

Chatswood Rangers Sports Club



2022 Managers Manual

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This document is designed to accompany the NSFA Manager's Manual appropriate for each team. Managers must read, understand and abide by the rules set out in the NSFA Managers Manual at all times.

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Our Club

Chatswood Rangers is a community-based sporting organisation catering for junior and senior football and netball players. In 2022 the club has over 1000 players ranging from Premier League to Under 6's.

Across all age groups and skill levels Chatswood Rangers promotes enjoyment, player development, fairness and sportsmanship. We expect all representatives of our Club to respect and display these values at all times.

Contacts

Website: www.chatswoodrangers.com.au

Email: admin@chatswoodrangers.com.au

Wet weather information: www.nsfa.asn.au

Draw and results: www.nsfa.asn.au (competitions tab in left hand menu)

Club Officials

President

Joe Butler president@chatswoodrangers.com.au 0402 038992

Vice-president

Alison Peake vicepresident@chatswoodrangers.com.au 0415722535

Junior Football Secretary

Aimee Pfleiderer Juniorfootball@chatswoodrangers.com.au 0406 238528

Senior Football Secretary

Ben Martin seniorfootball@chatswoodrangers.com.au 0449 852 066

Junior Equipment Manager

Lou Gardener juniorfootballequipment@chatswoodrangers.com.au

Club Administrator

Michelle King admin@chatswoodrangers.com.au



Team Manager Role and Responsibilities

General Responsibilities

- Handle communications between The Club and your team, and between your team and The Club.
- Make sure your team are aware of key season dates e.g. Saturdays off, weeks with no training, gala day, presentation days
- Resolve any team issues (refer unresolved issues to Junior or Senior Football Secretary)
- Ensure the players, coach and spectators comply with the rules of the competition and the Chatswood Rangers Code of Conduct at all times.

Preseason Activities

- Try and **make everyone feel welcome** and introduce new player/parents where possible
- Ensure all non-parent adults (coach, assistant coach, manager, parent helpers at training, managers) dealing with the children in your team has completed a **Working with Children/Prohibited Person Declaration** on-line.
- Send the team list to parents/players to **confirm their details**, especially the best way to contact them at the last minute for draw changes, wet weather etc.
- Have a roster for **'family/player on duty'** (set it up alphabetically)
 - For junior teams – an extra parent at training to do shoe laces / grazes / temper tantrums etc. so the coach can coach (especially for young teams).
 - For U12 teams – Team leader to guide and “referee” one half of the game, along with the team you are playing.
- Tell the team to always **wash shirts in cold water and avoid tumble drying**
- Ensure all players/parents are familiar with **the NSFA website** (www.nsfa.asn.au) where they can access
 - The draw (check for changes the night before the game)
 - Ground locations
 - Wet weather information (also available on 1900 957 016)
- Familiarise yourself with the NSFA **Managers Manual**, available from managers library on the club website (www.chatswoodrangers.com.au).
- Know the Code of Conduct (included in this manual), and ensure that players, parents, coaches, spectators and officials abide by it at all times.
- Know the correct rules for your age group
- **U12 – U18 Only – Set Up Electronic Match Cards (see separate instructions)**

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Before Each Match

- Send an email or use Team organisation app such as TEAMER to:
 - confirm details of game including location
 - asking them to arrive 20 minutes before games
 - asking them to let you know as early as possible if they can't make a game (so you can arrange a sub)
 - reminding them of who is on duty
- Ensure that you have a **full team of players each week**; refer to rules on borrowing players in the Managers Manual. **Never play a player who is not correctly registered or who is ineligible to play for your team**
- Ensure you have the appropriate match/result cards
- Ensure all players are in **correct uniform, with shin guards and boots**.
- Arrange for players to wear **an alternative strip** where there is a clash of strips (e.g. vs Lindfield or Gordon) and you are the 'home team' (i.e. the one listed 1st in the draw)
- Ensure the **ground is safe** prior to training or playing
- If a KDSRA does not supply a **referee** (U12 and above only), appoint a referee

Forfeits

- Where ever possible we should avoid forfeiting matches. It is almost always possible to find players from other team within your own age group or the age group below. It is important to consider how your team would feel if they were denied the opportunity to play because of a forfeit.
- If you have exhausted all possible options to find additional players you must notify the Club Secretary (admin@chatswoodrangers.com.au) by **Midday on the Thursday before the game**
- The penalty for the Club not officially notifying the NSFA of a forfeit is **\$300**.

Match Cards

This season we will be using Electronic Match Cards. This will allow Team Managers and Referees to perform all the functions on a Smartphone. NSFA will be holding Information Evenings prior to the season commencing on how to use this process.

At the end of the season

- Organise a team get together
- Return match shirts (U12 and above) and clipboard to the club

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Access to Competition Management System - DRIBL

All Coaches and Managers must register on www.playfootballclub.com.au. Once this is done your team access will be approved.

Working with Children

It is also a requirement that all Coaches and Managers complete a working with children check. This can be done through

www.kidsguardian.nsw.gov.au

In 2022, we will be using DRIBL to prepare, submit and record game day scores.

Please refer to the Dribl user guide.

Player Photos (U12-18)

Each U12-18 player must upload a passport style photo in PlayFootball. This can be done by the player direct upon registration or by accessing your PlayFootball account at a later time.

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Code of Conduct

Chatswood Ranges and NSFA adopt and endorse the code of conduct of Active Australia. These codes are to promote fair play and appropriate behavior by players, parents, coaches, teachers, officials, administrators, spectators and the media.

Players:

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents:

- 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 performances and skillful 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.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

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Officials:

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants
- Be consistent, objective and courteous when making decisions
- Condemn unsporting behaviour and promote respect for all opponents
- Emphasise the spirit of the game rather than the errors
- Encourage and promote rule changes which will make participation more enjoyable
- Be a good sport yourself. Actions speak louder than words
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Remember, you set an example. Your behaviour and comments should be positive and supportive
- Place the safety and welfare of the participants above all else
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion

Coaches:

- Remember that young people participate for pleasure and winning is only part of the fun.
- Never ridicule or yell at a young player for making a mistake or not coming first.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of your sport and teach your players to do the same.
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- Avoid overplaying the talented players; the just-average need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents,
- Coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.
- Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Show concern and caution toward sick and injured
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectators:

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.

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- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.