill sets. They are split between general movement co-ordination, individual ball skills, more tactical football skills, and small-sided games. See Coach Education below.

Your job is to run training, coach the team during the game, swap subs on and off, give positive advice, encouragement, and foster a love of football in all your players.

COACH EDUCATION

As a Coach in First Kicks or Fun Football it is part of your job to understand and use Station Rotation. Free training is given by Capital Football through the *Intro To Coaching* course. Disks of training drills can be made available.

Please look out for the course dates in club communications, and contact coaching@ibujuniors.org.nz if you *have not* attended a scheduled course in pre-season so that we can help to organise it. *Intro To Coaching* courses are free. *Intro To Coaching* is most important because it includes access to resources, drills and the philosophy behind Station Rotation.

The next steps because you're keen(!) is a Junior Level 1 Coaching Course (4 hours) and if you want, next are four Junior Level 2 courses (Tactical, Fitness, Technique & Player Centred Coaching). These courses are run by Capital Football throughout the season. The Course Calendar is attached. These courses are \$60 but the club reimburses half the cost. Contact your Grade Co-ordinator if you plan to go to a course.

Note as well, that as your team gets older or moves into more competitive grades, coaches are expected to hold Level 1 and in some cases Level 2 qualifications, so you may as well get started.

OTHER VITAL INFORMATION

The Club has its own philosophy document The Island Bay Way on our website: <http://ibujuniors.org.nz/home/the-island-bay-way> . It links to the general NZFA approach of Player Centred Coaching.

The philosophy behind both is that each player is encouraged and nurtured for their own benefit and enjoyment, regardless of the result of the game, and that learning skills and developing good football technique is much more important than coaches and parents putting pressure on kids to win by any means.

Research shows that over-emphasising the scoreline can discourage players at a young age and leads to tactics on the field, like long defensive kicks, that are poor for players skills. Many of us parents will recognise we take the score more seriously than we should, and it's good to remember it's not *us* playing but primary school children who want to have fun with their mates.

Player Centred Coaching is a module in the Level 2 coaching courses, but reading some basic information on the principles is a good idea. Auckland Football have a description online on www.Aucklandfootball.org.nz . The English Football Association also have put a lot effort into coach /parent behaviour modules called the Respect Programme - www.thefa.com/respectguide/

DRILLS

If you are looking for more ideas for training drills to run with your team there are many sites online with ideas for different grades, so look around. Some options are www.coachingsoccer101.com and www.soccerexpert.com. Remember to pick age-appropriate ideas and make them simple and fun.

HEAD COACH and Assistant

The other key resource for coaches is the Coaching & Development Manager, Martin Garcia – 021 029 47170.

During the season he will attend and help run some team trainings, and you can contact him for advice through the email address academy@ibujuniors.org.nz. The website will also have contacts for your grade co-ordinators – who can be contacted on firstkicks@ibujuniors.org.nz and funfootball@ibujuniors.org.nz.

Martin also runs our school holiday programmes which have been very successful and players have really benefitted from the extra coaching. Please help us by recommending these to your players.

Assistant coach who is in charge of the field set-up and can be used as a ‘hotdesk’ coach if your team is missing a coach for the weekend is Matt Hickey – call Matt on 027 384 1889.

Have a great season. IBU Juniors.