



# Panania Diggers Soccer Club 2019 Managers Handbook

## INTRODUCTION

Welcome to the world of coaching and/or managing amateur sport. This experience won't be as bad as you have heard or fear. It will be a rewarding time to participate in your child's development for young teams, or to take charge of your mates in an adult teams.

The Panania Diggers Soccer club will provide you with all the support you need. If it's not in the information we provide, please ask.

This handbook is designed to provide you with guidance on how to help your team to a successful season. We are in the process of updating our website

Panania Diggers Soccer Club is an organisation that promotes fair play, inclusiveness and community spirit through amateur sport. We want every player, official, parent and spectator to be a positive role model in that.

## PLAYER SAFETY

### ***WORKING WITH CHILDREN***

The safety and welfare of kids is our highest priority. A Working With Children (WWC) Check is **a mandatory pre-requisite** for anyone who is involved with children's sporting groups. This includes volunteer coaches and managers.

Getting a WWC Check is free and takes about 10 minutes online and then a quick visit to a Service NSW Office (same place where you renew your rego or licence)

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

- Players must wear shin guards during training sessions and games. A player cannot participate in a match if they are not wearing shin guards.
- Coaches & managers are not babysitters. They are responsible for the whole team



so need parents to be involved.

- Parents are encouraged to remain at the ground and watch training and games.

### ***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/>

## **COMMUNICATION**

### ***EMAIL***

The primary means of communication between the club and the coach / manager is by email. Coaches & managers will receive several emails each week keeping them updated with relevant news and draw information.

Additionally, a weekly email is sent to every registered player at the club from [info@pananiarslsoccer.com](mailto:info@pananiarslsoccer.com), don't let those emails go to SPAM.

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. Check your email regularly.

It is also preferable that if you use 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.

***THE CLUB'S WEBSITE (GOOGLE SEARCH "PANANIA SOCCER")***

***WWW.PANANIARSLSOCCER.COM***

The club runs an internet page which is kept up to date as far as possible. Take the time



to have a look around the website.

If you think we're missing something that should be on the website, just email [info@pananiarslsoccer.com](mailto:info@pananiarslsoccer.com) and let us know.

### **FACEBOOK**

The Club has a Facebook Page (search *Panania Diggers Soccer Club* and like the page). The page is constantly being updated with what's happening at the Club and around Kelso. You can also get real time information on ground closures due to wet weather.

### **COMMUNICATING WITH YOUR TEAM**

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

See example below.

#### Under 6s

<i>Player</i>	<i>Parents</i>	<i>Phone</i>	<i>Email</i>
<i>Billy Blogs</i>	<i>Ray and Emily Blogs</i>	<i>0414 141 141</i>	<i><a href="mailto:ray@emily.blogs">ray@emily.blogs</a></i>
<i>Sally Soccer</i>	<i>Jill and Jack Soccer</i>	<i>0415 151 151</i>	<i><a href="mailto:jill@jack.com">jill@jack.com</a></i>

Each team needs to be able to communicate amongst themselves.

- *Where is this weekend's game?*
  - *Who needs a lift to training?*
  - *Who can't make this weekend's game.*
  - *Who has a spare pair of socks they can lend me?*
- ❖ Some teams communicate by email;
  - ❖ Many set up their own Facebook page, this seems to be very effective; and
  - ❖ Some do it by text message.

Whatever works best for you and your team please use it, but **communication is vital**. Advise families to use [www.pananiarslsoccer.com](http://www.pananiarslsoccer.com) and the Club's Facebook page.

### **CONTACTING YOUR COMMITTEE**

Our club now almost 1,000 players and officials, so 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.

The primary contact is [info@pananiarslsoccer.com](mailto:info@pananiarslsoccer.com), the complete list of Committee



members is published on our website at <http://www.pananiarsoccer.com/committee.html>

## TEAM RESPONSIBILITIES

Panania Diggers Soccer Club is not a business, it does not have paid employees. It's an amateur community sports club run by volunteers. We have members, players, parents and friends. We don't have customers. All players, and the parents of child players have a role to play in the good management of the team and the club.

### ***CANTEEN, BBQ & FIELD DUTY***

Throughout the season each team will be rostered on for Canteen BBQ and Field Duty. Every weekend that games are played at Kelso we need to facilitate the smooth running of the playing fields, including

- Set up & take down of goals/pitches,
- Canteen duty,
- BBQ duty
- Ground Marshall etc

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 need to ensure they have organised their volunteers during the week before the game.**

*Soooo.... What's involved in Canteen, BBQ and Field Duty?*

As the name suggest it mainly involves

- Staffing the canteen
- Staffing the BBQ
- Setting up soccer fields
- Pulling down of soccer fields at the end of the day
- Plus a couple of other minor jobs like Ground Marshal etc



### **Staffing The Canteen**

The canteen is a major source of revenue for the club which helps us to keep playing fees down and provide the best environment and equipment for our players.

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

The canteen will get busy on Saturday & Sunday mornings and we need to provide support for the Canteen Manager, who will provide all required 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.

The usual canteen items are on sale - pies, soft drinks, water, lollies, etc. There is a price list for each item.

### **Staffing the BBQ**

There is information on our website on how to setup the BBQ at Kelso.

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 is also a major source of revenue for the club. Sales of food at the BBQ are paid for at the BBQ. The usual delicious sporting park cuisine...sausage on a roll, bacon and egg on a roll, sausage and bacon on a roll, even steak & onions! 😊

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.

Cash \$\$\$ from BBQ sales should be periodically (once an hour) placed in one of the pencil cases provided and deposited in the safe in the canteen.

Children may not work the BBQ.

Many teams run a social team BBQ after training on some nights, using the club's facilities. This is encouraged. If you'd like to do this for your team just email [info@pananiarslsoccer.com](mailto:info@pananiarslsoccer.com) and let us know.



### **Setting up of Soccer Fields**

There is information on our website on how to setup the fields at Kelso.

Different age groups have different size fields. At different times of the day, different size fields are required. Normally the youngest kids play earliest with ages getting older as we progress through the day.

Therefore

- Small sized fields are set up first
- Mini Fields (Grades 6 and 7), then
- Grades 8 and 9 across the field (side line to side line), then
- Grades 10 and 11 which go from 18 yard box to 18 yard box, then
- Standard fields for Grade 12 and up.

A map showing the standard Kelso set up is on the web site at [Field Setup At Kelso](#)

Setting up nets and flags is not difficult. We'll show you how.

### **Ground Marshal**

Ground Marshals are a requirement at every ground where matches are being played. It's a simple role

- Wear a high viz vest and be seen.
- Sign Team Sheets for home and away teams.
- Assist the referee, if requested, with unruly spectators, example "*the referee is just a kid, doing his best. Cut him/her some slack please*"

Ask a spectator to behave but...

- DO NOT PUT YOURSELF IN ANY DANGER
- DO NOT GET INVOLVED IN ANY ARGUMENTS OR FIGHTS
- DO NOT ATTEMPT TO BREAK UP A FIGHT

**CALL THE POLICE IF THERE ARE ANY DISTURBANCES**



## PLAYING STRIP AND EQUIPMENT

### ***PLAYING SHIRTS***

Each team will be issued with:

- A bag of playing jerseys sufficient for the team
- Some training balls
- A match ball
- Some training bibs
- Bags to carry it all in.

All this is for the team to use throughout the season but remains the property of the Club and must be returned in good condition at the end of the season.

Players are NOT to take the jerseys home with them. They should be collected at the end of each game for washing and packed away for the next game.

Ladies teams are exempt from this.

**SUGGESTION** - Organise a weekly roster for the cleaning of playing shirts and a system for their return.

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.

### ***PLAYERS AND OFFICIALS ID CARDS.***

Each player and registered official will receive a photo ID Card from Bankstown District Amateur Football Association (BDAFA).

Coaches and Managers must have their ID cards at every game.

Players' ID Cards must be available at each game, **NO CARD, NO PLAY.** At the start of each game players are to take their cards onto the field, managers are to check the opposition's cards and retain them until the end of the game. If there are any concerns as to a player's eligibility these should be raised before the game.



## TRAINING

Training times are set by the coach and manager of each team in consultation with the players and parents. There is no training at Kelso on a Monday night.

As there are in excess of 60 teams, you will need to contact the Coaching Chairman so you can reserve a time and space at Kelso to train. Younger teams are usually given half of a half while older teams are provided with a half field.

Younger teams are encouraged to train earlier in the afternoon, we also encourage teams to combine for training. This better utilises our space and allows for greater variety of training drills and games.

Inside the Kelso clubhouse are training poles, ladders, cones and other equipment. Feel free to use as you see fit. **Just put it back when you're done.**

Email [info@pananiarslsoccer.com](mailto:info@pananiarslsoccer.com) and we'll send you some age related games and drills, and/or contact our Coaching Coordinators Jay Smith and Ian Loy for advice.

Please co-operate with other teams in sharing training space.

## GAME DAY

### ***TEAM SHEETS***

Prior to the game a completed Team Sheet must be handed to the referee. The team sheet must show:

- Details of the match - venue, opposition, date and time
- All players' names, their FFA numbers and jersey number
- Proof the referees' fees have been paid
- Signed by a Ground Marshall (look for a high viz vest)

SUGGESTION – Team sheets are available from the Club's Website  
<http://pananiarslsoccer.com/2019-calendar-of-events/managers-page/>

Or use the links below

- [Small Sided Football \(Grades 6 to 11\)](#)





- [Competitive Football Grade 12 to All Age](#)

Fill in all the details and then each week just change the date, venue and opposition.

Team sheets should be handed in at the Canteen at the ground where the match is played, after the match is complete.

### ***PLAYER ID CARDS***

Make sure that all player ID cards are available for inspection by the other team.

### ***REFEREES' FEES***

Must be paid at the canteen prior to the match. Get the team sheet stamped "PAID".

### ***FORFEITS***

If you know prior to Thursday night that you will not have sufficient players to field a team on the weekend you must advise the Secretary at [secretary@pananiarslsoccer.com](mailto:secretary@pananiarslsoccer.com). If a team for any reason forfeits on the day of the match, the Secretary is to be advised the same day. Please note teams will be fined by BDAFA if forfeits are notified later than the Thursday night before the game.

### ***MATCH INCIDENTS***

Panania Diggers Soccer Club promotes fair play and all players, parents and officials must abide by the [Code of Conduct](#). Any incidents during or after a match must be reported to either the President or Secretary (Incident Report is to be completed).

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

Yellow and red cards **must** be advised on the day of issue to the Secretary [secretary@pananiarslsoccer.com](mailto:secretary@pananiarslsoccer.com).

- 2 Yellows in one game – stand down 1 match
- Red – stand down minimum 1 match, if more a finding will be issued usually within a week. The suspension is automatic and there is no Judiciary appearance required, suspensions can be appealed in certain circumstances.
- 5 Yellows through the season – stand down 1 match

### ***WET WEATHER***

Kelso Park, and other grounds will be closed by council if wet weather affects the grounds. This can affect mid-week training and/or weekend matches.



Bankstown Council conduct field checks each weekday morning and afternoon, with the final check done on Friday at 2pm. 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.

To see if grounds are closed

- Check the club’s Facebook page for updates. Search “Panania Diggers Soccer Club”
- 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.

***IN THE TECHNICAL AREA***

Coaches, managers and reserve players have an area reserved for them near half way called the Technical Area. Within this area:

- mobile phones are not be used,
- hot food and drinks are not to be consumed,
- only players on the Team Sheet and officials wearing BDAFA ID Cards are to be present.
- Reserves should remain seated and wear a bib.

***RESULTS***

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

**Mobile:** 0490 138 043

***GAME DAY CHECK LIST***

TASK	COMPLETED
Team Sheet completed prior to arrival at venue	
All players must remove ALL jewellery	
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 players’ ID cards at all times</b> , no cards at all means no game and a forfeit, no card 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 - stand down minimum 1 match, if more a finding will be issued usually within a week..</li> <li>○ 5 yellows in a season – stand down 1 match</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  Mobile:        0490 138 043 . 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.	

***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 referee has been given the match sheet.

***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***

Each player should bring their own water bottle.



SUGGESTION – There is nothing better than chewing on a piece of fresh orange while listening to the coach bang on about “*keep the ball on the deck!!*” “*stop Ball Watching !!!*” and “*Watch their number 11, Mark him close*”

Coordinate an ‘orange’ roster for one parent each week to bring half-time oranges.

## Half-time orange facts

Oranges had become well known in Europe by the 17th Century, around the time that the modern game of football was first played. Here are some reasons why they're a great choice for football players around the world:

- Oranges replace calcium and potassium, vital for muscles and recovering after sport
- They contain carbohydrate and water so they give you energy and refresh you
- Oranges are packed with Vitamin C
- They taste fantastic!



“ Rehydration and replenishing carbohydrates that are used up during sports are essential for keeping young athletes on top of their game. Oranges are a great choice of snack at half time because they provide easily digested carbohydrates, water and vitamin C. They give youngsters that all-important energy boost they need for the second half.”

Jane Griffin BSc RD  
Sports Dietician and Nutrition Consultant

## 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](#).