



**Macquarie Dragons Football Club**

# Coach's and Manager's Guide

2021

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## 1. Team Information

	Name	Contact Details	Notes
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## 2. Team Manager's Roles 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, fundraising collections and club social gatherings.
- Refer unresolved issues to the relevant member of the Executive Committee
- To handle team administration on Game Day (e.g. 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.
- Ensure all players/parents are familiar with the Macquarie Dragons web site: [www.macquariedragons.com.au](http://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 always abide by it.
- Know the correct rules for your age group. (These can be obtained from the North West Sydney Football Information Booklet available on their website [www.nwsf.com.au](http://www.nwsf.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 FNSW Member Protection Declaration and Working With Children Check and return it to the Club Member Protection officer.
- Familiarise yourself with the lightning policy and hot weather policy on the NWSF website.
- 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 for ground availability on the council's website ([www.ryde.nsw.gov.au/sportsgroundstatus](http://www.ryde.nsw.gov.au/sportsgroundstatus)) for current status.
- Check the clubs website and social pages for wet weather status in the event of rain.
- 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.

## Before and at each match

- Send an email or notice 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 cannot 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 NWSF website ([www.nwsf.com.au](http://www.nwsf.com.au)) for last minute updates on games. Also check the club website ([www.macquariedragons.com.au](http://www.macquariedragons.com.au)) as well as the Ryde Council website ([www.ryde.nsw.gov.au/sportsgroundstatus](http://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. No pads no play.
- 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 the week prior to your game (e.g. vs Putney, Redbacks, Redfield or West Pennant Hills) and you are the 'away team' (i.e. the one listed 2nd in the draw) – contact the Gear Steward to make arrangements (see section 8 for details). Strip clash opposing clubs are on clubs website.
- Ensure the ground is safe prior to training or playing.
- Make sure your team sheet in iCompman is completed prior to the start of your game. Refer to teamsheet guide in pack.

## Referees

- Managers should check each Thursday the games that are uncovered by the referees (not all games can be covered) at [www.nwsfra.com.au](http://www.nwsfra.com.au) then go to the Referee uncovered games link. This allows plenty of time for managers to organise someone to referee half of the game.
- NWSF has prepared a guide for unofficial referees, you can find in your Coaches and Managers pack.

## Forfeits

- Forfeits should be avoided wherever possible – the club incurs a significant fine where teams forfeit.
- If you find your team short of players, please contact your Age Convenor as soon as possible to help fill your team with additional, eligible players.
- Please contact them ASAP to give them the greatest possible opportunity to help you.

## Incidents

- Please report immediately (the same day as your match) to the Club Secretary the following:
  - If you or anyone on your team receives a red card
  - If your team is involved in a scuffle or fight
  - If you or anyone on your team experiences any form of offensive abuse from opposition players or spectators
  - If any serious injuries occur during your match

Please ensure your report includes details such as your team, date of your match, approximate time of incident, your opponent, a description of the incident that occurred, the shirt numbers of players involved (your and opposition) and any signed witness statements. The Club will always support you, however if you and your team are found to be at fault, the full extent of punishments handed down by the Association will stand.

### During the season

- Attend Coaches & Managers meetings/gatherings as scheduled or arrange for a parent to attend if neither coach nor manager can attend.
- For each team either the coach or manager of any given team should attend as a minimum.

### End of season

- Organise a team get together (optional, if there is a good social rapport between team members/player families).
- Return clean match shirts together with all gear in the team kit bags and club balls to the Club Gear Steward.

### 3. Match Sheets

#### Electronic Team Sheets

In all NWSF competition matches, team managers will be using electronic team sheets and are required to:

1. Submit their team sheets 15mins before their match commences, and
2. Record their match results at the completion of their match.
3. If you are borrowing players from other teams, iCompman will only list the players that are eligible to be borrowed for your team.

All electronic team sheets and results submissions will need be done through iCompman on mobile/smartphone.

The Club's Registrar will create and issue log-in and passwords for every team manager.

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

Match results **must** be submitted at the completion of every match.

For non-competitive matches, results should still be entered in iCompman as these scores enable the association to re-grade teams.

A copy of NWSF's Team Sheet guide can be found in your Coaches and Managers pack.

#### Paper Team Sheets

On the rare occasion iCompman is not working prior to your match, please arrange to complete a paper team sheet. A sample has been included in the C&M pack.

- Only the names players eligible to play in the match should be written. Suspended players, injured players, players that are sick or on holidays and players that are not registered are not to appear on your team or participate in the match.
- Manager to fill team sheet as follows: Players name, shirt number and ID number if you have players playing up you need to put what grade and the division they are from e.g. 16/2 in the Upgraded column. The whole of the ID Number must be written e.g. 38-175 not just 175.
- Managers are required to sign the team sheet after the match to verify the results and check the send-off codes.
- Managers should check the oppositions ID Cards before the start of the game.
- Paper team sheets should be emailed to the Club Secretary for submission to NWSF.

## 4. Code of Conduct

Our Code of Conduct is outlined below requires our members to always,

- Act within the NWSF Constitution and By-Laws.
- Act within the rules and spirit of football.
- Respect the decisions of officials, coaches and administrators.
- Display appropriate and responsible behaviour in all interactions.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.
- Speak out on abusive, bullying or threatening behaviour directed toward players, coaches, officials, administrators, parents and spectators.
- Do not under any circumstances retaliate against others who exhibit abusive, bullying or threatening behaviour.
- Hold the high ground in all circumstances.
- Be gracious in defeat.

To always act within our Code of Conduct demonstrates the true Power of a Dragon.

### Breach of our Code of Conduct

Any breaches of our Code of Conduct will be referred to an internal review set by the Club committee.

The Club has the right to issue any of the following:

- A verbal or written warning or a fine
- Suspension from matches and or training
- Expulsion from the Club

Code breaches may be actioned by the Club regardless of any official citing by either match officials or opposing Clubs. Destructive behaviour of any kind will not be tolerated.

Penalties may be issued by the Club in addition to penalties issued by NWSF's General Purpose Tribunal or Disciplinary Committee.

Any dispute or appeal should be directed in writing to the Club Secretary.



## Macquarie Dragons Events & Social Media

We embrace a fun culture to celebrate and encourage each other on and off the field. However, we hold all our members to a high standard. At Events and online with Social Media:

1. Respect standards of social behaviour that are not overly aggressive or illegal.
2. Avoid language which is vulgar, threatening or discriminatory.
3. Show suitable support for Club sponsors.
4. Maintain responsible use of alcohol for yourself and other Club members.
5. Members are encouraged to dress suitably and wear Club attire.

Comments on public forums including Facebook and the Club website, can be misinterpreted by others.

## 5. 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.

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 e.g. 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.

## 6. Dragons Committee contact details

	Name	Role	Contact Details
1.	Kathy Tracey	President Council liaison Officer	0415736506 <a href="mailto:president@macquariedragons.com.au">president@macquariedragons.com.au</a>
2.	Lars Hengren	Vice President	0448 469 382 <a href="mailto:vicepresident@macquariedragons.com.au">vicepresident@macquariedragons.com.au</a>
3.	Michael Hare	Secretary	0447 723 424 <a href="mailto:secretary@macquariedragons.com.au">secretary@macquariedragons.com.au</a>
4.	Matt Della Vedova	Treasurer	<a href="mailto:treasurer@macquariedragons.com.au">treasurer@macquariedragons.com.au</a>
5.	Luke Jahja	Registrar	<a href="mailto:registrar@macquariedragons.com.au">registrar@macquariedragons.com.au</a>
6.	Sherif Yazbeck	Director of Coaching	<a href="mailto:coaching@macquariedragons.com.au">coaching@macquariedragons.com.au</a>
7.	Liz Lawrence	Womens Convenor MPIO	<a href="mailto:womens@macquariedragons.com.au">womens@macquariedragons.com.au</a>
8.	Lee Bailey	Mens Convenor NWSF Delegate	<a href="mailto:seniorfootball@macquariedragons.com.au">seniorfootball@macquariedragons.com.au</a>
9.	Clare Lawrence	Marketing Manager	<a href="mailto:marketing@macquariedragons.com.au">marketing@macquariedragons.com.au</a>
10.	Tim Alice	Social Media Manager	<a href="mailto:socialmedia@macquariedragons.com.au">socialmedia@macquariedragons.com.au</a>
11.	Kandis Howard	Fundraising Manager	<a href="mailto:fundraising@macquariedragons.com.au">fundraising@macquariedragons.com.au</a>
12.	Jay Li	IT Manager	<a href="mailto:itmanager@macquariedragons.com.au">itmanager@macquariedragons.com.au</a>
13.	Tom Alice	Equipment Manager	<a href="mailto:equipment@macquariedragons.com.au">equipment@macquariedragons.com.au</a>
14.	Penny Hare	Merchandise Manager	<a href="mailto:merchandise@macquariedragons.com.au">merchandise@macquariedragons.com.au</a>
15.	Josh Milevski	Minis convenor	<a href="mailto:minifootball@macquariedragons.com.au">minifootball@macquariedragons.com.au</a>
16.	Tim Gleeson	Youth Convenor	<a href="mailto:youthfootball@macquariedragons.com.au">youthfootball@macquariedragons.com.au</a>
17.	Mitch Tracey	Premier League Convenor	<a href="mailto:premierleague@macquariedragons.com.au">premierleague@macquariedragons.com.au</a>

## 7. Useful links

Macquarie Dragons Website

[www.macquariedragons.com.au](http://www.macquariedragons.com.au)

North West Sydney Football Association

[www.nwsf.com.au](http://www.nwsf.com.au)

North West Sydney Football Referees Association

[www.nwsfra.com.au](http://www.nwsfra.com.au)

Ryde Council Sportsground Status Page

[www.ryde.nsw.gov.au/sportsgroundstatus](http://www.ryde.nsw.gov.au/sportsgroundstatus)

Football NSW

[www.footballnsw.com.au](http://www.footballnsw.com.au)

Football Federation of Australia (FFA)

[www.footballaustralia.com](http://www.footballaustralia.com)

Sydney FC

[www.sydneyfc.com](http://www.sydneyfc.com)

Western Sydney Wanderers

[www.wswandersfc.com.au](http://www.wswandersfc.com.au)

Australian Sports Commission

[www.ausport.gov.au](http://www.ausport.gov.au)

Latest COVID-19 information

[COVID-19 \(Coronavirus\) \(nsw.gov.au\)](https://www.nsw.gov.au/covid-19)