



FC BIRRARUNG

2019

**TEAM MANAGER'S
HANDBOOK**

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TEAM MANAGERS

Welcome and thank you for volunteering your time to manage a team this season.

The role of team manager has three parts:

1. Team communication
2. Rostering volunteers
3. Game day duties

TEAM COMMUNICATION

As team manager, you will let your team know

- the time and location of the week's match;
- to wear their away kit in case of a uniform clash
- who is rostered on for oranges, referee, assistant referee, Marshall, canteen etc
- if someone needs a lift to an away game and organise for someone to take them

Important note: for privacy reasons, please remember to bcc all recipients of group emails.

ROSTERING VOLUNTEERS

You will need to make season rosters that share the volunteering load as evenly as possible across all families. For example, a couple of parents may referee a Minirooms all of the Minirooms home matches, so that family don't ever need to bring oranges.

Minirooms (U7 - U11) rosters:

- Referees for home games
- Pitch set up and pack down for home games
- Oranges each week
- Canteen once a season

Youth (U12 - U20) rosters:

- Assistant referees for all games
- Marshall for all games
- First aid or medical volunteer for all games (if you have someone)
- Pitch set up and pack down for home games
- Oranges each week
- Canteen once a season

TEAM MANAGERS

GAME DAY DUTIES

Game day duties vary depending on whether you are managing a Miniroos or Youth team. This list of duties is explained in detail in the following pages.

MINIROOS (U7 - U11):

- Make sure your team supplies the referee for home games;
- Ensure the pitch is set up and packed down for as necessary for home games;
- Introduce yourself to the opposition's team manager;
- Work with the opposition team manager to ensure spectators and interchange players are sitting or standing at least 2m from the boundary line and ask any spectators standing behind the goal area to move to the side of the pitch;
- Be the main point of contact between your team and the opposition team regarding any issues of spectator behaviour

YOUTH (U12 - U20):

- Ensure the pitch set up and packed down as necessary for home games
- Ensure you have an assistant referees and Marshall for the match
- Fill in the official match record book with player names, shirt numbers and ID Numbers, and team officials and get your coach to sign it (this takes 15 - 20 minutes)
- With your Assistant referee and Marshall, meet the referee and opposition team officials in the referee rooms for a briefing 15- 30 minutes before kick off
- Give the referee your completed match record book, player ID cards and any official letters of dispensation (Football Victoria)
- Meet the referee back in the referee room immediately after the match to sign and collect the official match record book and exchange duplicate copies with the referee (white copy) and opposition (yellow copy)
- The home team is responsible for paying the referee at the end of the match (fees will be provided to you)
- During the match work with your Marshall to be the main points of contact between your team and the opposition team regarding any issues with spectator behaviour
- The home team is responsible for submitting the score within 24 hours of the match.

UNIFORMS & EYEWEAR



FCB MATCH KIT

FCB TRAINING & AWAY KIT

UNIFORMS:

Opposing teams must wear uniforms that are distinctly different colours.

If there is a clash:

- the home team should wear their match uniform
- the away team must wear their “away” kit

It is the responsibility of Team Managers to look up the colours of the team you are playing and make sure all of the players know which uniform they need to wear.

Football Victoria’s Strip Report: <https://www.footballvictoria.com.au/resources/clubs/strip-report>

It is good practice to ask your players to ALWAYS bring their training/away kit to all matches.

	MINIROOS (U7 - U11)	YOUTH (U12 - U20)
PLAYING SHIRT	NO CLASH PERMITTED	NO CLASH PERMITTED
SHORTS	CLASH PERMITTED	CLASH PERMITTED
SOCKS	CLASH PERMITTED	CLASH PERMITTED

EYEWEAR:

Players needing vision correction should wear contact lenses or wear spectacles that:

- are firmly secured with a sports band or adjustable strap;
- have purpose-designed or closely fitted curled ends on the arms; or
- are specially designed protective sports glasses constructed of plastic with rubberised cushioning and no metallic parts.

TECHNICAL INFORMATION

AGE GROUP	# PLAYERS ON PITCH	BALL SIZE	PITCH SIZE	PLAYING TIME
U7	4	3	30 X 20M	2 X 15 MINUTES
U8	7	3	1/4 PITCH	2 X 20 MINUTES
U9	7	3	1/4 PITCH	2 X 20 MINUTES
U10	9	4	1/2 PITCH	2 X 25 MINUTES
U11	9	4	1/2 PITCH	2 X 25 MINUTES
U12	9	4	1/2 PITCH	2 X 25 MINUTES
U13	11	4	FULL PITCH	2 X 25 MINUTES
U14	11	5	FULL PITCH	2 X 30 MINUTES
U15	11	5	FULL PITCH	2 X 35 MINUTES
U16	11	5	FULL PITCH	2 X 40 MINUTES
U17	11	5	FULL PITCH	2 X 40 MINUTES
U18	11	5	FULL PITCH	2 X 45 MINUTES
U20	11	5	FULL PITCH	2 X 45 MINUTES

GAME STARTING TIME

Teams must be ready to begin playing by the stated kick off time.

If either team is not ready to begin playing within 15 minutes of the scheduled kick off time the Match Official (referee) may determine to abandon the match.

In circumstances where both teams and the referee agree, the match can start up to 30 minutes after the scheduled kick off, provided it does not delay other matches either at that venue or to which the referee is also appointed on that day.

HALF TIME INTERVAL

Half-time interval must be a minimum of 5 minutes and no longer than 15 minutes in duration.

ABANDONING MATCHES

Excessive rain or heat, unsafe pitch conditions, low light and any other condition that makes it unsafe or untenable for the game to go ahead are all reasons to abandon a match.

ALL decisions to abandon a match are made by the Match Official (referee) in consultation with security staff and ground Marshalls.

FIXTURES

Links to fixtures are posted on our website: <https://fcbirrarung.com/fixtures/>

IMPORTANT NOTE: Fixtures change in the first several weeks of the season so please check the fixtures weekly.

PITCH ALLOCATIONS

The soccer pitches at Princes Park are managed by the City of Melbourne. We share them during the winter season with Melbourne University.

Pitches are allocated to home teams depending on the condition of ground and the number of games being played at home.

The pitches being used for home games will be allocated weekly and posted on the website.

REFEREES - MINIROOS

Referees for Miniros matches are usually a parent from the home team. They may also be a more senior player at the club who is looking for experience.

Referees of Miniros matches are not paid.

WHAT IF YOUR REFEREE DOESN'T TURN UP?

If your parent referee can't make it or doesn't turn up and you can't find another parent on your team who is willing to do it, you should ask the opposing team if they have a parent who is willing and able to do it.

MINIROOS REFEREE TRAINING

We encourage as many parents as possible to take a turn at refereeing Miniros matches and can arrange training for interested parents.

If you have only one or two parents willing to volunteer to referee, please contact club president, Randall Nodin to talk about engaging parents and arranging training.

Refereeing a Miniros match is easier than you think!

Randall can be contacted on 0434 079 446 or rnodin@yahoo.com.au

REFEREES - YOUTH

Football Victoria provides an official referee for all U12 - U20 matches.

All official referees are paid.

Referee fees will be provided to all U12 - U20 team managers, our club treasurer Connie Sanders will contact you.

If you have any questions about referee fees, please contact Connie on 0413 700 198 or treasurer@fcbirrarung.com

AGE GROUP	REFEREE FEE	AGE GROUP	REFEREE FEE
U12 & U13	\$40	U16 & U17	\$50
U14 & U15	\$45	U18 & U20	\$75

IMPORTANT NOTES:

If the match is abandoned after play has commenced, the referee receives 100% of the fee;

If the match is abandoned prior to play commencing and after the referee has arrived at the grounds, the referee receives 50% of the fee.

WHAT IF THE REFEREE DOESN'T TURN UP?

Occasionally Football Victoria are unable to provide a referee or the allocated referee is unable to make it at the last minute.

When this happens please:

1. ask parents on your team if they are willing and able to do it; or
2. if you can't find a parent on your team, you should ask the opposing team if they have a parent who is willing and able to do it.

Any referee that is not an official FFV supplied by Football Victoria is a volunteer and is not to be paid.

REFEREES

Referees - whether they are an official from Football Victoria or a parent volunteer, are in charge of the match at all times.

Decisions made by the referee must be respected at all times and players (and spectators) must be encouraged to get on with the game.

This is their workplace and it is incumbent on players, team and club officials and spectators at all matches to make sure they are safe at work.

ASSISTANT REFEREES (U12 - U20 ONLY)

Assistant referees “run the line” to help the referee to determine who touched the ball last before it went over the line and point out players who are offside if they see it.

When the ball goes over the line and out of bounds, the assistant referee tells the referee which team gets the throw in, corner or goal kick by pointing the flag towards that team’s goal end.

If the assistant referee sees that a player is offside, they raise the flag straight up in the air to let the referee know.

There is no experience necessary for this role. Referees acknowledge that parents can be nervous about taking this on and may not have very much football experience or knowledge.

Assistant referees must meet the referee in the referee rooms at least 30 minutes before the match. The referee will talk to them about their level of experience and what they should do during the match, and give them flags to use.

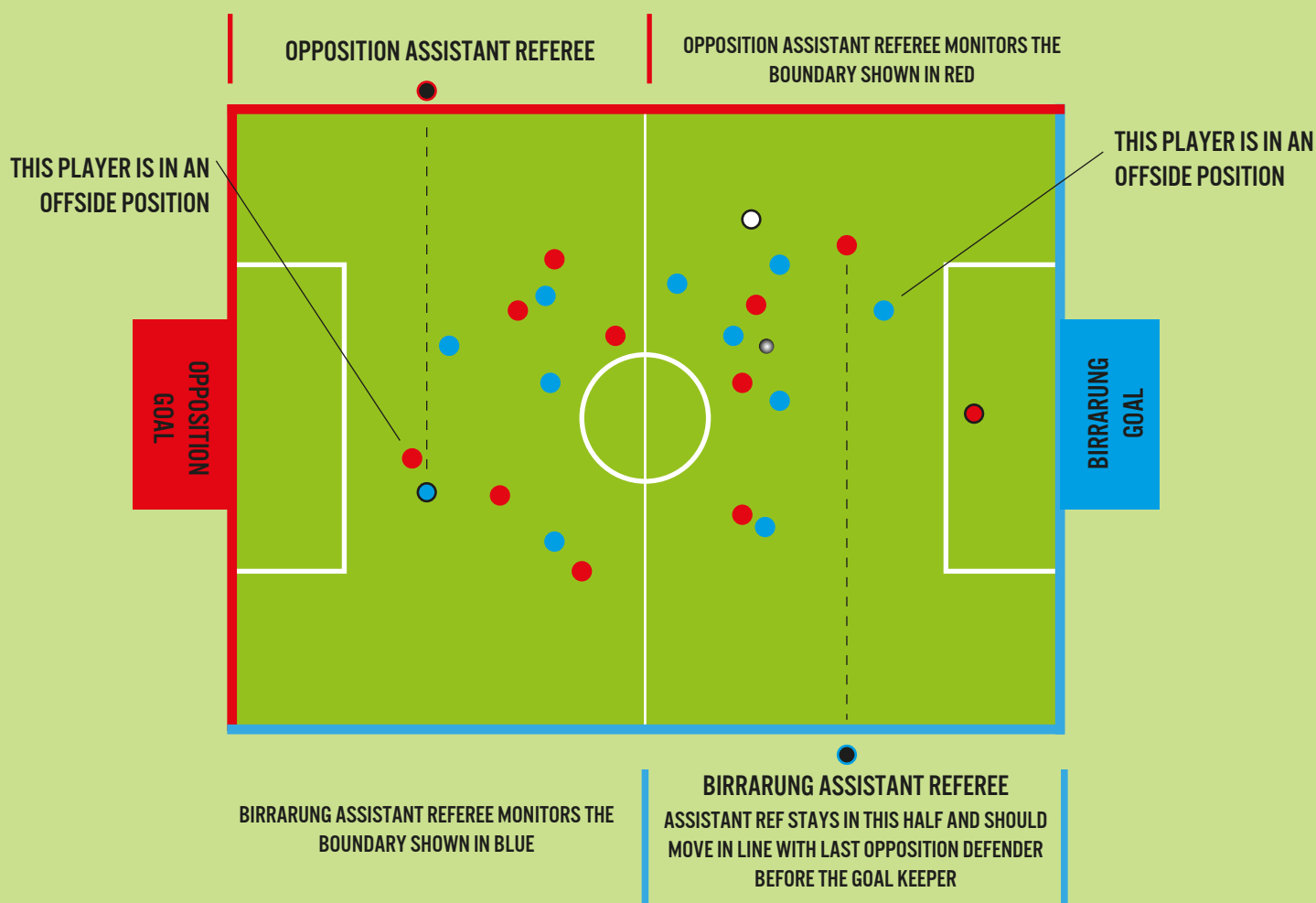
ASSISTANT REFEREE TRAINING

We encourage as many parents as possible to take a turn at assistant referee and can arrange training for interested parents.

If you have only one or two parents willing to volunteer to be assistant referee, please contact club president, Randall Nodin to talk about engaging parents and arranging training on 0434 079 446 or rnodin@yahoo.com.au.

It can be daunting for parents but it’s not hard!

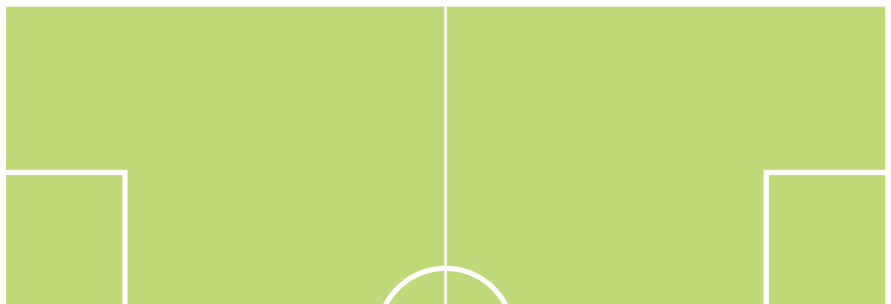
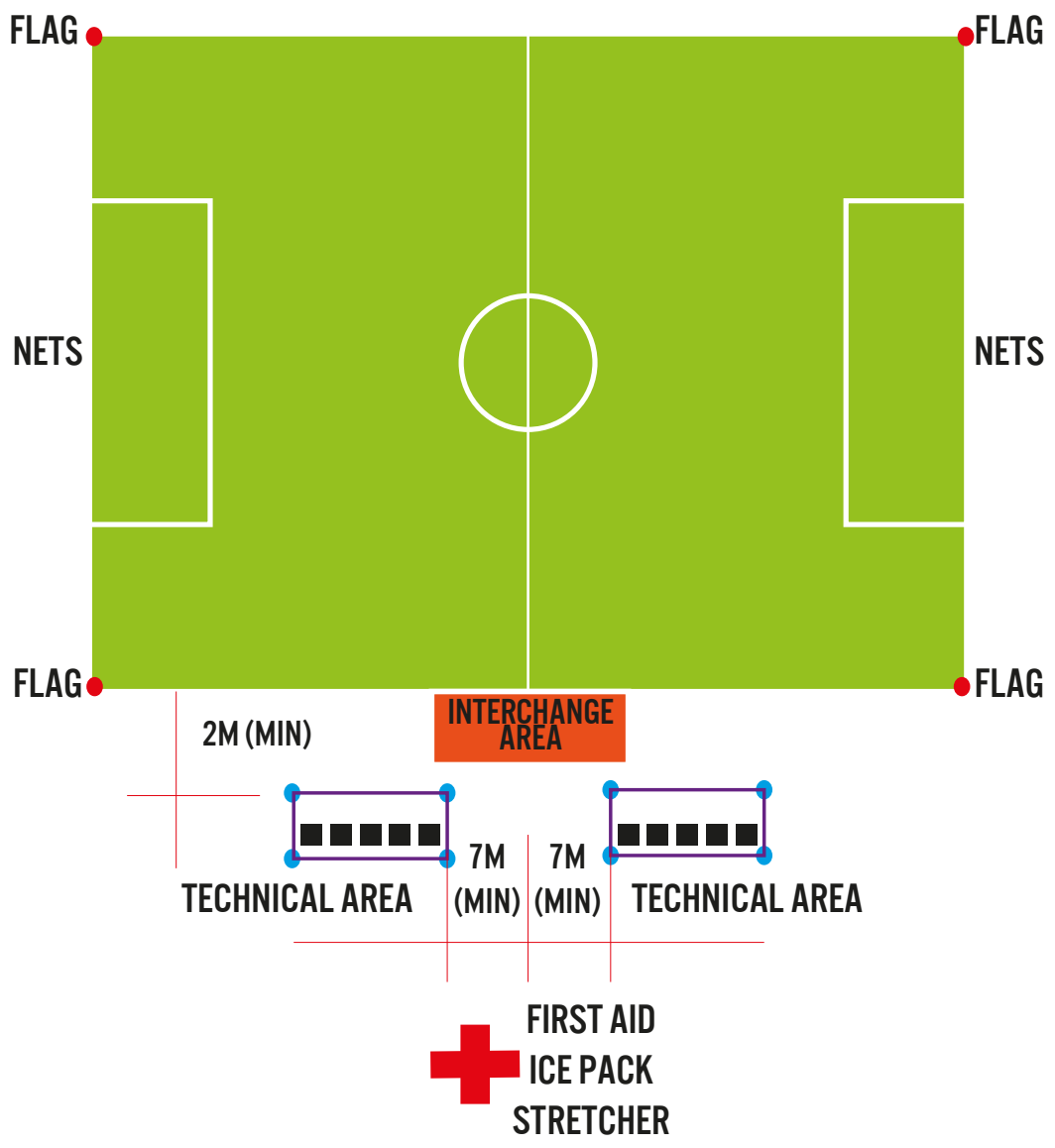
ASSISTANT REFEREE POSITION & OFFSIDE



THE OFFSIDE RULE

- A player is offside when he is in an attacking position at his team's goal end and there are less than two of the defending team's players between him and his team's goal. One of these is usually the goalie.
- The free kick applies if that player was in the offside position *at the moment the ball was kicked* and if he received the ball or interfered with the play.
- Players can run into an off side position after the ball is kicked and won't be penalised. Offside also doesn't apply to corners, throw ins or goal kicks.
- **It's the referee's job to call offside** and award a free kick.
- **The assistant referee does not call offside - they only has to draw the referee's attention to a player being in the offside position** by raising the flag straight up in the air;
- Our team's assistant referee is only watching whether or not any Birrarung players are offside.

PITCH SET UP AT PRINCES PARK



PITCH SET UP DETAILS

Please arrive at least one hour before kick off to set up before the players start to arrive, and pack everything away after the game if it's not needed for another match.

1. Team technical areas
2. Nets and flags
3. First aid kit

TEAM TECHNICAL AREAS

Each team is required to have a designated area for the coach, interchange players, assistant coaches and qualified first aid volunteers.

Technical Areas at Princes Park should be:

- set up on the side of the pitch that has the most room between the pitches; and
- marked with coloured domed cones; and
- 5 plastic chairs (U12 - U20 only, Miniroos sit on the ground).

Rules about the team technical area:

- only team officials and players are allowed in this area;
- maximum of 9 people in this area (only one person can be standing);
- in the U12 - U20 age groups, all people in this area must be listed on the official team sheet;
- interchange players must be wearing a different colour to distinguish them from players on the pitch (ie wearing bibs);
- interchange players can leave the technical area to warm up (they must still be wearing bibs)
- interchange players can move to the interchange area only when the interchange is about to take place.

FIRST AID KITS & ICE PACKS

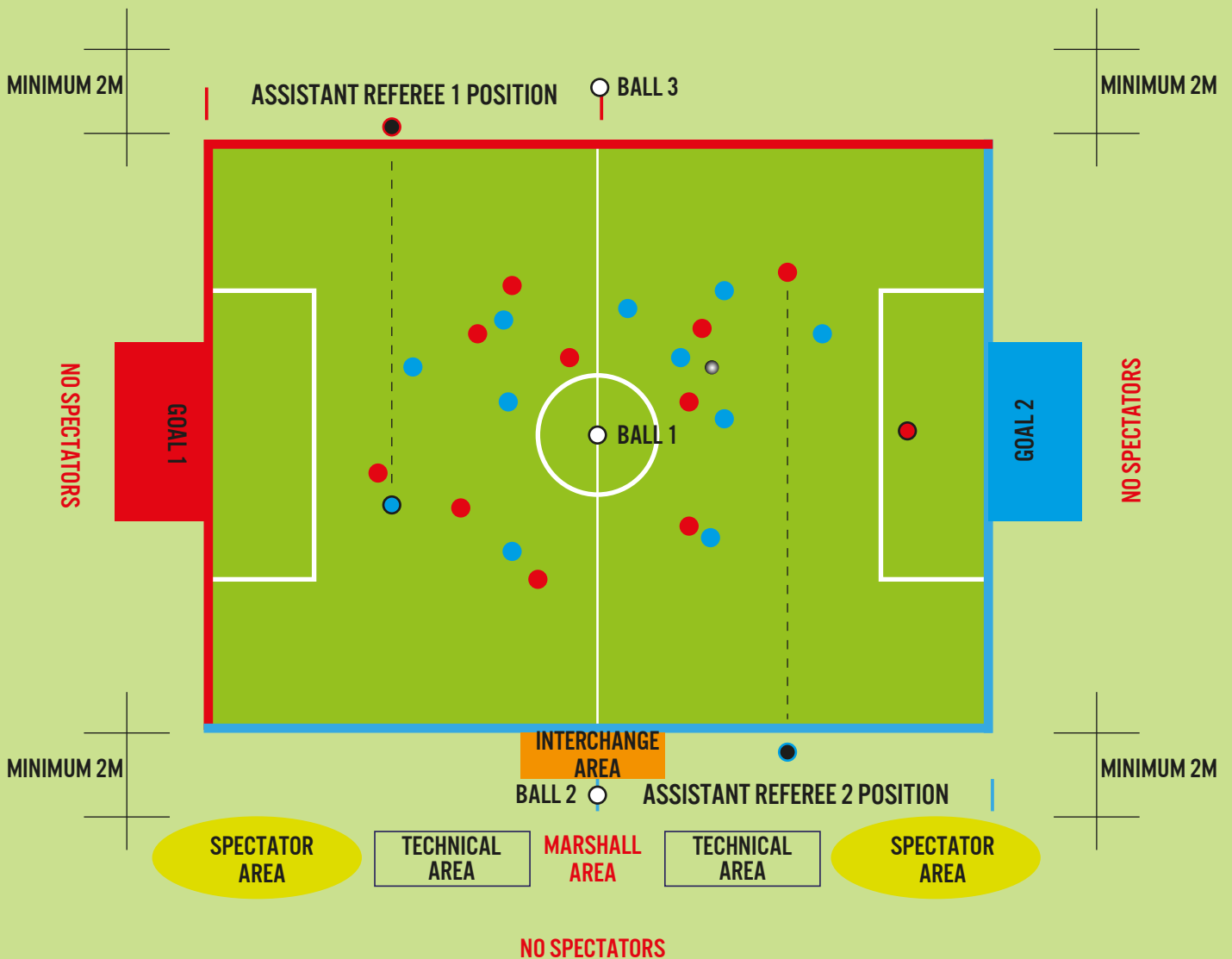
All coaches have been issued with small first aid kits.

The large first aid kits and stretches must be placed between the full sized pitches.

Ice packs:

- are located in the freezer in the club kitchen
- if teams are playing on the pitches closest to the cemetery, you can take one with you to the match if you prefer;
- otherwise, they can be taken from the freezer any time as needed; and
- need to be put back in the freezer at the end of the match.

PITCH ZONES



NOTES.

- This is the official set up for U12 - U20 matches. The set up and zones are the same for Miniroos matches, though it is less formal.
- **No one** is allowed to stand within one metre of the boundary other than the assistant referees. This is to keep a clear line of sight along the boundary during play.
- Spectators standing behind the goals should always be asked to move to one side of the pitch.
- In Miniroos age groups, the Marshall is the team manager, and there is no assistant referee.

GROUND MARSHALLS (U12 - U20)

In the Miniroos age groups, takes on the role of ground Marshall in terms of communication between teams and managing spectator behaviour.

GENERAL DUTIES - HOME & AWAY MATCHES

1. Meet the referee in the referee rooms approximately 30 minutes before the match
2. Escort the referee between the referee rooms in the club house and the pitch before and after the match, and at other times as necessary;
3. Stand on the centre line with the other team's Marshall for the duration of the match unless dealing with an issue with a spectator or other club official;
4. Ensure that spectators are
 - at least 2m away from the boundary;
 - not standing behind goals
 - not standing on or around the centre line
5. Remind your team's coach not to step onto the pitch unless invited by the referee;
6. Speak to their own team spectators about their behaviour as necessary;
7. Ask the other team Marshall to speak to their spectators about their behaviour as necessary

IMPORTANT NOTE: the club will incur a substantial fine if players, spectators and/or club officials step onto the pitch without being invited to do so by the referee. When a player is hurt, the team officials must wait for the referee's signal. Only team officials are allowed on the pitch.

HOME MATCHES

For matches at Princes Park, our team Marshalls must also:

- collect 3 match balls from the club store room and make sure they are properly inflated;
- give the balls to the referee in the referee room at least 30 minutes before the match; and
- return balls and vests to the club room after the match.

The referee will usually take one ball to place in the centre of the pitch. Marshalls are usually asked to place the other 2 balls on the centre line, 1 metre from the boundary on either side of the pitch.

UNIFORM

- Marshalls must wear a flouro vest while on duty.
- The home team must supply the opposition Marshall with a vest.
- Flouro vests are hanging up in the cage inside the club store room.

SPECTATOR BEHAVIOUR

Team managers and Marshalls should support one another in the event that spectator behaviour needs to be managed. Miniroos team managers can ask another parent for support.

It is best practice to ask the other team's Marshall to deal with any unruly behaviour from their team's spectators or team officials including coaches.

Speaking directly to opposition spectators and team officials whose conduct is being questioned increases the likelihood that the behaviour will escalate.

SMOKING POLICY

Smoking is banned from the running track at Princes Park and is not allowed within ten metres of a children's sporting match.

IF YOU ENCOUNTER A PROBLEM

You and the team Marshall can only ask:

- your spectators and team officials to change their behaviour; and
- the opposition team manager and Marshall to speak with their spectators and team officials to change their behaviour.

You cannot ask or tell anyone to leave the park.

If the problem escalates you can ask your coaches to speak to the referee - either at half time or if necessary during the match. You and the Marshall can assist in explaining the problem.

The referee is in charge of the match at all times. It is the same if the referee works for Football Victoria or is a parent volunteer.

The referee can ask spectators and team officials to:

- change their behaviour;
- step back from the pitch (eg a further 10 metres);
- * leave the ground

If the behaviour is considered unsafe, the referee can:

- stop the match until the behaviour stops or the offender leaves
- stop the match altogether and award the match points, or in the case of a Miniroos match award the win to whoever he/she sees fit
- report spectators or match officials to Football Victoria (parents can be banned from attending matches);
- call the police (or ask you to call the police)

If at any time you feel that the situation is escalating, has become physical or otherwise unsafe you can call the police. You do not need to wait for the referee to make that call.

INJURY & INCIDENT REPORTS

INJURY REPORTS

If a player is injured, please fill out an injury report and send it to administration@fcbirrarung.com

The club will work with you to provide support to the player and their family.

INCIDENT REPORTS

If you encounter a problem with spectators or club officials that you would like the club to report to Football Victoria, please email the details to administration@fcbirrarung.com

You should encourage other witnesses to do the same.

Your report should include:

- descriptions of the people involved: were they a coach or a spectator, age, gender, appearance, clothing, who they were with
- a description of what you heard and what you saw including quotes and who it was aimed at
- how people reacted
- the time it happened
- what action you or your team Marshall took

Please do not take photos or video unless it is safe to do so.

THE PROCESS

- The club will lodge a formal complaint
- Football Victoria triage the complaints they receive but try to respond to all complaints;
- the first step in the process is to ask the opposition club to respond to the complaint
- depending on the type of complaint, Football Victoria may request a mediation between clubs to try to reach a resolution - it could be an official apology or a statement at the start of the next match the two clubs play, or it could result in disciplinary action against the individual and/or the club;
- the process takes time;
- any questions about the progress of a complaint should be sent to administration@fcbirrarung.com

OFFICIAL MATCH RECORD BOOKS

Miniroos scores are not recorded and so there is no need for a match record book.

The U12 - U20 leagues all play finals so goals, red and yellow cards, and final scores are recorded in the official match record book.

Team managers must fill in their team's book:

- 11 -16 players playing in the match, including name, shirt numbers and ID numbers
- team officials on duty for the match including coach, assistant coach, team manager etc
- coach is to sign the book

The referee will fill in the scores and ask you to sign your book and the opposition team's book.

The book is in triplicate. The white copy goes to the referee and the yellow copies are exchanged between the teams.

PLAYER ID CARDS (U12 - U20 ONLY)

Referees of the U12 - U20 age groups must be provided with Player ID cards before each match.

Team managers will be provided with Player IDs for this purpose.

SCORES

Miniroos:

Football Victoria does not keep a record of the scores from Miniroos games.

Youth:

Teams in the U12 - U20 age groups play finals and so the scores from matches recorded.

Team managers must submit their team's score each week .

Details TBC (there is a new online form for mens & womens - confirming youth details)

CANTEEN

The canteen is run by one team per week. Teams run the canteen once per season.

The canteen provides

- food and drinks to our players and spectators
- raises money for our club
- a point of contact for the club on match days helps people find their way

This year we're very excited that the City of Melbourne is renovating the Southern Pavilion to include a kitchen with a service window. This allows us to serve a broader range of food than ever before and we welcome your suggestions!

At this stage we will continue to serve Halal sausages in bread and home baked treats. This can be extended as get to know our new kitchen.

Each week, the club will provide:

- sausages
- bread
- sauce
- drinks
- float and price list

We ask you to roster parents to help with the following:

1. Collect sausages from Medina Meats on Sydney Road
2. Collect bread from Bakers Delight in Clifton Hill
3. Bake treats to sell
4. Shifts to work on the canteen

8:15 - 9am set up
9 - 10am
10 - 11am
11 - 12noon
12 - 1pm
1 - 2pm pack up

Food safety information will be printed and placed in the kitchen for your reference.

Teams will be rostered on canteen duty according to the fixture. Early in the season, teams will be notified from week to week who is on duty. Once the fixture is settled, a roster will be published on the website.

CONTACTS

Club President: Randall Nodin 0434 079 446 president@fcbirrarung.com or rnodin@yahoo.com.au

Vice President (Community): Julianna Green 0808 393 705 juliannamgreen@gmail.com

Coaching Coordinator: Patrick Casey 0415 388 448 pj2casey@hotmail.com

Secretary: Simon Rose 0409 758 560 simonrose@tpg.com.au

Treasurer: Connie Sanders 0413 700 198 treasurer@fcbirrarung.com

General Committee: Ned Halliday 0409 102 399 ned.halliday@gmail.com

Girls Co-ordinator: David Meiklejohn 0422 458 690 david@meiklejohn.com

Administration: Tina Wilkins 0438 176 635 administration@yahoo.com.au

Team Manager Liaison: Louis Chiam 0417 266 545 louis.manager13@gmail.com

IMPORTANT

Football Victoria needs all volunteers to register in the Playfootball system. This is the same system as registering players so you can go to your parent account and register yourself as an FC Birrarung team manager:

<https://registration.playfootball.com.au/common/pages/reg/WelcomeRegPlus.aspx?entityid=11531&save=0>

Everyone who regularly volunteers with Football Victoria Community Clubs must have a Working With Children Check. It is free for volunteers, to get a check, please go to:

<http://www.workingwithchildren.vic.gov.au> Please nominate FC Birrarung as the organisation.

USEFUL LINKS

Fixtures: <https://fcbirrarung.com/fixtures/>

Fixtures can change especially at the start of the season, please check it every Saturday!

Training Schedule: <https://fcbirrarung.com/>

There is additional information for team managers in the Football Victoria Club Handbook:

https://www.footballvictoria.com.au/sites/ffv/files/2019-02/Club%20Handbook_2019_1.pdf

Junior Rules of Competition (sections 1 - 7 & Schedule 5 Codes of Conduct):

https://www.footballvictoria.com.au/sites/ffv/files/2019-03/2019%20Rules%20of%20Competition_Final.pdf

Laws of the Game (including the offside rule explained) free online training portal:

<https://www.playfootball.com.au/referee/laws-of-the-game>

Football Victoria Calendar:

https://www.footballvictoria.com.au/sites/ffv/files/2019-01/2019%20FFV%20Competitions%20Season%20Calendar_Final%20HT%20VERSION.pdf