



TEAM MANAGER INFORMATION BOOKLET 2023



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Thank you for volunteering in the vital role of team manager for your team. Your job is to assist the coach with communication and be the liaison between the team and the club.

Key Contacts

Role	Name	Mobile	Email
President	Joe Mottola	0425 800736	president@beumarissc.com.au
Vice President	David Richards	0408 447727	vicepresident@beumarissc.com.au
Treasurer	Ben Tansing	0403 275954	treasurer@beumarissc.com.au
Secretary	Volunteer required	0421 054891	secretary@beumarissc.com.au
Senior Men Director	Bruce Maclaren	0400 520870	fognseniors@beumarissc.com.au
Events Director	Gert Gratz	0438 722775	events@beumarissc.com.au
Junior Female Director	Peter Allison	0404 480 533	pallison@brandpak.net.au
Senior Female Director	George Johnson	0409 692206	george.johnson@pwc.com
Grants Director	Heather Kristiansson	0433 125106	hkheatherk@gmail.com
Sponsorship Director	Marc Gibson	0421 054891	sponsors@beumarissc.com.au
Director Of Football	Christian Liberona		cliberonaBSC@outlook.com
Co-ordinator Junior Boys U8-18)	Mira Anthony		juniorboysbeumarissc@gmail.com
Co-ordinator Goal Kick and U7	Adriana Giuffrida		goalkick@beumarissc.com.au

Club Mission/Vision Statement

Beumaris Soccer Club prides itself on being a community club where kids and parents from all walks of life can become part of the great game of soccer in a fun, friendly and safe environment.

We are committed to providing participants with the opportunity to develop athletically and personally in a positive, supportive, and safe environment. Beumaris Soccer Club encourages and

promotes ethical and moral behaviour, mutual respect, good sportsmanship and community involvement.

We pride ourselves on a decision making policy based primarily on the concept, "what is best for the kids". We also value the development of our players and volunteers as much as we do success on the park.

- Beaumaris Soccer Club strives to teach the fundamentals of the game and promote good sportsmanship and respect for all participants emphasising:
- Fun
- Fundamental, individual & team based skills
- Sportsmanship
- Teamwork
- Leadership

It is vital that everyone involved in sporting activities, whether they are athletes, coaches, parents, officials or supporters understand their responsibilities to ensure that all participants enjoy their sport.

Registration

All players must be registered and fees paid before they can play in the competition. No registration and no payment = no play. **No exceptions.**

Beaumaris Reserve-Training

Our Club works closely with Bayside Council in making sure that the ground at Beaumaris Reserve is suitable for training and also match day games across each weekend. Bayside Council monitors the condition of the ground and can close the facility if they consider the condition deteriorates to a significant extent. It is vital that we protect all areas of the ground, but especially the match day pitches when we are training.

In that regard all training should be in off pitch locations wherever possible and the released training schedule for winter 2023 will identify off pitch areas for usage. Goal mouths should also only be used when absolutely necessary for match simulation.

Our coaching Directors will be talking to coaches across all age groups about how we protect the Reserve during the season.

News-Match Reports and Photos

The club actively uses its social media and newsletter to keep all informed of upcoming events and news that is not to be missed. Your team can upload match reports and photos of their games at <https://www.beaumarissc.com.au/social> or email them to communications@beaumarissc.com.au so the whole Club can see and be part of everyone's story.

We encourage you to subscribe to the club newsletter which is the 'go to' location for news. Please understand that it is not possible to email or call over 800 junior parents on a regular basis. If you

wish to write for us please register your interest at <https://www.beamarissc.com.au/write-for-bsc> as this will enable you to represent your team or playing group.

Club Uniform/Playing Kit

For MiniRoos (U7-U11) shirts are supplied by the Club and must be returned at the end of the season. It is the team manager's responsibility to collect them all after the last game of the season, take them home, wash them and return to the club on the designated date.

Players are requested not to wear their playing shirts to training.

Please ensure you keep a record of who you distribute shirts to. You will be given a form to complete with names and shirt numbers to return to the club.

Shirts for U12-Seniors do not need to be returned.

Shorts and socks are available at Sportsmart, 85 Cochranes Rd, Moorabbin.

Strip Clash U12-Seniors: It is the Team Managers job to ensure that there is no clash in colours of playing shirts when playing away games. A strip report can be found on the FV website under "Competitions". In the event of a clash, the away team must supply an alternate. Please email secretary@beamarissc.com.au to book the strip.

Club Shop

You can purchase scarves and beanies and other Beauy apparel at our online shop. Go to: <https://www.beamarissc.com.au/shop>

Fixture list for distribution to your team (U8-18)

After the fixture has been released there will still be anomalies and clashes that will need to be sorted right up until after the re-grading round. Do not print and/or distribute the fixture to your team until advised by the Club Administrator. Please ensure that parents/players are also aware of this to avoid any confusion.

Please ensure you check the 'FV' website (www.footballvictoria.com.au) each Friday night to confirm that your fixture hasn't changed as can happen throughout the season. If your team doesn't arrive on time or at the right venue, then the team gets fined. BSC cannot pay these fines as it is your teams responsibility to play at the right venue each week.

Fixture list for distribution to your team (U7 and Goalkick)

Our Goalkick programme commences at Beaumaris Reserve at 0900 on Sunday 12 May 2023 for one hour. It will continue weekly at the same time and location.

Our U7 teams play in a local Bayside league and fixtures will be released to all Team Managers as soon as completed.

Contact Team list

Set up a contact list for your team via Team App. (Training is available). Intention is that all teams will use TeamApp for communication.

Also obtain mobile numbers for emergency contact, such as cancellation of training due to extreme weather, venue changes and injury etc. Team App is an ideal way for families to make arrangements for car-pooling to training and matches, or swapping roster duties for pavilion or oranges/lollies (perhaps due to illness or holidays).

Beaumaris Reserve and Pavilion; Rostering of parent duties on game day

The club really relies on parent support in assisting in the canteen and pavilion upkeep on game day for home games ONLY at Beaumaris Reserve.

The operation of the pavilion and canteen is managed by volunteer committee members throughout the season. It is vital that parents commit to helping around the pavilion otherwise it will close. Every team, from U7's to our senior male and female teams, is expected to provide 2 volunteers to help in the pavilion canteen for 1 hour when their team is playing at home.

Marshals – All Teams

Each team U7-Seniors will be allocated a Marshal's vest for the season. The team manager is to appoint a parent (must be 18 years or over) for both home and away games. The marshal should remain impartial and provide assistance to the referee and/or parents on the day as required. U12-Seniors – marshals must accompany the referee to and from the referees room at the commencement of the game, half time, and at the completion of the game, as required.

Match Record Books (U12's – U18's)

A match record sheet needs to be completed every week and includes players names, FFA numbers (obtained from their ID cards) and shirt numbers. The match book along with the photo ID list must be handed to the Match Referee each week with the Match Record book (at least 30 mins prior to the game), and collected from the Ref after he has completed and signed the documentation at the end of each game.

Prior to the match the Referee will check the Match Record Book and the ID list against each player (the Ref will not allow play without a matching ID). The referee will also ensure that all players are wearing shin guards and have removed all jewellery (special straps to hold glasses securely are allowed).

At the conclusion of the game the team manager will be required to sign the Match Record Book and the opposition's Match Record Book (and vice versa) once the Ref has completed the scores and goals against each player and signed. You will receive the opposition's yellow copy and they, yours.

Players ID Photos – U12-U18

A passport-size photo 25mmx35mm of each player's head is required. The photo should not be more than two years old. If the photo does not match the player then the Ref may refuse that player to participate in the match.

Please ask the player/parent to supply a new photo ASAP by uploading a jpeg file to www.playfootball.com.au and asking the Club Administrator(admin@beaumarissc.com.au) to send you an updated copy.

Working with Children Check

It is a mandatory requirement for all Coaches, Team Managers and club volunteers to have a working with children check - forms are available from Australia Post and are FREE. Your working with children check must be worn whilst volunteering with the children. Please provide a copy of your Working with Children Check to the club before the season commences. Via secretary@beaumarissc.com.au

If you have a current 'Working With Childrens Check', then go online and add that you volunteer at Beaumaris Soccer Club to the change of details area. <https://online.justice.vic.gov.au/wwccu/>

Medical Forms

A medical form is enclosed in the pack (page 13) for you to print out and distribute to your team for completion and return to the team manager before the season begins. FV requires Beaumaris Soccer Club to have details of all players. This will be kept safe and secure by the coach/team manager. The forms may contain vital information for the club/coach if an accident does occur and an ambulance is called. **These must be taken to every training session and game.**

Game Day - Miniros U7, U8, U9, U10, U11 teams

- At home ground - Check which ground you are playing on – check map on Clubroom.
- At home ground – Ensure a volunteer for the canteen is appointed
- Ensure rostered oranges/lollies are there.
- Roster parents to assist set up for the game before or pack up after - if needed PLEASE NOTE: each team is to use their own cones and flat markers for marking out the pitch. The Club does not have a supply for this purpose.
- Ensure all team members are having a go and are having FUN!
- Encourage the kids during the game and encourage the parents to get involved on the sidelines interacting and cheering for their team
- Ensure you have your first aid kit in your bag for any emergencies. Ask if someone in your team knows first aid. Make sure there is a gel pack ready frozen in your first aid bag.

Referees Payment Home Games U12's – Seniors

The home team is responsible for paying the referee. The money can be collected from the Canteen at Beaumaris Reserve and is available from 8am on Saturdays and all through the weekend whenever the canteen is open. Please collect and sign for it prior to the match and pay the Ref at the conclusion of the game once the record books are signed and ID cards collected. If you play at Balcombe Park or Beaumaris Secondary College you will need to collect the refs fees BEFORE the game. It is recommended that you collect the ref's money on a Saturday morning as this is the only time the canteen is guaranteed to be open.

Assistant Referees – U12-U18s

The team manager must organise one linesman for the match – the Referee will hand out a flag to an assistant referee volunteer from each team. This person must know the rules of the game. For details of how to apply the offside rule see: <https://www.thefa.com/football-rules-governance/lawsandrules/laws/football-11-11/law-11---offside#:~:text=Offside%20position&text=A%20player%20is%20in%20an,and%20the%20second%20Dlast%20opponent>

Equipment

If yours is the first match of the day at the venue, the team manager must organise assistance from the parents to assist with the erection of goal nets and corner flags. If yours is the last match of the day at the venue, the team manager must request parents assist with the removal of the corner flags, the nets from the goalposts and the packing away of the nets and pegs into the net bin and locking up of the Pavilion at Beaumaris Reserve.

At Balcombe Park the equipment is in the storeroom at the back of the toilet block. Team managers will be supplied with the code to the lock box prior to season commencement.

Match Results – U12-Seniors

The fixture results for all teams U12 – Seniors are required to be entered into the FV results system by 6pm on Sunday evening. Results are entered by the HOME team for each game. Details will be advised by the Club Administrator. (admin@beaumarissc.com.au)

Ground Details – All Teams

Game day

Beaumaris Reserve; Pavilion

As many of you will know, this is a 2022 State of the Art structure with digital access and opening and closing of doors. It is important to note the following instructions to operate and reset doors.

All-Access Change Rooms

- To reset the Control Panel by holding my finger down on the *Wave to Open* button for approximately 25 seconds (Likely a power outage had tripped the panel).

Functionality

- Doors will always lock (after approx. 5 seconds) when closed.
- To enter, pass the hand across the *Wave to Open* button on the Control Panel – This will open both doors simultaneously.
- Once an individual enters & shuts the door, both doors will lock.
- To exit an individual passes a hand across the *Wave to Open* button & both doors will open.
- Upon leaving & shutting the door behind them both doors will again lock after approximately 5 seconds.
- Doors will remain locked until the individual follows the steps above.

The important factor to controlling these doors is that an individual does not have to lock the door behind them as it will lock automatically

Pitch Set up

Team Managers are responsible for organising **Pitch Set Up for Home Games**. This is not a job you need to do yourself – make a roster for the parents in your team.

BEAUMARIS RESERVE 96 Reserve Rd, Beaumaris (behind the community library)

- U8's and U9's – the small goals will need to be brought out for your game and returned to the cricket cages afterwards.
- U10's – the large goals will need to be brought out for your game. If there is an U11 game following yours, then you can leave the goals out for them to use; if not, please return the goals to the cricket cages.
- U11's – the large goals will need to be brought out for your game and returned to the cricket cages afterwards. You will also need to shut the gates and lock the padlocks.
- You can determine which games are before or after yours by checking the weekly fixture that is sent out by the Club Administrator on Friday mornings and a copy posted in the window in the pavilion.

BALCOMBE PARK Balcombe Rd, Beaumaris

The equipment is stored in the storage room, which is part of the toilet block, at Balcombe Park. There is a lock box which holds the key. To obtain the code for the lock box, please contact secretary@beaumarissc.com.au. The key is for the storage room which contains nets, poles, etc. **PLEASE ENSURE YOU RETURN THE KEY TO THE LOCK BOX.**

In the storage room you will find:

- Nets
- Bag of small pegs for the nets. They are easily lost, so please look after them.
- 4 corner flags
- 2 sets of bench seats

- Step ladder to help with the nets.
- Stretcher.
- Line marker and chalk if required

PLEASE ENSURE THAT YOU RETURN ALL EQUIPMENT TO THE STORAGE ROOM AND THE KEY TO THE STORAGE ROOM IS PLACED BACK IN THE LOCK BOX.

Any questions regarding fixtures should be directed to the Club Administrator at admin@beaumarissc.com.au

Player Penalties

Any incidents/cautions or indeed any off field behaviour, require the team manager to let the committee know via a report before the FV contacts us. The committee will determine what action is required.

Sometimes players are issued with a yellow or red card by the Referee. These incur fines which are the responsibility of the individual player to pay. The Club will forward the Football Victoria invoice to the player (or their parent or guardian) for payment. The team manager will be emailed with the details and the non-playing time incurred and in turn must advise the player.

Fundraising

Is essential for our survival. Registration fees alone do not cover our costs including the leasing of all grounds and facilities from Bayside Council and the MCC, utilities, cleaning, insurances, memberships and of course coaching and equipment. Fundraising is essential and you can support your team and your club by becoming a sponsor and by participating in the club's social activities. To find more details about sponsorship please contact Sponsorships Director Marc Gibson sponsorship@beaumarissc.com.au

In 2023 the club will be organising events for the Womens World Cup in July and a trivia night with silent auction in late August. Team managers will be asked to organise contributions from their team towards a hamper or other items for auction. The club will send lots of information regarding this. There will also be a raffle ticket book for the team manager to distribute to each team family to sell. If your team wishes to do any private fundraising for your team it must be approved by the Committee. Please contact our Events Coordinator Gert Gratz: events@beaumarissc.com.au

PLAYERS' CODE OF BEHAVIOUR

- Play by the Rules and within the spirit of the game;
- Do not argue with the match official. If you disagree, have your captain or coach approach the match official during a break in play or after the match is concluded;
- Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking another person is not acceptable or permitted in any sport;
- Maintain your focus and work hard for yourself and your team;
- Be a good sport and be prepared to acknowledge good play whether it is from your team or the opposition;

- f) Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player;
- g) Cooperate with your coach, team mates and opponents. Without them, there would be no competition;
- h) Play for your own enjoyment, and not just to please parents and coaches;
- i) Remove all jewellery prior to training and match play, it is a hazard to you and those around you;
- j) Do not accept or use any banned or unauthorised drug(s), including the consumption of alcohol at any time.
- k) Members of the BSC, including any player parent or guardian of a member, in relation to any game, social function, or club event that would be regarded by the FFV or FFA as a "club function", are responsible to abide by any and all rules or directives of FFV or FFA.
- l) In particular, in the event BSC is fined for player misconduct, including but not limited to bad language, player conduct, late submission of match results or any other fine which in the reasonable opinion of BSC is determined as a fine that should be the responsibility of the individual and not the club, then such fines shall be the responsibility of an individual BSC member, or the parent or guardian of that member as the case may be.
- m) Any such fines will include a report by a referee, complaint by a spectator, red card fines and any other fines that are applicable during, before and after a game or as a result of a game. In the event the FFV or FFA fine BSC, it is entirely within the constitutional powers of BSC to pass on such fines.
- n) Player or parent/guardian agrees to replace at their cost any official club shirt allocated to the player for the season if lost or damaged and therefore unable to be reused the following season. Replacement of the garment will be as per the official FFV accredited shirts from club supplier.
- o) Any wilful damage to the clubrooms and equipment resulting in repair or replacement expense will be covered by player or parent/guardian responsible.

COACHES' CODE OF BEHAVIOUR

- (a) Remember that players participate for the fun of it and that winning is not everything;
- (b) Be reasonable in your demands on younger players time, energy and enthusiasm,
- (c) Teach your players to abide by the Rules and Laws of the Game;
- (d) Ensure that equipment and facilities meet a reasonable safety standard and are appropriate to the age and ability of the players;
- (e) Modify your approach to suit the skill levels and needs of players;
- (f) Develop and enhance respect between players, opposition coaches and the decisions of the match official;
- (g) Follow the advice of a physician when determining the extent of a player's injury and beyond that, when players are returning from injury to training and match play;
- (h) Keep up to date with the latest coaching practices (refer to Coach Accreditation Criteria);
- (i) Take time out to teach players (& others) the Laws of the Game, hence raising their awareness;
- (j) Remind all players to play within the spirit of the game at all times;

- (k) Ensure players are good sports and ensure each team member shakes the hand of their opponents at the conclusion of every match;
- (l) Do not smoke or consume alcohol from the team bench (Technical Area) or sideline;
- (m) Remember the actions of yourself and your team is reflective of the perception others take away with them.

ADMINISTRATORS' CODE OF BEHAVIOUR

- (a) Help coaches and officials highlight appropriate behaviour and skill development, and assist in raising the standards of coaching and officiating;
- (b) Ensure everyone involved in football emphasises fair play, and not winning at all costs;
- (c) Be tolerant and calm under pressure and approach problem solving in a supportive manner as members and players will expect you to set an example for others;
- (d) Make every effort to educate persons who breach these guidelines from time to time.

PARENTS' CODE OF BEHAVIOUR

- a) Remember that children play the sport for their enjoyment, and not yours;
- b) Encourage children to play according to the rules and spirit of the game;
- c) Encourage all children to participate, do not force them;
- d) Focus on the child's efforts and performance rather than the result of the activity (that is, winning or losing);
- e) Encourage children to always participate according to the rules;
- f) Never ridicule, yell at a child for making a mistake or losing a game;
- g) Remember that children learn best by example, so applaud good play by both teams;
- h) Support all efforts to remove racial and religious vilification, verbal and physical abuse from sporting activities;
- i) Respect the match official's decisions and teach your child to do likewise;
- j) Show respect and appreciation to Club officials, including coaches, officials and administrators. Ensure any issues are raised through the correct channels;
- k) 'Smart Supporting' – not loud and intense but calm, relaxed and at all times positive;
- l) Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- m) Do not smoke or consume alcohol near the team bench (Technical Area) or sideline.
- n) Player or parent/guardian agrees to replace at their cost any official club shirt allocated to the player for the season if lost or damaged and therefore unable to be reused the following season. Replacement of the garment will be as per the official FFV accredited shirts from club supplier.
- o) Any wilful damage to the clubrooms and equipment resulting in repair or replacement expense will be covered by player or parent/guardian responsible.

SPECTATORS' CODE OF BEHAVIOUR

- (a) Applaud good play and performances from both teams, and be forward in congratulating all participants on their performance regardless of the final outcome;
- (b) Respect the match official's decisions on the day;
- (c) Condemn the use of violence in any form, be it by spectators, coaches, officials or players;
- (d) Show respect to for both teams when watching matches, because without them there would be no game;
- (e) Encourage players to follow rules and accept the decision of the match official;
- (f) Do not intimidate, harass or use foul language towards players, match officials, Club Officials or spectators.

The Club has additional policies relating to Concussion, Smoking, Racism and Gambling. For more information go to <https://www.beamarissc.com.au/>



BEAUMARIS SOCCER CLUB

Confidential Medical Information.

This information is intended to assist the coaching staff/ambulance staff in case of any medical emergency that may arise.

All information will be held in confidence.

Name:..... Date of Birth:.....

Parent/Guardian Full Name:.....

Address:

.....Post Code:.....

Home Phone:.....Mobile:.....

Name and address of family doctor:.....

.....

Medicare no.:.....

Private health care details (if applicable):.....

Health card no.:.....

Ambulance cover: YES/NO. Ambulance no.:

PLEASE NOTE THAT AMBULANCE COVER IS STRONGLY RECOMMENDED

Does your child suffer from any of the following (please circle):

Fits of any type: YES/NO Heart condition: YES/NO Asthma: YES/NO

Diabetes: YES/NO Blackouts: YES/NO Migraines: YES/NO

Anaphylaxis: YES/NO Other:

PLEASE ENSURE YOUR CHILDS MEDICATION AND/OR ACTION PLAN IS AT TRAINING AND GAMES AND THE TEAM MANAGER IS AWARE OF WHERE IT IS.

Allergies to (please circle):

Penicillin: YES/NO Other drugs:

What special care is recommended:

Is your child on any form of ongoing medication? If so, please state:

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CONSENT TO MEDICAL ATTENTION

Where the Coach, Team Manager or Club Management is unable to contact me, or it is impracticable to contact me. I hereby give permission for the Coach, Team Manager or Club Management to seek treatment for my child at a hospital, or to call a doctor and/or ambulance and/or dentist during an emergency and agree to pay all costs involved.

Signature of Parent/Guardian:

Date: