

Marsden Park Galaxy FC

Coaches and Managers Handbook 2024



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Introduction

Dear Marsden Park Galaxy FC members,

First of all we want to thank you all for stepping up to be either a coach or manager for your team. Our beautiful children are happier for it, your fellow parents are thankful for it and without you the team would not exist.

This handbook should provide you with all the information needed to fulfil your roles and responsibilities, that of your team and their parents and also how to navigate the Dribl match day app.

As the season progresses, we would like to remind you that you are all role models to our young members and the wider community, and the club code of conduct exists for all members which must be adhered to. A final reminder that our club has a **zero-tolerance** policy towards violence and the use of abusive language. BDSFA and FFA are rightly so being very firm on this, and any reports are taken seriously, with offenders facing severe consequences including being banned.

This handbook is intended as a guide only. Any issues arising out of any match, training night or in relation to your team, should be raised immediately to a club committee member and if possible email the club president at president@marsdenparkfc.com.au before being escalated to the association.

We look forward this year to a complete season, one of enjoyment and fun for both all our members and most importantly remember it's not all about the winning. It's about how we play the game, the spirit and manner in which we take to the field as a team and club. Then we are all winners.

We the committee thank you for your support today, this season and hopefully well into the future.

Go Galaxy!

Responsibilities

Team Manager

- Must check DRIBL for any updates. (All games are played on Saturday but due to weather the team may need to play catch up games on Sundays or on weekdays. A whole round can also be scheduled to a Sunday)
- Submit teamsheet via DRIBL app on the day you play. Final game result completed on the day.
- Organise canteen duty once allocated by the club. Note: U5 to U8 - 30 minutes, U9 to U16 - 1 hour, prior to match start time, 2 parents per team.
- Communicate to all parents game location and time. Make sure parents and players are at the field 30 minutes prior to kickoff.
- Confirm who will be attending game days 3 days prior. Create a poll in your WhatsApp group to make sure you have enough players for game day.
- When playing at home ground (Elara Sporting Field) First or Last game you must set up and take down goals/nets/flags on the field.
- Organise each week after game day a parent to take all Jerseys home and wash them. Make sure parents return the Jerseys back at your next training night.
- Communication to all parents on behalf of the Club and any issues you may have.
- Team managers must wear a Fluro **GREEN** vest provided at every match day.
- Any issues with parents not turning up for training, games or bad behaviour please raise it to the committee.

Must have a valid Working With Children (WWC) Certificate at season start.

Team Coach

- Training – Looks after the players including warm up, warm down, drills.
- Training – Players are wearing shin pads and boots (Game day also)
- Training – Ensures all children leave with their parent/guardian at the end
- Match Day – Coach from the technical area during matches and liaise with referees/game leaders
- Match Day – Meet and greet the other team
- **No abuse or raised voice to the referees.** This is not your right as a coach.
- Team managers must wear a Fluro **BLUE** vest provided at every match day

Coaches must have a valid WWC Certificate at season start.

Ground Official

Each home team provides a Ground Official for each game, usually a parent. The Ground Officials are to adhere to the code of conduct and policies of BDSFA.

Duties of the Ground official include:

- To be an official member on behalf of your team and MPGFC i.e. Parents/Friends.
- Note down any on and off field incidents that occur during the match and to liaise with the club.
- Manage and monitor **YOUR TEAM'S** parents and spectators for ill-mannered behaviour or inappropriate language and avoid them from crossing the technical area.
- Teams Ground Official must wear a Fluro **ORANGE** vest provided at every match day.

Club Committee Match Day Supervisor

Each home club provides a Match Day Supervisor(s) for game day. The Match Day Supervisor(s) are to adhere to the code of conduct and policies of BDSFA.

Duties of the Match Day Supervisor include:

- To be an official member on behalf of MPGFC
- Be visible to Referees/Game Leaders and Ground Officials for any issues arising
- Be aware of the location of First Aid facilities
- Monitor parents and spectators for ill-mannered behaviour or inappropriate language and avoid them from crossing the technical area.
- Provide a written report for any incidents that occur during the match and to liaise with the club.
- Match day supervisor wears a Fluro **YELLOW** vest.

The Match Day Supervisor should be your Ground Official's first point of contact for any issues, i.e. field set up/conditions, spectators, injuries, referees/game leaders, rules disputes, etc. including approaching the opposing club's Match Day Supervisor when your team is playing away.

Kit bags, Jerseys and Soccer balls

Kit bags with jerseys, manager, coach and ground official vests, player of the week trophy (age group appropriate) and training & match day balls are all distributed at the start of the season.

Jerseys are to be put on and taken off at the field and collected and washed as a team. This rule is naturally waived for the female teams, please either utilise the change room for jersey

transfers or send them home with the girls but inform them that any lost or destroyed jersey will result in a replacement needing to be paid for.

Sending them home with a different family each week is a good way to save yourself work. Please do not allow them to go home individually.

Note: All kit bags with all included items including jerseys must be returned to the club after the final game of the season.

We expect all kits including balls to be returned at the end of the season. For each ball not returned a \$10 charge will apply to the team. If a ball is damaged we will replace it.

Training

Together with the club & your coaches your team will be allocated a training night, designated area on Elara Oval and time slot. Unless there is a vacant spot as per the [set training schedule](#), please stick to your time and area to not interfere with other teams. Training is generally once a week from 45 mins to 1 hour depending on the age group.

All parents/guardians are to collect their child from the training as no child is to leave your care without a parent/guardian presenting themselves. Parents/guardians will physically need to collect their child, as club officials/coaches/managers we have a duty of care for every child representing MPGFC.

Any training disputes, change requests or additional training night requests please email president@marsdenparkfc.com.au.

Match Day Duties

Grounds Set-up and Pack-up

All team players need to be at the ground 30 minutes prior to kick-off.

If your team is playing at home (Elara Oval) the **first team** to play is responsible for setting up the field. They are to prepare their allocated playing field(s) to be suitable for games to be played.

This includes:

- Bringing out bins for corner flags/nets
- Setting up goals / nets
- Setting up benches and technical area.

If your team is playing at home (Elara Oval) the **LAST TEAM** to play is responsible to pack away their allocated playing field(s) and place all equipment in the storage room.

NOTE: The referee has the final say on the safety of the fields and may declare a field unsafe for play.

Canteen/BBQ Duty

Each team will be rostered to help in the Canteen and on the BBQ throughout the season. This will be communicated on our Facebook page and via the Whatsapp broadcast group. When your team is rostered on, 2 adults will be required to attend the canteen prior to the start of their child's game.

- **30 MINUTES U5 TO U8**
- **1 HOUR U9 TO U16**

Our aim is to roster each parent once and we will spread this out across the season.

Canteen/BBQ duties will include assisting with setup with both the BBQ or in Canteen (if on the first shift), serving customers, restocking the fridge (If required), cutting rolls for the BBQ, serving items from the BBQ, assisting in cooking on the BBQ and cleaning and packing away the Canteen and BBQ at the end of the day (if on the last shift).

If any parents wish to assist outside of their teams assigned time and date, they are more than welcome to make themselves known to the Committee member in the canteen.

Please remember that all the Committee members are volunteers (no-one gets paid) they give up their weekends so you and your children can play soccer, get a nice cold drink or hot food from the BBQ on a cold winter morning. Committee members often miss out watching their own children playing their games so please keep this in mind when your team is asked to give up 1 hour of your day a few times throughout the season.

Once the parent has attended their allocated time in the canteen they will be refunded their \$20 fee. If they choose not to attend then that \$20 fee will be held to cover the cost of someone to run the canteen for the day.

Entering the Fields / Technical Area

- Only 2 team officials are permitted in the technical area.
- Substitutes/interchange of players must be notified to the referee and players must enter the field of play from the half-way line.
- Neither Team Officials or Coaches are permitted to enter the field of play until signalled to do so by the referee.

NOTE: If a player who takes the field that is not registered to play with this team (registered and approved by the Association prior to the match) the team will automatically be forfeited.

Playing Equipment

- Shin pads are to be worn at all times during a match. Shin pads must be covered by the players' socks at all times. **A player injured whilst not wearing shin pads will not be covered by our insurance.**
- Compression skins and tights may be worn; however, they must be the same colour as the shorts or playing jersey.
- Jewellery is not to be worn on the field of play (this includes all body piercings and rings). The referee will ask to remove any visible piece of jewellery.
- Head Scarfs may also be worn, the head scarfs must be the same colour as the playing jersey and must not pose any danger to any player.

Dribl App

Coaches and Managers have access to the Dribl App. This App contains all information regarding games and also acts as our reporting tool. Team Managers have a responsibility to complete the 4 Dribl tasks below for each game. **Please note, failure for Managers to complete the below Dribl tasks will result in fines issued to our club.** If you encounter any issues with the Dribl app, please email compsec@marsdenparkfc.com.au

There are 4 Dribl requirements each game. Note the instruction guide will be emailed to you as a PDF so that you can refer to it on game day.

1. PRIOR to the game, submit your Match Sheet (see steps 3-4 of the instruction guide). This involves including information regarding your team such as their jersey numbers and availability.
2. Review the opposing team's match sheet (see step 5). You must either 'confirm' their match sheet is acceptable or 'dispute' their match sheet if you believe that their Match Sheet is not accurate.
3. Enter the ground officials and match day supervisor (see step 6)
4. AFTER the game, enter the final score (see step 7)

A good rule of thumb is to ensure that all 4 Dribl requirements are completed prior to leaving the field each game day.

This year fines will be applied to the club if the app is not updated correctly. These fines will be passed on to teams after the 3rd week of play allowing you to get familiar with the app and the requirements. If you are not filling in the app correctly in these first few weeks, the club will inform you on what you are doing wrong.

Player of the week

For teams with Player of the week trophies, these are awarded each week as per the Coach/Manager's discretion and to be returned prior to the next match. Every now and again if you could please take a photo and share with our Club, we'd love to share the achievements of all our members on social media!

Website & Social Media

The website for our club is <https://marsdenparkfc.com.au> This site is used to provide information to active and interested participants and the community such as registration

details, club news and committee details.

Our club Facebook page is <https://facebook.com/marsdenparkfc> This page is our main source of information for regular updates.

We also have a club Instagram page which is <https://instagram.com/marsdenparkgalaxyfc/>

Coaches and Managers will also be invited to join a WhatsApp broadcast group.

Referees/Game Leaders

If an association appointed referee is not available, in all competition games a suitable replacement must be appointed. It is recommended that at least one parent/guardian from the team is [aware of the rules](#) in the event a referee/game leader is unavailable so the game can proceed. The order of selection must be as listed below:

1. An official referee from the association
2. Home team club referee
3. Away team club referee
4. Match day supervisor

Child Protection

Our club has a moral and legal obligation to provide child protection to our members. We also always need to ensure the safety of our players. This includes creating an environment whereby coaches, and officials are committed to an acceptable practice within this framework. Child protection encompasses harassment, abuse, racial vilification and bullying.

Any coach, official or a parent who is concerned about an incident, should contact the MPIO officer as a first point of contact or a member of the committee. Our MPIO can be contacted via email on mpio@marsdenparkfc.com.au.

Alternatively if you would like to express your concern to BDSFA you can contact BDSFA Office Manager & Member Protection Information Officer - Sue Sim on admin@bdsfa.com.au.

Injuries and Incidents

All injuries and incidents should be reported to the club official (i.e Match Day Supervisor), who will liaise with BDSFA and take the appropriate action.

Unqualified persons should not treat any injured player as legal ramifications may follow if a person treats the injured incorrectly. If in doubt, leave the player where he/she is and call an ambulance immediately.

All players **MUST** carry their own water bottle, preferably marked with their name, and must only use their own bottle.

Code of Conduct

Blacktown Districts Soccer Football Association

Marsden Park Galaxy FC requires all players to follow the BDSFA Code of Conduct and to be subject to the rules and policies of the club/association:

- I will remember that players participate for pleasure and winning is only part of the fun
- I will never ridicule or yell at players for making a mistake or not winning
- I will be reasonable in my demands on player's time, energy and enthusiasm
- I will operate within the rules and spirit of the game and teach my players to do the same
- I will ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities
- I will avoid over playing the talented players and understand that average players need and deserve playing time
- I will not use bad language nor will I harass players, officials, spectators or other coaches
- I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- I will display control, respect and professionalism to all involved with the sport including opponents, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same
- I will show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- I will obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players
- I will not arrive at the fields intoxicated or drink alcohol at matches
- I will not allow the unlawful supply of alcohol at training, games or club facilities
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, cultural background

Parent's Code of Conduct

All parents pledge to abide by the following code of conduct and to be subject to the rules and policies of the club/association:

- I won't pressure my child in any way – I know that this is their game not mine!
- I will not use bad language, nor will I harass players, coaches, officials or other spectators
- I will encourage my child to play within the rules and respect officials' and coaches' decisions – no matter what
- I will teach my child to respect the efforts of their opponents
- I will remember that children learn best by example so I will applaud good plays/performances by both my child's team and their opponents

- I will give positive comments that motivate and encourage continued effort
- I will focus on my child's and their team's efforts and performance – not the score
- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child
- I will volunteer my services and help when asked by a coach or official
- I won't criticise or ridicule my child's performance after the game – I realise that good fun is more important than a good win
- I will not arrive at the field intoxicated or drink alcohol at matches
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, cultural background.

Officials Code of Conduct

All officials pledge to abide by the following code of conduct and to be subject to the rules and policies of the club/association:

- I will place the safety and welfare of players above all else
- I will show concern and caution towards sick and injured players
- I will give all players a "fair go" regardless of their gender, ability, cultural background or religion
- I will be impartial, consistent, objective and courteous when making decisions
- I will accept responsibility for my actions and decisions
- I will condemn unsporting behaviour and promote respect for the individuality of players
- I will avoid any situations which may lead to or be as a conflict of interest
- I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- I will be a good sport as I understand that actions speak louder than words
- I will always respect, remain loyal to and support other officials
- I will keep up to date with the latest 'Laws of the Game', trends and principles of their application
- I will emphasise the spirit of the game rather than the errors
- I will refrain from any form of personal abuse towards players or other officials
- I will refrain from any form of sexual harassment towards players or other officials
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, cultural background

Using Dribl app

STEP 1

Download the DRIBL App



Your Login and Password have already been set up via the activation email sent to you from dribl.com

Enter your email address and password

If you have forgotten your password hit the Forgot Password link to reset to your password. This will send you a reset email to your registered email address



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STEP 2

The home screen

Click on the YOUR TEAM tile. In this case we will use Blacktown Districts SFA U14 01 Male. Click this tile.

What do the initials in the hexagon stand for?

MA = Manager

TR = Team Reporter allows you to complete Matchsheets

RT = Team Recorder allows you to enter scores at the end of the match

PL = Player

CO = Coach

OF = Official

RF = Referee

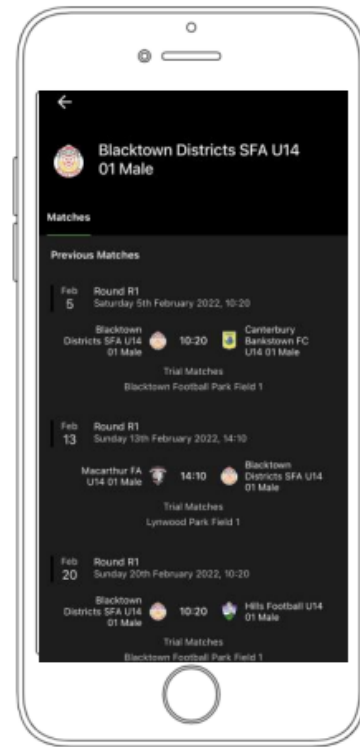


3

STEP 3

The MATCHES page

Scroll down to find your match



4

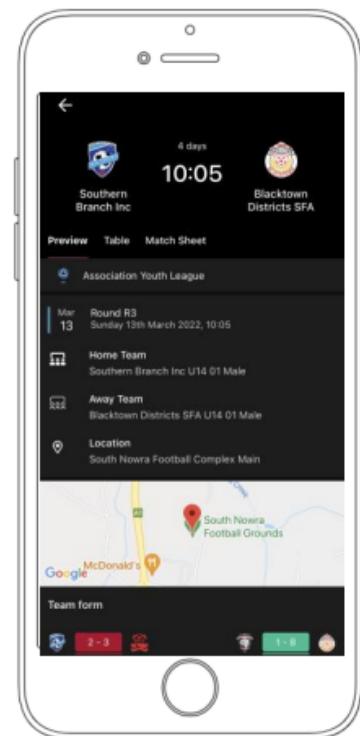
STEP 4

The MATCH PREVIEW page

On this page you will find the match details, a map to the field and both team's form.

Hit the Match Sheet!

Your menu items may differ from those with higher permissions. Example, a Club Secretary will see a lot more at this point compared to a Team Manager



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STEP 5

The Match Sheet—Before the Match

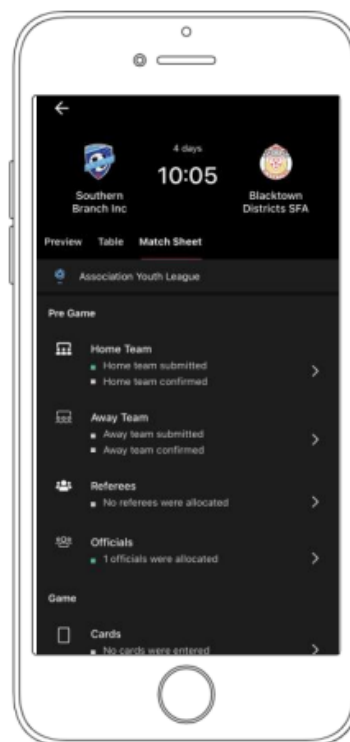
Where the match information is entered!

Home Team - The first team as listed on the fixtures list

Away Team - The second team as listed on the fixtures list

Referees - Shows the referee coverage (to be implemented at a later date)

Officials - The Ground Official's name is entered here



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STEP 6

Player Information

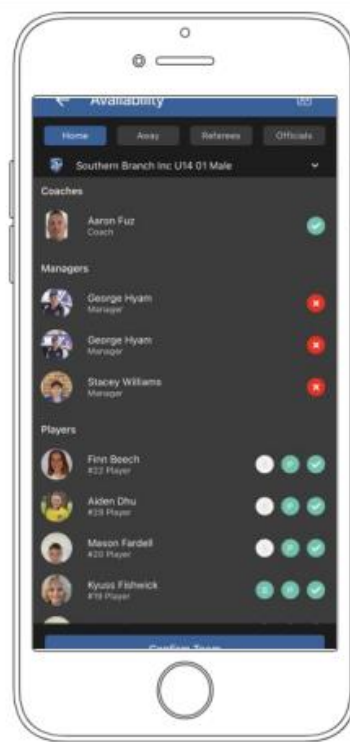
In this case Blacktown District U14 are playing away against Southern Branch.

Click the red cross to show that the player is available. It will change to a tick as shown in the image.

Click "P" to show that the player is playing.

"S" stands for starting. This is not relevant in our Competitions

To change a players jersey number, press and hold down their name. A new menu will pop up allowing to change jersey numbers, set the goal-keeper, set the captain, etc.

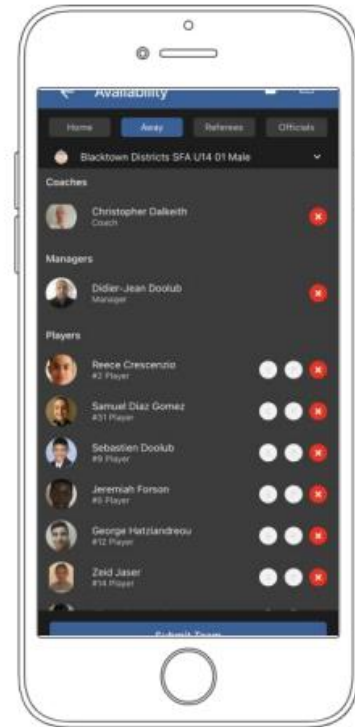


7

STEP 6 Continued

Home Team/Away Team

As we can see, our team as the away team has not touched the match sheet yet



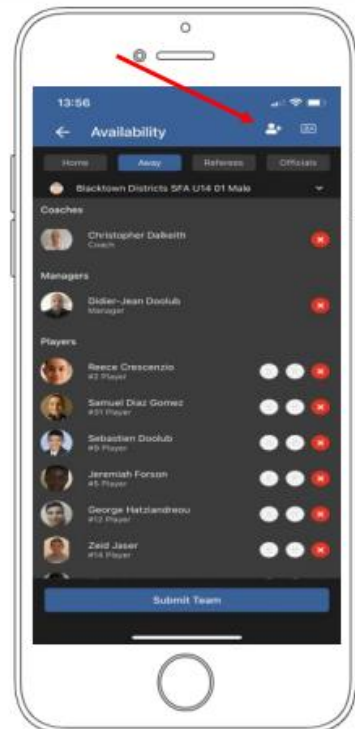
8

STEP 7

Adding Borrowed Players

To add a borrowed player, hit the + button indicated by the red arrow.

A new page will open where you can search for the player that you wish to borrow. Ensure that you hit "Done" after you have selected your borrowed player.

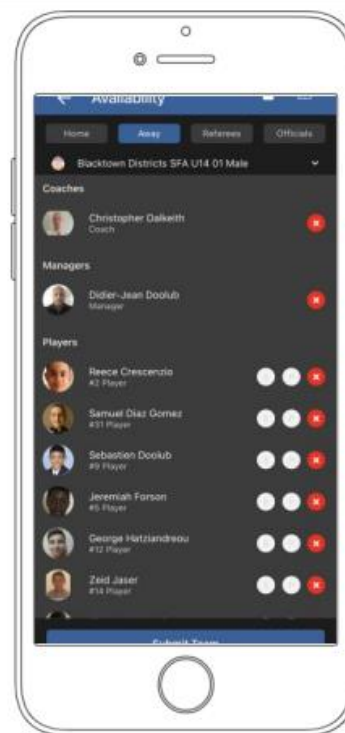


9

STEP 8

Submitting Your Team

After you have set up all of your pre-game information, hit “Submit Team” at the bottom of the screen.



10

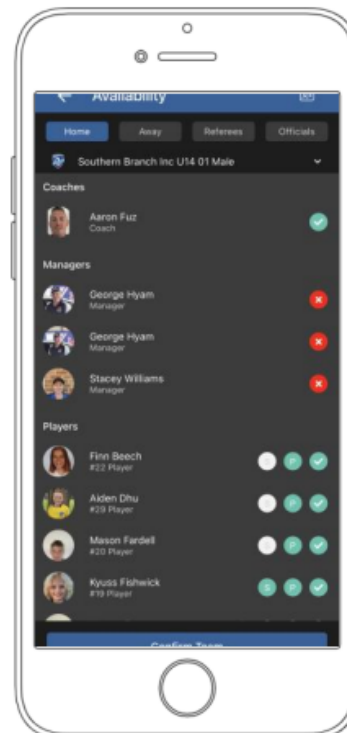
STEP 9

Confirming the Opposition Team

Meet up with the opposing manager and ensure that the pictures and jersey numbers are exactly as they are listed on the Match Sheet. You can enlarge the player photos by holding down the player photos and sliding across.

Once you are happy with the opposition hit “Confirm Team” at the bottom of the screen.

If any changes are to be made after this is completed, both managers will need to un-confirm the opposition teams, un-submit their own team make the changes and then re-submit and re-confirm.



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STEP 10

Entering Officials

Officials are entered in this area. They are:

- Ground Officials
- Match Day Supervisor
- Marshall (Premier League Only)
- Non- Accredited Referee

Enter you ground official, match day supervisor & Premier League Marshall here

AT THIS POINT ALL PRE-MATCH TASKS ARE COMPLETE!



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POST MATCH

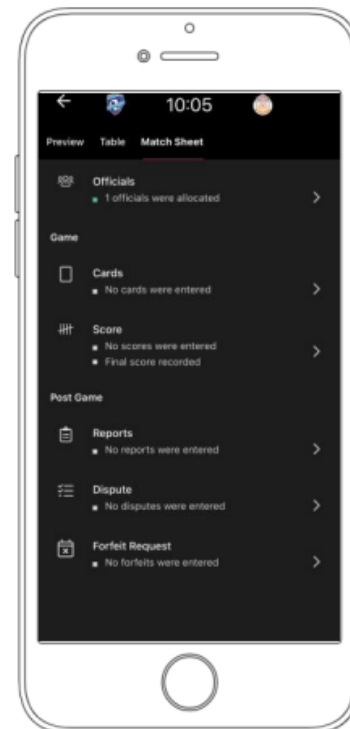
Post Match

Your responsibilities:

- Enter the score
- Check the match details and scores. E.G. Are the correct players who received cards entered correctly?
- Enter any disputes from the match. E.G. If the incorrect persons were given cards, this is an ideal place to enter that information.
- If you are the HOME Manager; Enter the names of any non-accredited referees (Club Refs)
- If you are the HOME Manager; If a non-accredited referee was in attendance, enter the cards

In the case of a team not in attendance, enter the forfeit request here.

AT THIS POINT ALL POST-MATCH TASKS ARE COMPLETE!



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