



# TEAM MANAGER HANDBOOK



## 📞 Key Contacts

Club Admin	info@mfcc.com.au
Registrations	Martin — <a href="mailto:registrations@mfcc.com.au">registrations@mfcc.com.au</a>   0433 990 912
MPIO (Child Safety)	Kevin Milstein — <a href="mailto:mpio@mfcc.com.au">mpio@mfcc.com.au</a>   0416 250 754
Club President	Ari Singer — <a href="mailto:president@mfcc.com.au">president@mfcc.com.au</a>   0408 746 437
FV Competitions	<a href="mailto:competitions@footballvictoria.com.au">competitions@footballvictoria.com.au</a>   9474 1800 (press 2)
FV Competitions Weekend	0400 028 335 (Fri 5pm – Mon 9am)
FV Referees Weekend	(03) 9474 1867 (Fri 5pm – Mon 9am)
Security	CSG — 1300 000 274   Emergency — 000
Medical Emergency	Hatzolah — 1800 613 613   Emergency — 000



 Before the Season Starts

Pre-Season Must-Dos

- Hold a current Victorian WWC Check
- Complete [SIA Safeguarding Induction](#) (~45 min)
- Complete [Maccabi MPP Training](#)
- Read and agree to the [MFCC Code of Conduct](#)
- Collect your TM Bag from the Club — check the equipment list inside
- Get added to the TM WhatsApp group
- Create your team WhatsApp group for parents
- Confirm all player & parent contact details (get both parents where possible)
- Get consent before sharing anyone's contact info
- Set up season roster: training parent duty, oranges, linesman, ground marshal rotation
- Check fixtures on Stack Team App
- Download Dribl app — you'll need it for match sheets throughout the season

 Check Stack Team App 3–4 days before every game as fixture details can and do change.



## MACCABI FC CAULFIELD

### Team Manager Handbook - Season 2026



#### Training Nights

Your most important job before the season begins: communicate the training schedule clearly and get your rosters locked in early.

#### **A parent must be rostered at every training session.**

This is club policy and part of our two-adult child safety rule. The rostered parent helps with discipline, injuries and ensures no player is waiting alone after training.

#### Training Roster

- Nominate which parent is on duty each week — circulate the full season roster early
- Arrange swaps when someone can't make it — don't leave it to the day
- Remind parents: if their child can't attend, please notify you or the coach in advance
- Confirm with the coach any changes to kid's pick-up permissions after a training or match.

#### Kit & Equipment

- The club provides a kit bag (match balls, pump, goalie shirt & gloves) — kept by the TM
- If the TM can't attend, ensure the kit bag is passed to the stand-in TM
- First Aid Kit is kept at the Beehive for training nights.
- Contact Admin if any first aid items need replacing

#### Player Medical Information

- Keep a medical action list for any players with relevant conditions (allergies, asthma, EpiPens, etc.)
- It's the parents' responsibility to keep this current and to administer medication — not yours
- Your job: keep the list with you and make sure the coach has a copy.



 Mini Roos — Under 7s

U7s is about one thing: fun. Having the kids on the ball, smiling, and wanting to come back each week.

**Game Format**

<b>Players</b>	4v4 (no goalkeeper)
<b>Ball size</b>	Size 3
<b>Duration</b>	2 × 20 minute halves
<b>Official</b>	Game Leader (parent or club official)
<b>ID cards</b>	Not required
<b>Match sheet</b>	Not required
<b>Results</b>	Not required

**Field Size** 30m x 20m (approx)

 **U7 Game Day**

- Arrive 30 minutes before kick-off
- Organise a parent Game Leader for the day
- Set up the playing area (cones / field markers as directed by club)
- Greet the opposition TM
- Remind parents: cheer for both teams, stay positive, let the kids play!
- Remind kids to bring a drink bottle, shin pads and boots!



### Mini Roos — U8 to U11

Mini Roos is where habits are formed. Keep it positive, involve as many parents as possible, and don't sweat the small stuff. The kids are learning - let them!

#### Game Format

<b>U8-U9</b>	7v7 incl. goalkeeper — max 4 substitutes
<b>U10-U11</b>	9v9 incl. goalkeeper — max 5 substitutes
<b>Ball size</b>	Size 3 (U8-U9) / Size 4 (U10-U11)
<b>Field — U8-U9</b>	40-50m long × 30-40m wide (¼ Full Size Pitch - Approx)
<b>Field — U10-U11</b>	60-70m long × 40-50m wide (½ Full Size Pitch - Approx)
<b>Halves</b>	2 x 20 min (U8-U9) / 2 x 25 min (U10-U11) — 5 min halftime break
<b>Official</b>	Game Leader — parent or club official
<b>ID cards</b>	Not required. They are uploaded to PlayFootball during registration, but are not shown on Dribl for MiniRoos levels.
<b>Match sheet</b>	Not required
<b>Results</b>	Submit via MFCC Jotform (link in WhatsApp group)

#### Mini Roos Game Day

- Arrive 30 minutes before kick-off
- Organise a parent Game Leader and timekeeper for home games
- Greet the opposition TM
- Track score and 3-2-1 Best on Ground (for end-of-year awards)
- Submit Jotform result: by 5pm
- Remind players: drink bottle, shin guards, correct kit (blue = home, orange = away)

#### The Game Leader's Role

- Keeps the game flowing — fewer whistles, more football
- Ensures correct number of players on each side
- Checks all players are wearing shin guards and no jewellery
- Awards free kicks and briefly explains why — teaching moments!
- Encourages both teams — enthusiasm is contagious



### Junior Teams — U12 to U18

From U12 onwards it gets more formal: FV-appointed referees, Dribl match sheets, and ID cards. Stay organised and arrive early — 30 minutes is the minimum.

#### Game Format

<b>U12–U13</b>	9v9 incl. goalkeeper — max 5 substitutes
<b>U14–U18</b>	11v11 incl. goalkeeper — max 6 substitutes
<b>Ball size</b>	Size 4 (U12–U13)
<b>Ball size</b>	Size 5 (U14–U18)
<b>Technical area</b>	Coach, TM, Club Official + substitutes only.
<b>ID cards</b>	Required — photo on PlayFootball. Electronically on Dribl
<b>Match sheet</b>	Dribl — online only (no match record books in 2026)
<b>Submit to ref</b>	30 minutes before kick-off

#### Pre-Game (30+ minutes before kick-off)

##### Junior Pre-Game

- Open Dribl and complete your team's match sheet — mark starters, input shirt numbers
- Confirm the opposition team selection on Dribl
- Submit match sheet to the referee 30 minutes before kick-off via Dribl
- Have ID cards ready (on Dribl)
- Check referee allocation on Dribl match sheet tab; if no referee by 10 minutes before kick-off, call (03) 9474 1867.
- Nominate 1 parent as assistant referees (linesmen) — brief them on offside
- Nominate 1 parent as Ground Marshal — hi-vis vest from your TM bag
- Home team: provide 3 Mitre match balls of correct size
- Check first aid kit is present



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#### **During the Game**

- One Ground Marshal per team must be in hi-vis and visible at all times (FV requirement)
- Only ONE team official may stand in the technical area at any time
- Keep the 1.5m exclusion zone from the sideline clear (coaches, bags, dogs, prams etc.)
- Track goals, goal scorers, and Best on Ground 3-2-1

#### **Post-Game**

- Both TMs approve the match results on Dribl — press 'Complete Match Sheet'
  - This triggers result updates, league tables, and processes yellow/red cards
  - Submit MFCC Jotform results by 5pm same day
  - Red card issued? That player misses their next fixture automatically — no further notification needed
  - Incident occurred? Report to the Club Child Safety Officers - [mpio@mfcc.com.au](mailto:mpio@mfcc.com.au)
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### Metro League — Queen Bees & Wild Bees

Our Metro League women's teams play to higher admin standards. Everything runs through Dribl — no paper option. Results are submitted by the referee where one is appointed, or by the home team within 48 hours if not.

#### Metro League — Key Facts

<b>Format</b>	11v11 including goalkeeper — max 6 substitutes
<b>Ball size</b>	Size 5 — Mitre Impel EVO or higher (home team provides 3)
<b>Match sheet</b>	Dribl online — submitted 30 min before kick-off
<b>ID cards</b>	Not required at fixtures.
<b>Ground marshal</b>	1 per team — must be listed on the team sheet in Dribl
<b>Results (with ref)</b>	Referee enters results at conclusion of match
<b>Results (no ref)</b>	Home team submits via Dribl within 48 hours
<b>Incidents</b>	Report to Club - <a href="mailto:mpio@mfcc.com.au">mpio@mfcc.com.au</a>

#### Metro Game Day


- Complete Dribl match sheet before arriving — mark starters, shirt numbers
- Submit to referee on Dribl 30 minutes before kick-off
- Ground Marshal in hi-vis — listed on the Dribl team sheet
- Home team: 3 Mitre match balls ready for the referee
- Kit clash? Away team provides alternate strip — bibs permitted
- Both TMs approve match results on Dribl — press 'Complete Match Sheet'
- If no referee: home team enters all results on Dribl within 48 hours
- Any incident? Report to [discipline@footballvictoria.com.au](mailto:discipline@footballvictoria.com.au) within 48 hours

 **Ground Marshals must be listed on the Dribl team sheet for Metro fixtures. Failure to provide one may result in FV misconduct proceedings.**

Metro referees are FV-appointed. Check your Dribl match sheet tab to see if one is confirmed. If no referee by 10 minutes before kick-off, call (03) 9474 1867.




## Dribl — Your New Best Friend

 **Match Record Books are no longer permitted in 2026. Everything is on Dribl.**

Download the Dribl app before the season starts. You'll need it every game day.

### What You Do on Dribl on Game Day

1. Open your team's match sheet
2. Mark players as starting or substitute — input shirt numbers
3. Confirm the opposition team selection
4. Submit to referee 30 minutes before kick-off
5. During the game: update substitutions as they happen
6. Post-game: check results are correct, then press 'Complete Match Sheet'

 Print the Dribl match sheet and bring it to the game for easy reference. All changes must still be made in the app — the printed copy is for scoring reference only.


### If Dribl is Down

- Generate a paper match sheet via the Dribl guide on the FV website
- Complete the paper sheet as normal — upload to Dribl as soon as access is restored
- Contact FV Competitions if you need support: 9474 1800 (press 2)
- **FV Competitions Weekend Number - 0400 028 335**



### ID Cards

- All players (MiniRoos, Juniors, Seniors) must upload a photo to PlayFootball during registration
- ID cards are NOT displayed on Dribl for MiniRoos or Metro League fixtures
- For Juniors (U12–U18): ID cards must be available on Dribl
- No photocopies - they are invalid. Photos added after printing physical team sheets are also invalid
- A referee cannot prevent a player from playing due to a missing ID card — but they report it to FV after

 Take a photo of your ID card sheet on your phone at the start of the season — back-up for the days someone forgets the folder.



### Kits, Balls & Attire

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- Blue shirt = Home. Orange shirt = Away.
- Away team must change if there's a clash - bibs are permitted for U12–U13 Juniors
- Best practice is to take both jerseys to AWAY fixtures, but you can check the other clubs home kit colours at this link: [https://footballvictoria.com.au/sites/ffv/files/2025-07/2025%20-%20Strip%20Report%20-%20Community%20Competitions%20\(6JUL\).pdf](https://footballvictoria.com.au/sites/ffv/files/2025-07/2025%20-%20Strip%20Report%20-%20Community%20Competitions%20(6JUL).pdf)
- Goalkeepers can wear any colour that doesn't clash with either team or the referee
- Recommended match ball in 2026: Mitre Impel EVO or higher (Community Juniors & Metro)
- Home team provides 3 match balls to the referee – the game still proceeds if only 1 is available
- Jewellery is strictly NOT permitted — tape does not make it acceptable
- Kippah/hijab: must be black or same as main shirt colour. Referees may not touch or check the garment
- Under-shorts: must match the colour of the player's shorts — skin-tone shorts not permitted

### Situations & How to Handle Them

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#### No Referee Appointed

FV will notify home clubs on Friday if no referee is confirmed. Check your Dribl match sheet tab to see allocation status.

- Contact FV Referee Weekend Line: (03) 9474 1867
- If no referee 10 minutes before kick-off: both clubs must agree on a replacement
- If no agreement: the HOME team must appoint a referee by kick-off
- Add the replacement on Dribl: Pre Game → Add Official → enter name → select 'Non-Accredited Referee'
- Replacement ref must have a WWC check
- The game **MUST** be played — refusing may result in a forfeited result and disciplinary action
- Away team refusing a home-appointed referee? They may be deemed to have caused the abandonment.



**Bad Behaviour — The Ground Marshal's 6-Step Process**

<b>Step 1</b>	Calmly ask the person to stop the behaviour
<b>Step 2</b>	If it continues, instruct them to stop immediately — try to get someone to video it
<b>Step 3</b>	Involve the team coach. If it IS the coach, involve their TM or the opposition Ground Marshal
<b>Step 4</b>	Expel the offending person from the ground — car park is the closest they may stand
<b>Step 5</b>	If they refuse to leave: inform the referee — they may abandon the fixture. Collect equipment and exit with the referee
<b>Step 6</b>	Complete an Incident Report to the Club - <a href="mailto:mpio@mfcc.com.au">mpio@mfcc.com.au</a>

**⚠ If at any point players or you are in physical danger: remove your team and leave. We love football — but it's not worth getting hurt for.**

**Extreme Weather**

- MFCC notifies via club email, WhatsApp and Stack Team App if sessions are called off
- We play in most winter conditions — except lightning nearby or conditions that are genuinely unsafe
- Hot weather: check the FV Extreme Weather Policy at [footballvictoria.com.au/clubs/rules-regulations/football-policies](http://footballvictoria.com.au/clubs/rules-regulations/football-policies)
- Conditions unsafe on game day? Raise with the referee first, then the home club. Provide photo evidence
- Match postponed or abandoned? Call FV Community Competitions Weekend Line: 0400 028 335
- Postponed: referee gets 50% of fee. Abandoned: referee gets 100% of fee

**Medical Emergency**

**Call Hatzolah — 1800 613 613**

Life-threatening? Call 000 first. | Insurance claims: [gowgatessport.com.au/football](http://gowgatessport.com.au/football)

- Only trained first aiders should attend to an injured player initially
- Keep your medical action list handy — and ensure the coach has a copy
- Home team must have 1 stretcher and 1 first aid kit per pitch



## Ground Marshal Duties

All competitive fixtures (U7 to Metro) require one Ground Marshal per team. They must be 18+, wear hi-vis, and arrive 30 minutes before kick-off.

Ground Marshals cannot simultaneously coach the team.

### Pre-Match

- Introduce yourself to the opposition TM and the referee — show them to the referee room, pitch, toilets and canteen.
- Check corner flag posts are straight and nets are secure (no gaps at the bottom)
- Ensure 3m clearance from the pitch — no bikes, prams, trolleys, ladders
- Check stretcher and ice packs are placed between technical areas at the halfway flag for U14's and above.
- Make it clear to home spectators: shouting at players, officials or referees is not welcome here

### During the Match

- **Escort the referee to and from the change rooms at kick-off, half time and full time**
- Keep the 1.5m exclusion zone from the sideline clear — only linesmen and subbing players inside
- Keep the area between technical areas clear — Ground Marshals only
- Ensure substitutes wear bibs, especially if standing
- When spare ball is called for, retrieve the first ball and return it to the halfway flag
- Clear rubbish and lost property at the end of the game

### Conflict — The Four-Step Approach

<b>STOP</b>	Assess the risk. Stay calm. Decide whether to get help.
<b>LOOK</b>	Is this person affected by alcohol or other substances ? Frustrated? Are their expectations unrealistic?
<b>LISTEN</b>	Let them speak. Show empathy. Don't interrupt. Don't argue.
<b>RESPOND</b>	Short, calm language. 'I need...' not 'You must...'. Focus on the problem, not the person.

[Full FV Ground Marshal Handbook](#)



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#### End of Season

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- Work with your coach to pick trophy winners: Coach's Award, Most Valuable Player, Most Improved Player
- Organise an end-of-year celebration — EOY Function, picnic, BBQ, whatever works for your team
- Club yearbook (with team photos) will be distributed to players
- Return the TM Bag and any remaining equipment to the Club
- Fill in the TM feedback form — your input shapes the next season

You made it! Thank you from the bottom of our boots. Every child who got to play this season did so because of your volunteering. 

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## Child Safety — Five Things That Matter

MFCC is committed to being a child-safe club. These five rules cover the vast majority of your day-to-day role:

### 1. Two-Adult Rule

- A minimum of 2 adults with current WWC checks must be present at every training session and game
- This is why the training night roster matters — it's not optional

### 2. Communication Policy

- No private one-on-one messaging with players under 18
- Use group chats only, or go through parents — this protects you as much as the players

### 3. Player Dismissal

- Players must only leave with an authorised adult
- MFCC is building a digital dismissal authorisation system — Admin will send details
- No player is ever left waiting alone after training or a game

### 4. Change Rooms

- No adult enters a change room with players unless another WWC-cleared adult is also present

### 5. Reporting Concerns

- If you see or hear anything concerning about a child's welfare: contact the MPIO immediately
- Do not investigate or confront — just report
- MPIO: Kevin Milstein — [mpio@mfcc.com.au](mailto:mpio@mfcc.com.au) | 0416 250 754

**Full MFCC Child Safety Policy**     [mfcc.com.au/childsafety](https://mfcc.com.au/childsafety)

**FV Child Safe Policy**     [footballvictoria.com.au/clubs/rules-regulations/football-policies](https://footballvictoria.com.au/clubs/rules-regulations/football-policies)

**Play by the Rules (free training)**     [playbytherules.net.au](https://playbytherules.net.au)

**SIA Safeguarding course**     [sportintegrity.gov.au](https://sportintegrity.gov.au)



## Codes of Conduct & Discipline

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Everyone at MFCC — players, parents, coaches, TMs, spectators — must abide by our Codes of Conduct, which are incorporated into FV Rules of Competition.

### Three-Strike Discipline Policy

<b>Player Breach 1</b>	Sit out training session + 1 match suspension
<b>Player Breach 2</b>	Sit out 2 sessions + 2 match suspension
<b>Player Breach 3</b>	Suspension until end of season
<b>Parent Breach 1</b>	Exclusion from the next match
<b>Parent Breach 2</b>	Player suspended until end of season
<b>Red card</b>	Automatic 1-match ban — no notification needed, it's immediate

- Full [Code of Conduct](#)
- Strip reports (potential kit clashes): [footballvictoria.com.au/clubs/resources/strip-reports](http://footballvictoria.com.au/clubs/resources/strip-reports)



### Quick Reference — All Formats

Level	Format	Ball size	Halves	ID Cards	Match Sheet	Results
U7 Little Strikers	4v4 (no GK)	Size 3	4 × 10 min	No*	Not required	Not required
U8–U9 Mini Roos	7v7 incl. GK	Size 3	2 × 20 min	No†	Not required	Jotform ≤ 6pm
U10–U11 Mini Roos	9v9 incl. GK	Size 4	2 × 25 min	No†	Not required	Jotform ≤ 6pm
U12–U13 Juniors	9v9 incl. GK	Size 4	2 × 35 min	Yes (Dribl)	Dribl — 30 min before	Dribl same day
U14–U18 Juniors	11v11 incl. GK	Size 5	2 × 40–45 min	Yes (Dribl)	Dribl — 30 min before	Dribl same day
Metro (Queen/Wild)	11v11 incl. GK	Size 5	2 × 45 min	No†	Dribl — 30 min before	Dribl ≤ 48 hrs if no ref

\* U7s: no ID cards or match admin required at all.

† Photos uploaded to PlayFootball during registration — but MiniRoos/Metro are not checked via Dribl.

### Key Links

<b>Fixtures</b>	Team Stack App
<b>Match sheets</b>	dribl.com (Dribl app — all competitions in 2026)
<b>MFCC results Jotform</b>	Link in your TM bag / sent via WhatsApp group
<b>FV 2026 Club Handbook</b>	footballvictoria.com.au/clubs/resources/handbooks-templates
<b>FV Ground Marshal Handbook</b>	footballvictoria.com.au/clubs/resources/handbooks-templates
<b>FV Strip Reports</b>	footballvictoria.com.au/clubs/resources/strip-reports
<b>FV Forms Directory</b>	footballvictoria.com.au/clubs/resources/forms
<b>FV Extreme Weather Policy</b>	footballvictoria.com.au/clubs/rules-regulations/football-policies
<b>FV Misconduct / Incident</b>	discipline@footballvictoria.com.au — within 48 hrs of fixture
<b>MiniRoos Guidelines</b>	playfootball.com.au/miniroos
<b>SIA Safeguarding Training</b>	sportintegrity.gov.au



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<b>Play by the Rules</b>	<a href="http://playbytherules.net.au">playbytherules.net.au</a>
<b>Maccabi Integrity Policies</b>	<a href="http://maccabi.com.au/integrity-policies">maccabi.com.au/integrity-policies</a>
<b>WWC Check (Victoria)</b>	<a href="http://workingwithchildren.vic.gov.au">workingwithchildren.vic.gov.au</a>
<b>MFCC Uniforms / Sportsmart</b>	<a href="http://mfcc.com.au/uniforms-jewellery">mfcc.com.au/uniforms-jewellery</a>
<b>MFCC Match Day Guides</b>	<a href="http://mfcc.com.au/match-day-guides">mfcc.com.au/match-day-guides</a>
<b>MFCC Codes of Conduct</b>	<a href="http://mfcc.com.au/mfcc-codes-of-conduct">mfcc.com.au/mfcc-codes-of-conduct</a>

**Maccabi FC Caulfield — Season 2026**

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