



COACH & MANAGERS HANDBOOK **2025 SEASON**

THANK YOU for volunteering to coach or manage! There would be no Club without you!

Saints FC will provide you with all the support you need. If it's not in the information we provide, please ask.

Player Safety

Working with children

All sporting organisations have a responsibility to provide safe environments for children and young people.

In NSW, the Working with Children Check (WWCC) is a prerequisite for anyone who is involved with children's sporting groups, this includes coaches and managers.

Obtaining a WWCC Check is free and takes about 10 minutes online, followed by a quick visit to a Service NSW office - <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Registration

All coaches and managers must be registered through DRIBL. You will need to enter your WWCC number as part of the registration process.

Use the following link to register:

<https://registration.dribl.com/club/637>

Registration for coaches & managers is free.

Safety

Remind players that they are required to wear shin guards during training sessions and match games. A player cannot participate in a match game if they are not wearing shin guards.

Remind parents that the coach & manager are not babysitters and are not responsible for the whole team.

If needed, parents should be advised that another team player will escort their child to the toilets on training nights.

DO NOT GO ANYWHERE OUT OF SIGHT OF OTHER PEOPLE WITH A PLAYER OR CHILD WITHOUT ANOTHER TEAM PLAYER AND PARENT IN ATTENDANCE.



Injuries

In event of an injury, an injury card must be filled in and returned to the clubroom. Insurance forms are available from the Secretary (you only have 1 month for form to be completed and returned).

Some tips for adults at kids sport:

- Keep it fun – don't take it too seriously
- Be enthusiastic, but don't scream and shout instructions from the sidelines
- Emphasise trying hard – not winning
- Cheer and acknowledge good play from all sides and teams
- Accept decisions from officials. They're human – they make mistakes
- Let coaches do the coaching
- Always remember – volunteers run kids' sport
- Understand, uphold and support your club's [Code of Conduct](#)
- Allow your child to play for themselves – let kids make decisions on and off the field
- Think before you speak – your words may harm others

Communication

WhatsApp

The club sets up a Coach and Managers chat on Whatsapp. All-important real time information is sent via this. There is also a community announcements set up for all parents of players to get real time club information.

It also good to set up a team chat also.

Email

To be an effective manager you must have a current email address that is checked regularly. Your email is the way the club will communicate important information to you about all club matters such as game details, social events, fund raising etc.

It is also preferable that it is an email address that can be checked outside of business hours.

Make sure the club has your correct details on file (email, mobile etc). Remember to advise if you change any of your contact details.

Social Media

The Club has a Facebook and Instagram page (search Saints Football Club and like the page). The page is updated constantly with what's happening in and around the club along with real time information on ground closures due to weather.



Communicating with your Team

Once the team has been finalised, set up and distribute a team contact list with players' names, parents' names, email/phone contacts for all families.

Encourage home email addresses and Whatsapp to allow for Fri night/Sat morning communication re any changes to planned games.

Discuss suitable arrangements for any families with no email to receive messages e.g. cancellation of training, change of playing venue etc.

Advise families to use our Facebook page and our website for information updates.

Contacting your Committee

For any non-urgent matters please contact via email: jnrvp@saintsfc.org.au

If the matter is urgent or requires immediate attention, please contact us by phone.

Junior Vice President – 0432 411 165

Club Secretary – 0410 313 960

Team Responsibilities

Be clear at the start of the season what you expect each player/family to do during the season.

- Attend training each week and on time (training is compulsory, unless of course the child is sick, school camps etc)
- Arrival at game – minimum 15 minutes prior to game kick off. This allows enough time for players to be ready and team to be organised.
- Participation of parents in field set-up/take down, Ground Marshall duty.
- Ensure this is shared around and not always the same people.

Training

Training times are set by the coach and manager in consultation with the parents (and players for older grades). There is **NO** training at Marco on Friday nights.

You will be asked to submit your request for training times at the beginning of the year. Younger teams are encouraged to train earlier in the afternoon/evening.

You will be provided with a training kit which contains training balls as well as a match ball.

Equipment such as nets, poles etc. are available from the club.

Please ensure you put equipment back where it was and in a tidy manner when you're done.



Field Duty

Every weekend games are played at Marco Reserve and the Club requires assistance to facilitate the smooth running of the playing fields, including set up & take down of goals/pitches. This is done on a roster basis and each team will receive duty at least 1 time a year, with **at least 4 volunteers required** on each occasion. Notification of field duty is provided by mid-week. Managers should ensure they have organised their volunteers during the week before the game.

Please note: Roster is based off the draw and some teams may get more home games than others, thus be rostered more than once.

Set-up

- A committee member will be on duty to give instructions on set-up requirements
- Set up all playing fields, goals, markers, corner posts, sponsor banners

Field Duty

- Ensure there is a ground marshal visible at both Marco fields 1 & 2.

Ground Marshal

Ground marshals are required at every ground where matches are being played.

Role;

- Ensure to be wearing a high vis vest and be seen
- Assist referee, if requested with unruly spectators.

Ask a spectator to behave, but...

- **Do Not** put yourself in any danger
- **Do Not** get involved in arguments or fights
- **Do Not** attempt to break up a fight

Seek assistance from committee member on duty when unsure

Wet Weather

Marco Reserve and other grounds will be closed by council if wet weather affects the grounds. This can affect mid-week training and/or weekend matches.

During periods of bad weather our Facebook page will be updated daily regarding open or closure to Marco Reserve.

There are two ways to find out whether sporting fields are open:

- Call 1300 655 180 (operates 24 hours a day, 7 days a week); or
- Or via - <https://www.cbcity.nsw.gov.au/explore/sports-recreation/wet-weather-information> (Select the suburb where the ground is located in the list below)



The information will be updated once a change occurs to our sports field availability.

Fields are updated twice daily – 9am and 2.30pm.

Please note, fields closed in the 2.30pm report on Friday afternoons, will be closed for the duration of the weekend (unless notified otherwise by Council).

Once council closes a field, no sporting clubs or associations have any authority to approve the use of sporting grounds.

In the event of bad weather occurring on a Friday night / Saturday morning, clubs may decide to close their fields. If this occurs we (Saints FC committee) will communicate this to our managers and coaches and community on WhatsApp that are impacted as well as post on our Facebook page.

Please note – Bad weather overnight Friday may result in some fields closing but not all. Please do not start contacting as we will advise as soon as we know on WhatsApp. If we have not posted it is because we do not know yet.

In event of sustained bad weather, the club may opt to keep fields closed for training even if council opens. This is to protect fields from heavy use through training and be ready for the weekend games.

Pre-Game

Game Reminder Emails

BDAFA often releases the fixtures for several weeks at a time but it is important to **check the draw on DRIBL each Friday afternoon to ensure there are no changes.**

Game schedule is available via Dribl – <https://bdafa.dribl.com/>

Encourage your team to save the link above or download the Dribl app & follow the team.

Although the game schedule is publicly available, it is best to send a weekly reminder email / WhatsApp message to your team detailing the game time, venue and arrival time.

Forfeit

Notification of forfeit can be done through Dribl up to 48 hours prior to the scheduled match, however please contact the Junior VPs in the first instance as teams are able to borrow players from other teams within the same age group or a lower age group. The Junior VPs will assist you with this process.

[Link to Dribl training video – Submit Forfeit](#)



Dribl pre-game tasks

1. Prepare your team
 - This can be done at any time before the match
 - In the Dribl app, select the match you want to prepare for, taking note if you are the home or away team
 - Select Match Sheet and select Home Team OR Away Team. From here you can:
 - Assign jersey numbers to players
 - Assign availability to team members (✓)
 - View player suspensions (competitive teams only)
 - Select Starting line-up (S) & Playing line-up (P)
 - Select Goal Keeper (for U8 teams & up only)
 - Select Captain (for competitive teams only)
 - Borrow players from other teams if required
 - [Link to Dribl training video – Prepare & Submit Team](#)
2. Submit your team
 - Complete this step 30 minutes before the game is scheduled to commence
 - As soon as this step is completed, the opposing team will be able to see your starting line-up
 - Note that changes cannot be made after the opposition team has confirmed the team (refer to next step)
 - In the Dribl app, select the match you want to prepare for, taking note if you are the home or away team
 - Select Match Sheet and select Home Team OR Away Team
 - Double check details entered in step 1
 - Click Submit Team
 - [Link to Dribl training video – Prepare & Submit Team](#)
3. Confirm opposition team -
 - In the Dribl app, select the match you want to prepare for, taking note if you are the home or away team
 - Select Match Sheet & select the opposition side
 - Review the opposition side availability, starting line-up, jersey numbers & member cards
 - If there are any discrepancies respectfully & calmly discuss these with the opposition coach / manager
 - If there are any concerns as to a players eligibility this should be raised before the game commences
 - If there are any discrepancies that cannot be resolved state your intention to proceed with the game under protest (dispute)
 - Click Confirm Team
 - [Link to Dribl training video – Confirm Opposition Team](#)



4. Add officials

- In the Dribl app, select the match you want to prepare for
- Select Match Sheet & select Officials
- Add Ground Marshal
 - Click Add Official
 - Enter First Name, Last Name
 - Select Official Type “Ground Marshal”
 - Click Submit
- Add Team Marshal (for competitive teams only)
 - Click Add Official
 - Enter First Name, Last Name
 - Select Official Type “Marshal”
 - Click Submit
- Confirm if there is an official referee
 - If there is no official referee, the home team is responsible for providing an unofficial (non-accredited) referee.
 - The unofficial referee needs to be agreed between teams
 - It is recommended that the coach *should not* be the unofficial referee
 - If an unofficial referee cannot be agreed state your intention to proceed with the game under protest (dispute)
 - Note that unofficial referees have the same authority as an official referee.
 - To add an unofficial referee:
 - Click Add Official
 - Enter First Name, Last Name
 - Select Official Type “Non Accredited Referee”
 - Add a comment e.g. Parent of home team player
 - The home team manager is responsible for recording goals and cautions, temporary dismissals & send offs, through the Dribl app on behalf of the Non-accredited referee.
- [Link to Dribl training video – Add Official](#)

Official Name in Dribl	What is it used for
Ground Marshal	Both the home and away team is to select this and enter who they Ground Marshal is at the field. The same way this was done on the Team Sheet
Marshal	This is to be used for each team to enter their own Team Marshal if they are required to have one
Match Day Supervisor	We don't have a use for this code yet.
Non – Accredited Referee	This is to be used for Club referees OR unofficial referees. Both teams are to enter the name of the unofficial/club referee.

Note: On the off chance Dribl is offline come prepared to games with a printed paper team sheet (available from clubhouse) & a pen.

The team sheet template is available for download from the BDAFA website:

<https://bdafa.com.au/resources/>



Prior to the game kicking off

Check that players have removed all jewellery, watches, rings etc. Check shoelaces (or ask parents to check their child's laces).

Ensure that any Player that wears glasses has a letter available to present (if requested) from their Optometrist outlining that the glasses are safe to play in.

Ensure your team and coach are ready to take the field at least 10 mins prior to start time.

Make sure the players are ready for some FUN!!!

During the Game

Changing Goal Keepers

If you are changing goal keepers advise the referee and opposition team manager prior to the change. The goal keeper may be changed at any time during the match.

Water Bottles

Do not allow players to share a drink bottle, each player must turn up to a game with their own drink bottle.

Players on Field

- Under 6's & Under 7's - 4 vs 4 (No goal keepers)
- Under 8's & Under 9's - 7 vs 7 (Goalkeeper required)
- Under 10's & Under 11's - 9 vs 9 (Goalkeeper required)
- Under 12's to Seniors - 11 vs 11 (competitive full format)

Duration of games

- Under 6's to Under 9's - 20 minutes each half, Half time 5 mins max
- Under 10's to Under 12's - 25 minutes each half, Half time 5 mins max
- Under 13's / Under 14's - 30 minutes each half, Half time 5 mins max
- Under 15's / under 16's - 35 minutes each half, Half time 5 mins max
- Under 17's to Seniors - 45 minutes each half, Half time 5 mins max

Note: Should a game commence late the referee will shorten both halves to allow following games to commence on time.

If there is no referee, the team managers / coaches are to shorten both halves to allow following games to commence on time.

Please be advised at Marco a committee member / ground marshal will ask you to finish the game when time is up as subsequent competitive games need to start on time.



Post Game

Dribl post-game tasks – to be completed within 30 mins of completion of the game

1. Confirm & add scores
 - Confirm the score with the referee or opposition coach / manager if there is no official referee
 - If there are any discrepancies respectfully & calmly discuss these with the opposition coach / manager
 - If there are any discrepancies that cannot be resolved state your intention to proceed with the game under protest (dispute)
 - In the Dribl app, select the match you want to record scores for
 - Select Match Sheet, scroll down & select Score
 - Enter Full time scores for home & away team, leave half time scores blank
 - Click Submit
 - [Link to Dribl training video – Scores](#)
2. Raise a dispute (if required)
 - In the Dribl app, select the match you want to raise a dispute for
 - Select Match Sheet, scroll down & select Disputes
 - Click on add disputes
 - Under Title add a brief description of the dispute
 - Under Comments add a clear & concise description of the dispute
 - Click Submit
 - [Link to Dribl training video – Dispute](#)
3. If you are the Home Team and there is no official referee, you are responsible for recording goals and cautions, temporary dismissals & send offs, through the Dribl app on behalf of the Non-accredited referee
 - In the Dribl app, select the match you want to administer
 - Add cards
 - Select Match Sheet, scroll down & select Card
 - Click on Add Card
 - Select the offending team & the player it is to be issued to
 - Select the offence committed from the list
 - Select the period
 - Enter the time in minutes
 - Click Submit
 - [Link to Dribl training video – Offence Cards](#)
4. If you are the Home Team you will need to complete the Match Sheet
 - Select Match Sheet, scroll down & select Complete Match Sheet
 - Warnings will be shown if any required action has been missed
 - Review the warnings and follow the recommendations to resolve
 - Click Complete Match Sheet
 - [Link to Dribl training video – Complete Match Sheet](#)

Note: If Dribl is offline you will need to complete a printed paper team sheet and hand in to the clubhouse / canteen of the ground you are playing at. Ensure ALL required information has been filled out on the form, including signatures of referees and ground marshals.



Cards (Under 12s & up)

Yellow and red cards **must** be advised on the day of issue to the Secretary.

- **2 yellows** – stand down 1 match
- **Red card** – Offence will determine suspension length; or player & manager must appear before BDAFA P&D Panel
- **4 Yellows** through season – stand down 1 match

Any cautions, temporary dismissals & send offs issued by the unofficial referee against a player in the club must be reported and sent to the Club Secretary (secretarysaintsfpanania@gmail.com)

Incidents / Abandoned Matches

Any incidents during or after a match must be reported and sent to the Club Secretary ASAP.

An abandoned match must be reported ASAP to the Secretary to avoid a \$100 fine from BDAFA.

An incident report is to be completed in both instances

Club Secretary - secretarysaintsfpanania@gmail.com

General

DRIBL

BDAFA implement the use of Dribl across the association.

Download the app on your mobile device

Apple: [Dribl on the App Store](#)

Android: [Dribl - Apps on Google Play](#)

Register for a logon – [Link to Dribl Training Video - How to register](#)

IMPORTANT: When creating a login for Dribl you **MUST** use the same email address as you have to register as a coach / manager.

When setting up your Dribl login ensure you set up as yourself rather than your child.

Family Communication + Participation

As the team manager you are the link between the club and the team.

Please encourage families to participate in various club activities, field set up/take down, team photo's, presentation day, club social nights etc.....



If you have a problem...

Contact the relevant committee member or if you are unsure who to contact then try the Jnr Vice President or Secretary.

Never contact BDAFA directly; all communication with BDAFA must come from the Club's secretary.

If there is an error on the competition table, please contact the Jnr VP or Club Secretary.

Club Secretary - secretarysaintsfcpvania@gmail.com

Useful Contacts

Club Facebook page: <https://www.facebook.com/saintsfcpvania/>

General email: jnrvp@saintsfc.org.au or info@saintsfc.org.au

Grounds

Club	Home Ground	Address
Bankstown Sports Stars FC	Buchanan/Kearns Park	Antwerp St Bankstown
Bankstown Sports Strikers FC	Crest Sports Complex	Carysfield Rd Georges Hall
Bass Hill Rangers FC	Walshaw Park	Buist St Bass Hill
Birrong Sports Club	Jim Ring Reserve	Woods Rd Birrong
Central Sydney Wolves	Lockwood Park	Waterloo Road, Chullora
Condell Park FC	Kinch Reserve	Third Ave Condell Park
East Bankstown FC	Gosling Park	Chiswick Rd Greenacre
Georges River Thistle SFC	Coleman Park	Rabaul Ave Georges Hall
Greenacre Eagles SC	Allum Park	Maiden St Greenacre
Milperra Lions SC	Gordon Parker	Auld Ave Milperra
North Bankstown SC	George Green/Graf	Avoca St Yagoona
Padstow Hornets SFC	Stuart Street Reserve	Stuart St Padstow
Padstow United SC	Playford Park	Gibson Ave Padstow
Panania Diggers SC	Kelso Reserve	Marco Ave Panania
Revesby Rovers SC	Amour Park	Iluka St Revesby
Revesby Workers FC	Marco Reserve	Homelea Ave Panania
Spears Sports Club	Neville Reserve	Clarke St Bass Hill
St Christopher's SC	Marco Reserve	Cnr Homelea/Marco Aves Panania
Yagoona Lions SC	O'Neill Park	Cooper Rd Yagoona



Presentation and Awards

St Christopher's FC provides a series of awards in recognition of special achievement.

- Participation Trophies for Kindy Program and all Mini Roo Teams U6's – U11's
- David Coleman Award U6's – U17's
- Coach's Award U12's – U17's

David Coleman Award (u6 – u17) – this is for the player deemed best and fairest in each team. Please outline with your team how this will be awarded at start of year. E.g 3,2,1 system through the year.

Perpetual Awards

- David Pittman Shield - Male Non-Competitive Player of the Year
- van der Klay Shield - Female Non-Competitive Player of the Year
- Allen Clay Memorial Shield - Junior Competitive Player of the Year (12's – 17's)
- Yolanda Woods Memorial Shield - Female Player of the Year
- Rodney Shute Shield - Senior Player of the Year
- Mark Ruhnau Shield - Goalkeeper of the Year

The Coach and Manager will be asked to put forward a nominee (*more details early in the season*). The following pages contain examples for the above awards. The pages contain information about recipient eligibility, selection criteria and rules for nominations.

Presentation of the awards will be made at the Junior and Senior Presentations.

Male and Female Non-Competitive Player of the Year	
Award:	The award is designed to recognise a players contribution and performance through the season along for their outstanding attitude and sportsmanship towards their team, other Saints FC teams and opposing teams.
Eligibility:	Any Player registered in the U6's to U11's age groups inclusive
Nomination:	Restricted to Coach and Manager
Selection:	Selection should be a joint decision between the Coach and Manager.
Criteria:	Committee members judge for the most deserving nomination based solely on the material presented in the nomination

Allen Clay Memorial Shield Junior Competitive Player of the Year	
Award:	The award is designed to recognise a player's contribution and performance through the season along for their outstanding attitude and sportsmanship towards their team, other Saints FC teams and opposing teams.
Eligibility:	Any Player registered in the U12's to U18's age groups inclusive
Nomination:	Restricted to Coach and Manager
Selection:	Selection should be a joint decision between the Coach and Manager.
Criteria:	Committee members judge for the most deserving nomination based solely on the material presented in the nomination



Yolanda Woods Memorial Shield Female Player of the Year	
Award:	The award is designed to recognise a player's contribution and performance through the season along for their outstanding attitude and sportsmanship towards their team, other Saints FC teams and opposing teams.
Eligibility:	Any Female Player registered in the U12's to All Age Ladies groups inclusive
Nomination:	Restricted to Coach and Manager
Selection:	Selection should be a joint decision between the Coach and Manager.
Criteria:	Committee members judge for the most deserving nomination based solely on the material presented in the nomination

Rodney Shute Shield Senior Player of the Year	
Award:	The award is designed to recognise a player's contribution and performance through the season along for their outstanding attitude and sportsmanship towards their team, other Saints FC teams and opposing teams.
Eligibility:	Any Player registered in the Senior Mens teams inclusive
Nomination:	Restricted to Coach and Manager
Selection:	Selection should be a joint decision between the Coach and Manager.
Criteria:	Committee members judge for the most deserving nomination based solely on the material presented in the nomination

Mark Ruhnau Shield Goalkeeper of the Year	
Award:	The award is to recognise the outstanding achievements in the specialist area of goalkeeping.
Eligibility:	The goalkeeper must have played a minimum of 90% of games for the team in goals.
Nomination:	Restricted to Coach and Manager
Selection:	Committee to select from nominations a short list based on criteria
Criteria:	Committee member award based - number of games played against goals conceded to provide an average of goals per game and nomination material presented by coach manager

Thank you for volunteering this season and we are looking forward to working with you for a great season ahead!