



# Team Handbook

## 2017

*"More than just a soccer club, We're a football family!"*

## CLUB CONTACTS

Position	Name	Contact Number	E-Mail
President	James Miller	0401 149 657	president@doonsidehawks.com.au
Vice President	Vacant	TBA	Contact Secretary.
Secretary	Enza Kursun	0413 636 461	secretary@doonsidehawks.com.au
Treasurer	Rose Copland	Via Email.	treasurer@doonsidehawks.com.au
Registrar	Sandra Woods	0412 774 050	registrar@doonsidehawks.com.au
Competition Secretary	Kristy Vreeswyk	0410 430 656	compsec@doonsidehawks.com.au
Director of Coaching	Christian Talbot	Via Email.	coaching@doonsidehawks.com.au
Canteen Manager	Nicole Whitehead	Via Email.	canteen@doonsidehawks.com.au
Equipment Manager	David Northcott	0401 897 389	All enquiries to the secretary.
Groundsman	Marcel Haber	Via Email.	All enquiries to the secretary.
Media Manager	Jake Sondaar	0411 543 908	media@doonsidehawks.com.au Newsletter@doonsidehawks.com.au
Social Secretary	Brianna Circosta	Via Email.	All enquiries to the secretary.
Committee	Jess Boateng	Via Email.	All enquiries to the secretary.
Committee	Pheara Ban		
Committee	Nicole Wheeler	Via Email.	All enquiries to the secretary.
Committee	Gail Wills	Via Email.	All enquiries to the secretary.
Member Protection Officer (MPO)	Sid Deghaim	Via Email.	MPO@doonsidehawks.com.au

## TEAM PLAYING STRIP

All players must provide their own playing equipment e.g. boots, shin pads etc.

Socks and shorts must be purchased from the club and worn in all competition and non-competition games whilst representing Doonside Hawks Soccer Club.

Players will be given a jersey at the beginning of the season. This jersey is their responsibility. If lost or damaged, they will need to replace the jersey at their own cost.

Players NOT in full club uniform will not be permitted to play in competition matches.

## 2016 COMPETITION DATES

### Blacktown & Districts Soccer Football Association Incorporated

#### 2017 Season Competition Dates

Competition		Premier League
	18 <sup>th</sup> March	Round 1
	25 <sup>th</sup> March	Round 2
Round 1	31-1-2 <sup>nd</sup> April	Round 3
Round 2	7-8-9 <sup>th</sup> April	Round 4
<b>NO PLAY</b>	14-15-16 <sup>th</sup> April	<b>Easter</b>
Round 3	21-22-23 <sup>rd</sup> April	Round 5
Round 4	28-29-30 <sup>th</sup> April	Round 6
Round 5	5-6-7 <sup>th</sup> May	Round 7
Round 6	12-13-14 <sup>th</sup> May	Round 8
Round 7	19-20-21 <sup>st</sup> May	Round 9
Round 8	26-27-28 <sup>th</sup> May	Round 10
Round 9	2-3-4 <sup>th</sup> June	Round 11
<b>Catch-Up Round</b>	9-10-11-12 <sup>th</sup> June	<b>Catch Up Round</b>
Round 10	16-17-18 <sup>th</sup> June	Round 12
Round 11	23-24-25 <sup>h</sup> June	Round 13
Round 12	30 June 1-2nd July	Round 14
Round 13	7-8-9 <sup>th</sup> July	Round 15
Round 14	14-15-16 <sup>th</sup> July	Round 16
Round 15	21-22-23 <sup>rd</sup> July	Round 17
Round 16	28-29-30 <sup>th</sup> July	Round 18
Round 17	4-5-6 <sup>th</sup> August	Round 19
Round 18	11-12-13 <sup>th</sup> August	<b>Catch Up Round</b>
<b>Catch Up Round</b>	<b>18-19-20<sup>th</sup> August</b>	<b>Semi #1</b>
Minor Semi	25-26-27 <sup>th</sup> August	Minor Semi #2
Major Semi	1-2-3 <sup>rd</sup> September	Major Semi #3
Grand Finals	8-9-10 <sup>th</sup> September	Grand Finals

## GROUNDS DIRECTORY

A full grounds directory can be found on our website – [www.doonsidehawks.com.au/ground-directory.html](http://www.doonsidehawks.com.au/ground-directory.html)

## PARENTS/PLAYERS' GAME DAY RESPONSIBILITIES

Doonside Hawks Soccer Club is a volunteer organisation including committee and cannot function without the support of its players and parents. Each team has certain responsibilities as part of that support. The following duties will need to be carried out as a minimum from each team throughout the year when playing at home;

### Junior and Senior Teams:

- 1) Set up the field before all home games when the team is first game scheduled (including nets, corner flags, benches/chairs, garbage bins etc).
- 2) Pack up all equipment from field after all home games when no following game is scheduled (including all rubbish, benches/chairs, nets, corner flags, bins etc).
- 3) Staff the **canteen and BBQ** for at least one morning or afternoon shift during the season with a minimum of 2 -3 persons over the age of 16 (roster will be supplied and distributed to all Team Managers as well as being published via media channels). **THIS IS COMPULSORY**

**WHERE A TEAM FAILS TO ATTEND THEIR ALLOCATED CANTEEN/CLUB DUTIES THE TEAM WILL BE ALLOCATED MORE SESSIONS AND AT THE DISCRETION OF THE EXECUTIVE COMMITTEE, FORFEIT THEIR NEXT COMPETITION GAME**

## DUTIES OF THE MANAGER

- (a) The Manager shall be responsible for the completion of the team sheet. At home Games, returning same to the Canteen area after the match. If you are not sure please come to the canteen and one of the committee members will assist you with the team sheet – please note each error on a team sheet can cost the club \$50 each error.
- (b) When playing away from home the Manager will pay the referee fees as set down prior to the match to the canteen.
- (c) It is the Managers responsibility to advise all players/parents of when they next play. i.e.: time, place, etc.
- (d) They are responsible for the team ID Cards and must ensure that once the players have checked the ID Cards as to the rules of the B.D.S.F.A that they are returned to the Manager for safe keeping. **These are not to be handed out to the players during the playing season.**
- (e) They must co-operate with the Coach at all times.
- (f) All equipment issued to the Manager remains the property of Doonside Hawks Soccer Club and must be returned to the equipment officer at the end of the season.
- (g) All Managers must have their Association ID Card visible at all times during a match
- (h) All Managers in consultation with the Coach shall be responsible to ensure any information relating to training, match fixtures, Club information, etc, is communicated to the player.

### EQUIPMENT

In your kit bag you will receive Ground Official vests & Cones for training.

Players will be given a jersey at the beginning of the season. This jersey is there responsibility. If lost or damaged, they will need to replace the jersey at their own cost.

## FINDING THE DRAW FOR YOUR TEAM

All game times and ground location information for your team can be found at

<http://doonsidehawks.com.au/fixtures.html>

Click on the "Fixtures" tab then select the details you require to collect the information for your team. It is advisable to not print out the full draw for your team as it does seem to change week to week. If the draw changes after Thursday you will be advised by the Competition Secretary of those changes.

If you have any queries relating to the draw please contact our Competition Secretary;

Kristy Vreeswyk

Mobile: 0410 430 656

E-mail: [compsec@doonsidehawks.com.au](mailto:compsec@doonsidehawks.com.au)

## MEMBER PROTECTION OFFICER

### What is an MPO?

The Member Protection Officer (MPO) is the first point of call in the club for any enquiries, concerns or complaints about harassment and abuse.

The MPO provides confidential information and moral support to the person with the concern or who is alleging harassment.

The MPO is responsible to the club's Board / Committee and club members.

### Duties:

- Listen to complaints and concerns from members and visitors.
- Provide support for all members.
- Provide information and options for member behaviour (not advice).
- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour.
- Understand and follow club policies and procedures in relation to Member Protection.
- Be accessible and approachable to all club members.
- Mediate complaints at a formal and informal level.
- Maintain confidentiality for all club members.
- Provide relevant persons with the appropriate reports/documentation resulting from hearings.
- Carry out unbiased investigations and make reasonable recommendations.

The clubs MPO for 2017 is Sid Deghaim. He is contactable by email.

Member Protection Officer (MPO)	Sid Deghaim	Via Email.	MPO@doonsidehawks.com.au
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## GROUND OFFICIALS

### The Role of the Ground Official:-

- Wear an official jacket to identify yourself.
- Make sure your name is on the team sheet.
- Assist in the control of the spectators from their own club.
- Assist the match officials in any way when requested.
- Try to ensure the BDSFA Inc Codes of Behaviour are adhered to
- Ensure the safety of players
- Ensure the safety of spectators
- Ensure the safety of match officials
- Assist the Match Day Supervisor when required
- Complete relevant reports
- Assist with complaints.

### What a Ground Official Does NOT do:-

- Try to control angry spectators
- Try to control opposition teams' spectators.
- Get into situations where injury may occur.
- Get involved in dangerous situations.
- Try to stop people drinking alcohol

### Helpful hints-

By the time a Ground Official is required, a situation is usually inflamed. Try to be aware of the feelings of the crowd and react early to stop poor behaviour before it escalates. Introduce yourself to the opposition Ground Official and make sure you both agree on what to do when called upon.

Only control your own people, remind them of the damage they do to your club's reputation. Make yourself aware of the Codes of Behaviour.

Use the BDSFA Inc Incident Report to accurately record any incident, no matter how minor. Sometimes a number of similar reports from different sources highlight future problems.

Ground Officials are not the police. Some behaviour, such as drinking alcohol is against the Law, not just our rules, but whilst we ask you remind anyone drinking that it is illegal to do so, we do not expect you to make them stop. If you think their behaviour is declining due to alcohol consumption, call the police.

Stay safe – look after yourself.

### Complaints

People who complain do so because they think they have a genuine problem. Not dealing with the original issue will manifest itself later and usually lead to Sport rage. Offer the BDSFA Incident Report Book to people to write any complaint or perceived problem. Refer complaints to the correct person, and tell the complainant that their complaint will be dealt with.

You can also contact the secretary if you have any issues throughout the year via mobile or email.

## CODES OF CONDUCT

All codes of Conduct must be adhered to. A copy of all codes of conducts can be found on our website – <http://doonsidehawks.com.au/document-library.html>

## SOCIAL MEDIA



[www.doonsidehawks.com.au](http://www.doonsidehawks.com.au)



Doonside Hawks Soccer Club



@Doonsidehawks



Doonside Hawks Soccer Club

**Please send as many photos and/or videos through to our Facebook page, we would like to share these memories during the year. Feel free to write a little report about your game every once and a while and tell your team to look out for it on the Facebook Page.**

Coaches and Managers Facebook page – If you have not done so, please join our 2017 coaches and managers page. This is where we post most of our information that you will need to know throughout the season as it is the easiest way for us to communicate with you. If you do not have a Facebook page, please let us know so we can find another way of communication for your team.

## THANK YOU

Thank you for volunteering to coach or manage this year with us. Without our volunteers we would not be able to run this successful club!