



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	Jo MacGregor
U7	Sigrid Mulherin & VP Sub Junior
U8	Kylie McManus
U9	Paul Heffernan

Juniors & Seniors

U10-U11 Boys	Helen Chambers
U12-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.

The **first Collection Night is 16th 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.

COACHING CLINIC

A coaching clinic will be run by Mark Gale, Premier League Coach on Sunday 28 March at Tristram Road Field (BHHS Oval) from 9-11am for any coach interested.

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, early April.

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

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

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. 1 at 5.00-6.30pm commencing March 24. BYO goalie gloves!

GRADING & SELECTION POLICY

Please refer to Attachment "A", Document No 1, Rev A 20100115.

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 19th 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 Lisa Koopman by Monday evening: reports@beaconhillfc.com to 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

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

U9-U8: 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

REGISTRAR'S REPORT

All teams 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

BHFC is running a Winter Soccer Camp in July during the first week of school holidays. 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

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 2010
SOCCER SEASON!**





Beacon Hill Football Club Policy

sj&j #06-01

Attachment A

Grading & Selection Policy – Sub Juniors & Juniors *Document No. 1, Revision A 20100115*

1) SUB JUNIOR TEAMS (UNDER 6/7/8 – i.e. turning age 6/7/8 in year of play).
No grading, except in U9. All players should have equal match time, where possible.

2) JUNIOR DIVISION 1 TEAMS (OR 2ND DIVISION TEAM IF NO 1ST DIVISION TEAM)
The top team in any age group should always consist of the best players in their positions.

3) JUNIOR DIVISION 2 TEAMS
The second team in any age group should consist of the next best players after players selected in the higher team of that age group.

4) JUNIOR DIVISION 3 TEAMS & LOWER (or THIRD TEAM & LOWER)
This should be the balance of players in that age group.

Note: Grading is encouraged but not compulsory. All players must complete a Grading Form upon registration.

5) LATE REGISTERED PLAYERS
Players who register late will undergo an assessment of their ability by the Age Group Coaches and placed in an appropriate team by agreement of those coaches. Players already selected in a division may only be displaced at Management Committee sanction.

6) NUMBERS FORMULA FOR JUNIOR TEAMS (U10 and upwards)
Depending on registration, the optimum numbers of players per team should be fourteen (14).

7) NUMBERS FORMULA FOR SUB JUNIOR TEAMS (U6 – U9)
Depending on registration, the optimum numbers of players per team should be fifteen (15).

8) SELECTORS
Teams for Under 9 to Under 16 Age Groups will be graded by at least three members of the Grading & Selection Sub-Committee (GSSC). These selectors being independent of the teams and players involved. They will utilise any assessment sheets provided by the previous year's coaches to aid in the selection process.

9) COACHES AND MANAGERS
People intending to Coach or Manage Sub Junior and Junior teams must nominate as interested persons to the BHFC Management Committee. The Committee will select Coaches and Managers. BHFC remains committed to having well qualified Coaches.

10) NOTIFICATION OF TEAMS, COACHES & MANAGERS
Teams will be posted on the BHFC web site as soon as possible after selection is completed. Coaches and Managers will be notified prior to the teams being posted on the web site.



Grading & Selection Policy – Sub Juniors & Juniors

Document No. 1, Revision A 20100115

11) PLAYING TIME (JUNIORS)

In Division 1 and Division 2 (if several divisions), each player's total season playing time should be fair but may vary per match at the Coach's discretion. Lower division player times per match should be equal where possible. Late arriving/ early leaving/injured/disciplined players may alter playing criteria.

12) 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.

13) ELIGIBILITY FOR GRADING & SELECTION

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





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:

- Teams U.10 to Seniors (incl.) – phone Match Result to our Results' Officer, Debbie Scott, on 9949 0749, IMMEDIATELY AFTER MATCH, and with later matches before 5.30pm match day!
- All teams: correctly complete this form ASAP after each match & drop it in Club Letterbox at The Ben Love Amenities Block, Beacon Hill Oval – NO LATER THAN 5.30pm MATCH DAY
- Teams U.10 to Seniors (incl.) – also drop off the correctly completed "Referee's Card" to Club Letterbox - IF YOU ARE THE HOME TEAM (i.e. FIRST TEAM MENTIONED IN 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 1st 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 FROM OTHER TEAMS & TEAMS / DIVS THEY'RE FROM (or Grade Subs, if Squads, eg PL, AL1): (Note: Max. 4 players 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) _____

- **Please note: this information used to calculate how many games player has played for our Club; each player, after reaching 100th Game milestone and subsequent milestones, to be awarded Commemorative gift; this award issued Presentation Day for specific age group.**

SPORTSPERSON OF THE YEAR AWARD (for 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.

1st Choice: (3 Points)

2nd Choice: (2 Points)

3rd 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 game called off through rain/lightning, either on Home Grounds or Away ones, to be notified to Results Office & Comp Sec without delay