

# **Belrose-Terrey Hills Raiders Soccer Club**

2024 Coaches & Managers Information



**Welcome**



# 2024 Committee

Position	Name	Position	Name
<b>President</b>	Sam Cheesman	<b>Sub Junior Coordinator</b>	Lesley Fenn
<b>Secretary</b>	Sue Potts	<b>Mixed Youth Coordinator</b>	Paolo Torrieri/Gareth Taylor
<b>Vice President</b>	Kristina Fraser	<b>Womens U7 to U18 Coordinator</b>	Christie Pols
<b>Treasurer</b>	Alicia Watkins	<b>All Age Men/O35 Men Coordinator</b>	Cam Staples
<b>Registrar</b>	Sharron Clark	<b>All Age Women/O40 Women Coordinator</b>	Sandy Harrison
<b>Coaching Director</b>	Ben Sinclair	<b>O45 Men Coordinator</b>	Stephen Young
<b>Media</b>	Liam Smit	<b>Wyatt/Bambara Grounds &amp; Equipment</b>	Simon Godfrey
<b>Gear</b>	Sarah Hendry	<b>Canteen Manager/Volunteers Coordinator</b>	Wendy Pearse
<b>Sponsorship</b>	Justine Del-Grande		



# Our Sponsors

## Major Sponsors



Club Belrose  
[clubbelrose.com.au](http://clubbelrose.com.au)



Swimart Frenchs Forest & Lindfield  
[Swimart.com.au/store/nsw/frenchs-forest-2086/](http://Swimart.com.au/store/nsw/frenchs-forest-2086/)  
[Swimart.com.au/store/nsw/Lindfield-2070/](http://Swimart.com.au/store/nsw/Lindfield-2070/)

## Minor Sponsors



Eleven Legal  
[elevenlegal.com.au](http://elevenlegal.com.au)



Sharp Extensive IT  
[sharpeit.com.au](http://sharpeit.com.au)



The Honest Chicken  
[Thehonestchicken.com.au](http://Thehonestchicken.com.au)



BeachLife Physiotherapy  
[beachlifephysio.com](http://beachlifephysio.com)



Mike Pawley Sports  
[mikepawleysports.com.au](http://mikepawleysports.com.au)



# Social Media

To keep up to date with all the exciting news, events and updates please follow us on Facebook.



We love seeing our Raiders, young and old, in action.

Please use the “Share Your Shots” page on our website to share your photos.



# Jersey Changes and Gear

BTH is moving towards being a **Green Club \*\*REUSE - REDUCE - RECYCLE\*\***.

Therefore, all **2023 BTH players** will retain their current jersey for 2024.

All **new players** will receive their allocated jersey for the season.

Sub juniors, U6 to U11, do not require a number on their jersey unless they are being borrowed by competitive age groups, U12 onwards.

Managers are required to email Sarah at [Gear@bthraiderssoccer.com.au](mailto:Gear@bthraiderssoccer.com.au) once teams are finalised, she will reply with a spreadsheet for you to complete, which includes the following information.

- \* Team total (13 squad, 16 etc)
- \* Current jersey numbers – so we can fit new player numbers around current (no number clashing)
- \* NEW player information – Jersey size required.
- \* Kit bag collection pickup time.

If managers have players that have major sizing issues – please contact Sarah.

PLEASE remind your players to purchase their **Shorts & Socks** either online or at many of our POP UP shop dates – Keep an eye on FB for these date announcements.



# BTH Raiders Expectations of C&Ms

- ❖ All players should receive as far as possible equal playing time regardless of their playing ability.
- ❖ Coaches & Managers should conduct themselves in a responsible manner at all times. They should also ensure their players behave in an appropriate manner. RESPECT the decision of the refs and RESPECT the opposition. Unsportsmanlike behaviour should not be tolerated. Any issues with other teams on game day should be dealt with in a courteous and calm manner at the discretion of coach and manager however if things become heated please leave and email your respective coordinator and allow the club to handle it.
- ❖ Sub junior Coaches and Managers and ANY parent who will be a game leader (ref) for games need to read the [MiniRoos Playing Formats and Rules](#) BEFORE they ref a game
- ❖ If not done already each teams coach/manager should have emailed their training day /time and field preference through to [bthgrounds@gmail.com](mailto:bthgrounds@gmail.com) . Final training allocations times will be emailed to managers /coaches by 23/3/24
- ❖ BTH season field allocations commence on the 25/3/24.

Please follow this link to read the [Coaches, Managers and Team Officials Code of Conduct](#) .



# Working With Children

BTH Raiders and MWFA require ALL Coaches & Managers who will be involved with children 18 years and under to have this completed and current – even if you are coaching or managing your own child’s team.

The WWCC number and expiry date is entered during the registration process in Playfootball. If your current certificate expires during the season, before September, you will be required to renew it during the season and please email [registrar@bthraiderssoccer.com.au](mailto:registrar@bthraiderssoccer.com.au) your new expiry date.

## What is a Working With Children Check (“WWCC”)?

People who work or volunteer with children will be required to obtain a WWCC. The WWCC provides a unique number (the WWC number) and an expiry date to a person who has been cleared to work with children. An approved WWC is valid for 5 years.

You can apply online at Service NSW website. [Apply for a Working with Children Check \(WWCC\) | Service NSW](#)

And you can now renew your WWCC online. [Renew a Working with Children Check \(WWCC\) | Service NSW](#)





# Working With Children

## How do I apply for a WWC Check?

**Step 1** – Applicants complete an online form at <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>. Once submitted you will receive an application number.

**Step 2** – Applicants take their application number and proof of their identity to a Service NSW office. Applicants must appear in person to prove their identity –The WWCC is free for volunteers.

**Step 3** – If the applicant receives a clearance, they will be issued with a WWC check number via email or text message.

**Step 4** – The applicant must then provide this number, their name and their date of birth to the club.

**Step 5** – BTH Raiders will then enter the above details to verify the applicant’s status

**Step 6** – If the outcome of the online verification is “cleared” or “application in progress” the applicant may begin working with children immediately. Barred applicants must not engage in any child related work (paid or volunteer). It is an offence for them to do so and penalties apply. It is also an offence to hire a barred worker for child related activities, paid or volunteer.



# Injured Player Insurance

## Sports Injury Claims

### Steps to follow:

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

Complete the online claim form

Lodge documentation relating to your injury

Lodge claimable expenses and supporting documentation

All the above steps can be completed online through the online claims portal. In order to submit your claim online.

### Step 1: Visit the Online Claims Portal

The claims portal can be found at [football.claimsgateway.com](https://football.claimsgateway.com)

### Step 2: Complete the Online Claim Form

The insured person is to fully complete all sections in the claims portal. You will need to provide details of your injury and the activity in which it occurred

### Step 3: Lodge Documentation relating to your injury

The Physician's Statement, will need to be completed by the main doctor, surgeon or dentist.

If you are claiming for loss of income, you will need to have your employer complete the Employer's Statement.

The club president, treasurer or secretary will need to complete and sign the Club Report

### Step 4: Lodge Claimable Expenses and Supporting Documentation

In the claims portal you will be able to upload individual claimable expenses such as receipts for Non-Medicare Medical Expenses & Medical Certificates for Loss of Income

*IMPORTANT: Player must remain registered to claim on insurance.*



# Wet Weather Procedures

## Weekdays Training

- Northern Beaches Council updates field status at both 8am & 3pm Mon-Fri and by 7am on weekends.
- Information is available on Northern Beaches Council's website. There is a link to each of our grounds on the BTH website or follow this link <https://www.northernbeaches.nsw.gov.au/things-to-do/sports-and-recreation/sportsfields-status>

## Weekend Field Closures

- Notifications for ground closures or game relocation due to ground closures will come from MWFA through the Dribl app.
- Please also stay tuned on our Facebook page for regular updates.
- If there are no updates, please always assume your game is on unless you have heard from a committee member, coach or manager or Dribl notification.
- After 5pm fields are closed at the clubs discretion and can be closed at any time over the weekend. A BTH representative will notify C&Ms of any cancellations or field changes.
- Referees can also abandon games if they feel it is unsafe to continue playing.



# Canteen Duty

Each team, sub juniors through to O45 Men, will be given ONE canteen duty either at Terrey Hills Oval canteen or Wyatt Oval canteen.

It is the responsibility of the team manager to coordinate volunteers from their team to attend these duties. Our club cannot continue to operate without the help of volunteers.



# Game Day Procedures

## Forfeits

- MWFA will let teams know through Dribl if an opposition forfeits. The club will notify you as well if they get the notification.
- If a BTH team is unable to play a game due to a lack of players, the coach or manager must notify Sue, our Secretary, on 0419 622 686 or [secretary@bthraiderssoccer.com.au](mailto:secretary@bthraiderssoccer.com.au) as soon as possible
- Details Required:
  - Team Age/Division
  - Opposition
  - Date
  - Time
  - Field
- Please try and make sure that this is before Friday afternoon but even if it is Saturday morning that you find out you have players out and cannot field a team you must let the club know.

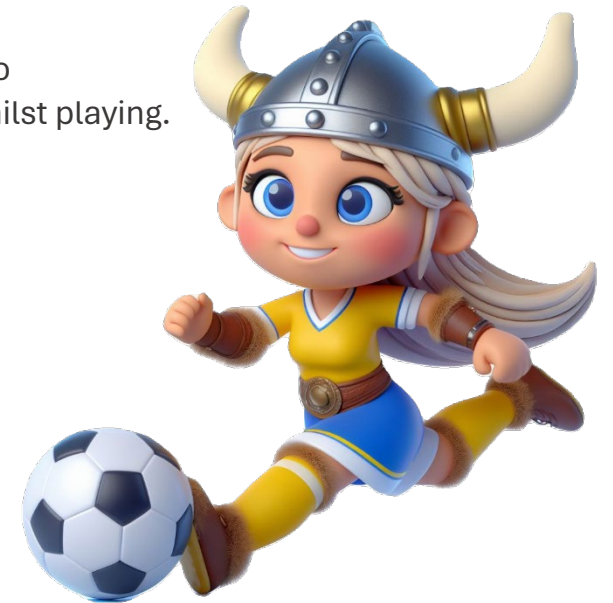


# Game Day Procedure – Sub Juniors

Please make yourself familiar with the [MiniRoos Playing Formats and Rules](#)

Some main points.

- The Coach manages his team (issues playing advice and coordinates substitutions) from the sideline near the half-way line. The only adult on the pitch is the Game Leader.
- The Home team is required to provide the Game Leaders for the game. U6 and U7 require 2 Game Leaders for the 2 games being played (1 on each field) and U8 – U11 require 1 Game Leader. If you cannot get enough Game Leaders for a game feel free to ask the other team for assistance - most will oblige.
- Where possible the Game Leader should NOT be the Coach. If the Coach has to be the Game Leader they should either ask someone else to coach but if that is not possible then the sensible thing to do is to talk to the other team and explain your predicament and only give minimal feedback to your team on the pitch whilst playing. In sub juniors it is not a Referee but a Game Leader who is there to help facilitate a game, allow smooth running as well as ensure the kids are leaning with maximum involvement. In a situation where the coach must also be the Game Leader it should be recognised that there may be some additional instruction needed for that team as they do not have a coach on the sideline to give the team a helping hand.
- There is no added time in subjuniors.
- Even if you are not happy with what is happening on the pitch there is no excuse for poor behaviour from spectators from our teams.



# Game Day Procedure – Sub Juniors

## Field Setup and Pack Away

### Under 6

- All home games are at **Wyatt Oval**.
- These will be every 5 to 6 weeks during the season.
- The fields will be set up by our U6 team/s and packed up by our U6 team/s.
- Equipment for these fields is stored at Wyatt Oval.
- Wendy will be in touch with you prior to the weekend to coordinate the roster for field set up and pack up.

### Under 7

- All home games are at **Bambara Oval**, bottom field.
- Games are on a Home and Away schedule.
- Equipment for these fields will need to be collected from Wyatt Oval and returned to Wyatt Oval at the end of play for the day.
- The fields will be set up by our U7 teams on a roster system.
- Wendy will be in touch with you prior to the weekend to coordinate the roster for field set up and pack up.



# Game Day Procedure – Sub Juniors

## Field Setup and Pack Away

### Under 8/9

- Most home games will be on **Terrey Hills Pitch 1** on the half closest to the canteen.
- Games are a Home and Away Schedule.
- Equipment is stored at Terrey Hills (cones corner poles will be in the mens changeroom or the storage section at the back of the clubhouse and U8/9 goals stored adjacent to the carpark near Pitch 2).
- Please DO NOT drag goals - pick them up and carry them.
- Wendy will be in touch with you prior to the weekend to coordinate the roster for field set up and pack up.

### Under 10/11

- Most home games will be on **Terrey Hills Pitch 1** on the half furthest from the canteen.
- Games are a Home and Away Schedule.
- Equipment is stored at Terrey Hills (cones corner poles will be in the mens changeroom or the storage section at the back of the clubhouse and U10/11 goals stored adjacent to the carpark near Pitch 2).
- Please DO NOT drag goals - pick them up and carry them.
- Wendy will be in touch with you prior to the weekend to coordinate the roster for field set up and pack up.





# Game Day Procedure – Sub Juniors

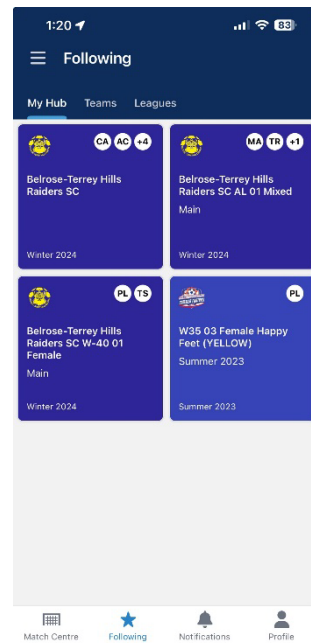
Find your fixtures in the Dribl app.



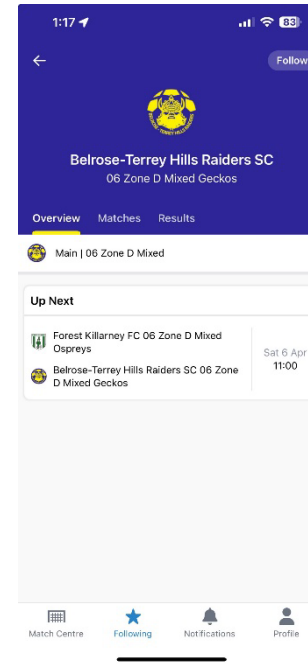
Field changes and game time changes are automatically updated in the app.

Log into the Dribl app.

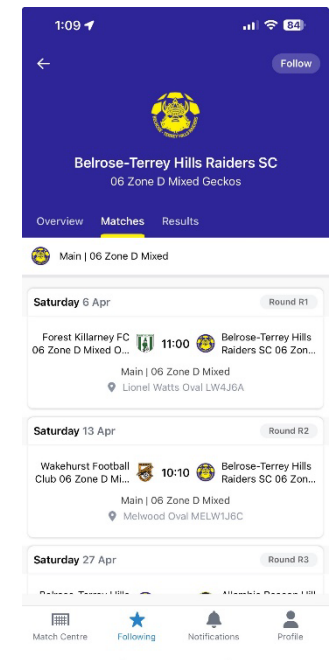
In My Hub,  
select your team.



The Overview tab  
will display your  
“Up Next” game.



The Matches tab  
will display your  
fixtures for the rest  
of the season.



# Defibrillator Information



Welcome to Jonathon from Staying Alive Health.



# Game Day Procedures

## Electronic Match Cards

- Electronic Match cards are accessed through the Dribl App.

App is available in the Google Play Store or Apple Store.



- All coaches and managers must register in Playfootball.
- Access to Dribl will be provided by the club to registered coaches and managers via an email activation link. You will simply click the link, set your password and then you will be able to access just the teams you have been assigned to.
- Dribl **MUST** be used for all Under 12 and above teams who are in the competition draw. There are penalties if teams and/or scores are not submitted correctly on game day.
- MWFA will also be asking ALL Under 8s to Under 11 Managers to enter scores **ONLY** into the system so they can grade the teams more accurately throughout the season.



# Game Day Procedure – U8 to U11

**MANLY WARRINGAH FOOTBALL ASSOCIATION**

## U8 – U11 Non-competition Dribl Instructions

1. Log into the Dribl App
2. Select the 'Following' Tab
3. Select your Clubs Tile
4. Select 'League'
5. Select the competition your team participates in.
6. Select your teams Match. Checking the correct Date & Field
7. Review the Matches Details
8. Select Matchsheet
9. After the match, Enter the Score.
10. Finally, Complete the Matchsheet.

The screenshots illustrate the following steps:

- Screenshot 1:** Home screen with 'Following' tab selected.
- Screenshot 2:** 'Leagues' section with a specific league selected.
- Screenshot 3:** List of matches with a specific match selected.
- Screenshot 4:** Match details screen with 'Matchsheet' button highlighted.
- Screenshot 5:** 'Scores' screen for the selected match.
- Screenshot 6:** 'Complete Matchsheet' screen with the 'Complete Matchsheet' button highlighted.

Instructions for the Dribl app

MiniRoos

[MiniRoos Playing Formats and Rules](#)



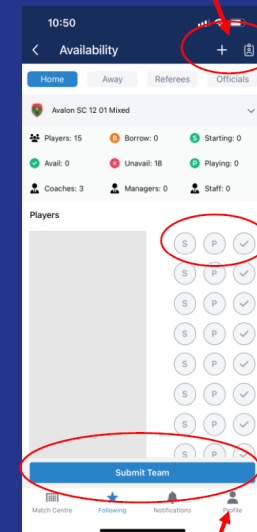
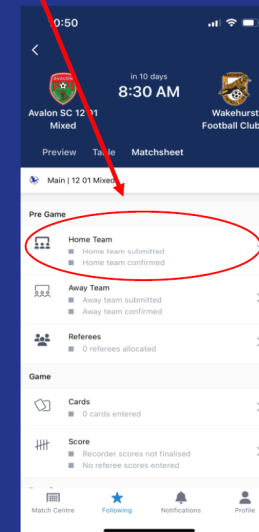
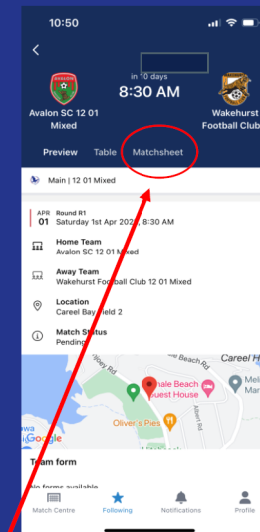
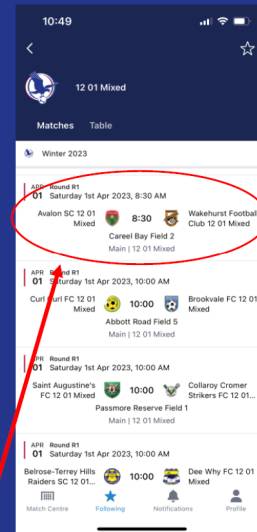
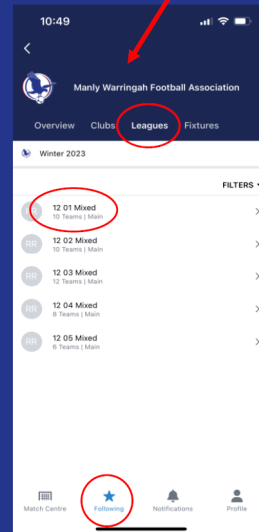
# Game Day Procedure – U12 upwards

## Instructions for the Dribl app

1. Log into the Dribl App
2. Select the 'Following' Tab
3. Select your Clubs Tile
4. Select 'League'
5. Select the competition your team participates in.

9. Select Home or Away (depending which one your team is that round)

14. The '+' Sign is to add Borrowed Players
15. The Player Card Sign is were Players ID Cards will show for players made available



6. Select your teams Match. Checking the correct Date & Field

7. Review the Matches Details
8. Select Matchsheet

10. Tick players that are available for the match
11. 'P' Stands for Playing – Select a maximum of 16 players
12. 'S' Stands for Starting – Select a maximum of 11 players
13. Hold down players name to add Jersey Number, Captains and Goalkeepers.



# Game Day Procedure – U12 upwards

Instructions for the Dribl app continued.....

16. A List of players will show that are eligible to be borrowed. Otherwise the search option is available.

17. When players have been finalised press 'Submit Team'  
18. Once ID Cards have been sighted. Select the oppositions Team and press 'Confirm Team'.

19. After the match, Enter the Score.  
20. Finally, Complete the Matchsheet.



# Game Day Procedure – U12 upwards

## At the Game

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

1. Perform a final review of your own team and make sure team is Submitted.
2. Perform a final review of the opposition

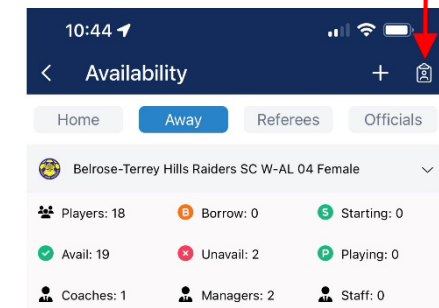
View opposition digital cards by clicking on the listed member and select the menu option **View Member Card**

**OR**

Click on the icon on the top right of the screen to view all available player cards by swiping left

**You must physically sight each player that is available to play.**

3. CONFIRM the opposition team if all in order by pressing the match sheet menu and selecting the **Confirm** option.
4. If a player arrives late for either team, if they have already been confirmed to play they must be shown to the opposing manager before taking the field.



# Game Day Procedure – U12 upwards

## If there is no Referee

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





# Game Day Procedure – U12 upwards

## Post Game – Final Review

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 are identified then resolve with official before leaving the field.



# Game Day Procedure – U12 upwards

## Post Game – Entering the Scores

Once a match has been completed the **Club Recorder** or **Team Recorder** will be able to enter the final match score against the corresponding match.

1. Select the Dribl app
2. From My Hub select the correct Team
3. Select Matches and then select the correct game
4. Select Match Sheet
5. Under the Games section, check the correct Red & Yellow cards have been entered in the Cards section
6. Click on Score and enter the score and **CLICK ON SAVE** at the bottom of the screen.

The score has to be entered on the day of the game. Please get into the habit of entering it as soon as the game is complete.



# Game Day Procedure – U12 upwards

## Technical Areas

- Coaches and managers must stay within their technical areas while the game is in play.
- Substitutes should remain in the technical area during the duration of the game and wear bibs to distinguish them from the players on the field.
- No other spectators/friends/parents are to be in the technical area.

## Grounds Set Up & Take Down From MWFA

The following applies to all competition teams

- At least 45 minutes before the start of the first game on a field, the Club who is allocated the field by the MWFA must deliver nets, flags and other necessary items for the setup of the field.
- The teams who are playing the first game on the field on that day must each setup half the field.
- Teams who play the last game of the day on a field are responsible for taking down the nets, flags etc and returning them to the bins/containers provided. This is to be shared between both teams, not just the home team.

### **MWFA Punishment:**

If a team fails to perform this function the following penalties will be imposed:

- On the first offence a formal warning will be issued by the MWFA. The Club of the offending team must provide proof the team has received the notice.
- On the second occasion, the team will lose one match point
- On the third occasion, the team will lose three match points
- On the fourth occasion, the team will be asked to provide reasons as to why they should not be removed from the competition.



# Game Day Procedure – U12 upwards

## Away Strip

- St Augustines playing strip clashes with BTH. It is up to the **AWAY TEAM** to wear an away kit for these matches.
- If you are playing St Augustines, please ensure you take away strip with you and return promptly after the game.
- Junior Strips are kept with our Junior Co-Ordinator, Paolo. You will need to email him early in the week so he can ensure the kit is ready for you to collect from his house. [juniors@bthraiderssoccer.com.au](mailto:juniors@bthraiderssoccer.com.au)
- Senior Strips can be organised through Sandy at [ladies@bthraiderssoccer.com.au](mailto:ladies@bthraiderssoccer.com.au)

## Abandoned Games

- The unplayed portion of a game abandoned will be played at a later time instead of having to replay the entire match. MWFA will advise BTH of schedule of unplayed game.



# Borrowing Players

## EXTREMELY IMPORTANT:

- An individual player cannot be borrowed more than 4 times by a team
- A team can borrow a maximum of 4 players per game. Teams in O35, WO40 and O45 may borrow up to 6 players.
- DIFFERENT BORROWING RULES APPLY TO SEMIS, FINALS AND ROUND ROBINS. CHECK WITH CLUB.
- **Borrowing rules should be read and understood by all coaches and managers.**
- TEAMS CAN BORROW ONLY DIVISIONS BELOW THEM IN THE SAME AGE CATEGORY AND JUNIORS CAN BORROW ONE DIVISION UP ONE AGE GROUP DOWN, TWO DIVISIONS UP 2 AGE GROUPS DOWN.

See the MWFA LTD Playing Rules 2024 on the MWFA Website under the Resources-Rules Tab.

Please be aware of the rules for your age group.

The rules are outlined in this document under Section M, page 29

[MWFA-Playing-Rules-2024.pdf](#)

- It is up to coaches and managers to keep track of borrowed players to their team during the season.

If you have questions please contact your age co-ordinator for clarification.



# Update from MWFRA

Please welcome Colin Stocks from MWFRA to educate us on new U12 rules and general rules.



**Thanks for coming.**

