

## The Role of a DIFL Team Manager

Welcome to DIFL and thank you for volunteering to manage a team this season! The role of manager is extremely important, as managers act as a liaison between parents and coaches and make sure the team runs smoothly throughout the season. As a manager, your primary goals are to ensure the safety of all players, that all parents and players are aware of the practice and match schedules, and that everyone has a great time!

Below is an outline of the various responsibilities of team managers. DIFL welcomes your input and feedback. If you have any questions, concerns or suggestions, please contact your Division Coordinator (listed at the bottom of this document).

### **MANAGER RESPONSIBILITIES**

As soon as you receive your team sheet, contact the parents (via email or phone) to introduce yourself and advise them of their child's team. You may choose to share your mobile/telephone number or email ID to allow parents to communicate with you regularly.

Some basic rules of play that managers should help enforce:

- Teams once formed will not be changed.
- Never play an unregistered player.
- No borrowing of players from other teams is allowed.
- All players will be given equal opportunity to play in each game.
- The referee's call is golden. Please help parents understand this in case of any question.

READ THE DIFL WEBSITE REGULARLY [www.difl.org](http://www.difl.org)

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### Your Team's Sponsor

- Prior to the first match, call/e-mail the team sponsor to introduce yourself and communicate the match/practice schedule, photo day and end of season party dates.
- Encourage him/her to attend the games—especially for the team photo!
- Introduce the coaches to the sponsor and give the sponsor a team t-shirt (in person, through their child on the team, or by delivery).
- Add the sponsor's email and telephone numbers to your mailing list so they are aware of all that is happening and the team standing in the League.

### Your Team Shirt

Try to wear your team shirt to all practices and games so your team can spot you easily. Encourage coaches to do the same, especially for the matches.

### Communications

Ensure that the team functions smoothly and introduce everyone (players and parents) so that they get to know each other. Your goal is to help the group to gel as a team and to build positive team spirit.

### Friendly Game / First Practice / First Match

You will be given a team bag with items that you will need throughout the season (footballs, pump, team shirts for you and the coaches and sponsor, team uniforms/kits, player sackpacs and a first aid kit). Make sure to coordinate with the Coaches to decide who will keep the team kit bag and bring it to the practices and matches each week. Ensure it is readily available for the initial practice and match.

- At the first practice or game, a printout with the match schedule should be given to each child/parent.
- Hand out team uniforms and sackpacs at the first practice. Make a note of the jersey number against the child name. This is useful during the season as often refs and coaches can only remember a jersey number during a game.
- Have a printed list of all the parents' contact info and have the parents verify it. This is the best opportunity to get the most current information for them. Effective communication makes the job of a manager very easy!
- Get parents to let you know if a child can't make it any particular week for a match or training session if they know in advance (e.g. family marriage etc). Make a note of it on your copy of the match schedule.

### Uniforms:

- There are 20 shirts in Divisions 2 to 6 and 18 shirts in Division 1, so there is limited scope for children to choose their favourite jersey number.
- Make sure the kids all have their own shin guards and cleats/football shoes with no metal studs. Only rubber soles/studs are allowed on the pitch.
- There are 5 un-numbered shirts of a larger size in each team that are for the coaches/managers/sponsors. These can be used to fit a child in case the numbered shirts are too tight.
- There will be 3 Goalie shirts in each kit of different sizes and colors. Use these interchangeably at each game to fit the child and be a different color from the opposite teams goalie. If a Goalie is too big for the shirts, a shirt can be taken from a higher Division—contact the Div Coordinator.

### Logistics

Ensure that every member of the team knows the practice schedules, match schedules, venues and kick-off times. Double check with the coach on the Friday before the match that all is OK, that everyone knows where to come and at what time. Ask everyone to show up in time so the kids can warm up before play. Coordinate with the coaches to know what time in advance of kick-off he wants the players to arrive.

Advise the team of the practice schedule and the date and time of the first game—the key is setting up the first game! Please help parents to understand that practice is not optional. Players must have a valid reason for missing a practice and it should be communicated to team managers as early as possible.

### Practice Schedules

All divisions have a mandatory one-hour per week practice that happens between Mondays and Fridays after school, either from 4-5pm, 5-6pm. The practice day/time is set based on the availability of the coaches first and then, as possible, parent/player preferences are considered. Practice happens on ;

- Divs 1-4 Kathuria Public School (Only practice Monday to Thursday)
- Div 5: JMC (Jesus & Mary College) grounds in Chanakyapuri and Kathuria (Fridays only)
- Div 6: JMC and Kathuria Public School (Fridays only)

Please ensure parents know what day of week/time slot/pitch is for your team.

### Match Duration

Please work with the Coaches in advance to determine what time they would want the players to arrive prior to match times to warm up, get to know what positions they are playing and so on. Then communicate these timings to the parents.

Below is a table that outlines the breakdown of the matches per division. The referees will manage the match timings, but it is always helpful to have a watch coordinated with the referees for managing substitutions.

DIVISION	Match Duration	Half Duration	Half-time Break	Size of Match Ball
1	30 minutes	15 minutes	5 minutes	3
2	50 minutes	25 minutes	5 minutes	4
3	1 hour	30 minutes	5 minutes	4
4	1 hour	30 minutes	5 minutes	4
5	1 hour	30 minutes	5 minutes	5
6	1 hour	30 minutes	5 minutes	5

### Snacks & Drinks:

- Arrange to take snacks and drinks for the first game yourself and then consult with the parents to make a rota to get one parent for every weekend with a snack and a drink.
- A snack could include a juice, a fruit, a granola bar, a brownie, a sandwich or a cookie—basically, anything healthy! PLEASE DO NOT SEND CHIPS AS A SNACK ITEM!!!
- It is helpful to have an excel sheet with all the Saturday game dates and times printed. Have parents sign up against a weekend with ph. no. and email address so you have a list that you can email to all parents and can use if you have to make any changes during the season.

### **Motivation**

Be in touch with your team. Encourage parents/grandparents/siblings involvement, to attend games and practices regularly, and to cheer the kids on while playing. There is nothing more encouraging for the kids than to have their families cheering for them. Encourage parents to take pictures to build up the DIFL photo gallery. This year we have a DIFL Photo Competition running which parents can take part in. We also have an ongoing kit design competition so your child could win a chance to design future DIFL kits.

Discuss with your coach how to motivate the players and attend all practices as far as possible. Send regular mails to the team to show that you are always there for them and encourage them to play their best.

### **Team Building**

Each manager will receive a list of players with all the player information on it (parents, telephone numbers, e-mail addresses etc). This database is strictly for DIFL use and not to be shared with others outside the realm of DIFL.

Make sure that all the parents have a way of contacting you or the coach. Distribute a roster of your team so you can encourage carpooling.

### **Absentees:**

All absentees from practices or matches should have a valid reason and should be communicated in advance by the parents to the manager. If a parent fails to communicate to you that their child will miss a game or practice, this counts as a no show even if it is for valid reasons. Any known valid outings (such as school trips or weddings) should be communicated at the start of the season and managers should maintain the list. It is important to outline for the coaches who are planning out the starting line-ups and substitutions.

DIFL's absentee policy states that if a players misses practices or matches regularly, it is grounds for dismissal from the team. In general, missing more than two practices or games in a row should signal the manager to discuss the issue with the parents and help them to understand how important it is to respect the practice and match schedules. Give them a warning that the waitlist is long and we must provide the players who will put in the effort to support the team a chance to play. If the behaviour continues, discuss it with your coaches and contact your division coordinators.

In case of absentees, always ask the children why they did not attend and explain to them that their team is counting on their presence to succeed in the league. Explain that if a child misses more than 2 practices or games in a row, they may be taken off the team and a player from the waiting list will be called in. Help them to understand the importance of team play and the role they have in ensuring the team's success.

In all of this, please bear in mind that it is nearly always the player's parents who are responsible for tardiness or no shows, and it is not DIFL's intention to punish the children for their parents'

behaviour! But kids can exert a lot of pressure on their parents when things are important to them, so send messages through them as well as direct to parents.

Send regular reminders over email or SMS prior to a game so parents know when and where the game is.

Set an example by attending all the matches and practices as possible.

**Health & Safety:**

- Keep the first aid kit handy and bring a full ice pack to each practice and game.
- Make sure all players have their shin pads on.
- Make sure there is adequate drinking water.
- Do not allow any bad mouthing or excessive shouting during the game (by parents or players).  
Always encourage fair play and make sure the kids enjoy the game—whether they win or lose!

**Scores:**

Keep in touch with your coordinator and send the match scores promptly after each match. This will then be put on the DIFL website. Make sure your coach signs off on the scores so there is no confusion/doubt about the final scores or outcome of the matches. The referees provide the final scores after each match.

**Parent Behaviour and Code of Conduct:**

We believe in providing a safe environment for all children that are part of DIFL. In our continued endeavour to keep parental behaviour and children's code of conduct positive, we have dedicated a section under the "Rules" area of our website that has the details of acceptable and unacceptable behaviour.

As a manager, you are required to oversee that both children and parents are always courteous to team mates and that general camaraderie exists. Further, if there is extreme, abusive or negative behaviour, please address it right away and if the problem is not resolved amicably amongst the offending parties, bring it to the notice of your divisional coordinators.

ALL parents have signed a parental code of conduct and severe infractions will be penalised by initially suspending the child/parent from a game. Based on the nature of the non-conformance, the child and parent can also be expelled from the league.

**Kathuria Public School Logistics:**

DIFL is a community event supported by volunteer parents and we encourage parental participation at all levels. We request all parents to be personally present with their child or entrust them to another parent who can look after their well being while the matches are on. We do not encourage the presence of helpers, drivers and attendants (security or otherwise) on the pitches while the games are on, so that we can ensure security for all the children. **NO DOGS ALLOWED** on pitches.

All chauffeur driven cars will be parked on the road across from Kathuria Public School and only self-driven cars will be allowed a parking spot in the school premises. Kindly instruct your drivers about the parking rules and advise them to cooperate with the DIFL authorities.

**Mid Season Player Assessments**

Each coach is given a player assessment form for each child on your team. Please ensure this is filled in during mid-season and handed in to your division coordinators. This is a very important tool for us to continue to build well-balanced teams.

**Team Photos / Cup Competition / End-of-Season Celebration / Photo Competition**

- Inform the sponsor and all team members in advance of the date and time of team photos so they can attend.
- Notify the sponsor and all team members of the date and time of the end of season ceremony and ask sponsors to be present to hand out the team certificates and trophies.
- This year we will have an end-of-season cup competition. Details will be handed out during the season. Make sure the information is handed out to the team and sponsors.
- There is also an on-going photo competition, so encourage parents to take photographs and turn them in for prizes to be won at the end of the year.
- The players are also encouraged to join the Kit Competition to help design kits for the next season. Please look for details and then communicate to parents and players.

**DIVISION COORDINATORS**

For your reference the email addresses of all the divisional coordinators are listed below. All correspondence is via email, so please keep this sheet handy.

Division	Coordinator Name	E-Mail
1	Jasdeep Chadha	<a href="mailto:coordinators.div1@gmail.com">coordinators.div1@gmail.com</a>
	Ritu Malik	<a href="mailto:coordinators.div1@gmail.com">coordinators.div1@gmail.com</a>
2	Amarjit (AJ) Singh	<a href="mailto:as@difl.in">as@difl.in</a>
	Deepa Shah	<a href="mailto:deepa2difl@gmail.com">deepa2difl@gmail.com</a>
3	Mike Wood	<a href="mailto:coordinators.div3@gmail.com">coordinators.div3@gmail.com</a>
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	Joanna Nowaczyk	<a href="mailto:difl.div5@yahoo.com">difl.div5@yahoo.com</a>
	Bobby Fudenna	<a href="mailto:difl.div5@yahoo.com">difl.div5@yahoo.com</a>
6	Sanjay Gupta	<a href="mailto:difl.div6@hotmail.com">difl.div6@hotmail.com</a>
	Arjun Kohli	<a href="mailto:arjunomita@hotmail.com">arjunomita@hotmail.com</a>
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