

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 liaisons between parents and coaches and make sure the teams run 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, you should contact the parents (via email or phone) to introduce yourself and advise them of their child's team. Please confirm their contact information at this time and update your records. Once you have a final confirmed team sheet with contact information, you should share this with your team coaches. You may also choose to share your own 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.
- Players must attend practices and matches regularly. If a player is to miss any match or practice, he/she must notify the manager in advance with an appropriate reason.

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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 followed by first Practice week and game

- The team kit bag has all of the items that you will need throughout the season (footballs, pump, team shirts for you and the coaches and sponsor, team uniforms/kits, and a first aid kit). Make sure to talk with your team Coaches to decide who will keep the team kit bag and bring it to all matches and practices.
- At the first practice or match, a printout with the match schedule should be given to each child/parent.
- Hand out team uniforms 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 once again. 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, so there is limited scope for children to choose their favourite jersey number. (Division 1 has 18 shirts).
- 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 6 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 and shorts 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 schedule, 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/she 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. Managers should coordinate with the team coaches to let them know if any child will miss a practice or a match. The coaches will plan the match strategy accordingly.

Practice Schedules

All divisions have a **mandatory** one-hour per week practice that happens between Mondays and Fridays after school, either from 4-5pm or from 5-6pm. The practice day/time is set based on the availability of the coaches first and foremost. All practice schedules have been determined and cannot be changed. Practice locations are as follows:

- **Divs 1-4** Kathuria Public School. (Mondays to Fridays)
- **Div 5:** JMC (Jesus & Mary College) grounds in Chanakyapuri and KPSSA.
- **Div 6:** JMC (Jesus & Mary College) grounds in Chanakyapuri.
- 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	40 minutes	20 minutes	10 minutes	3
2	50 minutes	25 minutes	5 minutes	4
3	50 minutes	25 minutes	5 minutes	4
4	50 minutes	25 minutes	5 minutes	4
5	50 minutes	25 minutes	5 minutes	5
6	50 minutes	25 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 the players 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.

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 and advise that all players have to put in an effort to support the team. 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 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. The DIFL Committee generally brings extra water for emergency use.
- 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!
- Please ensure the parents and other spectators respect the area of play and do not hinder the referees' ability to see the full pitch. Spectators should stand at least 2 feet behind the boundary line at all times and should not stand near the goals.

Scores:

Keep in touch with your coordinator and send the match scores promptly after each match. Additionally, 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 on 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	Name	E-Mail Address
Commissioner	Rajni Malhotra	difl@difl.org
1	Rohan Mehta	rohankumarmehta@gmail.com
2	Farah Naaz	farahnaaz1@rediffmail.com
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