



NORTHBRIDGE FC

2021 Managers' Handbook

Competition Football Teams (U12-O45)

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. (Photos can be checked / added through the Managers' portal.)

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 from any other Northbridge FC player from the same age group or below (with the exception of Academy players). Your age coordinator may be able to help here.

Game Day

Complete the match card before the game.

Provide a referee if necessary.

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.

Update the results through the managers' login.

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- U16 - vacant
U15 – Brian Norton
U18 - vacant
G13 – G18 - vacant
MAA – Brian Norton
WAA – Linda Carroll & Dorothy Poon
M35 - vacant
W35 – Antonia Connolly
M45 – Brian Armour

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.

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.

For junior teams (up to and including U18 / G18) no games are scheduled in the middle weekend of the July school holidays but there are games in the first and last weekends of school holidays.

Senior teams start their season on the weekend of the 10th / 11th April.

Junior teams begin on the weekend of the 17th and 18th April

Fixtures can be found on: <https://nsfa.myclubmate.com.au/website/showresults.asp>

The NSFA calendar (in the link below) gives the season dates (including cup games and Champion of Champions).

<https://3h6kvid1kae23r0b2rhz5lp6-wpengine.netdna-ssl.com/wp-content/uploads/2021/01/2021-NSFA-Calendar-04-Jan.pdf>

Managers' Portal

You should already have received an email with your login details for the Managers' portal. (If you haven't it might mean you haven't yet registered as a manager through

PlayFootball – please make sure you’ve registered, and if you still don’t have a login contact the club’s Registrar).

Access the portal via <https://nsfanbrdg.myclubmate.com.au/teammanagers/> or through the club’s website www.northbridgefc.com.au click Managers Login.

Once you have access to your team in the portal 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 the portal 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 the portal. If you enter the goal scorers, the system will tally the goals scored over the season – for both the team and the club’s golden boot awards.

For Covid-safe purposes we also ask you to track team training attendances through the portal.

Rules, referees, and discipline

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

<https://3h6kvid1kae23r0b2rhz5lp6-wpengine.netdna-ssl.com/wp-content/uploads/2021/04/Regulation-2-Competition-Football-2021-Final.pdf>

Training / coaching

Each team is allocated a weekly training time. Hopefully you have already received and responded to an email asking for 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 Matilde and she will try to help.

Those teams who have requested community coaches should also have been contacted to confirm that.

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://m.northsydney.nsw.gov.au/Facilities_Parks
- 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 home 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 skilful 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

For senior games:

- A player cautioned 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.

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.)

Please also update the injury report in the manager portal.

Season dates

The season is scheduled to run from 10th April (seniors) / 17th April (juniors) to 22nd August. There is no game in the middle weekend of the July school holidays (3rd / 4th July) for junior teams.

Note that Anzac Day falls on a Sunday, and there will be games scheduled that day.

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.

State League Program has teams playing in Football NSW's National Premier Leagues. Our teams in the Youth / Mens and Womens competitions play under the name Northbridge FC Bulls, due to a partnership with the Macarthur Bulls A-league club. The U9-U12 boys and U10-U13 girls play in the FNSW SAP and GSAP competitions as Northbridge FC. Trials for the state league teams are held in October, and teams train three times each week from November – August / September.

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 Development Centre – high performance skills training (aimed at players in the Academy and State League Programs, and those planning to trial for those teams). The Bulls Development Centre 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 Technical Director Coach Education / Club coach coordinator	Freddie Seccombe	Freddie.seccombe@northbridgefc.com.au
Club Admin	Bilbys & Skills programs Community programs & coaches	Bryany Parker	clubadmin@northbridgefc.com.au
Club Admin	Academy / Kanga Cup / Training Allocation	Matilde Johns	academy@northbridgefc.com.au
Uniforms / Kit	Online shop, kit bags and trophies	Martin Fogarty	uniforms@northbridgefc.com.au
Member Protection	Following up complaints / issues regarding player protection and conduct	Rebecca Nash	mpo@northbridgefc.com.au