

NORMANHURST EAGLES FC

A DIVISION OF NORMANHURST SPORTS CLUB

PO Box 2092, NORMANHURST, NSW, 2076

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www.normoeagles.com



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Thank you for volunteering to manage a Normanthurst Eagles team. We hope you have an enjoyable and successful season.

Please read these pages carefully as they outline some of the responsibilities that you will have as a Manager. If you have any questions please get in contact with your age coordinators or one of the committee members.

KEY CONTACTS

Role	Name	Email	Phone
President	Mark Marriott	mark.marriott@normoeagles.com.au	0428 969 324
Vice President	Natalie Mikhael	natalie.mikhael@normoeagles.com.au	0438 599 720
Secretary	Scott Bradshaw	secretary@nortmoeagles.com.au	0418 115 725
Canteen Coordinator	Trevor Sharpham	trevor.sharpham@normoeagles.com.au	0418 224 474
Director of Coaching	Susy Selverajan	susy.selverajan@normoeagles.com.au	
Female Coaching	Kristina Murray	kristina.murray@normoeagles.com.au	
Member Protection	Dave Rapa	david.rapa@normoeagles.com.au	0412 673 059
Mixed Minis Coordinator	Tori Keevy	mixed.miniroos@normoeagles.com.au	
Mixed Minis Coordinator	Danielle Cavill	mixed.miniroos@normoeagles.com.au	
Mixed Minis Coordinator	Peta Hungerford	mixed.miniroos@normoeagles.com.au	
Mixed Junior Coordinator	James Shepherd	james.shepherd@normoeagles.com.au	0421 757 728
Mixed Competitive	Simon Della Vedova	simon.dellavedova@normoeagles.com.au	0402 158 512
Girls Miniros	Sarah Keane	sarah.keane@normoeagles.com.au	
Girls Miniros	Marilyn Jackson	marilyn.jackson@normoeagles.com.au	
Womens Competitive	Natalie Mikhael	natalie.mikhael@normoeagles.com.au	0438 599 720

Age Groups

Mixed Miniros - U6 to U8

Mixed Junior - U9 to U11

Mixed Competitive - U12 to O45

Girls Miniros - U6 to U11

Girls Competitive - U12 to O40

GENERAL INFORMATION

Teams playing in U6, U7 and U8 Competitions are referred to as Minis, and U9 to U11 are referred to Juniors. Both these groups play under the FFA MiniRoos Football Rules¹. Teams in U12 through U18 play in the Youth Competition, while open teams play in the All Age, Over 30s (Women), Over 35 or Over 45 Competitions. Normanhurst teams play in the North West Sydney Football Association (NWSF).

For mini and junior teams (mini teams in particular), the emphasis is on non-competitive fun, so children get to play and learn without worrying about 'league tables'. As far as possible, all children should get roughly equal playing time and play in different positions. As they progress up the age groups, the fields and teams get bigger, and rules and positions start to be taught; but games are still non-competitive.

From Under-13s upwards, teams play in formal competitions on full-size fields, and adhere to the normal rules of the game.

Basic game information by Age Group:

Age Group	Players on Field	Goalie	Ball Size	Game Length	Competitive (points, tables, etc)
U6 & 7	4	N	3	2 x 20 min	N
U8 & 9	7	Y	3	2 x 20 min	N
U10 & 11	9	Y	4	2 x 25 min	N
U12	9	Y	4	2 x 25 min	Y
U13	11	Y	4	2 x 30 min	Y
U14	11	Y	5	2 x 30 min	Y
U15-16	11	Y	5	2 x 35 min	Y
U17 and above	11	Y	5	2 x 45 min	Y

IMPORTANT LINKS AND RESOURCES

ALDI MiniRoos Rules:

https://www.playfootball.com.au/sites/play/files/2018-01/14701_football_aldi-miniroos-collateral_playing-formats-rules.pdf

NWSF By-Laws: <http://www.nwsf.com.au/administration--resources.html>

NWSF Code of Conduct: http://www.nwsf.com.au/uploads/1/2/6/9/126956853/nwsf_code_of_conduct.pdf

NWSF Respect Program: <http://www.nwsf.com.au/respect-program.html>

¹ <https://www.playfootball.com.au/miniroos>

MANAGER RESPONSIBILITIES

Your role is to make things happen behind the scenes – communicating with parents, the coach, the Club, match officials and the opposition team’s manager to ensure that:

- Everyone knows the game venue and time, who’s coming/not coming, last-minute changes, etc;
- Documentation (match cards, team sheets, match reports, etc) is completed and distributed;
- Your team covers its Club duties (eg. canteen, dressing the field, Ground Marshalls) (remember - this does not mean YOU have to do everything);
- Club/Association duties/requirements are completed and/or communicated to parents, players and coach;
- Grievances are reported to the NEFC Committee – contact your Age Coordinator or the Secretary;
- Any abuse directed towards match officials, players, spectators or children is reported to the NEFC Committee – contact our Member Protection Information Officer;
- Team forfeits are lodged by the Thursday BEFORE your game (fines apply for late forfeits) – contact our Secretary;
- The first-aid kit, ice pack and match ball are available at every game;
- Consult the coach to work out an approach for player substitutions during games.

The club is run by and only operates effectively with volunteers! We always need help with the general running of the club and so we ask players and parents to invest a little of their time to help the club run smoothly. This might be assisting with running the Canteen and BBQ, setting up fields and helping at club events. As Manager please don’t take on everything yourself! Please ask other members of the team to help out.

TEAM CONTACT

At the start of the season, the Age Coordinator will issue you with a contact list of the parents or players in your team. You should prepare a ‘ring around / contact list’ so that messages can be quickly passed on to the team. **Please advise the club if details are incorrect or have changed.**

This list can be used in the event of wet weather, change of venue or forfeit by either team. For Mini and Junior teams, you can prepare a roster for bringing oranges each week (optional), submitting Match Reports and and/or selecting ‘Player of the Match’.

You should also ensure each family / team member is aware of the grounds directory and match draw. These can be found on the NWSF webpage (www.nwsf.com.au).

DRAW

The biggest part of the manager's job is making sure the team is provided with all game information (the 'draw').

The NWSF will publish the draw (when and where your team is playing) on their respective websites. The first four weeks of the draw are typically released first, followed by the remaining rounds after the season has commenced.

VERY IMPORTANT: The draw is live and can change throughout the season depending on washouts and ground availability. You should check the draw each week to ensure that the game time and location hasn't changed. Sometimes the draw needs to be completely updated and re-published in late April/early May due to re-grading. You will be notified if this occurs.

Please ensure each family / team member is aware of the grounds directory and match draw.

It's up to you how to communicate this information to the team, but you may need to combine a few methods to ensure coverage. Some managers prefer to send weekly emails, some set up a team app and follow up late changes via email, some email/hand out the full draw and then email out advice re late changes. You'll also need to tell the team how to advise you and the Coach if they can't attend a game.

The draw gives you a 'kick-off time' for your game but you will need to give your team an 'arrival time' (usually 20-30 mins before kick-off). You and the coach need this time to get everyone organised beforehand, and the team needs to physically warm-up.

The team listed **first on the draw is the Home team**. Do not assume that playing at Normanhurst or Thornleigh Oval means that you are the home team. Likewise, do not assume that as you are playing away from these locations you will be the away teams. Home and Away teams may have certain responsibilities, so it is important to know which is which – eg. Home Team must supply paper team sheets (if applicable), Away Team must wear the "Alternate Strip" if there is a "Strip Clash" (see below). Where paper team sheets are used, the Home Team is responsible for supplying, however it is advisable to bring a copy even if you are listed as the away side just in case your opposition forgets.

How to find the draw (NWSF)

- Go to <https://nwsf.dribl.com/>
- Select the information for your team"
- Use the date fields to call up the whole season or just selected dates
- Mini Teams: for "Age Group", make sure you select "North"; your "Division" is your team colour

RESPECT PROGRAM & GROUND MARSHALL

The NWSF RESPECT program is aimed at improving the behaviour of players, team officials and spectators towards both match officials and each other. Please take the time to read through the RESPECT program included in this manual.

Every year, referees are quitting because they are sick of being abused – we need referees to keep our games fair and safe. Research also shows that many children drop out of sport because of negative parental comments from the sidelines.

Abuse of referees, assistant referees, players, coaches, managers, parents or spectators etc will not be tolerated. Penalties may be imposed against the individual, team or club concerned – penalties include fines, bonds, loss of competition points and suspension.

Abuse includes derogatory comments about performance or ability, repeated or vocal criticism, challenging of the match official or their decisions, and any form of insulting, offensive, aggressive or intimidating behaviour/language directed at a match official, volunteer, parent, player, spectator, etc.

Please monitor your team's behavior and share information with them about the [NWSF Codes of Behaviour](#) and '[RESPECT program](#)'.

Teams playing on the main field at Normanhurst and Field 2 at Thornleigh are required to identify someone as a Ground Marshall who should wear a vest as supplied by the club. This should not be the Manager (you already have game day responsibilities).

The Ground Marshall is NOT REQUIRED OR EXPECTED to intervene in any incidents, but be visible and act as an observer/witness in case of any incidents.

The role of the Ground Marshall is to:

- Wear a high-visibility "Official" jacket so that he/she is easily recognisable.
- To be a point of contact if an incident arises or needs to be reported;
- Report any incidents which occur – to either the president or secretary Offer advice or guidance as appropriate, but not get directly involved in any incidents that occur.

GAME DAY MANAGER RESPONSIBILITIES

PRIOR TO THE MATCH

- Prepare the team sheet for the game.
- If playing on the Main Field at Normanhurst or Thornleigh or on Field 2 at Thornleigh, nominate an individual to act as the Ground Marshall.
- Ensure all players are correctly attired for games and training. Please ensure players use only the current season strip.
- Organise attendance of team representatives for Canteen and Grounds Duty when team is rostered. See 'Canteen Duties' and 'Ground Duties' instruction sheets.

PLAYER SUBSTITUTIONS (SUBBING)

Most teams are larger than the minimum required to take the field each game. The idea is to have a few 'spare players' to cope with player absences, players needing a rest during the game, etc.

You and the coach will need to discuss this, as the approach may depend on the age of the players, the competitive level of the team, and the coach's needs/preferences. In general, though, the Manager will usually need to help (or ask another parent to help) keep track of time during the game and 'sub' players off and on.

As a general rule, and particularly for younger players, teams should aim to be fair and give 'roughly equal playing time' as far as possible. This will never be an exact science so teams should aim for things to balance out over time rather than being exactly equal to the last second every game. Football is a live game and adjustments need to be made constantly so the 'subs plan' will need to be adapted throughout the game, especially for the very young teams.

A 'subs plan' does not have to be formal or complicated, but a bit of forward thinking can make things run smoother on the day, plus maintain the right balance on the field, eg. players rotate every x minutes, goalies rotate at half-time, etc.

AFTER THE MATCH

- If a player is sent off, that player must leave the field immediately, and must not stay on the team bench. The manager may only approach the Referee AFTER the game to find the 'reason code' (send-off code), however, be polite! If the Referee cannot provide a reason code at that time, provide the Referee with your phone number and ask that you be contacted with the reason code. This is important so that you, the player and the Club can request an appeal for the send-off.
- For Minis, give a match award at the conclusion of the game ("Player of the Week" trophy – supplied with your kit).

PLAYER OF THE WEEK / 3-2-1s

Each team may have a different approach for these, depending on the age of the players, the skills/competitiveness of the team, what positive behaviour coaches are seeking to promote, etc. They do not necessarily have to be awarded to the 'best' player each week, or to the player who scores the most goals.

For minis, a 'Player of the Week' trophy or medal is awarded after each game (provided with your managers bag). The recipient can take it home for the week and return it before the next game.

For junior, youth and senior teams, points are awarded to three players each game (ie. 3 points to best player, etc). Players' 3-2-1 points are tallied over the season and may inform Club awards. Managers need to record these each week via SportsBlock

TEAM SHEETS

NWSF:

In 2018 the NWSF introduced e Team sheets for all competitive competitions. A guide is attached to this manual. The e-Teamsheets enable club officials and referees to record match data in real time, as well as clearly identify which players are ineligible to play. Players who are not registered are NOT INSURED. Unregistered players MUST NOT be permitted to play or train. **Your team will forfeit the game and incur fines.**

Completing Team Sheets

When completing team sheets there are limits to the number of players that can appear on a team sheet (including upgraded players).

U10 & U12:	maximum 14 players permitted on team sheet
U13+, AA, SL & PL:	maximum 16 players permitted on team sheet
O35 and O45:	maximum 18 players permitted on team sheet

For U11 and over, there must be at least 7 of your teams registered players on the team sheet, otherwise the match will be forfeited (whether or not the match is actually played).

If you wish to query the ID of any player in the opposing team, **you must do so before the game** commences. If there is any question as to the identity of a player, note this on the rear of the team sheet. A substitute arriving after the start of the match can be requested to provide an ID card. Again, if there is any question as to the identity of the player, note this on the rear of the team sheet.

SUBMITTING MATCH RESULTS AND MATCH REPORTS

Match Results

Match results should be submitted using Dribl. Please also include your goal scorers and 3-2-1s each week as these results are important in determining the winners of the Club Awards at the end of the season.

If one person in your team is normally responsible for submitting match results and will be away for any match, please ensure you arrange for someone else in your team to submit the match result.

ALTERNATE STRIPS

Alternate Strips are required whenever Normanhurst play the following teams in the NWSF competition

LEA: Roselea Football Club

NRS: North Ryde Football Club

OS: Old Ignatians

RDP: Ryde Panthers Football Club

STA: Eastwood St Andrews (Mini's and Juniors Only)

STP: St Patricks Football Club

Under the NWSF By-Laws, the visiting team is responsible for organising an alternative strip to play in.

Please note that as with the draw, the team listed first is the home team. Do not assume that as you are playing at Normanhurst or Thornleigh, you will be the home team and therefore the opposition is responsible for organising an alternate strip.

Review the draw at the start of the season and if one of the clubs above is playing in your division you should note that there will be a likely strip clash.

GROUND DUTIES

The first and last Normanhurst teams playing on the scheduled day are responsible for dressing and undressing the ground respectively. Gates and dressing rooms should be opened when you arrive and will be locked after you have left. It is important that grounds are dressed properly well before the game is due to start. Most teams can expect 1-2 duties per year (note that this may differ particularly for main oval at Thornleigh). Make sure you get enough volunteers - The more the better rather than a few people doing all the work. Sunday games (Thornleigh Oval): Thornleigh Oval is considered a NWSWF ground on Sundays when scheduled. The two teams associated with the first game are responsible to dress the ground. The two teams associated with the last game on the day are responsible to undress the ground.

GROUND CONTACTS		
NORMANHURST	Mark Marriott	0428 969 324
THORNLEIGH	Scott Bradshaw	0418 115 725

NORMANHURST OVAL	
MINI'S (U6/U7)	<p><i>Ground Dressing</i></p> <ul style="list-style-type: none"> • Minimum 4 adults required. • Mini goalposts are kept in the 'away' dressing room (closest to the stairs). • 1 goalposts is placed at either end of the mini field. • The steel barriers near the fence at either end of the main field are placed in a line between the main field and the mini field. These protect Minis players but ensure they are not too close to the main oval. • Don't put the barriers directly behind the main oval goalposts as this area obviously already has cover.
	<p><i>Ground Undressing</i></p> <ul style="list-style-type: none"> • When the last match is completed, place the steel barriers back near the fence and move the goalposts back near the clubhouse but DON'T put them in the shed.
FULL SIZED PITCH	<p><i>Ground Dressing</i></p> <ul style="list-style-type: none"> • Make sure the volunteers arrive at least 1 hour before the first game. • Minimum 4 adults are required to set up (children are welcome to help but not counted in minimum). • Equipment is in the 'away' dressing shed (closest to the stairs). • You will need 2 box nets with ropes in the black garbage bins and 6 metals poles. • Nets are to be secured using the ropes and pegs. Ensure there are no gaps that a ball can go through. • 6 flags for the corner posts and halfway (halfway posts are placed 1 metre back from the sideline). • The 2 wooden benches are to be placed either side of halfway for teams to sit on (clubhouse side). • The ropes are to be run on both sides of the field about 1.5 – 2 metres from the sidelines to keep spectators off the field.
	<p><i>Ground Undressing</i></p> <ul style="list-style-type: none"> • Ensure all equipment is returned to the 'away' dressing shed. Don't leave steel pegs on the oval as these are dangerous for players and council workers completing maintenance.
THORNLEIGH OVAL	

MINI'S (U8 / U9 / U10 / U11)	<p>Thornleigh has are 2 mid-size fields, which run left to right (viewed from canteen) and are clearly marked.</p> <p>The fields are dressed the same way although one is slightly smaller (U8's and U9's) than the other (U10's and U11's).</p>
	<p><i>Ground Dressing</i></p> <ul style="list-style-type: none"> • Make sure the volunteers arrive at least 45 minutes our before the first game. • Minimum 4 adults are required to set up (children are welcome to help but not counted in minimum). • Nets and posts are stored in the away change shed, which is on the left hand side as you face the clubhouse. • The door will be unlocked at 7.30am. Note that it may appear locked but simply pull the bolt and it will open. • There is 1 small black wheelie bin, which contains 2 nets and large metal pegs to secure the goalposts. You will also need 12 posts with red flags (6 for each oval). • Goalposts are stored in the metal cage near the brick wall on the oval (to the left as you enter the oval), and against the fence near the cricket nets. The gate to the cage will also be unlocked by 7.30am. • Move the goalposts into place on each oval. Use the large metal pins to secure the posts to the ground. This is important for safety reasons. • Nets are simply placed over the goalposts, then secured using the velcro tape provided. • Each oval is to have 4 corner posts, plus 1 post on each side of halfway (note that halfway posts are to be 1 metre from the side of the pitch).
	<p><i>Ground Undressing</i></p> <ul style="list-style-type: none"> • Remove the nets and place back in the bin with the large metal pins. Ensure all metal pins are removed from the goalposts as they are dangerous if left on the oval – Fines may apply (from Council). • Remove the 12 flags and put them back in the 'away' dressing room with the bin. Close the door and bolt it. • Put the goalposts back in the metal cage or on the fence near cricket nets. • The dressing rooms and goalposts will be locked by the Grounds Volunteer.
FULL SIZED PITCH	<p><i>Ground Dressing</i></p> <ul style="list-style-type: none"> • This year the equipment will be stored in the 'home' dressing room (on the right hand side as you face the clubhouse). Please ensure you only use this dressing room so they are not mixed up with the equipment for the other field. • Allow 4 adults 45 minutes to do the setup. • Ropes are to be run down 1 side of the oval (usually the side near the cricket nets). • Teams playing on the full size pitch may be asked to complete ground duties even when not playing there as we occasionally have 2 non-Normo teams playing first or last.
	<p><i>Ground Undressing</i></p> <ul style="list-style-type: none"> • All equipment to be returned to the 'home' dressing room and the door closed.

WET WEATHER

During wet weather, grounds are closed if they are unsafe for players, or at risk of long-term damage from boots. In the event of wet weather, the club will aim to update the normoeagles.com.au website and Facebook as soon as possible, however in a wet week, please proactively check Council websites on Friday afternoon - notifications are posted on Council websites by around 3pm on the Friday. Please keep your team updated about and remind them to keep checking websites and messages – further rain can cause grounds to be closed at any time.

Whether or not play goes ahead will be dependent in the first instance upon the council responsible for the ground. For the most part, councils will make the call by 2pm on a Friday as to whether play can go ahead on that weekend. When council's close grounds, no play can go ahead at that ground. If it is only one or two grounds that are closed, then the NWSF may attempt to move the game, therefore it is important to keep an eye on the draw.

Even if a ground is declared open by the council on the Friday, if the weather takes a turn for the worse on the Friday afternoon/night, the decision for opening the grounds fall to the NWSF and respective clubs. The grounds will be inspected on the Saturday morning and if they are not in a safe condition for play to proceed, we (or other clubs in the NWSF) will advise NWSF and the club teams who are impacted. NWSF will then let the opposition club affected know.

Please be aware that the ground status can change quickly and there is sometimes a chance that your team will turn up to a game and then find that the field has been closed. That is frustrating but unavoidable, especially for early games. If in doubt, you will still need to turn up.

Note for mini teams: sometimes the main field will be closed, but the mini fields may remain open. If the NWSF website says something along the lines of “closed, except for SSG” then the mini games can proceed. SSG stands for “Small Sided Games”.

An important point is that the associations may call off an entire round if too many grounds across the region are closed. It is important to make your teams aware that even if a ground is open, the round might still be cancelled. The club will aim to update the normoeagles.com.au website and Facebook with information regarding ground closures as quickly as possible.

Note that if play is cancelled on the Saturday it may still go ahead on the Sunday (providing that council have not closed the grounds).

CANTEEN AND BBQ

All teams will be rostered on for 1-2 canteen and/or BBQ duties at Normanhurst Oval or Thornleigh Oval. They are an important source of fundraising for the club, plus create a positive and welcoming atmosphere at our grounds. You will be notified of your duty day as soon as possible and will be reminded in the week leading up to your rostered day. We have a roster template below that you may wish to adapt. You will be contacted by our Canteen Coordinator (Shirley Sharpham) with your dates, plus further instructions.

As team manager, it is your responsibility to decide how your team will staff the canteen and BBQ, You will be responsible for ensuring that the canteen is fully staffed for the entire time specified on your roster. Children 14 years and under are not permitted in the Canteen for safety and insurance reasons. Again, please remember that this doesn't mean as manager you have to be there all day - share the load among your team.

Specific instructions on operating the canteen (including the coffee machine) and BBQ will be posted on the wall of each canteen for your information.

CLUB EVENTS

Throughout the year, the club holds events to bring everyone together and socialise. These include:

- **Back to Normo Day:** A family day – usually held in June - when everyone comes back to Normo Oval after their game for rides, activities, food, a beer garden, and to cheer on the Normanhurst teams playing that day. It's loads of fun, and is also a great fundraiser for the Club. You'll be contacted with more information closer to the date.
- **Team photographs** are usually taken in June/July. You'll be contacted closer to the time with more information. These are not compulsory but we find most families like to get a team photo. Some of our Premier League players still have their under 6 photos in the Clubhouse!
- In September, the Club holds **formal presentation** events to recognise players' contributions and achievements that season. You'll be contacted with more information closer to the date.

OTHER IMPORTANT INFORMATION

There is some important information that we need to make you aware of:

You have a **duty of care to monitor and report any abuse directed at match officials, players, spectators or children** during any match attended on behalf of the club, whether that abuse originates from our club members or not. Please contact our Member Protection Information Officer if you have any concerns about physical or verbal abuse or intimidation occurring before, during or after a match.

It is a Football NSW requirement that in 2020 both the Coach and the Manager of any team with a players under 18 years of age have a valid working with children check. These can be obtained through the Service NSW website (<https://www.service.nsw.gov.au/transaction/apply-working-children-check>) and are free of charge for volunteers. Last season the The NSW Office of the Children's Guardian conducted over 200 audits on Football NSW clubs and will continue to audit this season, with the changes to Football NSW policy we suspect that more audits will happen. Should the club be audited and found to be in breach the club faces a fine of up to \$11,000 and a non-compliance notification issued to NSW Police.

The consumption of alcohol or smoking of tobacco products is not allowed on any playing grounds or associated facilities before, during or after football matches. This is a requirement of both our local councils and football associations.

A FINAL NOTE...

Managing a team can be a very rewarding experience and we hope you have an enjoyable season. If however you have any issues, please feel free to contact any member of the club committee who will do whatever we can to help out. The most important policy we have as a club is to get people playing football and we do whatever we can to get players on the field each week.

Enjoy yourself. Enjoy the football.