

UPPER HUTT CITY FOOTBALL - JOB DESCRIPTION

First Kicks grade manager

is all about creating a load of structured football fun for 100+ kids with the help of volunteer coaches / game leaders.

TIME COMMITMENT

during season: 2hrs on a Saturday including set up
(April to August) and around 1 hr admin each week

pre-season: 3-4 hrs per week to assist with grade registrations and enquiries
(February to March) (this continues until you close registrations)
plus any free coaching training workshops and club fun day

WHAT YOU WILL DO

- Be a contact point for grade registrations and information about playing
- Recruit and manage three “group leaders” who will assist you in delivering 20 weeks of fun each Saturday.
- Organise each Saturday’s play on the turf with your team of helpers
- Create and manage a roster of parent helpers and coordinate set up and pack down gear each Saturday
- Seek coaching courses enrolments for game leaders
- Attend monthly junior sub-committee meet-ups (non-compulsory)
- Encourage and follow the development of your players

RESOURCES YOU HAVE

- First Kicks grade information hub – upperhuttcityfootball.org.nz/first-kicks
- First Kicks intro for coaches – [NZ Football brochure PDF online](#)
- First Kicks games and activities for coaches - [NZ Football guide PDF online](#)
- Club gear (as below)
- Club budget of \$500 for grade activities (approved annually)
- Nametag label template (MSWord .doc)
- Grade roll template (MSWord .doc)
- COMET registration system access – ask junior committee admins for access.
- A club email address: firstkicks@upperhuttcityfootball.org.nz

CLUB GEAR

- **Size 3 Footballs** – enough for one per player.
- **Bibs** - at least one bib for every two players. Ideally in sets of 5 of one colour.
- **Gear and ball bags.**
- **NZ Football grade packs** – player of the day award certificates, game leader / coaching activity cards, poster giveaways for players, skills wall charts.

RELATIONSHIPS

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| Players | Give lots of praise, use their names a lot! Give them lots of high fives! |
| Parents | Keep them informed of news and events – well in advance as best as you can. 80% of parents currently use our grade Facebook group. Email is our catch-all. Circulate around the pitch and make yourself available where possible. |
| 7th + 8th Grade Managers | Liaison for Saturday mornings (festivals, set up, cancellations and prizegiving). You'll work with these two the most. |
| Junior sub-committee | Grade updates. Stories / photos to club communications for promo. Approval for club budget. Liaison for prizegiving. Assistance and advice for grade. |

SEASON OVERVIEW

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| February | Answer registration enquiries. |
| March | Answer registration enquiries. Help sort grade gear on junior gear evening. |
| April | Season starts - first weekend is typically first wknd of April. |
| May | Two teams of eight play two games in annual Karori Cup tournament. Typically registration enquiries keep coming right through May. Contact club's photographer to arrange grade photos (one per year level) |
| June | Grade photos - manage orders. |
| July | |
| August | Prizegiving – typically on the last day of the season. Talk to the 7 th and 8 th grade managers to develop a plan. End of season – typically last weekend in August. |
| September | Post season survey Return gear to garage – check in with gear manager |

MAKING IT HAPPEN EACH WEEK

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| Roster of game leaders | <p>Aim for one parent game leader per 6 kids (3v3). Ideally you can roster them week-on-week-off. Get parents to check in weekly with you to ensure enough game leaders</p> |
| Saturday equipment you'll need to organise | <ul style="list-style-type: none">• Nametags / labels – could be printed on 14per page A4 label sheets• Board for nametags / labels – we currently have an old coreflute sign from garage with nametags sellotaped on.• Year flags (4,5,6) – I've made them from a garden stake and two printed A3 card sheets.• Optional: Whiteboard to assist with parent messages and news |
| Making the call on cancellations | <p>The everyday metservice.com is a good indicator of weather forecast but the two hourly predictions are not known for their accuracy. The Wellington rain radar is the most useful tool. metvuw.com forecast charts have been more accurate overall in my 6 years of using it for Saturday mornings. Investment in time to track forecast changes over a day or two prior helps you make the call. Forecasting is another university degree!</p> |
| Festivals | <p>Talk to the 7th and 8th grade managers about Festival days where all Hutt Valley clubs for those grades travel to one turf. If coming to Upper Hutt you will need to make an alternative time to play – either a different location or an extra day at some point. We've also played under lights on a Sunday night 4:30-5:30pm as an alternative. You'll need to book the turf well in advance.</p> |
| Wednesdays | <p>Good chance to check in with coaches by email and advise on choice of skill sessions or area of focus for the week.</p> |
| Fridays | <p>Check weather forecast. Print nametag labels – incl. spares if registrations are still open.</p> |
| Saturdays | <p>Game day – see next list for actions.</p> |

ON THE DAY

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| 07:00 | If required: assess weather. Liaise with 7 th and 8 th Grade Managers for a consistent decision. Bonus for you is an extra window of time to advise your parents – err on the side of playing on – as it’s an all-weather turf, and parents will naturally select if their kids are up to it. |
| 07:30 | If required: deadline for sending our comms re: cancellation decision |
| 08:30 | Set up turf for play with helpers. Set up on training area of turf while 7 th and 8 th grade are playing – including footballs. Set up name tags. |
| 08:45 | Players arrive to collect nametag and a ball for a pre-start kick around in warm up pitch. |
| 08:55 | 7 th and 8 th grade finish. Have two parents re-size the 7 th and 8 th grade pitches and rejig goals for 15x20 fields. Add pitches to allow for ideally 6 per pitch (3v3) a maximum of 10 (5v5). |
| 09:00 | Blow whistle. Greet players. Divide players in to year groups. “Find your flag.” Parent with each year flag leads players on to respective areas on the pitch. Count off players on to pitches with each available parent coach. |
| 09:05 | Warm up skills session 1 begins. |
| 09:15 | Whistle. Warm up skills session 2 begins. |
| 09:25 | Whistle. Game 1 begins. Put bibs on half the players. Appoint parent as a player of a day (POD) certificate watcher and nominator to also seek input from games leaders as the morning goes on. |
| 09:35 | Whistle. Game 2 begins. Bib players rotate to next pitch clockwise. |
| 09:45 | Whistle. Game 3 begins. Bib players rotate to next pitch clockwise. 4 th Grade finishes their games. POD certificate awarded and then players go home. |
| 09:55 | Final whistle. Parents help clear the turf of gear. Check PODs. Players move to under the deck for player of the day awards and news. |
| 10:00 | Ensure turf is clear. 13 th grade games may start at this time. Give out player of the day awards, share news and club notices. |
| 10:10 | Be available for parent or player questions. |
| 10:20 | Check gear is away. Close/lock garage. |

TIP: Always allocate extra parents to help smooth out the morning’s tasks such as collecting in balls after skills sessions, nominating player of the day certificates and even tag-teaming

TIP: assigning two games leaders to each of your 5th Grade pitches means one game leader can lead each team of new players to help understanding of rules, skills and that crazy notion of passing.

TIP: Initially kids will be worn out after 40 minutes earlier in the season. This will be less for the 4th graders, so build your schedule to allow for this.

TRAINING FOR YOU AND YOUR GAME LEADERS

The club will pay for you and your game leaders to attend coaching courses. Full details on upperhuttcityfootball.org.nz.

- NZ Football introduction to coaching – 2 hours including practical. Minimum Normally held pre-season or very soon after season start.
- Minimum to
- NZ Football Junior Level 1 Coaching – 3 hours including practical.

TIP: Game leaders will come and go during the season because of their immediate commitment to their children re: sickness etc. Train up a large pool to help out that alternates and you can share the work load. Parents will always step in and help out if caught short, but we need to maximise player experience and confidence of parents.

TIP: act like you're hanging out in the backyard with your own kids and the players will respond. Games like jungle subtly teach basic skills of kicking with different parts of your foot and it the more you get in to it the more the kids will respond and also understand 😊

PLAYER OF THE DAY CERTIFICATES

Current approach is to award a certificate to each player before giving out any seconds. 4th Grade has a POD each week.

TIP: record your certificates on a checklist so you know who's got what when dates can help too if you get questioned.

PLAYING THE GAME

– see website.

RULES OF THE GAME

– see website.

SKILLS SESSIONS AND ACTIVITIES

– see website.