



5.2. Managers Guide

Managers are usually a parent or guardian of players on the team but don't have to be. They are volunteers with no official status in the club but want to assist the coach, players and families in their team.

Managers have no influence on game days. They support the coach, but do not choose players or their positions. They will track game time, so each player gets reasonably equal amounts. This may not be the case in older age FQ Academy teams.

REQUIREMENTS

All managers must be registered in Playfootball. In addition, they are required to hold a Blue Card or Exemption Card issued by the Queensland Government.

Register as a Manager in Playfootball [here](#).

Blue Cards or Exemption cards are issued to those who work with children. It is a rigorous screening process to keep our children safe. Applying for a blue card is a 3-step process but is very easy and quick.

All information can be found on the [Blue Card Services page](#).

Step 1 – obtain a CRN from the department of main roads and transport.

Step 2 – Register an online account. After this step, you will need to email office@hphawksfc.com.au your 6-digit CRN and date of birth. The club will link you to the club so you can proceed to apply for the blue card.

Step 3 – complete the blue card application.

Once managers are registered in playfootball and hold a valid blue card, Football Queensland will issue you with an identification badge which is expected to be with coaches and managers at all matches. This may be checked by referees in matches with referees allocated by Football Queensland (U13+).

COMMUNICATION

The main responsibility of a team manager is to communicate information from the club to the players and families in their teams. The Technical Director, Junior Technical Director and Office Administrator will liaise with the managers. In addition, we ask managers to act as liaison between their teams and the club. Rather than have multiple queries of the same nature, it's best if the manager approaches us. Similarly, Football Queensland asks that all communication to them come through the club.

The club's main form of communication is through TeamApp. All club announcements are made through this app. Managers are asked to make sure each family has downloaded this app and joined their specific team. In addition to club announcements, all families can find links to their game schedules under 'Fixtures', you can upload fruit rosters in Documents or photos in Gallery. For FQ Academy (formerly SAP and NPL) teams, you can easily track attendance in Events by setting up training and matches that allow RSVPs which is handy for managers and coaches when planning training sessions and matches.

To get the full features of your teams App you need to download Team App onto your smartphone. Then complete the following steps:

1. Launch Team App on your phone.
2. Sign-up to Team App. You'll be sent an email to confirm your registration.
3. Log in. Then search for "**Holland Park Hawks Official**" and request access to your team. If you are a coach or manager, please request access to the coach or manager groups. By doing so you get specific news for coaches and manager.

Some teams prefer to use other forms of communication such as WhatsApp or private Facebook groups. This is fine; however, we do ask that families have TeamApp to avoid missing important club information.

GAME DAY

Managers should communicate to families the times and locations of matches.

Fields – If your team is the first to play on a home field for the day, your team is responsible for putting out corner flags & making sure the goal nets are down and secured. For U13+, you may need to unlock the change rooms, toilets, club house, referee room and equipment shed. If your team is last to play for the day, your team is responsible for putting away the corner flags and locking up, for small-sided football, last teams should return portable goals to the shed. The key can be found in the locked keybox just outside the Away change room 2. The code to this for 2023 season is 7678 (POST on a keypad). For obvious reasons, we only issue this code to coaches and managers. Please use discretion if you need to provide to another trusted member. We suggest storing this code in notes on your phone.

For U13+

Match Sheets - Submit match sheets through seq.fqteamsheets.com.au (Access to this system will be granted by the club). Match sheets must be submitted no less than 30 minutes prior to the kick off. Managers must go in and approve results after referees have entered them. This step is required for the results to appear in GameDay.

For instructions on how to populate your team, add photos, submit match sheets, and approve results, see the [User Guide](#).

Fines – Anyone who receive a red card will be charged for the associated fines per the FQ Disciplinary policy. ***Managers need to communicate this to their teams at the start of the season so there are no surprises to the someone when they receive their invoice.***

Forfeits are to be avoided at all costs. The club is charged \$200 if a team forfeits.

Players not registered in playfootball, those who play in a higher age, or a higher division cannot fill in for your team. If this happens, the club incurs a \$200 fine. The club may expect the team to pay this as wilful disregard of the rules of competition.

Players in incorrect jersey numbers incur a small fine.

Any results that are lodged incorrectly should be brought to the attention of the club. We will get the results fixed. DO NOT approve the results if this is the case. FQ may not allow us to change if we have approved the results in the competition management system.

Rescheduling fixtures - Please keep an eye on our schedule at least 3 – 4 weeks in advance. All changes to your fixtures take weeks to reschedule. If you need to make a change, please advise either office@hphawksfc.com.au (divisional & Metro teams) or td@hphawksfc.com.au for FQ Academy teams. We will seek a different time that suits both teams and will communicate with Football Queensland. Please keep in mind that there is a lot of work involved with changing fixtures and it should be avoided except in exceptional circumstances. Holidays are not a valid reason. If you need to borrow players, the club will let you know who is eligible to play for your team.

Ground Official – There must be a ground official for each competitive age match (U13 and up). Ground officials' main responsibility is to maintain order. They will wear a high visibility vest found in the ref room, escort the referees on and off the field at the beginning, at half time and at the end of the match. They will lock the ref room while games are in play. They can hold the key during the match. Managers are not to be expected to fill this role.... get other spectators to do their part. They will support the referee if spectators, coaches, or players display unsportsmanlike behaviour.

REFEREES

U6 and U7 teams have parents referee the matches. This should be a teaching opportunity. U8 – U12 get referees. They are usually junior players from age 12. Please encourage patience as this is their first step in refereeing and is a great thing to put on first CVs. Remember, this could be your child. Teams from U13 up are supposed to be allocated referees by Football Queensland. The office will keep an eye and do its best to source a referee if FQ doesn't have enough to allocate to all matches on the weekend. In the rare occasion that no referee is expected, the club will let the coaches know. When this happens, each coach usually refs a half each.

UNIFORMS

FQ Academy managers are given a black polo that are to be worn at matches. For all community managers, the club provides a red Hawks polo which you can wear to matches, however this is not a requirement. We ask you to wear them in the team photo. For those that don't want one, we will loan you one for the team photo. Please email office@hphawksfc.com.au with your size.

From U13 and up, players must wear jerseys with numbers on them. As such, these teams will get sets of game jerseys on loan. It is the responsibility of the manager to collect these and return them to the club at the end of the season.

In the event of a uniform clash (Redlands, Oxley, Olympic, etc), it is up to the HOME team to change their game jerseys (except FQ Academy who have home and away kits). The club will provide you with an alternative set that will need to be washed and returned by Wednesday following the game. Please keep an eye on upcoming matches and get in touch about the need for different uniforms.

TROPHIES

All players U6 – U12 are given a participation trophy at the end of the season. From U13s, only 2 players are given trophies: Coach's Award and Players' Player. As managers, you will poll your players for their votes. The club will email you when the time comes.

WET WEATHER

It may seem that fields get closed at the first drop of rain. Please understand we never want to close the fields, but player safety comes first. The damage that can happen when play occurs on wet fields can be irreparable until the next off season.

If there has been rain (even if the sun is shining), please check our field status on the home page of hphawksfc.com.au. We try to update Facebook, Instagram and send a TeamApp post when we close. But the field status is the most up to date place to check.

When playing away, check the FQ Wet Weather page for field closures:
<https://footballqueensland.com.au/metro/metro-wet-weather/> All clubs are well aware

that any closures need to be communicated to FQ who will update this page. Clubs will not email visiting clubs when closures occur. If in doubt, check this page.

Games that are called off due to weather will be rescheduled in one of the built-in Catch-Up weeks. As happened in 2022, there may need to be mid-week games as there were more washed-out weekends than there were catch ups. The club will work with the manager and coach on a suitable time. We will try our best to schedule any mid-week matches on your specified training night, but this may not always be possible.

RULES OF COMPETITION

If you are ever curious about the rules, we have posted them on our website in Club Handbook, [Competition Structure](#). Here you will find rules for all small-sided football (U6-U12) as well as competition ages (U13+)