



Information Manual 2017

COACHES & MANAGERS

Mini Football and Youth Grades

Including GIRLS ONLY SUNDAY LEAGUE (GOSL)

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Intro Note:

Dear Coaches and Managers.

We hope that this manual contains all the information that 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. The players turning 9 or 10 were born 2008 and 2007 (i.e. 9th grade or 10th grade) are in the 7 a-side Mini-Football group. Players turning 11 or 12 were born 2006 and 2005 (i.e. 11th and 12th grade) are in the 9 a-side Mini-Football group. 13th and 14th grades are the 'Youth' Grades. Girls may be playing one grade younger in either mixed, or in Girls Only Sunday Leagues.

Although the grade names have changed, and the organisation of game days, the aim is the same as ever – to get the kids on the field having fun and loving the game of football. Have a great season.

IBU Juniors.

Team Manager – Job Description

MINI FOOTBALL and YOUTH GRADES (inc GOSL)

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.

OVERALL

The Team Manager's role is to support the Coach as much as possible by taking the administration jobs so that 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 Juniors 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 trainings. Use the team contacts from the Grade Coordinator for other teams in your grade if you want to organise something with them.

Attend any IBU Junior Club coordination or coaching information evenings. If you have any questions about team sizes or playing rules for the grade, look for the Junior Regulations on Capital Football or ask the Coordinator. In brief;

- Players need a **size 4 ball** (except 14th grade - full size)
- 9th & 10th grades play 2 x 25 min games, back-to-back, 7 v 7
- 11th & 12th grades play 1 x 50 min games, 9 v 9
- 13th grade is 11 v 11, 60 mins on a full field
- 14th grade is 11 v 11 , 70 mins on a full field (size 5 ball)

In **Girls Only (GOSL)** since 2016, all Girls Only Sunday Games are on the **same** rules and field sizes as the Saturday games.

If you have picked up the team 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 seven main responsibilities during the season, depending on the grade:

1. Organise a training day and time with the coach and players
2. Cancel training & informing team (when grounds needed)
3. Telling the team re game venues and arrival times
4. Telling the team about game cancellations
5. Making sure you have enough players
6. Giving game results to the Grade Coordinator.

Tournaments

The team may also want to play in some of the tournaments in the region – either as a team or as a combined squad from two or more teams. As Team Manager it is important to keep an eye out for these, test the team's appetite to attend and register fairly early. Regular tournaments include:

Kapiti Junior Easter Tournament 10th grade – U17s

Eastbourne Football Club Festival of Football Tournament (early April) 7th – 12th grade

Wynton Rufer Tournament at Stop Out Sports Club (May) 7th, 8th 9th & 10th grade

Douglas Villa Junior Tournament (September) 7th – 14th grade

McCartney Invitation Tournament, Taupo (October) 9th grade to under 17s

Training Days

Mini Football teams (9th-12th grade) and Youth grades (13th-14th grade) have a choice about whether they hold dual trainings or not, but the new Station Rotation training principles of the NZFA suggest benefits for teams for collaborating in trainings. Whether you are training alone or with another team, organise your venue and training time with the Coach and involve the Grade Coordinator if you need to.

Training BOOKINGS IN 2016:

Wakefield 4 – Grass field (must be OPEN) – 430-630pm

Wakefield 1 – Turf (always open) – Tuesday and Thursday – after school to 6.30pm

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 artificial 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 goal area during training, especially when they are muddy.

Remember that Wakefield Park will be busy and road safety around the park should be a priority. Please encourage people to cross safely (using the pedestrian islands), leave the spaces next to the clubrooms for coaches (they have gear) and not to make random u-turns to change direction. Also no food, muddy boots or other contaminants on the artificial turf – they are a not good on a rubber and plastic surface.

Cancelling Training – At Wakefield Park if your training is on artificial turf, cancellations will be very rare (never). If your team is training **on grass fields may be closed by Wellington City Council when wet**.

On training day, please visit www.wellington.govt.nz/services/sptsgrds/ or call the grounds line. Tel 04801 4143.

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 note that 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, text/email your team or move fields onto the artificial.

Game Day

Game venues for most teams will be Wellington city grounds in the central and southern zone. In Mini Football and Youth Grades the Sharks teams who are in the top graded divisions are entered in **Premier Leagues** (formerly Travel Leagues) and this will include games around the wider region (Hutt, West Coast, sometimes Wairarapa etc).

Girls Only (GOSL) generally play at Wakefield, Te Whaea (behind the Drama School) or Nairnville (in Cockayne Rd, Ngaio) on the artificial turf.

Draw information will be posted on the Capital Football website,

<http://www.capitalfootball.org.nz/>

Look under Comps – Fixtures / Results which takes you in the Sports TG website. Draws are posted by Tuesday. Read the draw and email or text the details to your team.

Remember that after re-grading rounds your team draw may appear in a different section of the league. Premier Leagues are split into three groups. Most non-Sharks teams will be listed as **Wgtn/Western (grade) – (colour)** or possibly **Combined 13th – (colour)**

Game Day Cancellations

Are posted on the Capital Football website on Friday night. Cancellations that appear early in the evening may be updated later. If your game is not affected by the first round of cancellations, remember to check back because there may be more. In really appalling weather Capital Football may post on the front page of their website, others find your TEAM DRAW and check for reschedules or cancellations. ***Just because it is fine outside your window does not mean your draw has not ben changed!!@!!@*** Wet grounds in Whitby, can flow onto cancellations in Wellington, or any number of variations on that theme.

Team Managers should check their team draw on the Capital Football website late Friday and/or early Saturday for cancellation or ground changes. Text your team if you are cancelled (or still playing *despite* the horizontal rain & freezing winds). Note that artificial turf is all-weather, so GOSL will be played in any conditions. Saturday grades that have games scheduled on the turf should look out for last minute changes to their draw in bad weather, as games do get moved.

DO NOT check the *City Council Sportsgrounds* website on the weekend. It has NO bearing on scheduled matches and often says ‘all grounds closed’ from Thursday or Friday and this is **NOT relevant to weekend sports**.

Enough Players

This is particularly important around school holidays. In the April & September holidays, games are played in the first and last weekend (not the middle weekend). If you cannot field a full team borrow from another team or contact your Grade Coordinator for help.

Game Results

After your game send your Grade Coordinator a *detailed* text including *both* team names, the *grade* and *score* as soon as you can. E.G. '12th grade IBU Stingrays 2, Miramar Pumas 1'. The exception is for the Sharks teams in Premier League, the team results must be phoned in to Capital Football before 2pm or you can ask your grade coordinator to post the result on Game Day. (Check with the junior club captain if you are unsure.)

DO NOT make the Grade Coordinator chase you for the result! If you are not at the game, Team Managers make sure the Coach or another parent takes this responsibility.

Weekly *Player Of The Day* certificates should be handed out / recorded as the Team Manager and Coach decide. There are 18-20 days scheduled in the season so ration them accordingly. Hell Pizza vouchers are carefully dated so you have to give them out in order! Or they will expire...

END OF THE SEASON

PHOTO – before the end of the season, preferably on a nice day 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.

In conjunction with the Coach, select the Most Improved and Most Valuable [Best] player awards and forward to the Grade Coordinator so trophies can be made. Seek feedback from parents if you wish.

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 and bibs *washed, dried* and in a plastic bag inside the CLEAN team bag!

Remember IBU has nearly sixty junior teams. Gear and strips are re-sorted over summer. Which is a big enough job without *wet* shirts going stinky, 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 and so should your team!

IBU JUNIORS

CLUB CONTACTS

The club email addresses are also listed on the website. The Coordinators are:

10th and 11th grade is Jo Peden – 027 230 6738 - mini9and10th@ibujuniors.org.nz

11th & 12th grade is Lorinda Kelly –021 886 049 - mini11and12th@ibujuniors.org.nz

13th & 14th grade is Justine Moore – 027 4788218 – youthgrades@ibujuniors.org.nz

GOSL is Ari Sargent – 021 388 946 – girls@ibujuniors.org.nz

Gear: To request changes in shirt sizes please email David Grice on gear@ibujuniors.org.nz

Club Captain: The Junior Club Captain is Zen yates Fill – clubcaptain@ibujuniors.org.nz and if you need his phone number, contact your Grade Coordinator.

Coaching: The Coaching and Development Manager is Martin Garcia – 021 029 47170. Email academy@ibujuniors.org.nz

General: 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 feel free to use the feedback form on the website or contact the Club Captain.

Coach - Job Description

Mini Football and Youth Grades (inc GOSL)

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 coordinated with the Coach. If that 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 ought to get in touch with the players and with the Coach(es) to start to organise pre-season sessions for training and getting to know the team, which the Coach will lead. Where possible a pre-season friendly against another IBU team in the grade is a good ice-breaker. Contact your Grade Coordinator 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.

IN SEASON

Run a training session with your team at least once a week. Having assistant coaches makes this easier if you cannot get there all the time, or for help on the day. It may also be a good idea to join-up with another team. This is not required, but it does make sense especially in smaller squads like Mini-Football 9th and 10th because it allows coaches to continue to use Station Rotation methods. Whether dual-training (2 teams and coaches together) or on your own, planning the session is key.

Station Rotation also describes 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

There are several types:

1 – **Sessions** with Martin, when he is working with your team, to pick up tips and drills.

2 – **Workshops** with Capital Football – these are 2 hours, and the workshop for Game Day Coaching is being held on Gear Night.

3 – **Formal qualifications** – Level 1 and Level 2. We encourage all main coaches to get Level 1 qualifications and the club will subsidise costs. Level 2 Tactical is a *requirement* for Travel League and JPL teams... you need to do Level 1 first.

The Course Calendar is attached... a lot of the courses are accessible.

Please look out for the course dates in club communications and they are also on the website or contact coaching@ibujuniors.org.nz . Courses include access to resources, drills and the philosophies that will make a difference to your coaching, especially if you are reasonably new.

The first steps are a Level 1 Coaching Course (3 hours) and if you want, next are four Level 2 courses (Tactical, Fitness, Technique & Player Centred Coaching).

Mini Football (9th -12th grade, including GOSL) are the Junior Level 1 and 2 course dates. Youth courses are for the teenage grades (13th grade and up). These courses are \$70 but the club reimburses half the cost. Contact your Grade Coordinator if you plan to go to a course.

OTHER VITAL INFORMATION

The Club has its own philosophy document The Island Bay Way on our website and is also attached. 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 school kids 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. And then concentrate on reinforcing the techniques that each is supposed to teach.

There is a useful NZ Football set of resources on the IBU Juniors website:
<http://ibujuniors.org.nz/coaching/drills-activities>

NZ Football talk about designing for 4 key competencies:

- Proactive defending
- Proactive passing
- Receiving and turning quickly and efficiently
- Vision and Awareness

HEAD COACH

The other key resource for coaches is the Coaching & Development Manager, Martin Garcia. During the season he will attend and help run some team trainings, and you can contact him for advice through the email at academy@ibujuniors.org.nz.

His phone number and the contacts for the Grade Coordinators are listed in this document (above) and are also on the club website.

Please, have a great season. *IBU Juniors*.