



NORTHBRIDGE FC

2021 Managers' Handbook

Miniroos (U6-U11)

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 parents.

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

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

Arrange parent volunteers to be 'game leaders' (referees), and also to keep score. (Note that at U6 and U7 your team will be split across 2 fields, so who are not allowed to help
Speak to the opposition's manager before and after the game – check that you agree on the score!

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.

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.

U6 – Brian Norton (brian.nfc@gmail.com)
U7 - vacant
U8 – Mark Warnock (nfcmark1010@gmail.com)
U9 - vacant
U10 - vacant
U11 - vacant
U12 - vacant
G8-G12 - 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 parents on 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. They are released 1-2 weeks prior to the season and completed in 5 week blocks. Teams are regraded after each 5 week period, to try to ensure teams are playing competitive matches each week. (Note the regrading is all done by the NSFA, not the club.)

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.

Season begins on the weekend of the 17th and 18th April

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

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.

You must log your team's results through the portal each week. This allows the NSFA to re-grade each month to give teams reasonably even games.

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

Note for Mini Roos age groups there is no need to record goal scorers / team attendance through the portal – although the players might like it if you can track their goal tally!

Game Leaders and Rules

In Mini Roos the parent on the field is referred to as a ‘Game Leader’ rather than a referee. Usually each team will take charge for a half (although technically the NSFA suggests the home team should provide the Game Leader for the full game).

The rules of football are modified for Mini Roos – the NSFA competition regulations (see link below) provide details of specific rules for goal kicks, throw ins etc. These change between age-groups, so it is important to review the rules at the start of the season.

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

Note: NSFA will occasionally run courses for parents who will act as Game Leaders. Whilst it is not essential to have done the course, parents may find it useful – particularly if they haven’t been involved in football for some years. The club will send out details if any such courses are scheduled.

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.

Each council will 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-rin-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 / game leader 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.

U7 teams will also be asked to assist with BBQ duty at Bales Park. Your team will be rostered to help 2 or 3 times during the season. (Covid rules permitting).

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

All U6 and new U7 players you will receive one of the famous NFC backpacks with a ball and pump. Martin will be in touch with managers to arrange the distribution.

Each team will also receive a kit bag with a whistle, cones and bibs. In the (not uncommon) event that you have a game against another Northbridge team you will need to make sure that you bring the bibs.

The online shop www.northbridgefc.com.au allows you to buy the shirt, socks and shorts that you need – with fleeces, tracksuits, beanies and many other items also available. 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.

Miscellaneous

Team Photos

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.

Match Venues

Generally lower to mid-north shore area. The NSFA website has addresses and maps of all grounds.

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.

Problem parents

We do not tolerate parents ruining games for others. Please report any poor conduct to your Age Coordinator or the club's Member Protection Officer

Season dates

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

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

Gala days

NSFA and NFC both run gala days at the end of the season (subject to rain / covid).

Provisional dates:

NSFA Mixed Mini Roos Gala day 28th August

NSFA Girls Mini Roos Gala day 29th August

Northbridge FC Gala days 4th September / 11th September (tbc)

End of season trophies

All NFC Miniroos players will receive a trophy. The manager needs to double check that all their players are registered / have their names spelt correctly in the system. Trophies will be collected from the Uniform Shop towards the end of the season.

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