



# **TEAM MANAGER MANUAL 2024**

***ABN: 19 167 611 240  
[www.avalonsoccerclub.com.au](http://www.avalonsoccerclub.com.au)***

# 1 - Manager Checklist and Responsibilities

## General:

- ✓ Keep your team organised and in the loop - set up the "half time fruit" roster, identify volunteers for canteen duty - be the link between the Age Coordinator and players/parents.
- ✓ Organise a "back-up" manager when you are unavailable.
- ✓ Speak to your parent group about opportunities for sponsorship of your team/ the Club.
- ✓ Organise a face-to-face meeting, explain the need for volunteers, and set up the expectations for behaviour and aims for the season.
- ✓ Be on top of any issues that arise in your team and involve the Age Coordinator or MPIO as appropriate.
- ✓ Have fun and know that your time is very much appreciated.

## Start of the Season:

- ✓ Create a contact list for your team and provide to parents. Consider using the Team App/ Teamer App or setting up a Whatsapp group for your team.
- ✓ Collect and distribute jerseys / the "kit bag".
- ✓ Facilitate any size exchange needed for jerseys.

## Pre-Game (during the week):

- ✓ Know your player availability. Work with your age coordinator to borrow players ahead of time where needed (see Section 4 re Borrowing Rules).
- ✓ Double (triple) check the MWFA website to confirm game details.
- ✓ (U12+) Set up your team sheet in DRIBL ahead of time to reflect players that are away / borrowed players and add your team shirt numbers.
- ✓ Remember to grab your "kit bag" and game ball!

## Pre-Game (at the field):

- ✓ If you are playing an 8:30 game, make sure your team arrives in time to set up one half of the field (especially when you are playing away!).
- ✓ Identify and introduce yourself to the opposition manager upon arrival.
- ✓ (Remind players to remove all jewellery and watches. No taping is permitted U6-U11) Ensure your Game Leader (Parent Referee) is ready to begin at the scheduled start time.
- ✓ (U8-U11) Check that the fixture information is in DRIBL.
- ✓ (U12+) Keep an eye out for your referee. If one has not appeared before kick-off, the home team should provide a capable parent to referee. Have a discussion with the opposition to try and identify a suitable person. DRIBL should tell you in a referee has been allocated for your game.
- ✓ (U12+) Finalise and release your team sheet, then complete the ID check on the opposition team (see Section 4 for further detail on DRIBL and ID Checks).

## Game time:

- ✓ The manager and coach are the only people allowed in the technical area with substitute players. Remind your coach that they are not allowed to "coach" outside of the technical area (i.e. by pacing the sideline or standing behind the goal).
- ✓ Assist the referee by keeping an eye on the clock (see Section 6).

## After the game:

- ✓ (U8-U11, W8-W11) Submit the match result in DRIBL within 24 hours. If you encounter any issues, email match result to [compsec@avalonsoccerclub.com.au](mailto:compsec@avalonsoccerclub.com.au)
- ✓ (U12+) Confirm result with opposition manager/ referee, then submit via DRIBL. If there is a dispute in scores or game incident to contact the [compsec@avalonsoccerclub.com.au](mailto:compsec@avalonsoccerclub.com.au)
- ✓ Flag any issues with your Age Coordinator or the MPIO.
- ✓ If you are the last game of the day, pack up one half of the field (net and corner flags).
- ✓ Why not send a match report or photo to [media@avalonsoccerclub.com.au](mailto:media@avalonsoccerclub.com.au) ?

## End of Season:

- ✓ Return the kit bag to the club (with Goalie Jersey, Balls, Bibs etc inside a clean kit bag.....we know some items might be worn or lost, and that is ok).

- ✓ Agree to come back and do it again next year!

## 2 - Who do I contact if....?

### General Enquiries

Your first (and best) contact will usually be your Age Coordinator who is responsible for communicating important information like fixtures, when you are rostered for the canteen.

AGE CO-ORDINATORS		MOBILE
UNDER 6	Christine McGoldrick	0407 070 704
UNDER 7	Luci Georgeson	0433 509 502
UNDER 8	Kelly James	0421 993 697
UNDER 9	Sharon Burton	0401 140 566
UNDER 10	Lorna Molam	0404 339 744
UNDER 11	Bianca Protze	0430 358 062
UNDER 12	Melissa Dalton	0404 940 773
UNDER 13/14	Michelle Ring	0432 505 284
UNDER 15/16	Beth Watkins	0416 065 019
UNDER 18	Vanessa Edwards	0416 163 648
SENIOR MEN (AL, O35, O45)	Matt Whitten	0433 821 811
WOMEN UNDER 7	Luci Georgeson	0433 509 502
WOMEN UNDER 8	Kelly James	0421 993 697
WOMEN UNDER 9	Sharon Burton	0401 140 566
WOMEN UNDER 10	Lorna Molam	0404 339 744
WOMEN UNDER 11	Bianca Protze	0430 358 062
WOMEN UNDER 12	Melissa Dalton	0404 940 773
WOMEN UNDER 13/14	Kirsty Van der Wallen	0402 016 831
WOMEN UNDER 15/16	Lachlan Austin	0419 475 816
WOMEN UNDER 18	Kerri Burgers	0410 576 159
SENIOR WOMEN (WAL)	Jud Harrison	0419 176 540

### Coaching Support

Avalon Soccer Club is an inaugural member of FFA, FNSW & MWFA Club Coach Coordinator (CCC) program. This is a program set up to provide SUPPORT for Avalon Coaches throughout the season. Having volunteered for one of the most important roles within our club, the CCC's are available to attend training sessions to assist the coach where possible. Please discuss this with your coaches so they can receive this valuable support – they are not alone! Please contact to organise:

Jud Harrison – 0419 176 540 or [technicaldirector@avalonsoccerclub.com.au](mailto:technicaldirector@avalonsoccerclub.com.au)

The MWFA conduct a number of junior and youth (reimbursed) Coaching Courses please see website for details <http://www.mwfa.com.au/> . Some Coaching Courses are conducted at the Avalon SC during the season as well, so make sure you follow the club's coaching updates and our social media.

### Executive Committee Members

See below the 2024 Executive Committee. If you see them around Careel Bay please do say hi and introduce yourself. We are always keen to hear updates about and new ideas from teams.

## 2024 EXECUTIVE COMMITTEE

PRESIDENT	John Kowtan
VICE PRESIDENT	Vacant
SENIOR MENS VP (U18+)	Ron Simpson
YOUTH MENS VP (U12-U16)	Vanessa Edwards
JUNIOR VP (U6-U11/W7-W11)	Sharon Burton
WOMENS SENIOR VP (U18+)	Jud Harrison
WOMENS YOUTH VP (W12-W16)	Anthony Ritchie
REGISTRAR	Jacinta Newcombe
SECRETARY	Sharon Burton
TREASURER	Wayne Brown
COMPETITION SECRETARY	Vacant
SOCIAL MEDIA MANAGER	Brooke James
EXCO MEMBER AT LARGE	Roland Luke
EXCO MEMBER AT LARGE	Louis Renaud
TECHNICAL COACHING DIRECTOR	Jud Harrison

### **Expected Behaviour – be a good sport!**

Avalon Soccer Club is committed to providing an environment safe for children, which is free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values. Adults in sport always begin with good intent with regard to their role in developing our youth but their behaviour does not always reflect this. Please remember that football is a game. It is meant to be enjoyed. Every single player, coach, manager, parent, volunteer is representing Avalon Soccer Club. Poor sideline behaviour will not be tolerated.

In 2022 we launched our Avalon: Spirit of Football document. Make yourself familiar with it, and please pass it onto your parents and players.



### **AVALON SOCCER CLUB SPIRIT OF FOOTBALL**

We all have a responsibility to uphold the integrity of the game whilst we are training, competing on the pitch or representing the club away from the field of play. Behaviour of players, coaches, parents and volunteers is of paramount importance to all of us at Avalon. Football is a game, everyone involved in it is representing this club and we want all our members to act within the spirit of football.

- Play by the rules and never argue with an official. Respect officials' decisions and teach children to do likewise.
- Players, parents, coaches, control your temper. Verbal abuse of officials, volunteers and opposition players is not an acceptable or permitted behaviour for Avalon Soccer Club.
- Work equally hard for yourself and your teammates. Your team's performance will benefit and so will you, and cooperate with your coach, teammates and opponents. Without them there would be no competition.
- Be a good sport. Win, Lose or Draw, respect your opponent.
- Treat all participants in football as you like to be treated. Do not bully and respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion. Avalon is an inclusive club. All are welcome.
- If you are a player, participate for your own enjoyment and benefit, not just to please parents, teachers or coaches.
- If you are a coach or parent remember that many players participate for pleasure and winning is only part of the fun; create a positive, fun and respectful environment.
- Never ridicule or yell at a player (particularly young players) for making a mistake or not winning and be reasonable in your demands on players' time, energy and enthusiasm.
- If you are a parent do not force an unwilling child to participate in football; children are involved in football for their enjoyment, not yours.
- Encourage your child to play by the rules and focus on the child's efforts and performance rather than winning or losing.
- Remember that children learn best by example. Appreciate good performances and skillful play by all participants and support all efforts to remove verbal and physical abuse from sporting activities.
- Have fun.

If you have any questions or concerns about the Club's policies or how they should be implemented please reach out to our Member Protection Information Officer, Nicole Searles, by email to [mpio@avalonsoccerclub.com.au](mailto:mpio@avalonsoccerclub.com.au)

**Wet Weather**

**Matchday**

If you wake up on game day to rain outside, please check:

1. your email and mobile phone to see if your Age Coordinator or the Competition Secretary has notified you of a fixture change or cancellation; or you have received a DRIBL notification and
2. the NBC Website (<https://www.northernbeaches.nsw.gov.au/things-to-do/sports-and-recreation/sportsfields-status>) for the status of the field you are scheduled to play on.

The fields that we play on are operated by the Northern Beaches Council (**NBC**) with fixtures administrated by the MWFA. This means that the NBC reserve the right to close fields due to weather in order to preserve the playing surface for future games. Where fields are closed, the MWFA does its best to relocate grounds to other fields that are open. Because of this, **you should never tell your team a game has been cancelled unless and until you receive that message from your Age Coordinator or the Competition Secretary.**

It is inevitable that decisions about whether games can or cannot be played on certain grounds are sometimes made close to kick-off time. As frustrating as this can be, please be assured that the MWFA and the Club are doing their best to ensure that as many teams get to play as possible.

You should also make sure that your team does not train when the training grounds are closed. We will endeavour to keep the website and social media updated as to the status of the training grounds. Please also check the NBC Website (which is authoritative). This is updated at 7am and 3pm weekdays and 8am at weekends. The 3pm update is the key one for training grounds. Sometimes the grounds remain closed for a number of days after heavy rain.

## **Training**

With 90+ teams each year it's a huge logistical challenge to ensure that each team gets to train on their preferred day and time, and within our allotted hours. Please respect the time you have been given, stick to your location and if you have any issues or wish to change your slot, contact Matt Whitten our grounds coordinator [matt@sportingfit.com.au](mailto:matt@sportingfit.com.au) .

For the avoidance of doubt, officially sanctioned club training sessions are only permitted between 4pm-9.15pm Monday to Friday at Careel Bay. Any training conducted outside of those times or location is not considered "club activities" and is therefore not covered by insurance as per MWFA regulations.

## **Avalon Development**

We are thrilled to once again offer our junior members access to the Avalon Development, supported by LJ Hooker. It's a chance to receive professional coaching right here at Careel Bay, as we look to create development pathways for those at the club who want to take their football as far as possible.

Full details on our website: <https://avalonsoccerclub.com.au/2024/02/01/avalon-development-returns/>

### 3 - Where do I find....?

#### The Draw (All ages) / Results and League Table (U12+)

All of these are accessible on the MWFA Website (<https://mwfa.dribl.com/fixtures>) Fixtures, results, ladders can all be filtered by club, league, ground etc. Please make sure you check the fixtures and locations before every game.

#### NEW U12/W12 Playing Rules



#### 2024 U12/W12 Competition

The Under 12 competitions in 2024 will play according to all standard FIFA rules for 11v11 football with the exception of the two scenarios below.

1. The distance for the opposition to stand at all set pieces will be reduced to 5m due to the reduction of field size.
2. Opposition must be 10m back from the penalty area before the ball is in play after a goal kick or the goalkeeper has possession of the ball in their hands. The goalkeeper is not allowed to kick or dropkick the ball from their hands due to the reduction of field size.

For clarity, all other rules are outlined below.

#### Field Layout:



**Offside rule:** The offside rule will be included in the Under 12 competition as it is an integral rule to the game of football.

**Free-Kicks:** Opponents must be at least 5 metres away from the ball when a free kick is taken. Direct free kicks will apply.

**Kick Offs:** Opponents must be at least 5 metres away until the kick is taken.

**Penalties:** In accordance with FIFA LOTG, a penalty kick will be awarded if a player commits a direct free kick offence inside their penalty area.

**Goal kick:** Goal kicks can be taken from anywhere within the penalty area. The ball is in play once it leaves the penalty area. Opponents must remain at least 10 metres from the penalty area until the ball is in play.

**Goalkeeper:** The goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet, within 6 seconds. The goalkeeper is not allowed to kick or dropkick the ball from their hands.

**Corner kicks:** Will be taken from the corner of the pitch. Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play when it is kicked and moves. A goal can be scored directly from a corner kick.

**Discipline:** Red or Yellow cards will be issued to players in Under 12 competitions.

**Throw-ins:** Player faces the field of play, has part of each foot on the ground either on or behind the touch line, uses both hands and delivers the ball from behind and over their head. The thrower must not touch the ball again until it has touched another player. The ball is in play once it enters the field of play. A goal cannot be scored directly from a throw in.

## U12/W12 COMPETITIONS

Number Of Players	9 v 9 Including Goalkeeper. Max of 4 substitutes.
Field Size	Penalty Box to Penalty Box Approx Length: 60 (min) – 70 (max) Approx Width: 40 (min) – 50 (max)
Goal Size and Type	Height: 2m Width: 5m Permanent or portable goal must be compliant
Field Markings	Cones, Markers or Painted Lines are allowed
Penalty Area	Depth: 10m Width: 20m Penalty Spot 7m from goal line
Duration of Game	2 x 25-minute halves
Half Time	5 minutes minimum 10 minutes maximum
Referee	MWFRA Appointed
Interchange	Yes
Ball Size	Size 4
Points Table and Finals	Yes
FIFA Laws Of The Game	Yes

### The Playing Rules

MWFA uses a modified version of the FIFA/FFA Playing Rules. The key difference is in the "25 metre rule" played in MWFA U12s, which will not apply if playing in non-MWFA Competitions (i.e. Champion of Champions or State Cup). All Playing Rules are available on the MWFA Website at <http://www.mwfa.com.au/library/> or on the Avalon SC Website.

### Ground Locations and Status:

All field names and locations are available on the MWFA Website at <http://www.mwfa.com.au/grounds/>

### General Club Information:

#### Social Media & Website

Facebook - @Avalonsoccerclub or <https://www.facebook.com/Avalonsoccerclub/>  
 Instagram - @avalonsoccerclub or <https://www.instagram.com/avalonsoccerclub/>  
 Avalon Soccer Club website - [www.avalonsoccerclub.com.au](http://www.avalonsoccerclub.com.au)

#### Weekly Newsletter

All registered players will receive the newsletter unless they have "opted-out". If you or a player in your team is not receiving, please email [media@avalonsoccerclub.com.au](mailto:media@avalonsoccerclub.com.au) to subscribe. This newsletter includes results, upcoming games, events, other relevant information and news. Please encourage your team to subscribe to and read the newsletter (but consider bringing anything very relevant to their attention via a direct email).

## 4 - DRIBL Match Sheets & ID Checks (U12+)

### Player ID Cards and Match Cards

All competition games in the MWFA use electronic match sheets. All managers will need access to Internet and a smartphone in order to use these. This year the MWFA are using the DRIBL system. Full user details to follow nearer the season.

The use of the electronic match sheet system streamlines the administration of matches. This includes ensuring that managers are only able to "add" eligible players to their match sheet when borrowing and shows as unavailable any player that has been suspended. Results will be input into the MWFA system in "real time", when entered by both teams/ the referee at the end of the match.

In the event of a technology fail, please make sure that you have a "back-up" paper match sheet and your laminated Player ID sheet. It is the home team's responsibility to provide a paper match sheet if the EMS System is down. There are spare copies in the Clubhouse at Careel Bay, but it is a good idea to leave one in your kit bag.

DRIBL is an excellent step forward for the Club and the Association. However, not everyone has caught on and if you are taking part in State Cup or Champion of Champions a physical match sheet and player ID sheet is required. It is always worth having a blank match sheet in your kit bag as a back-up.

### DRIBL User Guide

Can be accessed via the website [HERE](#).

Access to Dribl will be provided by your club via an email activation link. You will simply click the link, set your password and will be able to access dribl from either <https://app.dribl.com> (Web Application) or the *Dribl (Mobile Application)* downloadable from the Google play store or Apple Store.

### MATCH SHEET INSTRUCTIONS

The instructions are as follows:

1. Log into your Dribl Account
2. Click Following.
3. Select the tile linked to your team you want to complete the match sheet for.
4. Select Fixtures along the top bar.
5. Select your team's upcoming fixture.
6. This pages will show the Fixtures details
7. Select the Match sheet tab on the top bar.
8. Select either the home or away team, depending which one you team is for that fixture.
9. The Man with the plus sign is where teams can add their borrowed players.
10. Click the Red Cross to make players available.
11. Click the 'S' to mark the players as starting.
12. Click the 'P' to mark the players playing off the bench.
13. Hold a player's name down to edit shirt numbers, set as captain, set as goalkeeper.
14. The Card symbol is where teams can view each others member cards.
15. Submit team.
16. After the game, add scores in to complete the match sheet.



# Competition Management [Clubs and Teams]

## Competition



## Summary

Once the competition, season and leagues have been setup, the clubs and public will be able to access fixtures, results and ladders from the <https://cdsfa.dribl.com> site. This will be publicly accessible.

**Club Recorders and Team Recorders (also known as Team Managers)** will be able to access their matches and enter results via the <https://app.dribl.com> website or the **Dribl Mobile Application**.

**Club Reporters and Team Reporters (also known as Team Managers)** will be able to access their match sheets and review their teams via the <https://app.dribl.com> website or the **Dribl Mobile Application**.

Should a referee be a no show or no referees are allocated to a match, the Club Reporters and Team Reporters will be able to assign a suitable club member to officiate the game (as an Official).

This user guide will succinctly outline the pre and post match duties for a Team Manager

Access to Dribl will be provided by your club via an email activation link. You will simply click the link, set your password and will be able to access dribl from either <https://app.dribl.com> (**Web Application**) or the **Dribl (Mobile Application)** downloadable from the Google play store or Apple Store.

## [01] Pre Game – Review

**01** Pre Game - Review  
 Manager can review their match sheets for their teams

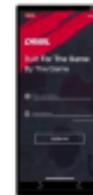
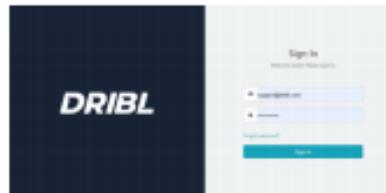
**01A** Pre Game – Review [If No Referee at Game]  
 Manager can deal with no referee at the game

**02** Post Game – Final Review and Recording Scores  
 Managers final review and final score recording

Once all teams have been graded and the competition and events/fixtures has been created by the association, the **Club Reporter** or **Team Reporter** will be able to navigate Dribl and review their match sheets.

To perform the review process via the web or mobile application

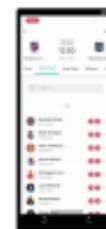
1. Login to Dribl by going to either the web application (laptop/desktop/tablet) or mobile application (downloaded from relevant app store).



2. From the tiles, select the correct Club or Team.



3. Select Match Sheets tab.
4. Perform Search and Filter for desired matches/fixtures.
5. Select desired match.



At this point the user will see Home, Away and Referee tabs.

6. Review your team, nominate players and update availability, starting, captain and Jersey number indicators. You can add borrowed player by pressing the + button and searching for the player to be added to the team.
7. Once all completed, SUBMIT your team by pressing the **Submit** button (activated by clicking top right-hand menu on the mobile application)
8. Review if referees are allocated to the game. Note that all personal referee information is not displayed.
9. Once review completed simply press Close.

At the ground on match day, Club and Team Reporters can access their match sheet via their Dribl mobile application on their phone.

10. Perform a final review of their team.
11. Perform a final review of the opposition
12. View opposition digital cards by clicking on the listed member and select the menu option **View Player Cards**.
13. Flick through player cards to review all cards



14. CONFIRM the opposition team if all in order by pressing the match sheet menu and selecting the **Confirm** option

At this point, you're ready to kick off!

## [01A] Pre Game – Review [If No Referee]

The pre game process remains the same for the **Club Reporter** or **Team Reporter** in the instance there is no referee allocated to the game or that no referees are present at the game.

In this instance, the Club and Team Reporters can access their match sheet

1. Perform a final review of their team.
2. Perform a final review of the opposition.
3. View opposition digital cards (if required).
4. Go to Officials tab and add a person as a non accredited referee against the match

At this point, you're ready for kick off!

Post match the Home **Club Reporter** or **Team Reporter** can add cards, goals and the score on the match sheet and press Complete to close the matchsheet.

## [02] Post Game – Final Review and Recording Scores

Once a match has been completed, the **Club Reporter** or **Team Reporter** should enter the match sheet and review

- All players who played are marked as such and remove any players that did not participate if previously indicated as participating.
- Check Yellow/Red cards listed by the Match Official.
- Check score entered by Match Official
- Check the goal scorers with the Match Official

If issues identified then resolve with official before leaving the field.

Once a match has been completed, the process remains the same post game where the **Club Recorder** or **Team Recorder** will be able to enter the final match score against the corresponding match. To perform the score recording process via the web or mobile application

1. From the tiles, select the correct Club or Team
2. Select Recorder tab
3. Perform Search and Filter for desired matches/fixtures
4. Select desired match
5. Press Edit for specific fixture/Event and enter scores



6. Press Save

It is important to note that both the home and away team will enter the match score. If the scores match, the score is set to final and committed to dribl. If the scores do not match, the fixture/event is set as a dispute and the association will be able to update the final score based on the physical match sheet provided back by the clubs.



## Competition Management [Teams] Competition – Record Scores



### Summary

Access fixtures, results and ladders from the <https://mwfa.dribl.com> site. This is publicly accessible.

**Team Recorders (also known as Team Managers)** will be able to access their matches and enter results via the <https://app.dribl.com> website or the **Dribl Mobile Application**.

This user guide for post match duties of recording scores for a Team Manager

## [01] Post Game – Recording Scores

# 01

Post Game – Final Review  
and Recording Scores  
Managers final score  
recording

Once a match has been completed, the process remains the same post game where the **Club Recorder** or **Team Recorder** will be able to enter the final match score against the corresponding match. To perform the score recording process via the web or mobile application

1. From the tiles, select the correct Club or Team
2. Select Recorder tab
3. Perform Search and Filter for desired matches/fixtures
4. Select desired match
5. Press Edit for specific fixture/Event and enter scores



6. Press Save

It is important to note that both the home and away team will enter the match score. If the scores match, the score is set to final and committed to dribl. If the scores do not match, the fixture/event is set as a dispute and the association will be able to update the final score based on the physical match sheet provided back by the clubs.

With the introduction of the DRIBL match sheet system, borrowing players has become a much simpler process for managers. All eligible borrowed players for your team will be listed and available for selection on your match sheet. This includes where players have been borrowed multiple times or is presently suspended (i.e. these players will no longer be able to be selected in your "borrowed players" list.) As a general rule borrow down, in age and /or division. And if in any doubt, please check.

If DRIBL is not allowing you to select a player to be borrowed, under no circumstances should that player take the field unless you have spoken to the Competition Secretary and have been given the green light to do so. This includes where the opposition and referee have said that it is fine to do so and even if you believe that the player is actually eligible.

**If you think that a player should be eligible who does not appear as available in the EMS system please contact the Competition Secretary immediately by calling 0404 751 522. In the interim, the player cannot be borrowed.**

MWFA has changed its "playing above age" policy and there are specific forms which need to be filled out for players seeking to be borrowed by older teams. Please discuss with your Age Coordinator (and where appropriate, the Coaching Director) whether it is in the player's best interest to be borrowed "up" multiple age groups. Player safety is of paramount importance.

Where U10/W10 or U11/W11 players would like to be eligible to assist U12/W12 teams, they must first have a photo in the system (for an electronic ID card). This should be done at the start of the season by asking your age coordinator to liaise with the Registrar to update the player profiles for these players and to complete any necessary paperwork. It is not possible to expect this process to be completed in less than two weeks. U12/W12 Managers should keep this in mind (particularly around school holiday time) and ensure that all paperwork is completed well ahead of when a borrowed player may need to be used.

## Results

With the introduction of DRIBL match sheets, Competition teams (U12+) no longer need to send through results. This is because teams and referees input results directly into DRIBL. These results are automatically uploaded to the MWFA system. This must be completed within 24 hours of the game.

If for some reason (i.e. referee no-show/ connectivity failure) the result is unable to be submitted via the electronic match sheet, please send your match result through to the Competition Secretary by text (0404751522) or email (compsec@avalonsoccerclub.com.au) immediately after your match. Don't forget to include your team (age group/ division), numerical score and whether it was a win, loss or draw.

U8/W8 – U11/W11 teams are required to enter their scores each week into DRIBL in the Recorder tab as outlined in the earlier how-to guide. This must also be completed within 24 hours of the game.

There are penalties from the MWFA for failing to correctly complete the match details in DRIBL and for failing to input scores. These range from warnings to point deductions to expulsion from the competition. Please follow the steps and if in doubt ask!

## 5 - Getting involved at Avalon SC

The Club can only run if teams and volunteers help throughout the season. Your team duties are such an important part of making our club run successfully and your contribution is very much appreciated by the Club. All teams, from U6 up to our senior teams are asked to help out. Helping out the club is a great way to give back and to meet new people within the Avalon football community.

### Canteen & BBQ

Canteen duty at AVSC is compulsory and this parent help is heavily relied upon. Your Age Coordinator will be in touch to let you know when your team is scheduled to assist. Try to delegate duties to other team parents as you already do enough as the Manager (although it is enjoyable!)

When asking for volunteers from your teams, please remind parents that Avalon Soccer Club is run totally by many volunteers (including yourself and your coach). These volunteers put in hundreds of hours behind the scenes during each soccer season so that our members can play soccer.

If your team is on Canteen Duty on a Saturday, you are expected to provide 4 helpers to assist our Canteen Manager Kate - 2 to assist in the shop and 2 for the BBQ. On Sunday only 2 helpers are needed, as no BBQ is operating due to fewer numbers.

Children under the age of 16 are not permitted anywhere in the canteen and BBQ areas.

### Field Set Up/Take down

When you are the first team to play on the field you may be required to help set up the field. It is MWFA policy that the first teams on a field share the responsibility of set up. Some grounds you get to will be all set up, others will just have a pile of equipment sitting on the field for your team to help set up. Even if someone is setting up a field when you arrive please offer to help.

It is an MWFA policy that both teams playing the last game on a field need to help pack up. Again this will vary from ground to ground. Remember the last game on could be a morning kick off, especially on the smaller fields.

### Suggestions and Other Skills

The Committee are always keen to hear your ideas and feedback on how to improve the Club, and to expand our volunteer ranks. If you or players/parents associated with your team have skills to contribute - be they football related or in other areas - we would love to find a way to get you involved!

Please contact the Avalon Secretary on [secretary@avalonsoccerclub.com.au](mailto:secretary@avalonsoccerclub.com.au) with any comments, suggestions or expressions of interest so that these can be raised at the next Committee Meeting.

## 6 - Match Formats

See below a quick "cheat sheet" of important details about each age group:

	U6/U7	U8/U9	U10-U11	U12	U13	U14	U15-U16	U18+
<b>Duration (per half)</b>	20 mins	20 mins	25 mins	25 mins	30 mins	30 mins	35 mins	45 mins
<b>Number of Players (on field)</b>	4 per field (no GKs)	7	9	9	11	11	11	11
<b>Team size</b>	11 - 13	9 - 11	11 - 13	12 – 13	15 - 16	15 - 16	16	16
<b>Ball Size</b>	Size 3	Size 3	Size 4	Size 4	Size 4	Size 5	Size 5	Size 5

### Junior Borrowing (U6-U11) [See Section 4 for U12+]

Registered players can be borrowed across different teams when needed and can play up one age group from their true age. This means that if a player is turning 7 in 2020 and registered in U7, they can be borrowed by U7 and U8 teams.

The golden rule for borrowing is to ensure that any borrowing of players is in the spirit of the game and not to strengthen a team beyond its normal ability. This includes making sure that "regular" registered players are getting sufficient playing time. If you are unsure about whether or not a "borrow" is appropriate in a particular circumstance, please speak to your age coordinator. This applies to both borrowing players into your team and allowing your players to be borrowed by other teams.

### Junior Results (U6-U11) [See Section 4 for U12+]

We do not need to submit or record results for U6 or U7.

For U8/W8-U11/W11 results are input via DRIBL by the team manager and automatically sent to the MWFA. In the event of any issues please send your match result through to the Competition Secretary by text (0404 751 522) or email (compsec@avalonsoccerclub.com.au) immediately after your match.

Don't forget to include your team (age group/ division), numerical score and whether it was a win, loss or draw. *i.e.* → "U9 Pumas, 2-0 win"

### 25 Meter Rule (U10-U14 ONLY)

The 25 Metre Area is a rectangular area bounded by the touchlines, the goal line and an imaginary line parallel to and 25 metres from the goal line. This line must be indicated by a cone, pole or other marking.

1. Opposition players will be required to retreat outside the Clearance Zone for both Goal Kicks and Free Kicks to the Defending Team in the Penalty Area.
2. Goal Kicks must be taken by the Goalkeeper.
3. An Opposition Player cannot enter the Clearance Zone until a player from the team taking the kick has touched the ball once the whole of the ball has vacated the Penalty Area.
4. The ball cannot be kicked directly beyond the Clearance Zone. If this occurs, the kick is to be retaken.
5. If an Opposition Player enters the Clearance Zone prior to a player from the team taking the kick having first touched the ball then the kick will be retaken.
6. If in the opinion of the Referee, the Clearance Zone rule is being utilised to waste time by either the attacking or defending Team, the Players guilty of the perceived time wasting will be cautioned.

## 7 – Referees/Game Leaders

### Mini-Roos (U6 to U11)

No referees are supplied for Mini-Roos competitions so the HOME team (first team listed on the draw) must provide a referee / game leader. This is a duty of a parent from the home team. Mini-Roos courses are run at the beginning of the season via MWFA website. We strongly encourage as many parents as possible to be qualified. It helps to share the load across the team - and never hurts to learn the rules! You do not need to have played football yourself to be a Mini-Roos game leader and it is an excellent way to help out your child's team.

### U12+

Referees are allocated by the MWFRA to U12+ games (please note that team referees are required from AL2+ and O35/O45). The Referee is required to input the score into DRIBL at the end of the game.

Sometimes there are not enough referees available to cover all the games and sometimes the referee doesn't show up. In this case the **home** team needs to provide a referee. Please exercise your common sense and appoint a parent who knows the rules.

**Respect your referees:** *Avalon has a zero tolerance policy for poor behavior towards referees, be they MWFRA Referees, MiniRoos Game Leaders or Parent Referees assisting where no referee has been appointed.*

*We expect all players, officials and spectators to respect referee decisions. You may not agree with the decision. You may have very good reasons for your disagreement. This is not an excuse.*

*Any abuse, intimidation or harassment of referees will not be tolerated. MWFA is entitled to call the player, official or spectator before the Judiciary and sanctions may be applied to the Club, Team or Player. Please exercise self-control and resilience in the face of decisions that don't go your way. This will teach players to do the same.*

## 8 - Insurance and Sponsorship

### Insurance

If a player is injured during a game and needs to visit a medical professional an insurance claim may be lodged. The onus is on the player to download the claim form from [www.mwfa.com.au](http://www.mwfa.com.au). Once the player and doctor have completed the claim form it is to be given to the Secretary or President to sign off. Any further correspondence is between the claimant and the insurance company.

*Note: Any **non-registered** player who participates in **any game or training** null and voids all insurance cover for **all participants**.*

### Team Sponsorship

Teams at Avalon Soccer Club have the ability to have individual team sponsors. This is a great way to raise funds for your Club and your team will get the benefits.

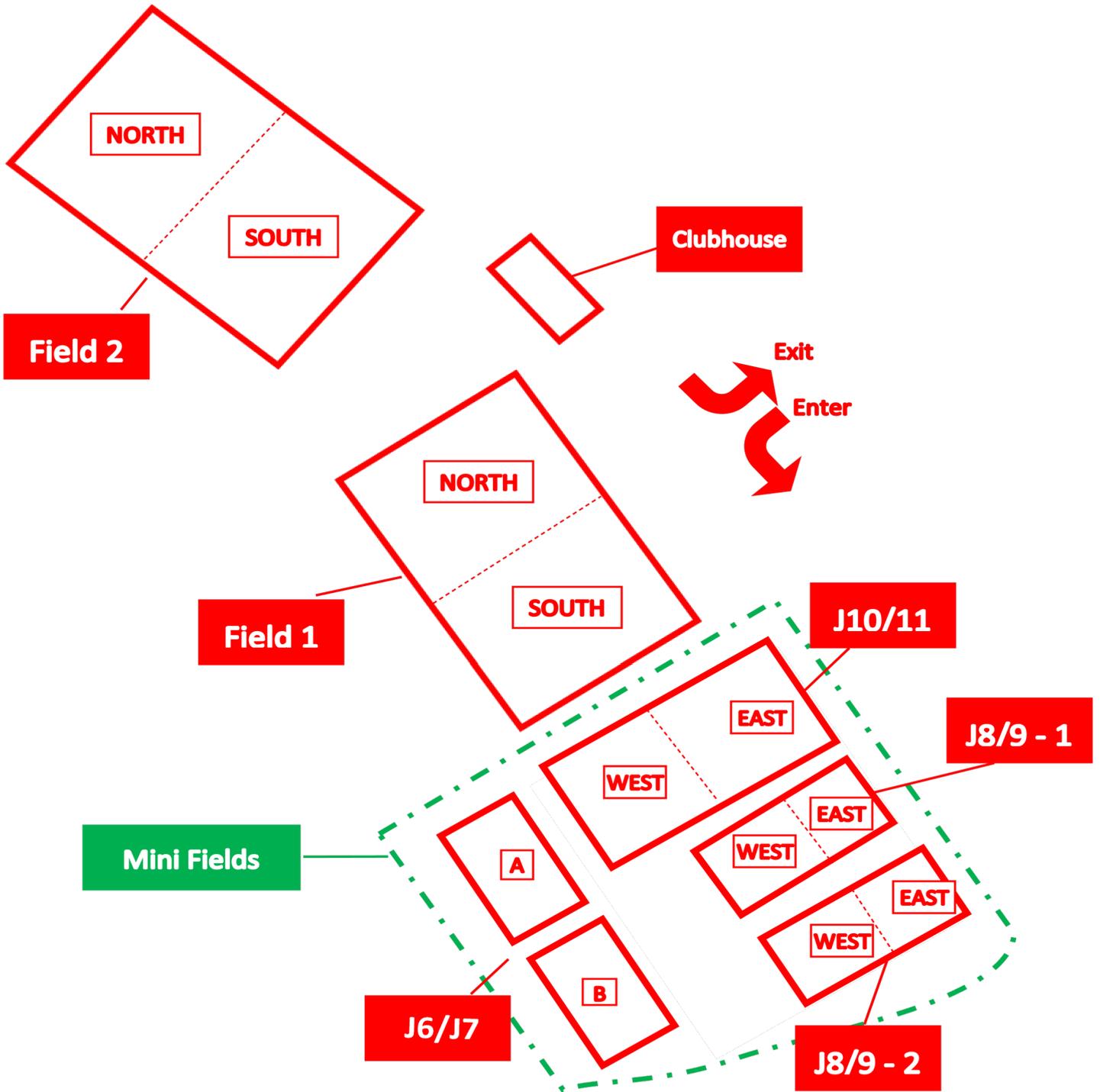
Maybe a parent in your team has a business they would like to promote or know of a local business keen to sponsor your team? For more details on team Sponsorship see the Sponsorship section at the end of this manual or contact our Sponsorship Coordinator: [sponsorship@avalonsoccerclub.com.au](mailto:sponsorship@avalonsoccerclub.com.au)

### Player Names on Jerseys

If your team would like we can organise for the player's names to be printed on the back of their jersey. The cost is \$10 (cash) per name and **all** players & parents in the team/squad have to agree to participate. Printing of player names can be organised as soon as you have received your jerseys. Players may elect to print their surname, first name or a nick name, however the club will not print anything that is deemed to be offensive. All printing of logos/names **MUST** be done via the Club. Please download the correct Player's Name Form (Junior or Youth) from the website and follow the procedure.



Training Field Layout 2024



NAMES ON JERSEY FORM:

# Avalon Soccer Club – 2024 Player Names JUNIOR FORM (U6 to U11, W7 to W11)

AGE GROUP

TEAM NAME / DIVISION

MANAGERS NAME

MANAGERS CONTACT (Email and phone)

Jersey Size Allocated	Player Name (as required on Jersey)		
Total Number of Players		Total Cost @ \$10 per Name	

Note: Please ensure that writing is legible, unambiguous and spelt correctly as this is the only document the printer will refer to.

Team Manager please fill in form and collect money	SIGNED	_____
Please pass form and money to authorised printer.	NAME	_____
You will be advised when & where to deliver jerseys.	DATE	_____
All jerseys must be new or unworn when dropping off.		

**VERY IMPORTANT – PLEASE READ**  
 Note: The jerseys remain the property of the club until the season ends.  
 Note: Players names may only be printed on AVSC jerseys via this arrangement with the club.  
 Note: All players & parents in a Team / Squad have to agree to participate.  
 Note: All Names or Sponsor logos can only be supplied & applied by the Club’s authorised supplier.  
 Note: All Junior Teams – do not require numbers. No jerseys to have numbers applied.  
 Note: Jerseys that have been worn and unwashed will not be printed.

**NAMES ON JERSEY FORM:**

# Avalon Soccer Club – 2024 Player Names YOUTH FORM (U12 to U16, W12 to W16)

AGE GROUP \_\_\_\_\_

TEAM NAME / DIVISION \_\_\_\_\_

MANAGERS NAME \_\_\_\_\_

MANAGERS CONTACT (Email and phone) \_\_\_\_\_

Jersey Size Allocated	Player Name (as required on Jersey)		
Total Number of Players		Total Cost @ \$10 per Name	

Note: Please ensure that writing is legible, unambiguous and spelt correctly as this is the only document the printer will refer to.

Team Manager please fill in form and collect money .                      SIGNED \_\_\_\_\_

Please pass form and money to authorised printer.                      NAME \_\_\_\_\_

You will be advised when & where to deliver jerseys.                      DATE \_\_\_\_\_

All jerseys must be new or unworn when dropping off.

**VERY IMPORTANT – PLEASE READ**  
 Note: The jerseys remain the property of the club until the season ends.  
 Note: Players names may only be printed on AVSC jerseys via this arrangement with the club.  
 Note: All players & parents in a Team / Squad have to agree to participate.  
 Note: All Names or Sponsor logos can only be supplied & applied by the Club’s authorised supplier.  
 Note: All Junior Teams – do not require numbers. No jerseys to have numbers applied.  
 Note: Jerseys that have been worn and unwashed will not be printed.

**Sponsorship Coordinator:** Steve Cole

**Mobile:** 0410 344 723

**E-mail:** [sponsorship@avalonsoccerclub.com.au](mailto:sponsorship@avalonsoccerclub.com.au)

**Website:** [www.avalonsoccerclub.com.au](http://www.avalonsoccerclub.com.au)

## **IS YOUR TEAM SPONSORED?**

Avalon Soccer Club teams now have the ability to have individual team sponsors. This is a great way to raise funds for your Club and your team will get the benefits.

Maybe a parent in your team has a business they would like to promote or maybe approach a local business to sponsor your team? The Sponsor/Team will receive acknowledgement in the sponsors section of our website and have a link to theirs plus be invited to the annual Sponsors day at Careel Bay.

There are many sponsorship packages now available with the Avalon Soccer Club but team sponsorship is a great way for each team to contribute. The funds we raise go towards the Club's operating expenses which include:- game jerseys/shorts/socks, electricity and water usage, supply of adequate training aids for all teams, purchase equipment and supplies for clubhouse and field maintenance, pay for trophy and award celebrations, raise money for future major projects etc. The list grows every year.

Our club committee are all volunteers who work tirelessly to make Avalon Soccer Club the best it can be but all of this is not possible without your support as well.

The "Order Form" and other sponsorship details are attached.

Thanking you in advance for your support.

**AVALON SOCCER CLUB**

**TEAM SPONSORSHIP GEAR PACKAGES**

Image	Item Info	Cost	Qty	Total
	<p align="center"><b><u>Player Names</u></b></p> <p>Player names on back of jersey (all members of team to participate) Please attach a completed "PlayerNamesForm"</p>	<p>\$10 inc GST per Jersey</p>		
	<p align="center"><b><u>Playing Jersey Signage</u></b></p> <p>* Sponsors Logo on the front of playing jersey (maximum 16 players)</p>	<p>\$550 inc GST per team</p>		
	<p align="center"><b><u>Training Tee</u></b></p> <p>* Sponsors Logo on right chest of training tee (maximum 16 players)</p>	<p>\$600 inc GST per team</p>		
	<p align="center"><b><u>Spray Jacket</u></b></p> <p>* Sponsors Logo embroidered on front right chest</p>	<p>\$80 inc GST per item</p>		
	<p align="center"><b><u>Hoodie</u></b></p> <p>* Sponsors Logo embroidered on front right chest</p>	<p>\$80 inc GST per item</p>		
	<p align="center"><b><u>Qtr Zip Training Top</u></b></p> <p>* Sponsors Logo embroidered on front right chest</p>	<p>\$75 inc GST per item</p>		

	<p style="text-align: center;"><b><u>Sports Bag</u></b></p> <p>* Sponsors Logo embroidered on top</p>	<p style="text-align: center;">\$ 65 inc GST per item</p>		
	<p style="text-align: center;"><b><u>Back Pack</u></b></p> <p>* Sponsors Logo embroidered on top</p>	<p style="text-align: center;">\$ 60 inc GST per item</p>		

- Note: There is a once off artwork setup cost for each new sponsor logo of \$82.50 inc gst

**ORDER FORM** (Please use a separate form for each merchandise item)

Age Group: \_\_\_\_\_

Team Name: \_\_\_\_\_

Division: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Merchandise Type: \_\_\_\_\_

Cost: \_\_\_\_\_

	<u>Size</u>	<u>Quantity</u>
Kids Sizes	5XS	
	4XS	
	3XS	
	2XS	
	XS	
Youth & Adult Sizes	S	
	M	
	L	
	XL	
	2XL	
	3XL	

**CHECKLIST FOR THE MANAGER (PLEASE ENSURE FORMS ARE FULLY COMPLETED):-**

- Send through the Sponsor Business Logo via email to [sponsorship@avalonsoccerclub.com.au](mailto:sponsorship@avalonsoccerclub.com.au) in EPS, JPEG, TIF and/or PDF where possible.
- All cheques are to be made payable to Avalon Soccer Club Inc. and attached to this application form. Direct deposit can be made to: - BSB 032 095 Account # 172 791 **IMPORTANT:** Please use your **team name as the reference** on the deposit and forward a copy of the receipt via email to [sponsorship@avalonsoccerclub.com.au](mailto:sponsorship@avalonsoccerclub.com.au)
- **ORDERS CAN NOT BE PROCESSED UNTIL PAYMENT HAS BEEN RECEIVED**  
(PROMPT PAYMENT AVOIDS DELAYS)
- **Please note**, made to order garments cannot be exchanged if the incorrect size is ordered.
- Receipts will be emailed direct to sponsors at the address provided.

**Thank you for your generous support of our Avalon Soccer Club and player.**