

WOONONA FOOTBALL CLUB

PO Box 68 Woonona, NSW 2517 ABN 24 990 899 582
woononafootballclub@gmail.com www.woononafootballclub.com.au

Manager Guide

Managers (in conjunction with coaches) are responsible for (and the organisation of) the following:

1. REGISTERING AS MANAGER/COACH

https://registration.playfootball.com.au/signin?redirect_to=%2Fparticipant%2Fproduct-details%2F66169117&productID=66169117

2. WWC - (Working with Children Check)

All WFC volunteers (incl. coaches & managers) must have a current WWC.

Register here: <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>

If you are new to a WWC, after registering, you can enter your Application Number, and our Member Protection Officer will follow up with you once your application is confirmed.

3. PLAYING KITS (start of season)

Our kits are expensive, and maintaining them from year to year helps keep overall costs down for everyone. For this reason, **shirts must be kept together**, and teams should set up a washing roster to share the responsibility. Each year, shirts must be replaced due to loss or excessive wear caused by individuals taking them home and wearing them outside of game day. This results in additional time and costs for the club.

- Individual player numbers apply from Under 12s onwards, so it is essential that shirts remain together as a set.
- Under-6s to Under-11s do not have numbered shirts.
- Some age groups will be issued shirts to keep in the current playing year (this will be communicated separately).

4. DOWNLOAD THE DRIBL APP

Save your team as a favourite.

Communicate to your team to download the Dribl app.

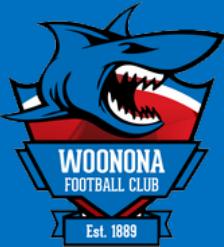
Read the rules for managing Dribl here.

[Manager Admin Guide - Match Day Mini Roos \(5-11\)](#)

[Manager Admin Guide - Match Day Competition 12+](#)

[VIDEO - Complete the Match Sheet](#)





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[VIDEO - Confirm Opposition Team](#)

[VIDEO - How to Input Scores](#)

[VIDEO - Match Sheet Overview](#)

5. ID CHECKS & TEAM SUBMISSION

All teams must be submitted via Dribl prior to kick-off. This can be done the night before the game. Managers are also required to confirm the opposition's team on game day.

ID checks are conducted for U12 and above (although some grounds may check younger teams) and are supported by a ground marshal. Managers must have the Dribl app installed and ready on their phone so they can display their team list and verify that each player's photo and shirt number match.

6. GROUND SET UP/PACK UP

To ensure you receive the most up-to-date information, all managers should be part of the **WFC Coaches & Managers WhatsApp group**. Weekly Ocean Park (OP) game day information will be shared in this group.

In this WhatsApp group, each week, the club will circulate a spreadsheet outlining:

- All Ocean Park fixtures
- Field allocations
- Kick-off times
- Canteen duty

Field set-up and field pack-up responsibilities:

It is the manager's responsibility to review this spreadsheet and notify your team if you are rostered for field setup or field pack-up. The first team scheduled sets up last team packs up.

Equipment for setting up fields is currently stored in the second door from the right of the clubhouse.

This will change in 2026. *enter new location once completed.

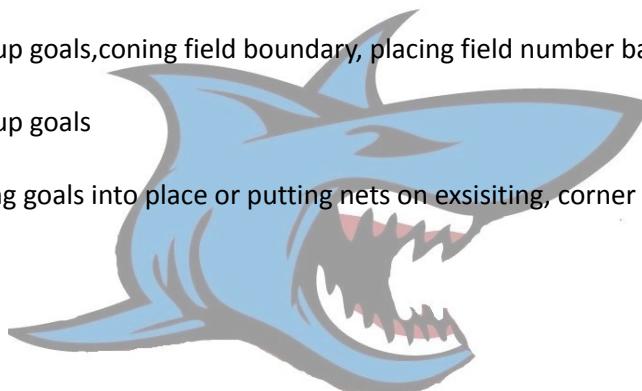
Teams responsible for field setup must arrive at least 30 minutes before kick-off.

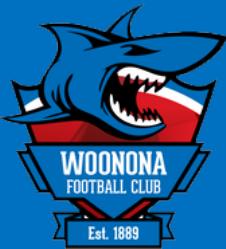
Field set-up includes

U6/7 Assembling pop-up goals, coning field boundary, placing field number banners.

U8/9 Assembling pop-up goals

U10s onwards Wheeling goals into place or putting nets on existing, corner flags, substitute benches





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Please notify parents in advance and organise helpers to assist. If you are unsure about the process, ask a committee member for guidance, then share that guidance with parents. The more people who know how to help, the smoother the day runs.

Ground pack-up duties are also communicated via the **weekly spreadsheet** shared in the Coaches & Managers WhatsApp group.

After your game, please ensure all goal nets, flags, cones, benches and bins are returned to the clubhouse and stored correctly.

7. CANTEEN ROSTER

As with field set-up and pack-up, the canteen operates entirely on volunteers. Without volunteers, the canteen cannot open.

Each canteen shift requires a minimum of two adult volunteers for the duration of the shift, and at times an additional volunteer may be needed to assist with the BBQ.

The canteen roster is included in the same weekly spreadsheet as fixtures and field set-up/pack-up duties in the Coaches & Managers WhatsApp group. It is essential that managers review this spreadsheet as soon as it is released, allowing enough time to communicate with their team and secure volunteers.

If volunteers are not forthcoming, managers must notify the club before game day so alternative arrangements can be made. Please note:

- Canteen shifts are typically 45 minutes and can be shared among team members.
- The Canteen and BBQ do not discriminate, Dad, Mum, Grandma and Grandpa can all help
- If no volunteers for the shift, your team will be called over the PA system.
- Continued non-attendance will result in the team forfeiting games

8. BORROWING PLAYERS (Junior Competition)

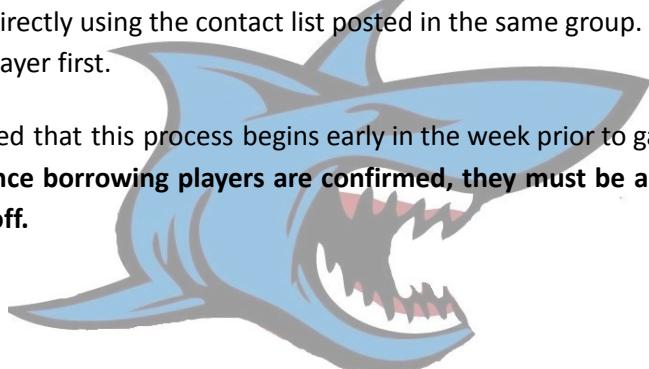
The rules regarding borrowing players in the junior competition can be found on the Football South Coast website:

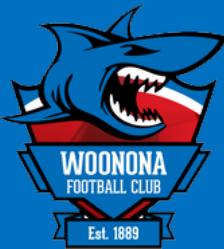
<https://footballsouthcoast.com/junior-competition/>

To source eligible borrowing players, managers and coaches may:

- Contact the club to find available teams that can be borrowed from, or manager or coach of an eligible team directly using the contact list posted in the same group.
- Do not ask a player first.

It is strongly encouraged that this process begins early in the week prior to game day to allow sufficient time to organise players. **Once borrowing players are confirmed, they must be added to your team sheet in the Dribl app before kick-off.**





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If you are unable to secure loan players and are unsure whether your team can field the available numbers, please contact the club as soon as possible to discuss options.

9. JEWELRY CHECKS

The IFAB Law of the Game (Law 4) strictly prohibits players from wearing any jewelry (necklaces, rings, earrings, bracelets, etc.) because it's considered dangerous, with taping it over not permitted, for player safety. Referees must enforce this, requiring removal before play; exceptions for medical items might be made if fully secured and deemed safe by the referee, though this varies by league interpretation, with the core rule being no visible or taped jewelry.

Players wearing jewellery **must remove it before taking the field**. This applies to all levels, and if a ground marshal (miniroos) or referee sees jewelry, the player must leave the field.

10. WHERE TO FIND THE FSC RULES

All competition rules are available on the [Football South Coast \(FSC\) website](#). If you are ever unsure—particularly regarding forfeits, player borrowing, or suspensions — please contact the club to confirm before acting.

Clear communication helps avoid issues on game day.

11. TRIAL GAMES, INCLUDING FRIENDLY'S

All interclub trial games, including pre-season “friendly” matches with local clubs or pre-final season matches with non-competing teams must be sanctioned games for insurance purposes.

Managers must notify the club secretary at least 7 days before trials and discuss with Secretary as early as possible to confirm any requirements and ground availability: woononafcsecretary@gmail.com

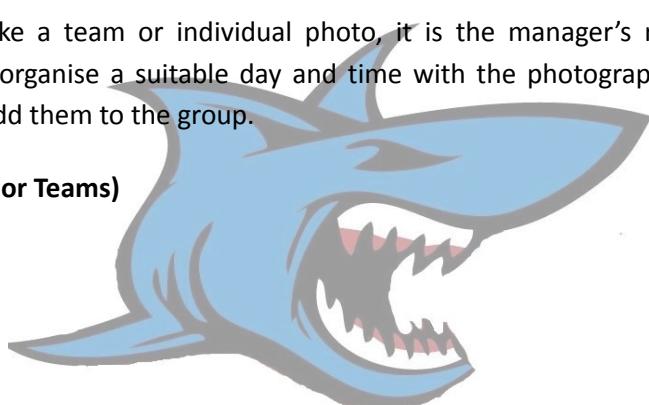
For more information, refer to the [FSC Trial Game Policy](#).

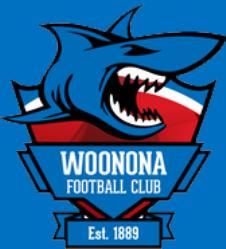
12. TEAM PHOTOS

Professional team photos are taken annually and are separate from the club, run by our sponsor, Oz Wedding Photography. There will be separate communication on this

If your team would like a team or individual photo, it is the manager's responsibility to be part of the WhatsApp group and organise a suitable day and time with the photographer. Photographers will contact managers directly to add them to the group.

13. FINAL SERIES (Junior Teams)





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If your team qualifies for the final series, it is the coach's and manager's responsibility to understand the additional rules.

WFC will communicate these rules closer to the date if your team is eligible.

14. PLAYING KITS and TRAINING EQUIPMENT

At the end of the season, usually on the same day as the MiniRoos presentation, or as otherwise advised by the club, all gear must be returned on this specific day.

This includes all shirts and bibs, washed and returned in full, exactly as provided at the start of the season. All items must be washed and placed in the original kit bag.

In addition, training equipment, balls and cones must also be returned. Any training balls that are no longer usable should be discarded prior to return.

15. END OF YEAR CLUB PRESENTATIONS

Managers of all teams, including MiniRoos and Juniors, are asked to assist with organising the end-of-year presentation events.

MiniRoos Presentations will be held shortly after the season at the club premises. It is a fun day with lots of activities for the kids.

Junior Presentations (U12 and above) is an evening event at our major sponsor, Bulli Workers Club. It is a sit-down dinner for players, with parents able to view the presentations afterwards. The Manager or coach is expected to prepare a short speech about the season for their team and for the recipients of any team trophies, and gather RSVPs for the event to assist with planning.

16. CODE OF CONDUCT

All coaches and managers should familiarise themselves with the WFC Code of Conduct. Your behaviour sets an example for both players and parents.

The full Code of Conduct can be viewed here: <https://woononafootballclub.com.au/club-documentation>

