



## Bundeena Maianbar Football Club Information for Managers

Thank you for volunteering to do the manager's job. Here are a few things that may help you along this year.

### YOUR ROLE AS A MANAGER

Your role as team manager involves the following tasks:

- Be the point of contact from the BMFC Committee for your team.
- Pass on information to the team sent by the Committee.
- Ensure the team knows when and where games are. To check the draw, go to [www.bmfc.club](http://www.bmfc.club) and click on the 'Draw' tab. The draw is also available at [www.shirefootball.com.au](http://www.shirefootball.com.au) - click on 'Fixtures' at the top. We also recommend everyone download the SSFA's **Gopha App** (see installation instructions in folder) which brings a lot of SSFA information together.
- Check you have the right team as there is sometimes more than one BMFC team in the grade. You may choose to email or text the team members each week about games, or you may choose to tell your team to look it up for themselves. Note that game times/venues can change before the game, so it's best to double check the night before.
- Ensure everyone knows about training. All players are expected to come to training, so if a player is repeatedly missing training, please contact them/their parents to see what the problem is. If it is a matter you have difficulty in resolving, please contact the Committee.
- In wet weather you will need to check whether grounds are closed before committing to training. If the oval is closed, we are not permitted to train. To check the status of ovals by ringing Sutherland Shire Council's ground closure line **9710 0105**, check the Association's website [www.shirefootball.com.au](http://www.shirefootball.com.au) or Council's website [www.sutherlandshire.nsw.gov.au](http://www.sutherlandshire.nsw.gov.au) . If we are notified of ground closure, this will be passed on to managers by text and will also be on the club website and Facebook page.
- If games are cancelled due to wet weather, managers will be notified by text. Please pass the information on to your team (see WET WEATHER PROCEDURE)
- Organise the volunteer roster for the canteen. Canteen duty is a condition of registration and is not optional. We suggest that you roster everyone on for their days and tell them they need to organize a replacement/swap if they can't make it. *It is not the manager's job to do people's canteen duty because they can't/won't*. If you are having problems with anyone refusing to do canteen duty, please let the committee know. A list of casuals who can be booked for canteen duty will be made available to you to pass on. Parents must make arrangements with the casuals themselves and arrange payment (generally \$15 for a 1.5 hour shift).
- Support the coach and administer weekly awards in consultation with the coach. If you can't make a game, ensure you have arranged with someone else to bring the Manager's folder.
- At all games, sign the match sheet for your game, including the score and any unlisted players. Match sheets are kept in the clubhouse/control room at each venue. ***It is very important that you sign match sheets at away games:*** the club is fined each time a match sheet is not signed. If you are passing the manager's duty on to another person, ensure they know what to do.

- If the team wishes to forfeit a game, advise the Committee as early as possible in the week, but no later than Wednesday in the week of the game. Email [info@bmfc.club](mailto:info@bmfc.club)
- Assist with organising the team on photo day, including collection of money.
- At the end of the season, confer with your coach to write a season report for inclusion in the yearbook.

### **MEMBERSHIP FEES**

If anyone in your team has not yet paid their fees, they can't play. Senior teams will not be issued with their card unless they have paid in full, and without their card can't play. This is for two reasons:

- Insurance, the player is not covered and under SSFA rules cannot play
- BMFC's club policy - no payment no play.

### **AWARDS**

In the folder are the various awards that are available for your players. With the "Player of the Week" is included a free sausage sandwich and drink. You will also find in the folder an award tracker so you can keep track of who has received what award.

If you are low on awards please contact a Committee member.

### **BEST AND FAIREST (3,2,1)**

In your folders you will see the 3,2,1 forms. We ask that these be filled out each week and put into the wooden box in the Ground Control Room (next to canteen). These help us at the end of the year when it comes to Presentation Day and knowing who your team has nominated for these awards. We ask that a roster be created where a parent each week is asked to fill in the 3,2,1 and then it is done in turns and fair. It is a confidential system.

**All** teams need to fill these out please, and placed in the box at home and next home game.

### **ATTENDANCE OF PARENTS AT TRAINING**

It is club policy that for junior teams, at least one other parent (other than the coach) must be present at training to assist the coach and to fulfil our child protection responsibilities. Please remind parents of this requirement; you may wish to draw up a roster for parents to attend training.

### **JUNIOR PLAYER'S AGREEMENT**

In your folder you will find copies of a Junior Player's Agreement. This document was developed to assist coaches and managers by setting out the expectations of young players (and parents). It follows feedback from some coaches over the past couple of years that some children's behaviour made coaching difficult. You are not required to use the agreement – it is a resource that coaches/managers may wish to use with the children and their parents. We suggest you get all players and their parents to sign the agreement, then keep them in the Manager's folder.

### **WET WEATHER PROCEDURE**

Please check the Association website on Friday evening (or Saturday evening for Sunday games) to see if games have been cancelled – [www.shirefootball.com.au](http://www.shirefootball.com.au). The SSFA may cancel all games on Saturday and/or Sunday, or may cancel individual games based on the condition of individual grounds.

If games have not been cancelled the night before, the SSFA will make a final decision in the morning. As a manager, you will be contacted by text as early as possible once a decision has been made. Please then let all players know. We will also put this information on Facebook.

Note the SSFA's decision may come as late as 8.30am. **If you hear nothing, assume games are ON.**

If you have an early game and you haven't been notified of the decision, then go to the game as scheduled. If your team does not show up and the game has not been cancelled, the game will result in a forfeit and a fine for the club. Please do not ring SSFA about wet weather arrangements.

### **MATCH REPORTS & GAME PHOTOS**

We'd love you to post match reports and photos onto our Facebook page.

### **INJURY**

If one of the players is injured at a home or away game, please fill out an accident report straight away at the ground where it occurred. See Ground Control at the venue. Please also email the Committee to report the incident: [info@bmfc.club](mailto:info@bmfc.club)

If they are injured in training, please report it to the Secretary at the above email.

All players have injury insurance included as part of their registration fees. Insurance information and claim forms are available on the club website.

### **RETURN OF TEAM KIT**

At the end of the season, please return all gear and the manager's folder to the Gear Manager.

### **CONTACTING THE COMMITTEE/COMMUNICATION**

Please speak to a committee member with any questions or problems you may have. We can only try to help if we are aware of the issue/problem/question itself. One of us is usually around at one game or other throughout the weekend; we are also available through email at [info@bmfc.club](mailto:info@bmfc.club)

We also have a meeting once a month at the Bowling Club - check the website for the next meeting date.

Key club contacts for 2016 are:

Sharon Hodges, President ..... 0422 490 743  
Ash Gurd, Vice President ..... 0430 900 524  
Lindsey Flynn, Secretary ..... 0418 237 496  
Dani Cooper, Registrar..... 0400 419 767  
Rohan Pigott, Communications ..... 0410 209 002  
Murray Armytage, Grounds Manager ... 0418 236 241