



# MANAGER'S MINI MANUAL



## THE A-Z OF MANAGING BHFC SUB-JUNIOR TEAMS

**The role of the Manager is to keep everyone in the team updated with information from the Club and to have paperwork organised for match days.**

### **AGE COORDINATORS**

If at any time there are issues with players, coaches or parents that can not be resolved within the team, approach your Age Coordinator. If it is necessary the matter may then be taken further to the BHFC Committee.

#### **Sub Juniors**

U6	Yvette Banks
U7	Sigrid Mulherin
U8	Sigrid Mulherin
U9	Kylie McManus
VP Sub Juniors	Sigrid Mulherin 0413 451 451

#### **Juniors & Seniors**

U10-U12 Boys	Helen Chambers
U13-U16 Boys	Samantha Wanders
U10 Girls to O35s Women	Vince Vescio
U18 Boys to O35s Men	Phil Edney

### **CHILD PROTECTION FORMS & MWFA CODE OF CONDUCT FORMS**

Both forms must be signed by every Coach and Manager of Sub-Junior, Junior and Senior teams prior to the start of the Season.

### **COLLECTION NIGHT**

Every Friday night at The Ben Love Amenities Block, Beacon Hill Oval between 7.00pm to 8.30pm, throughout the Season. Extra socks and BHFC merchandise will be available to purchase on Collection Nights. Sub Junior managers will be notified if there is information in the pigeon holes for their teams.

The **first Collection Night is 1st April** and includes picking up your Team's Awards for the season.

### **CLUB LETTERBOX**

Located at The Ben Love Amenities Block. The letterbox is for posting of Ref's Cards and Registrar Reports after each match.

### **COACHING**

If you need assistance or inspiration with coaching your team please contact your Age Co-ordinator who will contact the Coaching Committee.

### **DRAW**

The Draw is released to the Clubs a few days before the start of the Season. Your Age Coordinator will email you the details of the first match, late March.

It is the Manager's responsibility to notify each player of the first match's time (allow for warm up) and location.

Once the full draw has been released by the MWFA the Manager must notify each player.

### **END OF MATCH AWARDS: U9-U16 TEAMS**

The Coach and Manager need to decide the 3 Sportsperson Awards after each match. These Awards are given points by BHFC and are tallied at the end of the year for the Sportsperson of the Year Award for each team, U9-U16 teams only.

Available this year are McDonald Certificates (U6-U9). These certificates can be used for the Player of the Week, Fairest Player, Most Improved, Play of the Day or an award the Coach might want to give.

The awards and certificates should be shared amongst the players throughout the season.

### **END OF YEAR PRESENTATION DAY: SATURDAY 15<sup>TH</sup> OCTOBER**

Managers must email through a Team Report for the Presentation Day. Anyone from within the team can write the report

Managers need to organise 7-10 great photos taken throughout the year of the team for the Presentation Day.

### **FUN**

Don't forget to have FUN and a fantastic year of Soccer!

## **GOAL KEEPER TRAINING – U9 AND UP ONLY**

Specialised Goal Keeper (GK) training will be available this year to all GKs from U9 onwards. This is being run by Tim West, the Premier League GK.

The training is free of charge and will be held on Tuesdays at Beacon Hill Oval No. 2 at 5.00-6.30pm commencing May 3<sup>rd</sup>. BYO goalie gloves!

## **GRADING & SELECTION POLICY**

Please refer to Attachment "A", Document No 1, Rev C 20110601

## **GROUND LOCATION & GROUND ABBREVIATIONS**

Please refer to the MWFA website under the heading "Grounds" for location, maps and Ground abbreviations.

## **KIT BAGS**

Kit bags will be collected on Friday 18<sup>th</sup> March.

Managers should keep a record of the number of items/balls that come with each kit bag.

Kit bags are returned at the end of the season to The Ben Love Amenities Block. Ensure the shirts are clean and in numerical order.

## **MATCH REPORTS**

Match reports may be done in turn by each family in your team. The reports need to be emailed to the Manager who will submit the report to [reports@beaconhillfc.com](mailto:reports@beaconhillfc.com) by Monday evening. The reports will then be placed on BH website.

Always try and be positive in the reports.

## **MANLY WARRINGAH FOOTBALL ASSOCIATION**

If you require more information please refer to the MWFA's website:  
[www.mwfa.com.au](http://www.mwfa.com.au)

On the website is the MWFA's Library that contains their Constitution covering all the rules and regulations for football.

## **MATCH TIMES**

U6-U7: 15 minutes each way with a 5 minute break. Ball size: 3

U8-U9: 20 minutes each way with a 5 minute break. Ball size: 4 (U9), 3 (U8)

## **NET ROSTER**

Managers need to check the Net Roster found on the BHFC website's Home Page weekly to see if their team is on net duty. This duty should be shared amongst your team.

## **PARENTS**

Unruly and overzealous parents should be spoken to by the Manager. No parent should be running up and down the sidelines yelling at the players. Please step in immediately to control the situation.

## **REFEREE COURSES**

Please refer to the MWFRA website for further details and dates: [www.mwfra.com.au](http://www.mwfra.com.au)

## **SSG REFEREE NIGHT**

Wednesday 23 March at Melwood Oval Club House, Forestville Zone D SSG Referees are meeting, including BH, BTH, Forest Killarney & Wakehurst

U6-U7: 6:00pm – 6:45pm

U8: 6:45pm – 7:30pm

## **REGISTRAR'S REPORT**

All teams, including Sub Juniors are required to complete a Registrar's Report after each game. Please refer to Attachment "B".

When completing any section of the form use the player's full name. If your team borrowed players, list their full name and the team they have come from so they are credited with the game.

**Sportsperson Section:** U9-U16 only

A borrowed player can not be nominated as they only receive points when playing with their own team.

The Registrar's Report must be dropped in the BHFC Collection Box by Sunday 5pm, along with the Ref's card if applicable.

## **SHIRTS**

Shirts remain the property of BHFC. Lost shirts will need to be reimbursed to BHFC. Shirts are ONLY to be worn at matches, not training.

If your shirts are numbered (1-16) keep a record of which player has what number so at the end of season you can identify who has not returned a shirt.

DO NOT iron shirts. If a number is falling off, bring it to the Friday night collection night.

The Manager may want to set up a washing roster within the team.

### **STRIPS OR BIBS**

Away Strips or bibs are required when a Beacon Hill team is the Away Team and they are playing;

- Brookvale
- CC Strikers
- Dee Why
- Mosman
- or another Beacon Hill team

### **SMALL SIDED GAMES**

A .PDF of the small-sided game booklet can be downloaded from the following link <http://www.beaconhillfc.com/faq.html>

### **SOCCER CAMP**

SportsPro are conducting the April School Holiday Camp this year. The camp will run from Monday 18 April till Wednesday 20 April. Your Age Coordinator will pass on more information closer to the date.

### **TEAM LIST**

All Managers should have a team list (sent via email by age Co-ord). This list needs to be distributed to all players in the team.

### **TRAINING**

At all training sessions for all teams up to and including U18s, two adults, including the coach must be present throughout the session.

If it is a male coach of a female team, there must be two adult females present throughout the session.

Players should let the Coach or Manager know if they are unable to attend training.

All players must wear shin pads at training sessions. Please DO NOT wear Beacon Hill jerseys at training.

Training can commence April 1, 2010. Any training done before this time is not sanctioned by Beacon Hill Football Club and is not covered by insurance. Please ensure that all players and their parents are aware of this.

### **WEBSITE**

BHFC website is: [www.beaconhillfc.com](http://www.beaconhillfc.com)

## **WET WEATHER**

Refer to Attachment "C" for more information on Training & Match Day Procedures.

The Warringah Council Wet Weather Line is **9981 2099**.

Use the WCWWL to check if grounds are open or closed for training.

***DO NOT USE THE LINE FOR MATCH DAYS!***

Your Age Coordinator will advise ASAP if the match is postponed, cancelled or moved to a new venue.

**WISHING YOU ALL  
A FANTASTIC 2011  
SOCCER SEASON!**





## **Grading & Selection Policy – Sub Juniors & Juniors** *Document No. 1, Revision C 20110601*

### **11) PLAYING TIME - all division one (1) teams male & female (JUNIORS)**

In Division one (1) Teams male & female, the amount of time each player spends on the field will be the Coach's decision. The Coach will be directed to be fair with all players in the team, however, the final decision will be at the Coach's discretion.

### **12) PLAYING TIME – all division two (2) & lower teams, male & female**

Lower division player times per match should be equal where possible. Players will ideally have game time in both halves per match. Late arriving / early leaving / injured / disciplined players may alter playing criteria.

### **13) GRADING SESSIONS**

If a player is unable to attend the notified grading sessions, a written explanation to the GSSC must be provided prior to the grading session. Each case will be reviewed by the GSSC.

### **14) ELIGIBILITY FOR GRADING & SELECTION**

To be eligible to attend Grading and Selection a player **MUST BE REGISTERED WITH BHFC.**

### **15) MOVEMENT OF PLAYERS**

Until the end of April, players are able to be moved (after initial selection) to a higher or lower graded team under special circumstances. Player movement **MUST** be sanctioned by the Beacon Hill Football Club Committee.





**BEACON HILL FOOTBALL CLUB**

(A Section of Beacon Hill Youth Club Inc)

www.beaconhillfc.com



**REGISTRAR'S REPORT – MATCH INFORMATION FORM**

Please follow these three easy steps after each match

1. Teams U.10 to Seniors (incl.) SMS your result to 0433 201 144, IMMEDIATELY AFTER MATCH, and with afternoon matches before 5.30pm match day!
2. All teams correctly complete this form after each match & drop it into Club Letterbox at The Ben Love Amenities Block, Beacon Hill Oval – NO LATER THAN 5.30pm MATCH DAY
3. Teams U.10 to Seniors (incl.) – also drop off the correctly completed "Referee's Card" to Club Letterbox only IF YOU ARE THE HOME TEAM (i.e first team mentioned on the draw)

MATCH DATE: \_\_\_\_\_ TEAM Age Group / Div./ Name: \_\_\_\_\_  
 e.g.: U.6 Dingos U.9 Roosters U.11 Div 4 Women's U.12 Div.2 PL 1<sup>st</sup> Grade AL1 Res. Grade

OPPOSITION NAME: Club & opposition team name \_\_\_\_\_

RESULT: (Circle one) Win Loss Draw Wash-out Abandoned by Referee (etc)  
 SCORE: List Beacon Hill Team's score first \_\_\_\_\_ - \_\_\_\_\_  
 OFFICIAL REFEREE: Comp Team ONLY: Yes No Asst. Refs 1 2 No (circle applicable)

**LIST BELOW ANY TEAM PLAYERS WHO DID NOT PLAY THIS MATCH:**

- |         |         |
|---------|---------|
| 1 _____ | 2 _____ |
| 3 _____ | 4 _____ |
| 5 _____ | 6 _____ |
| 7 _____ | 8 _____ |

**LIST FULL NAMES OF PLAYERS BORROWED INCLUDING TEAM / DIV THEY ARE FROM**

(or Grade Subs, if Squads, eg PL, AL1): Note: Max. 4 players can be borrowed

- Borrowed Player 1 \_\_\_\_\_ Team \_\_\_\_\_
- Borrowed Player 2 \_\_\_\_\_ Team \_\_\_\_\_
- Borrowed Player 3 \_\_\_\_\_ Team \_\_\_\_\_
- Borrowed Player 4 \_\_\_\_\_ Team \_\_\_\_\_
- Other Player Used First Grade from Reserve Grade (PL / AL) \_\_\_\_\_

**N.B:** This information is used to calculate how many games a player has played for our Club; each player, after reaching 100<sup>th</sup> Game milestone and subsequent milestones, to be awarded Commemorative gift; this award issued Presentation Day.

**SPORTSPERSON OF THE YEAR AWARD Under 9 to Under 16 teams ONLY**

- Manager & Coach, together, to decide on three (3) Sportsperson Awards from each game.
- The top ranked player receives three points, the second two points and the last choice one point.
- This information is confidential, with judgement on performance, team spirit and fair play.
- The Sportsperson Award winner (most points in Season) receives a gift from the Club.
- This occurs on the Presentation Day for the age / grade, following the Season proper.

1<sup>st</sup> Choice: ..... (3 Points)

2<sup>nd</sup> Choice: ..... (2 Points)

3<sup>rd</sup> Choice: ..... (1 Point)



## **Beacon Hill Football Club**

The Football Section of Beacon Hill Youth Club Inc



### **"Manager's Manual" – Wet Weather Procedure**

#### **Training**

- 1) If raining during week leading up to team training time, check "Wet Weather Message" (WWM) on Warringah Council's "Wet Weather Line" (WCWWL) by ringing 9981 2099.
- 2) Club Grounds' Co-ordinator may declare a ground unplayable not previously declared closed on WCWWL & this passed to team managers.
- 3) If no WWM on WCWWL, & no call from Grounds' Co-ordinator/ Comp Sec/Asst Comp Sec., you may then assume that training is permissible.
- 4) In sudden closure times a "Ground Closed" sign may be put up prior to training start when sudden wet weather passages need this to be done ASAP.
- 5) Assume if no contrary message from the Club to a team that a ground is open.
- 6) The Club is trying to shorten the time between ground closure & notice to teams, etc, by putting in place an email message service and / or using the Club Web Site..
- 7) If wet weather interrupts training common sense and due care of children / players under supervision / training must be shown by declaring training concluded / postponed.
- 8) If children involved please endeavour to get children out of the wet weather.
- 9) It is a Club request for parents to remain at training (in vehicles / in amenities block) during times when wet weather may interrupt training.
- 10) **If lightning in area, you MUST stop training without delay**

#### **Match Day**

- 1) If raining during the week leading up to your match .....
- DON'T CONTACT WARRINGAH COUNCIL WET WEATHER LINE !!**
- 2) Await phone call from Club Competition Secretary (Comp Sec) to your team.
- 3) The message delivered must be forwarded to all team members without delay.
- 4) The Comp Sec may delegate Age Co-ordinators / Vice-Presidents to do messaging.
- 5) The Comp Sec has an Assistant Comp Sec to bring the procedure into practice.
- 6) The Club is trying to minimise time between ground closure & notice to teams by putting in place an email message service / message on Web Site.
- 7) Council procedure is to check Grounds prior to 9am & 3pm so ring after these times.
- 8) **A Ground closed is notified to WCWWL BUT DON'T ASSUME THIS DONE!!**
- 9) Manly Warringah Football Association (MWFA) informed of ground closure by 3pm.
- 10) MWFA will contact all Club Comp Sec's concerned with Ground Closures.
- 11) The Club Competition Secretary will contact each team (as Training procedure) re what is applicable to the team with Draw Postponement, Changes or Cancellation.
- 12) A Revised Draw may be issued either on that day or in the near future.
- 13) That day's whole MWFA round may be postponed if too many grounds closed.
- 14) **The WCWWL is not the only one applicable to all MWFA grounds as we have Mosman, Manly, Warringah & Pittwater Council grounds in the MWFA match area.**
- 15) The Club Grounds' Co-ordinator may also declare any Ground closed, such closure may be done on any day, even Match Day and during said day.
- 16) **Appointed Manly Warringah Football Referees' Association (MWFRA) Referees may declare a Ground closed at any time due to weather conditions.**
- 17) Such closure (in #16) may mean all matches following that day may be postponed.
- 18) Any match postponed is not guaranteed to be played at a later date.
- 19) Grounds may be closed throughout the day and teams notified.
- 20) **Grounds closed one day may not be closed the following day(s).**
- 21) **If lightning in area, games must be postponed without delay!!**
- 22) **Note Well: Please await Club notice of a Match postponement and do not take for granted any message on the WCWWL concerning Match days.**
- 23) **Any gamed called off through rain/lightning, either on Home Grounds or Away ones, to be notified to Results Office & Comp Sec without delay**