



NORTHBRIDGE FC

Managers' Handbook

Competition Football Teams (U12-O55)

Version control: updated February 2024

Introduction

Thank you for taking on the vital role of team manager this year. Whether this is your first time in the role, or you're back for another year, you are now one of the many volunteers that keeps the Northbridge Football Club on the pitch every year.

Role of the Team Manager

The team manager acts as a link between the team and the club. Please remember that being manager does not mean you need to do everything – delegate duties such as refereeing, scoring, social events etc to other team members.

There are however several key responsibilities for the team manager. These are summarised below – more detail is given on the following pages.

Pre Season

Coordinating with players / parents to fill the team. Your age coordinator can help to find additional players when needed.

Communicating with the club to ensure that all players are properly registered.

Submitting training ground requests / locking in training timeslot with the club

Ensure that all players have acceptable up to date ID photo.

Arranging for a paid club coach if required.

During the season

Advising players when / where they are playing.

Checking changes to the draw ahead of game day (particularly during wet weather)

If the team will be short you can borrow another eligible Northbridge FC player. The Dribl system should list eligible players – your age coordinator may be able to help you get in touch with appropriate team managers..

Game Day

Complete the match card before the game – this is done via the Dribl system. You will also need to approve your opposition's match card before the game can kick off.

Provide a referee if necessary. (Dribl will show how many referees have been appointed.

If there is only one assistant referee then the home team must find someone to run the line.)

Provide match ball if it is a home game.

Record goal scorers for each game. The club awards the Max Mayer award for the highest goal scorer in the U12 – U18 age groups. (At this point we don't believe that scorers can be recorded through Dribl, so you may need to keep a spreadsheet.)

After the game record the score in Dribl.

There are lots of apps available to help you communicate with your team – Teamer, TeamApp, WhatsApp all work well.

Note: all managers (and coaches) need to be registered on the PlayFootball website prior to the first game. You must have a valid WWCC number if your team is U18.

Age Coordinators

Ideally every age group has an age coordinator to support the team managers and act as a liaison between the teams and the club. (For example, an age-coordinator can help find a team for a player looking to join the club; provide updates in weeks where heavy rain leads to field closures; and can arrange to lend players from when the inevitable school band camp leaves a team short one week). For team managers, the age coordinator should be the first point of contact.

U12- U18 - vacant
G13 – G18 - vacant
MAA – Brian Norton
WAA – Matilde Johns
M35 - vacant
W45 – Antonia Connolly
M45 – vacant

Where there is no age-coordinator, managers should contact the club Registrar, Julie, on info@northbridgefc.com.au.

If you – or any of the other members of your team – are interested in stepping into one of the vacant age coordinator positions please let us know. Taking on responsibility for a single age group is not an onerous task, and helps

Fixtures

The NSFA create and manage the fixtures for all age groups and competitions in our area. The fixtures may be put up for the season, or in blocks of games – depending on how the NSFA admin team are working. Matches can often be changed, so you need to check the draw regularly.

The season runs from the start of April until late August. For junior teams (up to and including U18 / G18) no games are scheduled in the middle weekend of the April and July school holidays but there are games in the first and last weekends of school holidays. There are no fixtures over the Easter weekend.

<https://northbridgefc.com.au/season-dates/>

Fixtures can be found on: <https://nsfa.dribl.com>

The NSFA season calendar can be found at:

<https://calendar.google.com/calendar/u/0/embed?src=iv5j6fkoqolb12jurgiskeck30@group.calendar.google.com&ctz=Australia/Sydney>

Dribl

The NSFA use Dribl to manage the draw and for managers to administer teams / submit match cards and results.

The club's registrar, Julie, will contact each manager when their registered players have been allocated to the team and it is time to log into Dribl to check the team. A sign-up link (for people who haven't had a dribl account before) will be included in the email. If you have already got a Dribl account set up you should then be able to see the team. Any issues please let Julie know and she will work with you and the Dribl support team to resolve them.

The NSFA have published a user guide (link below) explaining how to get set up in Dribl, and how to select your teams. (Note that features are still being added to the system by developers, so some screens / options may have changed.)

<https://nsfa.asn.au/wp-content/uploads/2022/03/Dribl-User-Guide.pdf>

Once you have access to your team in Dribl you must check that all your players are visible in the team list. If they are not there the most likely reason is that they have not yet registered / paid. Please follow up with the player, and if they believe they are fully registered check with the club Registrar. You must also check that every team member has a current photo, and has had their date of birth verified.

On game days you must submit your match card through Dribl ahead of the game. Please check:

- All players' shirt numbers on the match card are correct
- You include any player you are borrowing from another team.
- The NSFA suggests match cards are completed before you arrive at the ground, in case there are system issues just before kick off.

Once you have submitted your match card you must also review and submit your opponent's match card.

After the game you must enter the match result in Dribl.

Rules, referees and discipline

The competition regulations are published by the NSFA on their website:

<https://nsfa.asn.au/competitions/competition-regulations/>

Training / coaching

Each team is allocated a weekly training time based on your selected field / time preferences. We do our best to give teams the time that they have asked for – however this is obviously not always possible. If there is a problem with the time your team has been allocated please contact Sarah at academy@northbridgefc.com.au and we will try to help.

The club supports development of players and coaches through the Community Coaching Program. We allocate young coaches – often also players in the club – to our junior teams to run their weekly training sessions. The coaches will be mentored by the club’s Football Development Manager and more senior coaches. There is an additional fee for teams wishing to use the Community Coaching Program, and provision of a coach is subject to availability.

Note that community coaches are only available for the weeknight training – a parent volunteer will be required to coach teams for game day.

Please contact academy@northbridgefc.com.au for more information about the Community Coaching Program.

Wet Weather

Councils close grass fields in wet weather to protect the grounds. As manager you need to check for ground closures / updates to the draw and notify your team.

The NSFA’s wet weather page is <https://nsfa.asn.au/grounds/wet-weather/>

Each council should also update their website when they close any grounds:

- Willoughby Council - <https://www.willoughby.nsw.gov.au/Residents/Parks-and-recreation/Ground-closures>
- Lane Cove Council - <http://www.lanecove.nsw.gov.au/Community/ParksandRecreation/Pages/WetWeatherUpd.aspx>
- North Sydney Council - <https://www.northsydney.nsw.gov.au/directory/13/parks-playgrounds-and-sportsgrounds/category/47>
- Ku-ring-gai Council - [Closures and wet weather Ku-ring-gai \(nsw.gov.au\)](https://www.kuringgai.nsw.gov.au/Closures-and-wet-weather-Ku-ring-gai)

The NSFA will update the online draw when games are moved / cancelled due to ground closures.

Note that the referee can decide a field is unsafe to play even if the field is officially open. (This can happen when heavy rain falls overnight.)

Volunteering

You may be asked to assist with dressing / undressing the grounds (ie goals, flags, cones etc). Obviously as manager you are not expected to do this all yourself, but seek help from the team.

Volunteers are also needed for many other jobs in the club –helping with social media, small repair & maintenance tasks, age coordinators, and sub-committee and committee roles. If you, or any of your team, are interested in getting more involved in the club please get in contact.

Uniform & equipment

Each team receives match balls, playing jerseys and new socks.

Where there is a kit clash, NSFA rules require the away team to wear an alternate strip. The club holds a couple of sets of white shirts for these occasions – please contact Julie to arrange to borrow a set of shirts well in advance of any game you will need them.

The online shop www.northbridgefc.com.au allows you to buy shorts, and other kit you may require – such as fleeces, tracksuits, beanies etc. Kit that you have ordered will be available for collection from Storage King in Chatswood a couple of days after purchase – you will receive an email notifying you when it is ready.

Parent / sideline behaviour

For junior games:

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition. Remember that children learn best by example. Appreciate good performance and skillful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators.
- Without them, your child could not participate.
- Encourage fair play
- KEEP YOUR EMOTIONS IN CHECK

Dissent

- A player cautioned (given a yellow card) for dissent will spend 10 minutes in the "sin bin".

The club has a Member Protection Officer, who will deal with complaints regarding discrimination, harassment and other inappropriate behaviour.

Please note the club's Code of Conduct is available on the NFC website:

<https://northbridgefc.com.au/policies/>

Miscellaneous

Team Photos (junior teams)

The club arranges for a photographer to take team photos and individual portraits. The manager will need to book in a time slot for the team.

Housekeeping

Your team is expected to leave the ground as they found it. Please ensure that rubbish is thrown away, and the change rooms / field are clean and tidy when you leave.

At home games, please remind your opposition to do likewise.

Forfeits

Only forfeit in extreme cases – try to borrow players from other NFC teams if you are short.

If you do need to forfeit advise info@northbridgefc.com.au by the Thursday prior to the game.

Injuries

If any player is injured during a game / training please contact your age coordinator or the club secretary. (There are forms to be completed.)

Season dates

The season runs from the start of April until late August. There are no games in the middle weekend of the April or July school holidays for junior teams. No games are played in the Easter long weekend. Please see the Northbridge FC website or NSFA website for exact dates. <https://northbridgefc.com.au/season-dates/>

Player Development

Northbridge FC offers three streams of football, to cater to all levels of enthusiasm and ability.

Community Competition in the NSFA (Northern Suburbs Football Association) – the club has teams from U6 to O45 men and O35 women. The club has roughly 1800 players in community teams.

NFC Academy has teams in the top division of the NSFA competitions from U8 through to All-Age. These competitions are called SAP in the U8-U12 age groups, Super League for boys U12-U18, Diamond League for girls U12-U18, and Premier League for All Age Men / Women. Trials for the academy teams are held in October / November, and teams train twice each week from February – August. For more information on the NFC Academy program please contact nfcacademy@northbridgefc.com.au.

Bulls FC Academy is our representative football program. The club has partnered with the Macarthur Bulls A-league club to provide a pathway program playing in the Football NSW National Premier Leagues at youth and senior level. Northbridge Oval is the home ground for all Bulls FC Academy junior and youth teams, and the senior women's teams. Bulls FC Academy teams train three times each week from November – August / September. For more information on the Bulls FC Academy program please contact wpl@bullsacademy.com.au.

To support our players development the club also offers additional coaching throughout the year:

- Northbridge FC Skills training – weekly programs running in term-time
- School Holiday camps – half-day and full day camps, for U6-U12 players.
- Bulls Elite Training Program (BETP) – high performance skills training (aimed at players in the Academy and State League Programs, and those planning to trial for those teams). The BETP offers weekly sessions, small group / individual coaching, and school holiday clinics.
- Bilbys – preschool soccer sessions running 9.30 weekday mornings (in term-time)

For details of dates, pricing and how to book please go to www.northbridgefc.com.au

Key Contacts

Role	Responsibilities	Name	Email
Registrar	Registrations / NSFA Liaison / General enquiries	Julie McManus	info@northbridgefc.com.au
Football Development Manager	Academy / Coach Education / Club coach coordinator	Paul Higgins	fdm@northbridgefc.com.au
Club Admin	Bilbys & Skills programs Community programs & coaches Academy / Kanga Cup / Training Allocation	Sarah Sauer	academy@northbridgefc.com.au
Uniforms / Kit	Online shop, kit bags and trophies	Nicole Horton	orders@northbridgefc.com.au
Member Protection	Following up complaints / issues regarding player protection and conduct	tbc	mpo@northbridgefc.com.au