Mount Eliza Soccer Club.
Team Manager Night.

31 March 2026

Club objectives

To remain community focused, be affordable and accessible to all membership types.

Implement Child Safety measures across the club to ensure a Safe, Friendly and Inclusive environment.

Implement and support ‘Respect of the game’ policies.

Accommodate all playing levels from beginners to advanced.

Increase our overall % participation numbers in girls only teams. Currently 75/25.

Being committed to achieving true gender equality in football.

To ensure our actions have the ultimate view to provide an optimum playing experience for members and families.

Secure a ‘Clubhouse/home’ for our club players, families and supporters at Emil Madsen (build in progress).

Our vision

A fun, friendly and inclusive community club built on respect and integrity within a safe and family-friendly environment.

Our mission statement

A vibrant, inclusive, and safe community club where individuals thrive in an atmosphere built on respect and integrity.

We are committed to fostering a supportive environment that encourages growth, personal development, and the celebration of diverse perspectives, ensuring every member feels valued and empowered to reach their full potential.

Child safety

Aim: Safe, happy and engaged children — enjoying the game of football, win draw or lose.

All Employees, Coaches and Volunteers will have:

- Reference checks prior to appointment as an employee
- Child-screening checks as per the relevant state-based requirements
- Abide by our Code of Conduct which specifies the standard of conduct required when working with children and how to behave with children in the organisation.

The following policies are in place in accordance with ChildSafe requirements:

- Anti bullying (applies to Adults & peers)
- Code of Conduct: Inclusive environment
- Drug and Alcohol
- Complaints Management

Child safety practices



Drop Off and Pick up of Children and Young People

Appropriate safeguarding measures must be in place to support the drop off and pick up of children and young people from training and competitions. This includes:

- Communicating start and finish times.
- Always ensuring appropriate supervision.
- Having contact numbers readily available.
- Being aware of any alternative pick up arrangements.
- Having an operational phone always available.

Don't

Leave the training or match until all children and young people have been collected by their parent/carer.

Do

Ensure children and young people and their parents or carers know the time and location of training and matches, including start and finish times.
Arrive before scheduled practice or game times to ensure that children and young people are not left unsupervised.
Have a list of parent/carer emergency contact numbers and a phone that is working.
Ensure you are aware of alternative pick up arrangements for children and young people and that the parent/carer has provided consent.
Ensure that if a parent/carer is late, you make reasonable attempts to contact them.

Sponsors.

Amazing support from the community.

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What is a team?



What is a team?

COACH + TEAM MANAGER + KIDS + PARENTS

Like any team or organisation **if everyone works together** it makes things run smoothly.

- Encourage Parents to be involved.
- Encourage Parents to know each other.
- Community sport is a great friendship builder not just for the kids.



Team manager role & responsibilities.

Team manager role.

The role of the Team Manager is to coordinate, communicate with and ‘manage’ the team and to minimise administration for the team coach so that they can focus on player and team development. MESC WhatsApp Community Team Chats have been created to assist effective and efficient communication between all team members, relaying vital information from the club, confirming match day/training day times / locations, fruit rosters and ensuring everyone has all the information they need etc.

To assist with any questions or issues please contact:

Sue Whitlam TM Coordinator
(via team managers Whatsapp group)

Adelaide Polis — Merchandise Coordinator
merchandise@mountelizasoccerclub.com.au

Adam Faingold — Marketing & Communications Officer
info@mountelizasoccerclub.com.au

Dani Sweet — Child Safety Officer
childsafetyofficer@mountelizasoccerclub.com.au

Kat Tomazin-Notaro — Registrar
registrar@mountelizasoccerclub.com.au

Marcus Benbow — Operations Coordinator
operations@mountelizasoccerclub.com.au

Anne Sidebottom/Cat Kroll — Girls Coordinator
Jen Kramer — Fundraising Coordinator
Shelley — Female Football Lead
Simon Lavin — Equipment Coordinator
Mark Notaro — U6s Skills Coordinator
Nerissa Crombie — First Aid Officer

Team manager responsibilities.

- Communicate directly with your team/parents and coaches to ensure **all are informed of training, competition and club functions**.
- Ensure **all players have registered on PLAY FOOTBALL** platform (link to be sent out in late March/early April). Club will advise who has not registered.
- Ensure parents know how to access the Sportsplus/FV fixtures list once the fixtures are confirmed.
- Organize a volunteer roster for the following matchday requirements; Referee for U7s to U11s (home games), Ground Marshall **(all games)**, Pitch set up/pack down if required (home games), and lollies roster for half time/after the game. **U12 to U18 need to organise a linesperson and referee if none are assigned to the game.**
- Please arrange a back up TM for matchdays to help if you cannot attend a game.
- Document any problems that arise between team members, parents, coaches and supporters and present these to a club official.

Playfootball & Dribl — registration process

1. **All team managers and coaches register as a volunteer in playfootball.**
2. **<u>All parents</u> register their child into the correct age group in playfootball.**
3. **Each playfootball registration is then approved** (after a number of days) **if all correct.**
4. **It then takes approx 24 hours for this registration information to transfer over to Dribl.**

<u>U12s & up only …</u>
Players will be added into their team by the club on DRIBL, once your players are all registered and approved with Playfootball.

Ticks next to all players will be red to start with.
Eventually the tick will turn green. (system process time for this step can vary).



DRIBL member accounts

Football Victoria is using a new system called DRIBL for its team, results and match day operations. GameDay will no longer be used.

Players:
Have the option to create a DRIBL member account themselves. Allows them to view their personal football calendar, mark as available etc

Coaches & Managers:
must create a DRIBL volunteer account in order to access the Match Sheet functionality.

Use the same email address you provided when registered with Play Football to create your DRIBL account via the DRIBL app.

If a member creates a DRIBL Account prior to having an active registration and role, or create their account using their Child's details. Resolved by deleting or deactivating their account via the below steps:

How to Delete/Deactivate a Supporter or Parent Account.

fv.dribl.com
— Football Victoria public match centre (fixtures for all of our U8 teams & up).

help.dribl.com
— help centre for all Dribl related questions.

DRIBL matchsheets U12s to U18s.

Try and do the bulk of the matchsheet info on the computer (who the GK and captain are, playing numbers)**.**

Before the game (e.g. night before the game) **tick they're playing, tick the starting lineup.**

Last minute updates should be using the DRIBL app. Submit your team on the app. Approve the opposition's team on the app.

Unsubmit to make the changes (e.g. player/ number change)**, the resubmit it.**

No contact with ref or TM required with other team for organising matchsheets. Payment of referee is now organised through Dribl.

Referee puts in score, yellow/red cards etc. you can put the score (maybe only for home team adds in the score for Dribl). **Ref to confirm score is correct.**

Shows you in the app if a referee has been allocated. Click button on the app to confirm the ref is in attendance. (required for the ref payment).

Team manager responsibilities. U12s to U18s.

If you cannot attend the game, organise another parent from your team to manage team manager duties & provide with correct access in DRIBL.

Team sheet is referred to as the matchsheet in DRIBL

DRIBL has a lag time (system processing time)

Payment of the referee is now organised through DRIBL if they have attended — no action required.

Organise someone to be the linesman and for every game.

Organise Ground Marshalls for every game and ensure they are wearing the ground marshall vest.

Coach and Team Manager to ensure 2 match balls are provided — home games only.

Trophies and mascot days

All players receive a Participation Trophy at the end of the season.

Under 12 and up receive the following additional trophies:

- Best and Fairest
- Runner Up Best and Fairest
- Coaches Award

So team managers and coaches need to work out a fair system for deciding these awards and tally scores during the season, I.e 3–2–1 votes after each game.

Mascot days

Players are invited to escort Seniors/Men and Women's on to the ground and the younger players can play at half time on the ground. This is arranged by age group.

Team manager resources

Team manager resource

Sue Whitlam
Team Managers Coordinator.
Direct message/call.

Club website dedicated TM help pages found here.

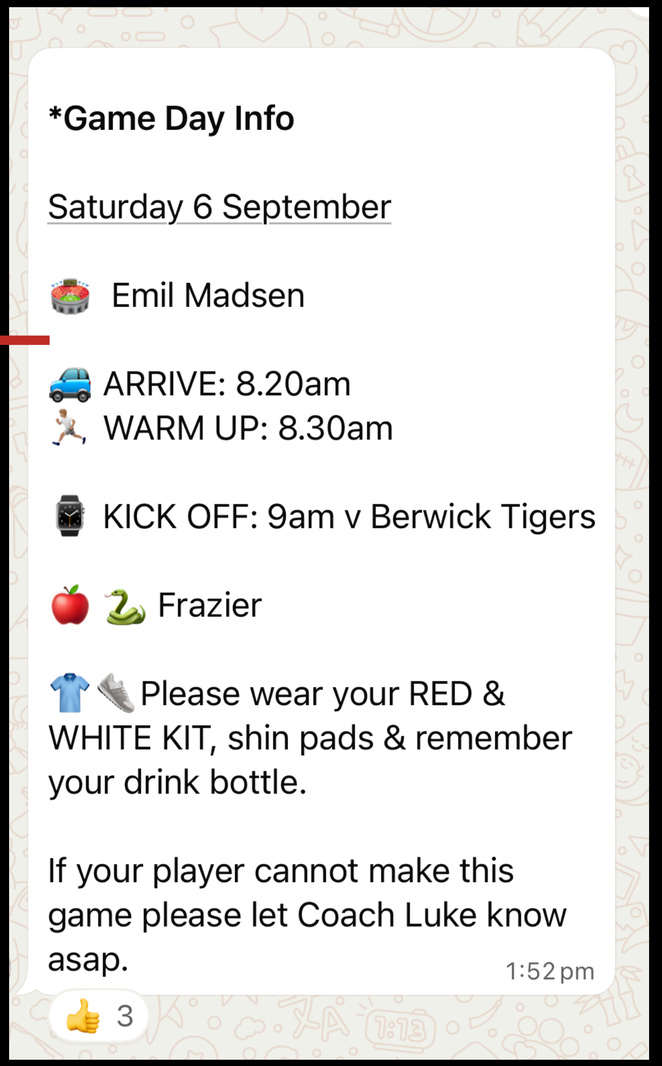
All Team communication and game/training information.

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All Team communication & game/training information —
Team WhatsApp group



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All Team communication & game/training information — Team WhatsApp group

Ad hoc Team communication — TM WhatsApp group & Specific age group coach's/TM channel.

club website > development > **team managers**

fv.dribl.com — FV public match centre (fixtures)
help.dribl.com — help centre for all Dribl related questions
call 02 880 7983 — PlayFootball customer support

Sportsplus

Advise team of training dates.

Advise team of matches, tournaments, club events via calendar.

Ensure smooth communications with little effort (after fixture set up).

REMINDER — Make sure you're viewing your Sportplus account using the correct profile as a team manager, not a parent for full access.

Training & games need to be entered manually in Sportsplus so this needs to be updated manually if any changes to training and/or game times or venues.

As a parent you can see all games and training sessions for multiple children in the one spot.

It should save you from being asked lots of questions as a TM or coach.

It's your friend to manage the season.

Ground marshall responsibilities

Both the home/away team must provide a Ground Marshall.

Ground Marshall bibs are provided by the Club as part of the coach's kit.

The role of the Ground Marshall is to ensure both teams supporters are adhering to the ground rules, behavior and code of conduct.

If any incidents with supporters or coaches first approach the opposition ground marshall to discuss.

Ground Marshalls ensure spectators are standing in the designated areas outside the playing area.

Ground Marshall must escort the referee from refs room to pitch at the start of match and back to referee room at the end of match.

GROUND MARSHALLS SHOULD ENSURE THE SAFETY OF THE REFEREE.

ANYONE CAN BE A GROUND MARSHALL IF AGE 18+!

Set up and pack down — Home matches

- The teams scheduled at the start of the day are required to set up the pitch for their game only.
- That pitch is then kept set up until the last game of the day, the last team to play is required to pack up.
- This job can be done more quickly when everyone assists. Please ask parents to assist if your child plays the first or last game of the day.
- Community Whatsapp groups will have advice each week on which teams is responsible for lock up of grounds, exact pitch numbers etc.

Referees

Referees for Junior Teams (Miniroos)

- **All teams under 7 to under 11 ages groups must supply a volunteer referee for all home games.**
- **Team Manager may ask you, as a parent, to help out with referee duties. The club offers referee training for those that feel like they need training. Without volunteer referees we are unable to play any games, so your support will be greatly appreciated by both teams on matchdays.**
- **Link to our current list of junior referees can be found here.** (password required).

Referees

Referees. U12 to Seniors.

- Football Victoria provide official referees for all games for ages U12 and up, this cost for referees has been built into the cost structure for your child's fees at the start of each year. Please ensure you respect all referees both volunteers and officials and promote a safe and friendly environment for both players and officials alike.

  If a referee is not available you will be notified prior to your fixture and you will be required to find an unofficial referee for your game.

- All teams must supply an Assistant Referee (linesperson) for 12's and up best practice is to have at least 2 parents willing to do this. Linesperson (18+) must have knowledge of the offside rule.

Game and training cancellations

Training Cancellations

Club will advise when pitches can not be used, this tends to take place due to Council Regulations (they own the pitches) + lots of rain.

Game Cancellations

Weather — Rain is ok Lightening is NOT, extreme heat is also not ok (although unlikely during the soccer season).

Not enough players? — There are 800+ kids at the club and a reminder that Girls Play Sunday. If you are short ask for players way in advance there are lot of kids who will be keen to play another game.

Get to know you age group TM's and those below there are plenty of kids younger who would love to play up an age in a game.

If you have to cancel you need to advise the club as well the opposition club.

Code of conduct/behaviour

As a community club, we are here to compete in a sport but also here to have fun. It's imperative we create a safe, positive and inclusive environment for our members, visitors and all involved in our sport of football, This applies whether we are playing at 'Home' or 'Away'.

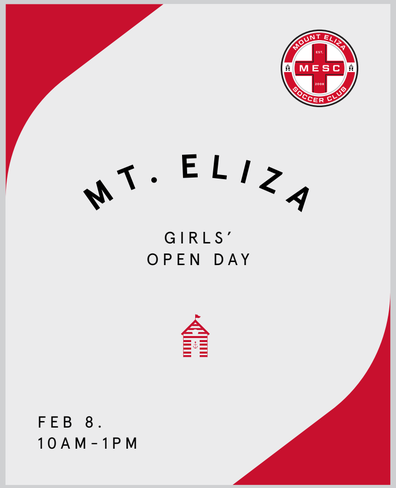
The club will not tolerate abuse in our game directed towards players, referees, coaches, spectators, officials or volunteers. If anyone — player or supporter – is behaving inappropriately, they will be pulled up.

Aggressive behavior has no place in our club. If you see someone from our club or the opposition behaving poorly, do not engage with them; rather, report the behavior to a referee, coach, team manager or committee member to deal with. Breaches of club policy or the FV pledge will be dealt with swiftly, within the guidelines of our club constitution.

Social media weekly posts

- The club posts photos and videos across Instagram and Facebook for event recaps or to help promote upcoming programs.
- We are developing a central contact point for submissions for use however at this stage ask that the parent/guardian of those in the photo consent to its use.







FAQs

- When will the fixtures be live?
- When do kits and merchandise arrive?
- Pre-season what else we need to do, register on Playfootball & Dribl.
- Gearing up for matchday, jobs and support
- Do we need to do anything in DRIBL for teams u11s and down?

Thank you

