

MARIST FOOTBALL MANAGER CHECKLIST



1. Pre-season planning tasks

#	Task	Details	Timing
1.1	PlayFootball registration	Register as a volunteer manager in PlayFootball .	ASAP
1.2	WWVP registration	If not already held – apply for a working with vulnerable people (WWVP) registration from Access Canberra . Submit evidence of your WWVP registration on the College's secure online WWVP Register .	ASAP As requested by Marist College
1.3	Team communication	In conjunction with your coach determine how you would like to communicate with your team e.g. email, WhatsApp, Heja app or a combination.	ASAP after team announcement
1.4	Introduction email to team	Send out an email to the team to introduce yourself and the coach. Communicate the training time, date of first match and uniform requirements. Alternatively your coach may want to send this out.	ASAP after team announcement
1.5	Kit collection	Either you or the coach will need to pick up the match kit and training equipment from the equipment shed. This kit will include: <ul style="list-style-type: none"> • training equipment – balls, cones, bibs and poles. • match kit - jerseys, match ball, goalkeeper gloves, club vested official bib, player substitution bibs 	When requested by Club President
1.6	Dribl access <i>Online match sheet phone app</i>	FOR NEW MANAGERS ONLY - activate your account on the Dribl, the match sheet mobile phone app. <i>Note: separate instructions on this will be emailed out.</i>	When requested. At least one week prior to first match
1.7	Distribute jerseys	Distribute a jersey to each player. This can be done at an early training session or at the start of the first match. The boys will keep	Before first match

#	Task	Details	Timing
		<p>their jersey for the season and return it at the end.</p> <p>Please keep a list of the shirt number that each player has. You will need this to complete your match sheet.</p>	
1.8	Develop a CVO roster <i>If required</i>	<p>Some teams like to establish a roster for the CVO. Others will ask for a volunteer for the season or call for a volunteer when they get to the match every week.</p> <p>Refer to section 9 (below) for further details on this.</p>	Before the first match
1.9	Develop fruit/lolly roster <i>If required</i>	<p>Some teams like to establish a roster for fruit (half time) and lollies (full time). An easy way to schedule this can be to make it the same volunteer as the CVO.</p>	Before the first match

2. Prior to match tasks (weekly)

#	Item	Details	Timing
2.1	Communicate match details	<p>Send an email or message to the team with the details of Saturday's match including:</p> <ul style="list-style-type: none"> • Location – address and field • Arrival time • CVO / fruit / lolly roster volunteer (<i>if required</i>) <p>Refer to section 5 and 6 (below) for further details on the Capital Football draw and location of home matches.</p>	Either Wednesday or Thursday
2.2	Submit team details in Dribl	<p>In Dribl, prepare and submit your team for that week. This includes confirming players and match officials.</p> <p>Refer to the <i>Dribl Match Sheet Instructions</i> (separate document) for further details on this.</p>	By 7pm on Friday

3. Match day tasks (weekly)

#	Item	Details	Timing
Prior to kick-off			
3.1	Set up field (if required) <i>Home match only</i>	If you are playing at home (Marist, Phillip or Curtin) arrange for the field to be set-up → ONLY IF REQUIRED Refer to section 7 (below) for further details on this.	30-60 minutes prior to kick-off
3.2	CVO volunteer	Locate your club vested official (CVO) volunteer for the match and give them the high visibility vest to wear.	15 minutes prior to kick-off
3.3	Final review of match sheet in Dribl	Do a final check of your team details in Dribl. Update for any late changes to players etc. Perform a review of the opposition team's details in Dribl and confirm their entry. Refer to the <i>Dribl Match Sheet Instructions</i> (separate document) for further details on this.	15 minutes prior to kick-off
3.5	Find a volunteer to run the line (if required)	You will not always have assistant referees (linesperson) assigned to your match. Sometimes a family member will need to volunteer to run the line: <ul style="list-style-type: none"> • If there are no assistant referees each team must supply a volunteer to run the line. • If there is one assistant referee the home team must supply the volunteer to run the other line. For Under 13 up it's important that the volunteer understands the off-side rule.	5 minutes prior to kick-off
At end of match			
3.7	Record score in Dribl	Locate the opposition manager and referee and agree the final scores. Enter the score into Dribl. Refer to the <i>Dribl Match Sheet Instructions</i> (separate document) for further details on this.	Immediately after match
3.6	Pack up field (if required) <i>Home match only</i>	If you are playing at home (Marist, Phillip or Curtin) arrange for the field to be packed up → ONLY IF REQUIRED. Refer to section 7 (below) for more details on this.	ASAP after match

4. End of season tasks

#	Item	Details	Timing
4.1	Collect jerseys	Ensure that you collect all jerseys and that they are clean and free of stains : <ul style="list-style-type: none">• Some managers choose to collect the jerseys immediately after the last match - and wash them as a set (recommended).• Other managers arrange to collect the clean jerseys off players in the week following the final match.	Within a week after the final match
4.2	Account for and clean all equipment	In conjunction with your coach ensure that all equipment is accounted for and clean. In particular please make sure that all bibs and the goalkeeper jersey (in the match bag) have been washed.	Within a week after the final match
4.3	Return all jerseys and equipment	In conjunction with your coach please return all kit to the equipment shed. This includes: <ul style="list-style-type: none">• Match kit – clean jerseys and bibs, match ball, goalkeeper gloves.• Training equipment – training balls, cones and poles.	When requested by President



THE FOLLOWING INFORMATION IS AN EXTRACT FROM THE MARIST FOOTBALL COACH AND MANAGER MANUAL

5. Capital Football draw

The fixture for the season, including the location of matches and details of the opposition can be found via the Dribl mobile phone app (just click on the date of the match) or at the Dribl website: <https://capital.dribl.com/fixtures>

To find your match on the Dribl website click on the *Fixtures* tab and:

- filter by *Competition* - either MiniRoos Open or Junior Leagues Open
- filter by *League* – e.g. Under 10 Green or Under 13 Division 3
- you can also future filter by *Club* – to see all your matches for the season.

Check the draw on a weekly basis – before you send out the communication to the parents. This ensures that you pick up any late field changes.

6. Location of home matches

As Marist Football shares fields with Marist Rugby, there are several home grounds:

Name	Oval #	Address
Marist College	2, 3 and 4	Marr Street, Pearce
Phillip District Playing Fields	201 and 202	Ainsworth Street, Phillip <i>opposite the Canberra Hospital, adjacent to the enclosed athletic track.</i>
Curtin Neighbourhood Oval	201 and 202	Carruthers Street, Curtin <i>near Curtin Primary School</i>

Refer following page for a map of these fields.

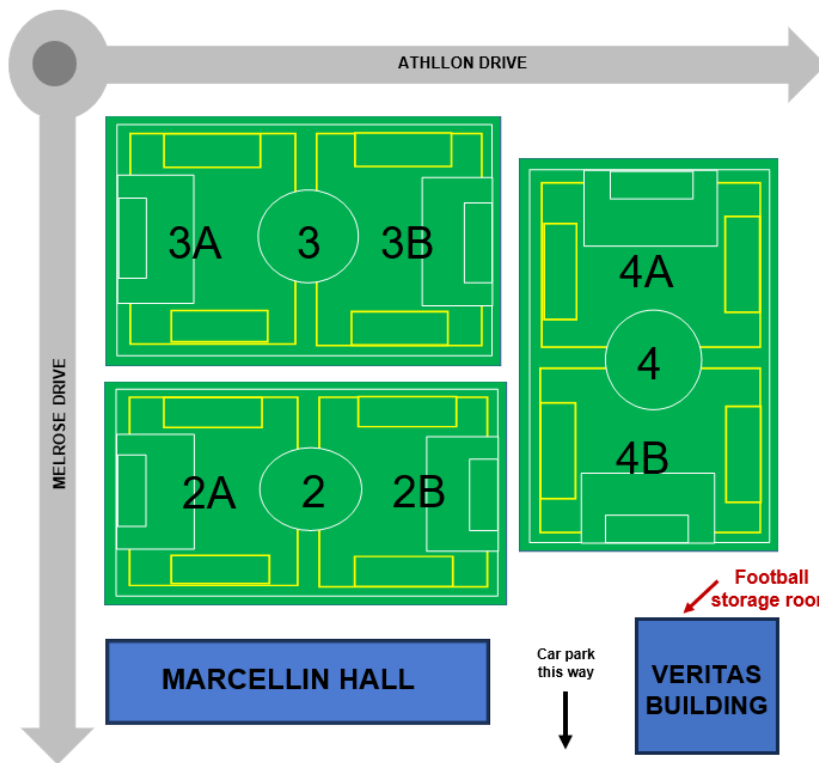
For your home matches there will be a field recorded in the draw at the beginning of the season, but this can change if there is a movement with the rugby draw.

On either Monday or Tuesday, Ms Hannah Baillie (College Football Coordinator) will email out a *Home Field Allocations Summary*. This will notify you:

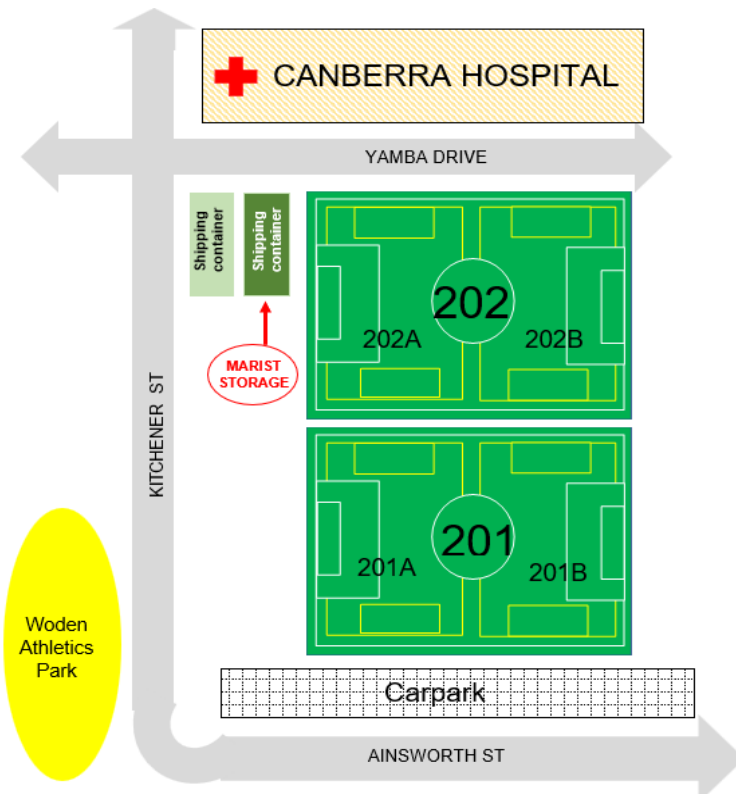
- the exact field your home match will be played; and
- if you need to set up or pack up the field.

If the location on the *Home Field Allocations Summary* email is different to the draw – always go with the email. When a field is changed Hannah advises Capital Football, but it can take them a few days for the draw to be updated.

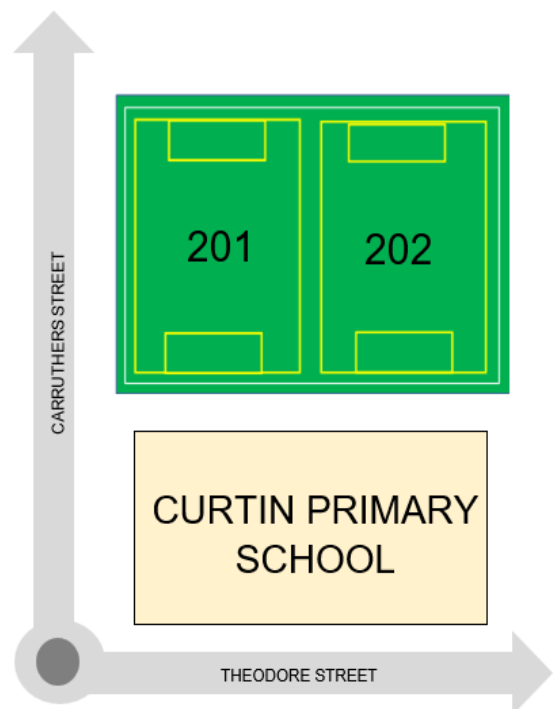
**Ground #1: Marist College
Marr Street Pearce**



**Ground #2: Phillip District
Playing Fields
Ainsworth Street Phillip**



**Ground #3: Curtin
Neighbourhood Oval
Carruthers Street Curtin**
up near Curtin Shops and Holy Trinity School -
this is not North Curtin Oval



7. Home match field set up and pack up

If you are playing at home (Marist, Phillip or Curtin) sometimes you will be required to set up or pack up your field.

It's the manager's responsibility to **coordinate** this, rather than do everything. Make sure you get assistance from the players and other parents.

How do I know if I have to set up or pack up?

Refer to the field allocations email that Hannah Baillie (College Football Coordinator) sends out at the beginning of each playing week.

How do I set up or pack up?

This depends on the location of your match:

Marist College Canberra	
Set up	<ul style="list-style-type: none"> • Generally, the fields will be already set up by a team of senior boys. • If your field is not set up (because of a previous Rugby match) there will be a trolley by the side of the field with all the equipment (nets, step ladder, field flags and benches).
Pack up <i>U10 to U13</i>	<p><i>Solid small goals (the ones that don't collapse):</i></p> <ul style="list-style-type: none"> • Take down the nets from the small goals and store them (along with the pegs) in the navy sports bag. • Collect the small sideline flags. • Place all equipment on the trolley at the side of the field. • Arrange for parents to carry the solid goals over to the side of oval 4 * <i>be gentle they are fragile *</i> <p><i>Collapsible telescopic goals:</i></p> <ul style="list-style-type: none"> • These are the small goals that collapse into a grey wheely bag. • To pack away follow the laminated instructions that are kept in the wheely bag. A video on how to pack away these goals can also be found here. Instructions start at 1:17 minutes. • Collect the small sideline flags. • Bring all equipment to the Marist Football storage room which is in the Veritas building (lower ground facing ovals 2, 3 and 4).
Pack up <i>U14 to U18</i>	<ul style="list-style-type: none"> • Take down the nets from the goals and collect all the pegs. • Collect the flags and portable benches. • Place all equipment on the trolley: nets and pegs in top black basket, flags on top bracket, benches underneath. ladder hung on rear hook. • Take the trolley back up to the Marist Football storage room which is in the Veritas building (lower ground facing ovals 2, 3 and 4).

Phillip District Playing Fields	
Set up <i>U10 to U13</i>	<ul style="list-style-type: none"> The fields will already be set up by a team of senior boys.
Set up <i>U14 to U18</i>	<ul style="list-style-type: none"> There is a shipping container at the fields (near Yamba Drive) which stores the Marist Football equipment. Our shipping container is the <u>dark green</u> one that is second from the road. There is a key to the shipping container in the side pocket of your match bag (the navy sports bag). Unlock the shipping container and collect a trolley which includes nets, step ladder, corner flags and benches. Also collect a first aid kit from the container.
Pack up <i>U10 to U13</i>	<ul style="list-style-type: none"> To pack away the portable goals use the laminated instructions that are kept in the large, grey wheely bag. A video on how to pack away these goals can also be found here. Instructions start at 1:17 minutes. Collect the flags. Place everything back in the dark green shipping container. Lock up the shipping container. Ensure one of the locks is placed in the concealed lock box. Put the key to the container back in your navy match kit.
Pack up <i>U14 to U18</i>	<ul style="list-style-type: none"> Take down the nets and collect all the pegs. Collect the flags and portable benches. Place all equipment on the trolley: nets and pegs in top basket, flags on top bracket, benches underneath. ladder hung on rear hook. Place everything back in the shipping container. Lock up the shipping container. Ensure one of the locks is placed in the concealed lock box. Put the key to the container back in your navy match kit bag.
Curtin Neighbourhood Oval (used for U14 to U18 only)	
Set-up	<ul style="list-style-type: none"> All equipment is to be collected from the dark green shipping container at Phillip District Playing Fields. Our shipping container is the <u>dark green</u> one that is second from the road. There is a key to the shipping container in the side pocket of your match bag (the navy sports bag). Unlock the shipping container and collect the equipment (immediately left) that is labelled as “Curtin”. This includes a black bag of goal nets, step ladder, corner flags and a first aid kit.
Pack-up	<ul style="list-style-type: none"> Take down the goal nets, collect the pegs and place everything in the black canvas bag. Collect the corner flags. Take all equipment back to the dark green shipping container at Phillip District Playing Fields.

8. Wet weather cancellations

8.1 Training

Training can still go ahead if it is raining, as long as the fields are open and it is safe. If a training ground is closed due to wet weather, you will be advised in the following ways:

Ground	Closure communicated via:
Marist ovals	<ul style="list-style-type: none">• An email from MyMarist or a message on the MyMarist app.• The boys will be notified at school via an announcement.• Every effort will be made to send an email to the coaches and managers.
ACT Government ovals - Phillip and Melrose synthetic	<ul style="list-style-type: none">• To find out if the ground has been closed go to the ACT Government Sportsground website: https://actsportsgrounds.act.gov.au/home• Every effort will be made to send out an email to the coaches and managers.• Melrose Synthetic usually stays open unless the weather is particularly poor.

At the beginning of each season please advise your team:

- **To assume training is on until a ground closure is announced, or they are advised it is cancelled.**
- **Have a standing plan in place with their son in case training is cancelled e.g. to catch the bus home.**
- **Keep an eye on the College's social media for messages about ground closures. Don't just rely on the manager to send a message out - which could be delayed due to their work commitments.**

Training in inclement weather is also at the discretion of the coach and manager. **The safety and wellbeing of our players and volunteers is paramount. Do not allow a training session to continue if there is any threat of lightning strikes.**

8.2 Matches

It is generally the condition of the ground that results in a match being cancelled, not necessarily the current weather. A match can still be played in the rain, if the ground is open and the Referee Coordinator has deemed the field safe.

At the beginning of each season please advise your team:

- **Always assume that the match is on until they have been notified otherwise.**
- **An announcement will only be made if the match has been cancelled. There's no need to send a message to check.**

How will I know if a match is cancelled?

Type	Communicated via:
Home match	<ul style="list-style-type: none">• A notification in Dribl.• The Marist Football Facebook page• An email will be sent out to the coaches/managers• Capital Football's inclement weather web page
Away match	<ul style="list-style-type: none">• A notification in Dribl.• The away club's Facebook page• Capital Football's inclement weather web page.

It is the manager's responsibility to advise the team that the match has been cancelled.

9. Club vested official (CVO)

Club vested officials (CVO) is an initiative of Capital Football which aims to encourage a positive atmosphere for players, referees and spectators. At every match, each team is required to supply a CVO. This is a parent or family member who wears a MCFC high visibility CVO vest which is kept in the match kit.

The CVO cannot be the coach or manager. They must be located with the spectators and cannot stand in the technical area.

The duties of the CVO are to:

- work with the CVO from the opposition team to ensure that spectator behaviour does not interfere with the match
- ensure the regulations pertaining to smoking, alcohol and dogs are enforced
- ensure the safety of referees at all times
- assist the referees as requested
- seek assistance from Club officials for behaviour issues as required

It is the manager's responsibility to find a parent to be the CVO at each match. This can be done via a rostering system or asking for a volunteer at the ground every week.

10. Canteen and BBQ

Marist Football shares the Sports Canteen with the Rugby and Basketball Clubs. This facility is located at the front of Marcellin Hall.

Marist Football will be allocated the use of the canteen approximately 8-10 Saturdays during the season. This is an important fundraiser, and it creates a community environment for our club and visitors.

The canteen is managed by two Canteen Coordinators however, we rely on families to assist every weekend.

Approximately two to three times per season your team will be rostered on to provide four volunteers for the canteen/BBQ. This will be as advised by the Canteen Coordinator and it will always be when you have a home match at Marist. The shift for the volunteers will be for approximately one hour prior to your kick-off time.

Assisting with the BBQ is a responsibility for all parents – not just the manager and coach (and their family). If you are having a problem getting parents to volunteer send out a roster with a 30-minute shift for each family.

