



# 2017 Managers Handbook

## Useful Tips for Managers

### ***Email Communication***

To be an effective manager you must have a current email address that is checked regularly. Your email is the way the club will communicate important information to you about all club matters such as game details, social events, fund raising and so on. Email communication is also the easiest method of communication with team members.

It is also preferable that it is an email address that can be checked outside of business hours.

Make sure the club has your correct details on file (email, mobile etc). Remember to advise if you change any of your contact details.

### ***Team Contact List***

Once the team has been finalized, set up and distribute a team contact list with players' names, parents' names, email/phone contacts for all families.

Encourage home email addresses to allow for Fri night/Sat morning communication re any changes to planned games.

Discuss suitable arrangements for any families with no email to receive messages eg cancellation of training, change of playing venue etc

Advise families to use website for information updates.



## ***Contacting Your Committee***

As our club now has well over 800 members it would be appreciated if any non-urgent matters are communicated to us via email. If the matter is urgent or needs immediate attention please feel free to contact us on our mobiles.

<http://www.pananiarsoccer.com/committee.html>

## ***Team Responsibilities***

Be clear at the start of the season what you expect each player/family to do during the season.

- Attend training each week and on time (training is compulsory, unless of course the child is sick, school camps etc)
- Arrival at the game 30 minutes prior to game kick off. This allows enough time for paperwork to be completed, kids warmed up and organised with their registration cards
- Participation of parents in BBQ duty, field set-up/take down, canteen duty, Ground Marshall duty.

## ***Field & Canteen Duty***

Every day games are played at Kelso the club requires assistance to facilitate the smooth running of the playing fields, including set up & take down of goals/pitches, canteen duty, BBQ duty and so on. This is done on a roster basis and **each team will receive duty at least 3 times a year**, with at least 6 volunteers required on each occasion.

**Managers should ensure they have organised their volunteers during the week before the game.**



## ***Safety***

Remind players that they are required to wear shin guards during training sessions and games. A player cannot participate in a match if they are not wearing shin guards.

Remind parents that the coach & manager are not babysitters and are responsible for the whole team.

If needed parents should be advised that another team player will escort their child to the toilets on training nights. **DO NOT GO ANYWHERE OUT OF SIGHT OF OTHER PEOPLE WITH A PLAYER OR CHILD WITHOUT ANOTHER TEAM PLAYER AND PARENT IN ATTENDANCE.**

## ***Injuries***

In event of an injury, an online injury form must be filled in. Injuries suffered in a game or at training must be notified to the club and subsequently to BDAFA within 7 days of the injury. These can be found online at

<http://www.bdafa.com.au/injury-notification/>

Insurance forms are available online at and should be emailed to the secretary

<http://www.bdafa.com.au/jlt-sports-insurance/>

## ***Playing Shirts***

Suggest each player be allocated the same jersey number for the full season, this makes it easier to set up a template match sheet each week.

Organise a weekly roster for the cleaning of playing shirts and a system for their return. **Players are not to take their jerseys home.** (With the exception of ladies' sides).

As soon as practicable after the last game of the season the manager must return all jerseys and the team kit to the club room **and have them signed off by the Equipment Officer.** Any teams not returning club property will not be eligible to receive awards and gifts at the club's



Presentation Day in October.



## ***Team Officials' ID Cards***

It is important that both team coach and manager have their ID cards at every game. If you do not have your card you cannot be in the “technical” area, i.e. inside the crowd control ropes or lines. Please make sure that these are clearly visible (lanyards are available from the club).

Mobile phones are not be used, nor are hot food and drinks to be consumed, in the technical area.

Assistant Managers/Coaches should also have an ID card.

## ***Player Registration Cards***

All SSG Teams will be issued with a “Team List” as opposed to individual cards. If a payer fills in for another team they can simply take along a photocopy of the team list

Each player taking part in a game must appear on a sheet or have an ID card at the game,  
**NO SHEET / NO CARD– NO PLAY.**

## ***Team Sheets***

<http://www.bdafsa.com.au/team-sheets/>

Ensure match sheets are completed prior to arriving at the game. Unless you know a player will definitely be away, include all team members on the match sheet, if they don't turn up simply cross their name off the list.

These can be pre populated on your computer to make it easier, simply change location, round, date and opposition details each week.  
You will need to pay your referees' fees (if applicable) at the field each week and have the match sheet stamped prior to the start of the game (otherwise the ref will not start the game)

Ensure Ground Marshall signs team sheet prior to kick off.

Ensure that the match sheets are handed to the Ground Marshall at the end of the game at the clubhouse where the game is played.



## **General**

**Ensure you have team sheets at all times.** No Team Sheets at all means no game and a forfeit, If a player does not appear on a Team List they cannot play.

If borrowing a player from a lower age group, ensure this is written on the team sheet. They must also bring a copy of their Team List.

Ensure the referee verifies the score after the game and signs the team sheet

**Notify the game result to our club Recorder** by texting or emailing Jenny Beddoe within 1 hour of the end of the game.

**Email:** [results@pananiarslsoccer.com](mailto:results@pananiarslsoccer.com)

**Mobile:** **0412884159**

This is to be done on the **day of the match** not the next day. Night game scores are to be notified **only** by ringing the Jenny after the game on

Yellow and red cards **must** be advised on the day of issue to the Secretary.

- 2 Yellows in one game – stand down 1 match
- Red – A finding will be issued usually within a week
- 5 Yellows – stand down 2 matches

**FORFEITS:** If a team knows prior to Thursday night that they will not have a team they must advise the Secretary who is to advise BDAFA, referees and the opposition. If a team for any reason forfeits on the day of the match, the Secretary is to be advised the same day.

Any incidents during or after a match must be reported to either the President or Secretary (Incident Report is to be completed)

Abandoned match must be reported to the Secretary to avoid a \$100 fine from BDAFA (Incident Report is to be completed)

## **Glasses**

Players are permitted to wear sports goggles, sports glasses or sports sunglasses as long as, in the opinion of the referee, they pose no danger to the player or other players. The Optometrists Association of Australia has stated that children involved in sport, requiring assisted vision, should wear protective eyewear such as sports goggles or sports glasses with soft or flexible frames fitted with a plastic or polycarbonate lens.



## ***Match Fees***

Match fees are payable to the club each week. An amount is payable per player that is on the team sheet **for that day**. These should be collected weekly and put in the envelopes provided and then put in the safe in the canteen.

### 2017 Match Fees for Panania RSL Youth Soccer Club

SSG Age 6 to 11	\$2.00
Juniors Age 12 to 18	\$3.00
Seniors	\$5.00
Platinum League	\$6.50

## ***Wet Weather***

In case of wet weather please call Bankstown Council's Wet Weather Line on **1300 655 180** to see if playing fields are open.

There is a recorded message updated at 9am and 3pm each day which advises which fields, if any, are closed. If Kelso fields are closed, you cannot play or train on them.

The final council field check each week is Friday afternoon. On occasions, fields will be open on Friday but overnight rain is such that the fields are unplayable on the weekend and we decide to call games off. The club will contact teams when this happens.



BANKSTOWN DISTRICT AMATEUR FOOTBALL ASSOCIATION ABN 36 652 178 091

# CIRCULAR



Monday 19 December 2016

19 December 2016

## 2017 Bankstown District Amateur Football Association

### Referee Match Fees

Please find listed below the Referees Fees for the 2017 Bankstown District Amateur Football Association (BDAFA) competitions:

Competition	Referee	Assistant Referee (each)
Men's PL & Division 1	\$69	\$34
All Aged Men Division 2 & below	\$60	\$30
All Aged Women	\$60	\$30
Over 45 & Over 35	\$60	\$30
Under 21	\$60	\$30
Under 18	\$50	\$25
Under 16 & Under 15	\$38	\$19
Under 14 & Under 13	\$32	\$16
Under 12	\$29	\$14
Under 11 and below	\$22	\$11

For further information, please do not hesitate to contact BDAFA General Manager, Shane Merry, on (02) 9771 3322.

Regards,

Shane Merry

General Manager – Bankstown District Amateur Football Association





### ***Prior to the game kicking off***

Check that players have removed all jewellery, watches, rings etc.

Check shoe laces (or ask parents to check their child's laces).

Ensure your team and coach is ready to take the field 10 mins prior to start time and that all Team Lists or player ID cards have been checked with the opposition Team Manager.

Ensure referee has been given the match sheet.

Ensure payment for official referees and linesmen has been made and match sheet stamped by Ground Marshall at the venue at which your game is being played ½ half prior to kick-off.

### ***Changing Goal Keepers at Half Time***

If you are changing goal keepers at half time advise the referee and opposition team manager at half time.

### ***Water Bottles/Oranges***

Coordinate an 'orange' roster if your team wishes.

Do not allow players to share a drink bottle, each player must turn up to a game with their own drink bottle.

A drink caddy to hold water bottles is a great way to manage the water bottles, they can be purchased from Kingsgrove Sports Store & cost of about \$24.

### ***Family Communication + Participation***

As the team manager you are the link between the club and the team.

Please encourage families to participate in various club activities, eg BBQ roster, field set up/take down, team photo's, presentation day, club social nights etc.....



### ***Game Reminder Emails /Texts***

Even if BDAFA releases a draw for several weeks at a time, **check the draw each Friday night** to ensure there are no changes.

Send weekly reminder emails/texts to your team detailing the game time, venue, arrival time, and who is on the “oranges” and jersey washing duty.

### ***If you have a problem***

Contact the relevant committee member, if unsure who to contact then try the President or Secretary.

**Never contact BDAFA directly, all communication with BDAFA must come from the Club’s Secretary.**

If there is an error on the competition table please contact the Secretary.



## **BBQ and Canteen Duties**

### ***BBQ***

The BBQ is a necessary and important part of every Saturday & Sunday, it is one Club function for which the Club relies heavily upon its parent and player volunteers. Wherever possible, teams will be rostered on at times which will not interfere with the enjoyment of your or your child's game.

All food and utensils will be provided by the Club for the rostered teams. The teams rostered on first are responsible for setting up the BBQ.

The BBQ works best with 3 volunteers, one to take the orders and collect the money and 2 to cook etc. It is important the volunteers for each shift turn up on time to allow the previous shift to attend their game.

Demand will determine for how long the BBQ operates, the Canteen Manager will decide when to stop cooking. The team on duty should clean the hot plate and return the BBQ to the clubhouse, the utensils and takings are to be taken to the Canteen Manager.

It is best if the takings are handed over periodically to the Canteen Manager throughout the day.

As a final note, the BBQ should only be operated by adults. Older children who wish to help should do so from the sales desk only.

**If you would like to run a fundraising BBQ for your team one night during the season, please contact the club secretary for details.**

### ***Canteen***

The rostered duty team also need to provide at least 3 volunteers to assist in the Canteen.

The canteen gets extremely busy on Saturday & Sunday mornings and we need to provide support for the Canteen Manager, who will provide all the advice and guidance to the volunteers.

Children under the age of 15 are not part of this roster and are not allowed in the canteen.



## ***BDAFA Constitution & Regulations***

A copy of the current BDAFA governing documents can be found at

<http://www.bdafa.com.au/constitution-regulations/>

## ***Laws of the game***

A copy can be found at

[http://www.fifa.com/mm/document/footballdevelopment/refereeing/02/79/92/44/laws.of.the.game.2016.2017\\_neutral.pdf](http://www.fifa.com/mm/document/footballdevelopment/refereeing/02/79/92/44/laws.of.the.game.2016.2017_neutral.pdf)



# BDAFA Spectator Behaviour Policy



BDAFA is committed to providing a safe environment for participation in our sport. Angry, aggressive or other inappropriate behaviour by members, their families and friends and other participants or spectators while attending a BDAFA match or event will not be tolerated.

These behaviours are outlined in our Codes of Conduct and By-laws and specifically include (but are not limited to):

- persistently challenging the decisions or performance of match officials;
- using offensive, insulting or abusive language;
- harassing or ridiculing players, team officials, match officials or other spectators;
- making racist, religious, sexist or other inappropriate comments to players, team officials, match officials or other spectators;
- any threatening behaviour or physical altercation between spectators and players, team officials, match officials or other spectators; and
- putting undue pressure on children, berating them or putting down their performance.

Where officials are mentioned, the protection of this policy is considered by BDAFA to extend to all team officials (coaches, managers, team marshals etc), match officials (referees, ground marshals etc), Club officials (Club committee personnel) and Association or parent body officials (BDAFA committee personnel, Football NSW personnel etc).

BDAFA encourages the reporting of misconduct and has empowered a Tribunal to properly investigate and deal with incidents of inappropriate behaviour. All reports should be submitted in writing to your Club Secretary. Ground marshals and team marshals are required at every BDAFA-sanctioned fixture to monitor behaviour and ensure the safety and security of all participants. Police may also be called where situations become unsafe or where illegal behaviour is occurring.

Parents or other spectators who are found to have behaved inappropriately may face disciplinary action. In cases where such persons are not registered Club members, action may be taken against those individuals, teams or Clubs to which the person has a relationship. Such penalties may include bonds, fines, loss of competition points, and/or suspensions of players, teams or Clubs. The power to impose sanctions in this way is derived from the FFA National Code of Conduct and from Football NSW Rules and Regulations.

This policy is not aimed at stifling or diminishing healthy supportive cheering or the ability of all participants to enjoy 'the beautiful game'. A better standard of behaviour from all people will make the sport more enjoyable for players, officials and spectators alike.

**ALL Clubs and players should make their families, friends and other spectators aware that participation in our sport is a privilege which can be revoked due to the misconduct of spectators. Spectators who feel that they cannot refrain from the above behaviour should be asked not to attend.**

Acknowledgements: PlaybytheRules.net.au, Basketball NSW



## **Language Policy** **Bankstown Football Referee's OIAL Policy 2012**

It is our policy that we will not tolerate Offensive and/or Insulting and/or Abusive Language (OIAL).

That does **not** mean that every time a player swears they have to be sent-off. However, referees must take action every time. They must also do so consistently in that and every game.

BFR is implementing this zero-tolerance approach in conjunction with BDAFA. We will enforce this on the field and BDAFA will do so off the field. BDAFA have advised their clubs that this is the case. In turn, players should start the 2012 season knowing what to expect.

We can use our discretion but not take the soft option. There are three ways we will be dealing with OIAL, depending on the situation:

1. A chat "on the run" or a public warning
2. A yellow card
3. A red card

How do we determine what approach to use?

### **A chat on the run or a public warning**

A chat is to be used when a player uses OIAL in a mild tone and generally at himself or in discussion with a team mate and is curtailed quickly. It would be recommended that the player in this instance be reminded of his obligations in relation to OIAL and be given a chance to clean it up. Further instances will be punished more severely.

A public warning is used when a player uses OIAL but "open play" or the position of the player doesn't allow a quiet word or you want to make it clear to all players that the language is becoming unacceptable.

### **A Yellow card**

There are instances that OIAL is used but common sense tells you that it has not reached the level of overt abuse. A small amount of aggression is involved but it is not a sustained burst. A yellow card should then be used, be it Y1 (Unsporting behaviour) or Y3 (Persistent Infringements)

For instance, a yellow card would be used when a player swears at an opponent in a not overly aggressive response to something that has been done to him (e.g. a bad tackle, a pull on the shirt etc.). The source of this approach, by the way, is Mark Shield, National Director of Referees. The key words here are not overly aggressive.

### **A Red Card**

This would be done when a player let's fly with openly hostile OIAL and/or uses racial, religious and/or sexual slurs or insults the impartiality of the match officials. It also includes where players dissent the match official's decision(s) by use of aggressive OIAL. Any player who brings the game into disrepute by overtly hostile use of OIAL will be sent off (R6)

It is an essential part of this policy that as a BFR referee you act in all instances. It is not sufficient that you as a referee in Bankstown accept that OIAL is just part of the game. It is imperative that all referees enforce this policy in the same manner.

Any referee who chooses to ignore this policy will be subject to disciplinary action as a result of any complaints lodged.



## Grounds

<b>Club</b>	<b>Home Ground</b>	<b>Address</b>
Bankstown Sports FC	Buchanan/Kearns Park	Antwerp St Bankstown
Bass Hill RSL FC	Walshaw Park	Buist St Bass Hill
Birrong Sports FC	Jim Ring Reserve	Woods Rd Birrong
Chullora	Lockwood Park	Waterloo Rd Chullora
Condell Park Football Club	Kinch Reserve	Third Ave Condell Park
Bankstown Dragons FC	Middleton Park	Smith St Bass Hill
East Bankstown FC	Gosling Park	Chiswick Rd Greenacre
Georges Hall Thistle SFC	Coleman Park	Rabaul Ave Georges Hall
Greenacre Eagles SC	Allum Park	Maiden St Greenacre
Milperra Lions SC	Gordon Parker	Auld Ave Milperra
North Bankstown SC	George Green/Graf	Avoca St Yagoona
Padstow Hornets SFC	Stuart Street Reserve	Stuart St Padstow
Padstow United SC	Playford Park	Gibson Ave Padstow
Panania R.S.L. Youth SC	Kelso Reserve	Marco Ave Panania
Revesby Rovers SC	Amour Park	Iluka St Revesby
Revesby Workers FC	Marco Reserve	Homelea Ave Panania
Bankstown Sports Strikers FC	Crest Sports Complex	Carysfield Rd Georges Hall
Spears Sports Club	Neville Reserve	Clarke St Bass Hill
St Christopher's SC	Marco Reserve	Cnr Homelea/Marco Aves Panania
Villawood United SC	Thurina Park	Lowana St Villawood
Yagoona Lions SC	O'Neill Park	Cooper Rd Yagoona



## SEASON REPORT TEMPLATE

**NAME OF TEAM:** Eg "10/2's"

**COACH:**

**MANAGER:**

**PLAYERS' PLAYER:**

**SEASON SUMMARY:** Eg *The team ran..... this year in the minor premiership and (result in finals if applicable)*

Games	Won	Lost	Draw	Goals For	Goals Against

The highlights of the season were \_\_\_\_\_

\_\_\_\_\_

### THE TEAM

	Name	Commentary
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		





14		
15		
16		

### GAME DAY CHECKLIST

TASK	COMPLETED
Team Sheet completed prior to arrival at venue	
Collect weekly match fees	
Referee payment made and match sheet stamped by venue official	
Ensure Ground Marshall signs team sheet	
Match sheet handed to Referee 10 mins prior to kick-off	
<b>Ensure you have all Team Lists at all times.</b> No Team List at all means no game and a forfeit, no listing for a player means he/she cannot play	
If borrowing a player from a lower age group , ensure this is written on the team sheet	
Yellow and red cards <b>must</b> be advised on the day of issue to the Secretary. <ul style="list-style-type: none"> <li>○ 2 yellows in one game – stand down 1 match</li> <li>○ Red – will be issued normally within a week.</li> <li>○ 5 yellows – stand down 2 matches</li> </ul>	
In event of an injury, an injury report must be filled in and emailed to the secretary. Insurance forms are available online a copy of the form should be emailed to the secretary	
Ensure the referee verifies the score after the game and signs the Team Sheet	
Manager to sign Team Sheet and ensure it is handed into clubroom at the field at which the game is played	
Playing shirts are handed back and given to next team member's family on roster to wash	
<b>Notify the game result by</b> By texting or emailing Jennifer Beddoe within 1 hour of the end of the game Email: <a href="mailto:results@pananiarslsoccer.com">results@pananiarslsoccer.com</a> Mobile: 0417 672 352. This is to be done the <b>day of the match</b> not the next day. Night game	



scores are to be notified <b>only</b> by ringing Jennifer after the game.	
Match report to be completed and emailed to <a href="mailto:thegoal@pananiarsoccer.com">thegoal@pananiarsoccer.com</a>	