



## 1.1d JUNIOR TEAM MANAGER/LEAD COACH AIDE-MEMOIRE


1. This *aide-memoire* is provided to Junior Team Managers/Lead Coaches to ensure that the participation in tournaments/matches by junior teams goes smoothly and without incident.

### Two Weeks Before Tournament

2. Players need to indicate availability for tournament on the Event on TEAMO, where details of each tournament have been posted by Junior Administrator.

a. They will need a reminder to do this via TEAMO and at training sessions.

3. Lead Coach/Manager selects the team on TEAMO by going to the Event on the Calendar and selecting 'MANAGE >'. Click on available players to add them to the Team Sheet as appropriate.

a. They may need a reminder that they have been selected so go to  icon on top right of screen and click on 'Message Players/Invites' which then allows you to send the selected team an appropriate message and remind them of the arrangements.

### One Week Before Tournament

4. Let host club know how many teams you are entering: £25 per team to be paid by BAC transfer by Club Treasurer who will need details of payment required after fixture has taken place.

a. Obtain BACS payment details for host club.

5. Arrange collection of any goalkeeping kit AND team kits bag from store room (containing bibs, balls, first aid kit, face masks). Goalkeepers should take kit home for the day and return the following week.

6. Remind team of requirements for the Tournament day at their last pre-tournament training session

7. Set up match fees on TEAMO: Go to the Event, select 'MANAGE >' and click on 'Team Sheet' where you will now see option to set match fees: Select 'Junior' under drop down for each player (£5.00).

a. No charge for a player if parent acting as Lead Team Coach or Umpire for the day – select 'Junior' but use the concession '*Parent/guardian is coach or umpire*' (so that a record is made and the parent is not chased for the match fee).

### Pre-Tournament/Match Day

8. Ensure the safety, and good behaviour, of any junior team when representing the Club throughout the tournament including times when the players are not playing.

9. Ask a parent attending to complete **YSHC 2.9 Junior Match Report** (one for each team) for the day taking register of players present, detailing scores and scorers for each game, successes and areas for development to work on at training. Also take a team photo.

a. The report is attached or available to download from the club website.

10. In case of emergencies contact and Medical details can be found on individuals profile on TEAMO

11. Make sure the team(s) are ready on the correct pitches for games and have the correct equipment.

12. A parent could be asked to assist with player substitutions during the game as necessary if coach is required to umpire.

13. Collect up all kit and return to team kit bag.

14. Ensure all players sign out with their parents/guardians when leaving the venue, and wait with any players who have been left until they are picked up.

### **Post-Tournament/Match Day**

15. Ensure all club kit (team kit bag including first aid kits, bibs, balls, shirts) is returned to the Lead Coach at the tournament who will be responsible for ensuring they are returned to the store room.

a. Goalkeepers will be responsible for returning the goalkeeping kit at the next training session.

16. Complete **YSHC 2.9 Junior Match Report** and return to Junior Administrator.

17. Write a match report and post a team photo on TEAMO Event page.

18. Ensure any goalkeeping kit and team kit bags are returned to the store room.

19. Confirm BACS payment required with Club Treasurer by email at [treasurer@yshc.co.uk](mailto:treasurer@yshc.co.uk).

a. Complete **YSHC 1.2b INCIDENTAL EXPENSES CLAIM** (attached or available to download from the club website) including host club's BACS details and send to Club Treasurer.

20. Provide a written post-tournament report to the Junior Administrator or Welfare Officer as appropriate should there be any incidents, or unusual occurrences, during the tournament/match day, or to highlight any issues that need to be addressed.