



**PANANIA DIGGERS
SOCCER CLUB
MANAGERS HANDBOOK
2024**

Introduction

Welcome to the world of coaching and/or managing amateur sport. This experience won't be as bad as you have heard or fear. It will be a rewarding time to participate in your child's development for young teams, or to take charge of your mates in our adult teams.

The Panania Diggers Soccer club will provide you with all the support you need. If it's not in the information we provide, please ask.

This handbook is designed to provide you with guidance on how to help your team to a successful season. We are in the process of updating our website

Panania Diggers Soccer Club is an organization that promotes fair play, inclusiveness and community spirit through amateur sport. We want every player, official, parent and spectator to be a positive role model in that.

Player Safety

Working With Children

The safety and welfare of kids is our highest priority. A Working with Children (WWC) Check is a mandatory pre-requisite for anyone who is involved with children's sporting groups. This includes volunteer coaches and managers.

Getting a WWC Check is free and takes about 10 minutes online and then a quick visit to a Service NSW Office (same place where you renew your Rego or license)

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Players must wear shin guards during training sessions and games. A player cannot participate in a match if they are not wearing shin guards.

Coaches & managers are not babysitters. They are responsible for the whole team so need parents to be involved.

Parents are encouraged to remain at the ground and watch training and games.

Injuries

In event of an injury, an online injury form must be filled in.

Injuries suffered in a game or at training

must be notified to

BDAFA within 7

days of the injury.

Reporting to BDAFA

is online via the

following web page

[https://bdafa.com.au/](https://bdafa.com.au/injury-notification/)

[injury-notification/](https://bdafa.com.au/injury-notification/)

Insurance claims

are made online via

BDAFA's website at

the following link

[https://football.](https://football.claimsgateway.com/login)

[claimsgateway.com/](https://football.claimsgateway.com/login)

[login](https://football.claimsgateway.com/login)



Communication

Email

The primary means of communication between the club and the coach / manager is by email. Coaches & managers may receive several emails each week keeping them updated with relevant news and draw information.



Additionally, a weekly email is sent to every registered player at the club from info@pananiadiggersoccer.au, don't let those emails go to SPAM.

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 and so on. Check

your email regularly.

It is also preferable that if you use 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.

Important Email Addresses

info@pananiadiggersoccer.au

treasurer@pananiadiggersoccer.au

president@pananiadiggersoccer.au

secretary@pananiadiggersoccer.au

www.pananiarslsoccer.com

The Club's Website (google search "Panania soccer") is <https://www.pananiadiggersoccer.au/>

The website is kept up to date as far as possible. Take the time to have a look around the website.

Things you'll find on the website

News and events

The draw and table for each competition and grade

Maps of all soccer fields in Bankstown

The 2023 Calendar

A Manager's Information page

A Coach's Information page

If you think we're missing something that should be on the website, just email info@pananiadiggersoccer.au and let us know.

Facebook

The Club has a Facebook Page (search Panania Diggers Soccer Club and like the page). The page is constantly being updated with what's happening at the Club and around Kelso. You can also get real time information on ground closures due to wet weather.

Once the team has been finalized, set up and distribute a team contact list with







players' names, parents' names, email/phone contacts for all families.

See example below.

Each team needs to be able to communicate amongst themselves.

- Where is this weekend's game?
- Who needs a lift to training?
- Who can't make this weekend's game.
- Who has a spare pair of socks they can lend me?

Methods Used for Communicating with Your Team

Create a Facebook page,
Email
WhatsApp
Facebook messenger

Whatever works best for you and your team please use it, but communication is vital.

Advise families to use <https://www.pananiadiggerssoccer.au> and the Club's Facebook page.

Contacting Your Committee

Our club has almost 1,000 players and officials, so it would be appreciated if any non-urgent matters are communicated to us via email. If the matter is urgent or



needs immediate attention please feel free to contact us on our mobiles. The primary contact is info@pananiadiggersoccer.au, the complete list of Committee members is published on our website at <https://www.pananiadiggersoccer.au/committee.html>

Canteen & BBQ Duty

Throughout the season each team will be rostered on for Canteen BBQ and Field Duty 3 or 4 times.

More teams will be rostered on early in the day when fields are being set-up and the canteen & BBQ are being prepared for the day ahead. It's definitely a case of many hands make light work.

Later in the day less teams are rostered as there is less work to do.

At the end of the match day the teams who play last on each field are responsible for...

- Pulling down the nets and poles and putting them away
- Putting away the benches
- Putting away the garbage bins
- Putting away the BBQ
- Washing up and putting away BBQ utensils

Staffing the BBQ

THE BBQ DOES NOT ACCEPT PAYMENTS. ALL PAYMENTS ARE MADE AT THE CANTEEN.

All food and utensils will be provided by the Club for the rostered teams. The teams rostered on first are responsible for setting up the BBQ.

Sales of food at the BBQ are paid for at the Canteen, customers are then given a token which they present at the BBQ.

The usual delicious sporting park cuisine

Sausage on a



- roll,
- Bacon and egg on a roll,
- Sausage and bacon on a roll,

The BBQ works best with 3 volunteers, one to take the orders and 2 to cook etc.

It is important the volunteers for each shift turn up on time to allow the previous shift to attend their game.

Children may not work the BBQ.

Many teams run a social team BBQ after training on some nights, using the club's facilities, this is encouraged. Please contact a committee member if you wish to do this.

Staffing the Canteen

Staffing the canteen usually takes 2 to 3 people. Children are not allowed in the canteen unsupervised. All prices are clearly labeled.

The canteen is also the payment point for purchase from the BBQ.

Cash from sales should be regularly placed into the pencil cases provided and dropped into the safe under the sink.

We accept both cash and cashless payments. Cashless payments made via square terminal. A how to guide on accepting square payments is on the wall in canteen.

Field Duty and Ground Marshal

Prior to the commencement of each match-day at Kelso there is a lot of work to be done besides canteen and BBQ. Set up for fields for all age groups from Grade 6 to Premier League

- Set up goal nets
- Placement of flags
- Set out the garbage bins
- Set out team benches

Throughout the match-day each field requires a Ground Marshall. The Ground Marshall wears a Hi-Viz vest and is available to

- Answer questions from coaches, players

or spectators.

- Assist the referee where necessary
- Politely ask spectators not to enter "Players and Officials Only" area.
- Politely ask spectators or players to moderate their behavior if they are getting unruly.

GOLF BUGGY

We have a Golf buggy to assist with both set up and pack down of fields.

Below we have set some rules for use of golf buggy.

- Committee and delegates of committee will be permitted to use buggy.
- Can only be driven by those persons over 18 years of age.
- Not to be driven recklessly, carts can be damaging to fields and dangerous to people.
- Avoid goal mouths, water puddles and fields of play.
- Don't floor it!
- Be alert at all times, Kelso is a busy place with plenty of kids running around.
- Intoxicated persons are not permitted to drive it.
- Panania Diggers Soccer takes no responsibility for injury from misuse or reckless behavior.



As a Ground Marshall, you politely should ask a spectator or player to moderate their behaviour but you should never

- Get involved in an argument with spectators or players
- Put yourself or others in danger
- Intervene physically in a fight or scuffle

If there are any disturbances call the Police immediately
Bankstown Police, telephone (02) 9783 2199



Match Incidents

Panania Diggers Soccer Club promotes fair play and all players, parents and officials must abide by the Code of Conduct. Any incidents during or after a match must be reported to either the President or Secretary (Incident Report is to be completed).

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

(Incident Report is to be completed).

Yellow and red cards must be advised on the day of issue to the Secretary secretary@pananiadiggersoccer.au

2 Yellows in one game - stand down 1 match

Red - stand down minimum 1 match, if more a finding will be issued usually within a week. The suspension is automatic and there is no



Judiciary appearance required; suspensions can be appealed in certain circumstances.

5 Yellows through the season - stand down 1 match.

Wet Weather

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

Bankstown Council conduct field checks each weekday morning and afternoon, with the final check done on Friday at 2pm. On occasions, fields will be open on Friday but overnight rain is such that the fields are unplayable on the weekend and we decide to call games off. The club will contact teams when this happens.

To see if grounds are closed...

- Check the club's Facebook page for updates. Search "Panania Diggers Soccer Club"
- Check online with Canterbury Bankstown Council at <https://fieldav-public.cbcity.nsw.gov.au/>
- Call Bankstown Council's Wet Weather Line on **1300 655 180** to see if playing fields are open. There is a recorded message updated at 9am and 3pm each day which advises which fields, if any, are closed. If Kelso fields are closed, you cannot play or train on them.

In the Technical Area

Coaches, managers and reserve players have an area reserved for them near half way



called the Technical Area. Within this area:

**Mobile phones are not be used,
Hot food and drinks are not to be consumed,**

Only players on the Team Sheet and officials wearing BDAFA ID Cards are to be present. This is CUMPULSORY AT ALL TIMES. Reserves MUST remain seated and wear a bib.

Game Day Check List

Prior to the game kicking off...

Check that players have removed all jewelry, watches, rings etc.

Check shoe laces (or ask parents to check their child's laces).

Ensure DRIBL team sheet has been actioned.



DRIBL Match-Day Management App

In 2023 the Bankstown Association will continue using the DRIBL Match-Day Management App rather than paper Team Sheets.

The next couple of pages will show you how to set up your DRIBL Account and perform basic functions like

- submit your team sheet
- review the oppositions team sheet and player cards
- submit results
- assign an unofficial referee.

YOU WILL NEED TO BE REGISTERED IN PLAYFOOTBALL AND BE ASSIGNED TO YOUR TEAM

Activating a DRIBL Account (Self Service Registration)

Depending on the role assigned to you, a DRIBL Account will allow you to do things like:

Follow your favorite teams and leagues for competitions that are managed in DRIBL

- View match schedules, results and league ladders
- Manage match sheets as part of game day administration
- Accept and view referee allocations

You would have an existing member profile as a result of being registered in DRIBL for a competition during any season, but has not yet been activated.

To activate a DRIBL account, complete the following steps:

Download the DRIBL app from the App

Store (iPhone) or Google Play Store (Android). Once the app has been installed, tap to open it.

Tap on Sign Up to begin.

Enter an email address and tap "Next" to continue.

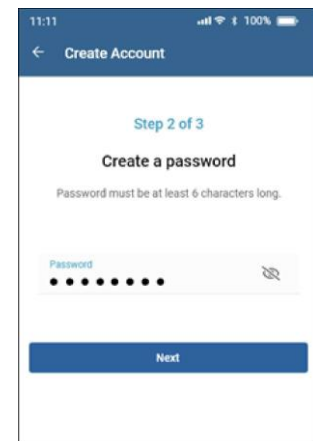
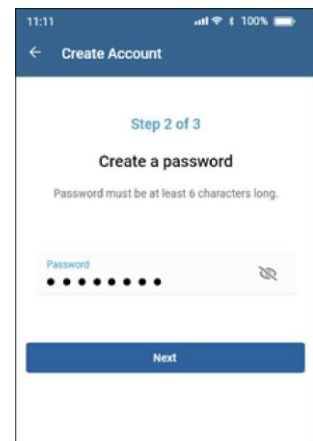
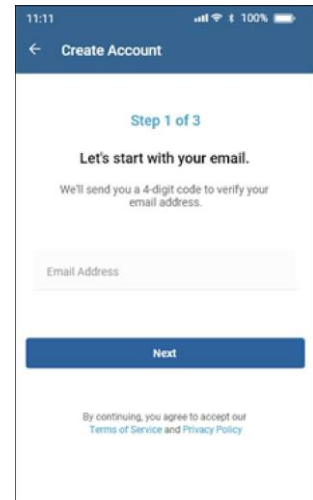
Note: The email address is your own unique login account to access DRIBL and can only be used with a single DRIBL account. Use the same email address that was used to register via Play Football.

Enter a password and tap Next to continue.

Note: The password needs to be at least 6 characters long and it is recommended to create a strong password.

Enter the 4-digit verification code that was sent to your email address to validate your account.

Note: If you don't receive the verification email within a few



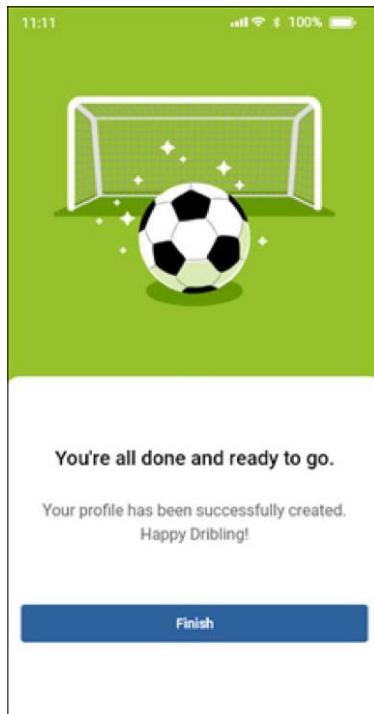
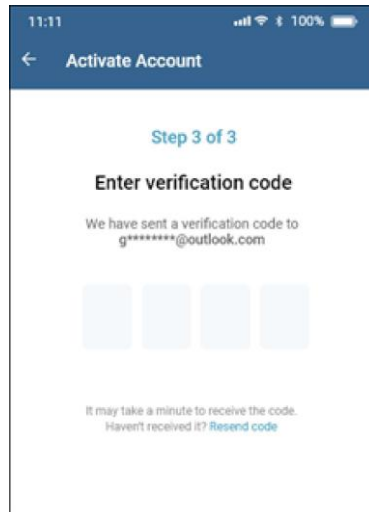
minutes, check your spam mailbox in case it has been caught there.

Upon successfully verifying your email address, your DRIBL account is successfully activated.

Tap "Next" to continue. Select your profile and tap "Next" to continue.

Note: You may be presented with multiple profiles which could include those of family members. This will occur if each of them were registered via Play Football using your email address. It is important to only select your profile and not that of another member. If your profile is not listed, tap on "None of these profiles are mine" and continue to create a new profile for yourself.

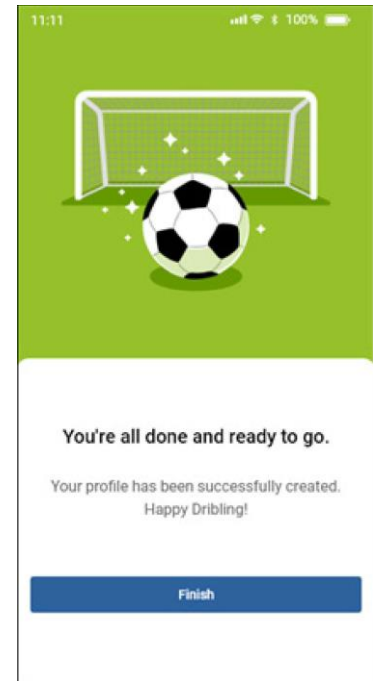
Enter your First Name and Last Name to verify that it matches the selected profile. Tap Next to continue.



Enter your Date of Birth to verify that it matches the selected profile. Tap Next to continue.

Upon successful validation, your DRIBL account and profile is successfully created!

Tap "Finish" to complete the process.



<u>How do I...</u>		<u>YouTube Instruction Video</u>
<u>Complete and submit your Team Sheet before a match</u>	<ul style="list-style-type: none"> • Open the DRIBL App • Locate the match you are involved in. • Select "Match Sheet" from the menu. • Choose "Home" or "Away" Team. • Set the jersey number for each player. (tap and hold then select option) • Mark all players, coaches and managers participating in the match as "Available". • Assign a player as Team Captain (tap and hold then select option). • Assign a player as Goal Keeper (tap and hold then select option). • Specify which players are starting the match • Tap on "Submit Team" button to complete the process. • The match sheet will be updated indicating you have submitted your team 	https://youtu.be/oatiRHT8GfU
<u>Confirm the opposition team</u>	<ul style="list-style-type: none"> • Open the DRIBL App • Locate the match you are involved in. • Select "Match Sheet" from the menu. • Choose "Home" or "Away" Team. • Visually inspect the opposition team sheet in the DRIBL app • Participants • Match starters • Jersey Numbers • If there are any discrepancies raise with the Opposition's Team Manager prior to the match. • Tap on the member ID icon to view the opposition's Player Cards • Once satisfied return to the Team Sheet and tap on the "Confirm Team" button to complete the process. • The Match Sheet will be updated indicating you have confirmed the opposition team. 	https://youtu.be/HufvXsAFIvQ



<u>How do I...</u>		<u>YouTube Instruction Video</u>
<u>Add an "Unofficial Ref/Assistant Ref"</u>	<ul style="list-style-type: none"> • Open the DRIBL App • Locate the match you are involved in. • Select "Match Sheet" from the menu. • Choose "Official" from the pre-game options. • Tap on the "Add Official" icon. Add the name of the person who will officiate the match • Specify what type of official is being added. Normally this will be "Non Accredited Referee" • Tap on the "Submit" button to complete the process. • The Match Sheet will be updated indicating who is refereeing the match 	https://youtu.be/KRApUwVbROY

<u>How do I record Scores From A Match</u>	<ul style="list-style-type: none"> • Open the DRIBL App • Locate the match you are involved in. • Select "Match Sheet" from the menu. • Chose the "Score" option • Record the scores at half-time and full-time and the end of any extra time. • Tap on the "Submit" button to commit the record an the match sheet will be updated to indicate that the scores have been recorded 	https://youtu.be/V0MAr0QjNE
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Comp Type	Age	Players per Side	Players on Field	Game Duration (m)	Half Time (m)	Total Time (m)	Stoppage Time
SSG	6	4	8	40	5	45	No
SSG	7	4	8	40	5	45	No
SSG	8	7	14	40	5	45	No
SSG	9	7	14	40	5	45	No
SSG	10	9	18	50	5	55	No
SSG	11	9	18	50	5	55	No
Competitive	12	11	22	50	10	60	No
Competitive	13	11	22	60	10	70	No
Competitive	14	11	22	60	10	70	No
Competitive	15	11	22	70	10	80	No
Competitive	16	11	22	70	10	80	No
Competitive	17	11	22	90	10	100	No
Competitive	18	11	22	90	10	100	No
Competitive	21	11	22	90	10	100	No
Competitive	AAM	11	22	90	10	100	No
Competitive	AAL	11	22	90	10	100	No
Competitive	WPL	11	22	90	10	100	Yes
Competitive	PL	11	22	90	10	100	Yes



If you have a problem

The Committee are here to help. There will always be more than one of us at Kelso on Match-Days and usually on training nights as well. Please don't be afraid to ask.

You can call us or email us and if we don't know the answer we'll try and find out.

Disputes Within A Team

From time to time there may come disputes within a team. Be that amongst parents, coaches or players. These issues have arisen before and the Club has policies, procedures and experienced people to help with any dispute resolution. Before any dispute gets out of hand contact a member of the committee and ask for assistance. All these matters are treated in the strictest confidence

Contact the relevant committee member, if unsure who to contact then try the President president@pananiadiggersoccer.au or Secretary secretary@pananiadiggersoccer.au

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 Secretary





Panania Dig
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Designed and created for Panania Diggers Soccer Club 2024.

