



MACQUARIE DRAGONS FOOTBALL CLUB

COACHES and MANAGERS

GUIDE

2018

TEAM INFORMATION

Name	Contact Details	Notes

Team Manager's Role and Responsibilities

General:

- To facilitate communications between the club and your team and within the team itself.
- Make sure your team are aware of key season events e.g. byes, weeks with no training, photo day, presentation days and fundraising collections
- Refer unresolved issues to the relevant member of the Executive Committee
- To handle team administration on Game Day (eg Handling and sign off of team sheets)

Pre-season:

- Obtaining the team list to parents/players ask them to confirm their details (contact and best communication channel for quick news updates)
- Have a roster for 'family/player on duty' for half time drinks. Note that Coach and Manager are exempt as thanks for their services.
Ensure all players/parents are familiar with the Macquarie Dragons web site:
www.macquariedragons.com.au where they can access
 - The draw
 - Ground locations
 - Wet weather information
- Familiarise yourself with the ground locations
- Know the Code of Conduct (included in this manual), and ensure that players, parents, coaches, spectators and officials abide by it at all times.
- Know the correct rules for your age group. (These can be obtained from the Gladesville-Hornsby Football Association Information Booklet available on their web-site www.ghfa.com.au.)
- Ensure you have an ID card / sheet for all players as well as Manager & Coach
- Ensure all adults (coach, assistant coach, manager, parent helpers at training) dealing with the children in your team have completed a Working With Children check and returned it to the Club Registrar.
- Familiarise yourself with the lightning policy and hot weather policy on the GHFA web site.
- Make a note of any medical conditions your players may have.
- Collect the team gear bag and distribute team shirts to players.

Wet Weather Checks:

- Check the Ryde Council wet weather line on 99528244 at 3pm each training day for ground availability. Also check with the website (www.ryde.nsw.gov.au/sportsgroundstatus) for current status.
- If no message has been received from the Executive Committee regarding grounds all training and weekend games MUST be played. It must not be assumed that games are off from rain on Friday night unless notified that this is the case.
- Executive Committee have the discretion to close grounds if they are deemed unplayable at anytime during the season.

Web Sites

- There are a wealth of documents and resources available to you via the internet, please check out our [web-site](#), the [GHFA](#) and [GHFRA](#) sites and [Football NSW's](#) site.

Before and at each match:

- Send an email to all players:
 - confirming details of game including location
 - asking them to arrive 15-30 minutes before game (depending on your age group - consult with your team coach for their input).
 - asking them to let you know as early as possible if they can't make a game (so you can arrange substitute players, if required).
 - reminding them of who is on half time drinks duty.
- Ensure that you have a full team of players each week. Never play a player who is not correctly registered or who is ineligible to play for your team – you will forfeit any points won and incur a fine for the club.
- Check the GHFA website (www.ghfa.com.au) for last minute updates on games. Also check the club website (www.macquariedragons.com.au) as well as the Ryde Council website (www.ryde.nsw.gov.au/sportsgroundstatus) for last minute ground closure information for games within the area.
- Ensure all players are in correct uniform, with shin guards and boots.
- Ensure both Coach and Manager are wearing armbands (if either Coach or Manager is not present, have any parent wear one to avoid a fine).
- Ensure you have the appropriate match/result sheets and know how to fill them in correctly.
- Arrange for players to wear an alternative strip where there is a clash of strips (e.g. vs Kenthurst, Putney, Redbacks, Redfield or West Pennant Hills) and you are the 'away team' (i.e. the one listed 2nd in the draw) – the [Gear Steward](#) is the contact point.
- Ensure the ground is safe prior to training or playing.

During the season:

- We only have one mandatory Coaches & Managers meeting at the beginning of each season. It is vital all coaches & managers attend this to collect their gear & managers information pack. You must arrange for a parent or team representative to attend if neither coach or manager can attend.

End of season:

- Organise a team get together (optional, if there is a good social rapport between team members/player families).
- Return match shirts and gear to the Club

Under 10 and Above

Team sheets and game day administration

This year, GHFA will be using electronic team sheets and results recording via icompman – their mobile / smartphone app – for all competitions where results are recorded (Under 10 and above).

In the event there is a system problem, then the paper method will need to be used – so keep those envelopes and blank team-sheets handy.

Before the Match

- Managers should check each Thursday the games that are uncovered by the referees (Not all games can be covered) this allows plenty of time for managers to organise someone to referee half of the game. The link is at www.ghfa.com.au, then go to the Referee uncovered games link.
- Managers should check the oppositions ID Cards before the start of the game.

Match Results

Instructions for iMatchsheets Method

You will be issued a login and password by the club.

Note you must be registered as a Coach or Manager to receive a login and password.

Instructions for registering at MyFootballClub can be found on our [web-site](#)

Go to icompman.com.au

Use your credentials to login




GHFA Instructions for using iMatchsheets can be found on our [web-site](#)

Paper Method (for emergencies only)

- Managers should keep a blank team sheet with them for all games in case there are problems with the electronic system. A copy can be downloaded from our web-site [here](#)
- The only names that should be on the team sheet are those for players playing in the match. Players names that should not appear on a team sheet are: Suspended players, injured players, players that are sick or on holidays and players that are not registered. In other words, any player who is not playing in the match on that day.
- The team sheet should be filled out by the manager as follows: Players name, shirt number and ID number if you have players playing up you need to put what grade and division they are from e.g. 16/2 in the Upgraded column, do not tick the column, do not write yes and do not put O40, Grade and Division only is required in this column. The whole of the ID Number must be written e.g. 38-175 not just 175.

Sample team-sheet :



GLADESVILLE-HORNSBY FOOTBALL ASSOCIATION
Team Sheet
Kick-off: 08:15 Ground: Waterloo Park Date: 25/06/11

Grade: 13 Division: 1

Home Team: Macquarie Dragons SC

Away Team: West Pennant Hills Cherrybrook FC

S/O Code	Shirt No	Reg No.	Player	S/O Code	Shirt No	Reg No.	Player
	9	5-476	Franco Baresi			33-4617	Stuart Pearce
	4	14-539	Fabio Cannavaro			28-1055	Marco Van Basten
	11	36-790	Zinedine Zidane			28-1054	Dino Zoff
	5	30-931	Gennaro Gattuso			33-4615	David Platt
	10	14-540	Leo Messi			33-1792	Johann Cruyff
	1	14-548	Andres Iniesta			33-5119	Andres Iniesta
	12	14-8	Tim Cahill			33-1817	Peter Beardsley
	6	14-536	Brett Emerton			33-1816	Chris Waddle
	2	14-546	Alex Del Piero			33-1799	Gabriel Batistuta
	14	5-478	Mark Schwarzer			33-1815	Eric Cantona
	7	27-912	Alex Tobin			33-1809	Paolo Rossi
	13	36-794	Michale Platini			33-1813	Roberto Baggio
	3	14-545	Edson Arantes do Nascimento			33-1808	Milan Ivanovic
	8	36-793	Diego Maradona			33-1811	John Aloisi

NOTE:
 U/9 to U/10 - No more than 14 names permitted on team sheet
 U/11 to A/A - No more than 16 names permitted on team sheet
 Over 35/45 - No more than 18 names permitted on team sheet

YOU MUST CROSS OFF
 any player who does not play
 or forfeits will apply

UPGRADED PLAYERS

S/O Code	Shirt No.	Rego No.	Player	Team	S/O Code	Shirt No.	Rego No.	Player	Team
	15	83410	John Smith	13/4					
	16	62791	Alex Jones	12/1					

Home Score:	Away Score:
Home Coach: (print)	Away Coach: (print)
Home Manager: (print)	Away Manager: (print)
Manager's Signature:	Manager's Signature:

Referee:	No.	Referee's Signature:
Asst. Referee:	No.	
Asst. Referee:	No.	

Send Team Sheet to: Gladesville-Hornsby Football Association, P.O.Box 223, Eastwood NSW 2122

- All clubs will be issued with prepaid envelopes so that the referees can post the team sheets to the GHFA easily. The procedure for managers will be that the home team manager will give one of the envelopes to the referee with the team sheet before the game. When no referee is available for a game, it is the responsibility of the home team manager to get the team sheet in to the GHFA using one of the prepaid envelopes.

Forfeits:

- Wherever possible we should avoid forfeiting matches. With a little notice, it is almost always possible to find players from another team within your own age group or the age group below. It is important to consider how your team would feel if they were denied the opportunity to play because of a forfeit.
- If you have the contact details of the relevant team manager, you may approach them directly for players to assist but please ask for help from the Executive Committee, if required. Please contact them ASAP to give them the greatest possible opportunity to help you.

After each match:

- Report any red cards to the club Secretary (secretary@macquariedragons.com.au) before 5pm Sunday.

CODE OF CONDUCT

Winning at any sport is a part of sporting tradition but this is not as important as the “spirit of the game”.

Referees, Assistant Referees and Other Match Officials

- Abuse of referees and assistant referees will not be tolerated in any form.
- Abuse includes derogatory comments about the match official’s performance or ability, repeated or vocal criticism or challenging of the match official or their decisions, and any form of insulting, offensive, aggressive or intimidating behaviour or language directed at a match official.
- Abuse of referees, assistant referees, players, coaches, managers, parents or spectators etc may result in penalties against the individual, team or club concerned. Those penalties include fines, bonds, loss of competition points and suspension.

Coaches and Managers Code of Behaviour

- Be reasonable in your demands on young players.
- Players play for fun and enjoyment. Don’t ridicule mistakes.
- Teach players that the rules of sport should be followed, not broken.
- Develop team respect for opponents and officials from both teams.

Parents and Spectators Code of Behaviour

- Encourage players and accept results without disappointment.
- Never ridicule or yell at a player for making mistakes or losing the game.
- Players are involved for their enjoyment, not for their parents or spectators.
- Volunteers deserve your respect and consideration
- Eliminate verbal and physical abuse from all sporting activities.

Players Code of Behaviour

- Play by the rules.
- Respect officials.
- Abuse of opponents or officials is **not allowed** in any sport.
- Treat all players the way you would like to be treated yourself.
- Play for the “fun of it” and not just to please parents, spectators and coaches.
- Respect the rights, dignity and worth of all players, coaches and officials.
- Accept defeat with dignity and don’t seek excuses for defeat or blame the referee or anyone else.

MEMBER PROTECTION INFORMATION

Recently, Federal and State governments as well as most sporting bodies have stepped up their efforts to eliminate harassment, abuse and other inappropriate behaviour from all levels of sport. Consistent with this, Macquarie Dragons has a channel for players and parents should they want to discuss matters they feel uncomfortable raising with their team officials. Similarly, the resource is there for coaches or managers who want a sounding board for handling difficult situations. Our MPIO (Member Protection Information Officer) will discreetly address such queries. Please email on: mpio@macquariedragons.com.au

The Club appreciates your contribution as a volunteer. We know you understand your position brings a form of authority & power over players and sometimes even best intentions can be misinterpreted. This applies to coaches of all teams. Often a player's distress can go unnoticed.

To this end, we ask that you:

- Be aware of your own behaviour;
- Do not show favouritism or bias in the way you deal with your team – a fair go for all;
- If you coach children remember that parents are entrusting their children to your care;
- Be familiar with your club's member protection policy;
- Be alert to the way others are treated in your club, not just those in your team;
- Always model good behaviour;
- Do not use anger or abuse;
- Be prepared to act if you observe others using inappropriate behaviour.

When you participate in sport and recreation, you have the right to feel safe and to be treated with fairness and respect. You also have the responsibility to treat others with respect and fairness and not to behave in ways that might make them feel unsafe.

Please feel confident that if an allegation is raised by a player or parent against a coach or manager, or vice versa, all parties should:

- Expect to be treated fairly, and given support;
- Expect to have an opportunity to tell their side (natural justice);
- Co-operate with any inquiry into an incident;
- Not be victimised or harassed during the inquiry process.

To head off potential problems, the Club suggests:

- A team meeting at the start of the season to explain how the team will work eg. subbing;
- If you are coaching children, never let yourself get alone with a child. Always ask a parent to accompany you to change rooms etc. If a child wants to speak privately to you or you to them, ensure you are always within sight of another parent;
- Any contact with children must be deliberate & appropriate. Grabbing a foot to instruct kicking is fine. Administering medical treatment is fine – within sight of another adult;
- No swearing or harsh language. Constructive criticism is fine; choose your words carefully;
- Have respect for the referee, even if they get it wrong. They are volunteers like you.

If you detect abuse originating from outside the club, please discuss this discreetly with the MPIO.

Macquarie Dragons Committee 2018

President	Frank Marchi	president@macquariedragons.com.au
Vice President - Club Secretary	Kathy Tracey	vicepresident@macquariedragons.com.au
Treasurer	Matt Della Vedova	treasurer@macquariedragons.com.au
Registrar	Sherif Yazbeck	registrar@macquariedragons.com.au
Assistant Secretary	Michael Hare	secretary@macquariedragons.com.au
Minis Football Convenor	Lars Hengren	minisoccer@macquariedragons.com.au
Junior (u10 & u11) Convenor	Michael Hare	juniors@macquariedragons.com.au
Youth (u12 - u18) Convenor	Matt Della Vedova	treasurer@macquariedragons.com.au
Men's Senior (18 plus) Convenor	Mitch Tracey	allage@macquariedragons.com.au
Women's Convenor	Liz Lawrence	womens@macquariedragons.com.au
Equipment Manager	Andrew Alice	gearsteward@macquariedragons.com.au
Member Protection Officer	Liz Lawrence	mpio@macquariedragons.com.au
Director of Coaching	Frank Marchi	president@macquariedragons.com.au
Summer Soccer Convenor	Frank Marchi	summersoccer@macquariedragons.com.au
Canteen Manager	Leah D'Souza	Leah.dsouza@ozemail.com.au
Fundraising/Events Manager	Kath Della Vedova	fundraising@macquariedragons.com.au
Marketing Manager	Kathy Tracey	vicepresident@macquariedragons.com.au
GHFA Delegate	Richard Copnall	richard.copnall@exemail.com
Committee	Clare Lawrence	clare.lawrence@optusnet.com.au
IT Manager	Andy Polfreman	itmanager@macquariedragons.com.au

The Macquarie Dragons Executive Committee is here to help and support you.

USEFUL WEBSITES

Macquarie Dragons Website	www.macquariedragons.com.au
Gladesville Hornsby Football Association	www.ghfa.com.au
North West Sydney Womens Football	www.nwswf.com.au
Ryde Council Sportsground Status Page	www.ryde.nsw.gov.au/sportsgroundstatus
Football NSW	www.footballnsw.com.au
Football Federation of Australia (FFA)	www.footballaustralia.com
Sydney FC	www.sydneyfc.com
Australian Sports Commission	www.ausport.gov.au