



Coaches and Managers Information Manual

KRFC: PO Box 6053 Kincumber NSW 2251
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Introduction

Thank you for volunteering your services as a Coach or Manager for Kincumber Roos FC. This manual contains vital information on your role, the Club's expectations of Coaches and Managers, what you can expect from your Club and other information to help you do your job.

This manual is intended as a guide only and you are encouraged to ask questions of your Committee and seek assistance or guidance when necessary. The Club's website <http://www.kincumberroosfc.com.au> is also an excellent place to find up to date information on a wide range of football related issues. The site has a "**Club Library**" which is used to keep all documentation and policies related to the game and a "**Links**" page where further information can be found on other football sites. For first timers, it may seem a daunting task but it doesn't take long to get into the swing of things. Remember, we are not professionals (there are no paid personnel at Club level), only volunteers doing what we can to support our players to get involved in football and have fun.

Please make sure that all your parents / players / supporters are aware that Frost Reserve is a smoke free zone as well as all the council owned fields in the Central Coast Council area – please refer to Central Coast Council's *A5.08 NO SMOKING POLICY – PUBLIC PLACES AND COUNCIL OWNED LAND.

This policy can be located in the library of the Club website.



COMMITTEE LIST

President	Kevin Robertson	0411 100 980
Vice President	Andrew McCabe	0418 869 961
Secretary	Jennifer Murray	0409 229 756
Treasurer	Victoria Hyde	0412 164 423
Football Chair	Karl Jones	0405 663 510
Senior Men's Rep	Joel Gosden	0408 811 116
Junior Rep (U10-U14 mixed)	Scott Uzelac	0412 197 830
Grass Roots Rep (U8-U9)	Scott Baker	0406 298 797
Grass Roots Rep (U5, U6 & U7)	Rebecca Hunt	0481 586 525
Women & Girls Rep / Fixtures	Marlee Hopkins	0428 612 966
Junior Development	Aaron Jenkin	0432 459 840
Marketing / Sponsorship	Contact Kevin Robertson	
Canteen Manager	Michelle Robertson	0411 162 108
Equipment/Ground Officer	Mark Piltz	0409 200 365
CCF Delegate	Kevin Robertson	0411 100 980
CCF 2 nd Delegate	Andrew McCabe	0418 869 961
Cautions Coordinator	Murray Nettheim	0417 443 200
MPIO	Phil Batey	0409 852 438
MPIO	Victoria Hyde	0412 164 423
MPIO	Alex Osborn	0421 575 679
Merchandise (Clothing & Goods)	Contact Kevin Robertson	
Website/Social Media Admin	Craig Casey	0413 001 811
Public Officer	Dave Sharpe	0408 438 521
Cadet Ref Coordinator	Kelly McCabe	0431 065 002
Functions / Social Coordinator	VACANT - TBA	

Please go to www.kincumberroosfc.com.au under Committee for further email contacts.

PLEASE DO NOT CALL ANY COMMITTEE MEMBER AFTER 8.30pm

The Role of the Manager

General

- The main roles of the Manager are to provide communication between the coach, the club and the players/parents, and to complete the administrative duties associated with the team.
- Please check your email and the Club website regularly. All sorts of information regarding gala days, team photos, fundraising, development opportunities and social events will be sent to you to be passed on to your team.
- Keep all parents and players up to date with activities within the club. Advise them to regularly check the club website and to follow the club on facebook, and forward any information sent to you by the club to all team members.

Beginning of the Year

- You are required to register as a manager with the Club through the My Football Club website. Go to: www.playfootball.com.au
- Complete a Working with Children Check (WWCC). For more information about WWCC, go to: www.kidsguardian.nsw.gov.au
- Ensure you have the contact details of all players to allow for smooth communication with all team members throughout the season. If a child's parents are separated and they spend time living with both parents, make sure that you have the contact details for both.
- Set up a roster for washing playing shirts
- Make sure parents / players have access to the competition draw, and know the location and time of each next game

Collection of money (eg. Referee Fees)

- As manager, you will need to collect sufficient funds from all players to cover referee's fees.
- When an official referee is appointed, each team is required to contribute to the cost. Official referees are usually provided for all age groups U10 and upwards. Each team will be sent an invoice each month for the referee's fees for the previous month, which will need to be paid to the club treasurer by the date specified.
- Cadet referees will be provided for U5-U9 age groups. It is the home team's responsibility to pay for the cadet referee. When playing at Frost Reserve, you must bring the cadet referee fee to the official table before your game commences.
- When there is no referee in attendance, it is the home team's responsibility to provide one. As manager, you will need to find a suitable referee from the parents in the team.
- The team may also wish to contribute extra funds to cover a gift for the coach, or for other costs such as hire of the indoor centre when training is cancelled. Please ensure that you discuss this with all team members or their parents (dependant on the age group). To help keep track of the funds that you need to collect, you can download a spreadsheet from the Library section of the website called "Manage Team Finance".

Match day

- Identify the field you are playing on
- Check if your team is the first team on the field when playing at home. If so, you will be required to set up the field at least 40 minutes before kickoff.
- Determine whether a referee has been appointed. Find someone to act as an unofficial referee if required.
- Ensure that there is a team official with vest. This cannot be the coach.
- For all age groups from U10's upwards, the manager must complete the online official Team Sheet on the ground's ipad or computer at the Official Table.
- Issue playing strip to players. The shirt number and player name must correspond to the official team sheet.
- At the conclusion of the game, collect all playing jerseys into team kit and arrange to have them washed and available at the next game. Develop a roster with parents to make sure that all team members share this responsibility.
- Please note: playing strips are only to be worn at games. They must be handed out each game and collected at the end of the game. They are not to be given to individual players to wear home.**
- Check score has been entered correctly by referee on ipad or computer at end of game (competition age groups only)
- Assist the coach with distribution of weekly awards
- Check with Official Table to see if you are the last game on the field when at home. If so, arrange for parents and/or players (depending on age of team) to pack up the field.
- Whether playing at home or away, make sure your players and supporters clean up their rubbish.

Wet Weather

Any decision to close a ground for training or playing will be made as early as possible. It is the Coach's and Manager's responsibility to obtain such information from the Club and to pass the information on to the rest of the team.

For match days

- Check the CCF football website for all closures

For training sessions

- Check the Club Website for the status of Frost Reserve or our club facebook page.

The CCF website will have the most up to date information, and is what should be used for the most accurate information.

<http://www.ccfootball.com.au/>

The Role of the Coach

General

- The coach assumes the responsibility of being a role model to the players in the team. They should do everything possible to ensure that the players on the team will have an enjoyable and safe sporting experience in a positive environment.
- Ensure that players have fun, learn important values such as sportsmanship and team work, learn to love the game, and learn the basic rules and skills required of the sport. Teach your players about responsibility, coming to practice and games on time, and being ready to work hard.
- Ensure every player has equal time on the field and rotate positions so players can become familiar with different aspects of the game.
- Inspect equipment and facilities before practice and make sure each player has the proper equipment to train or play.
- Parents are to be consulted with regards to poor behaviour from players, emotional problems with players or physical injury to players. The ultimate responsibility for dealing with a player's behaviour rests with the parents, whose support should be sought if a player is consistently misbehaving at training or games.
- Teach your players respect, including respect for team mates, opposition and match officials. They should exhibit good sportsmanship, so don't allow offensive language, aggressive behaviour or deliberate failure to abide by the rules of the game.

Beginning of the Year

- It is highly desired that all coaches have or obtain the appropriate coaching qualification for the team that they are coaching. Courses are conducted throughout the season by Central Coast Football (CCF) using qualified coaching instructors. The club will refund 50% of the cost involved in the course upon completion of the course. Speak to your relevant Age Coordinator for details. For more information about coaching courses, go to: <http://ccfootball.com.au/coaching-courses/>
- You are required to register as a coach with the Club through the My Football Club website. Go to: www.playfootball.com.au
- Complete a Working with Children Check (WWCC). For more information about WWCC, go to: www.kidsguardian.nsw.gov.au
- Be aware of your responsibilities involved with being a coach. Most importantly, this includes providing a safe environment for players. It is the responsibility of the coach to ensure that junior players leave any playing and training area safely.

Communication

- Ensure the Manager knows of your intentions and any changes to routine so appropriate action can be taken to inform team members.
- Keep communication with players and parents as positive and professional as possible. Encouragement is always more effective than criticism.
- Ensure everyone knows your expectations at the beginning of the season. This includes acceptable behaviour at training and games, appropriate times to arrive at training and matches, what equipment is required for training and matches, etc.

Training

- Be prepared for training. Think about the drills and skills that you will be working on, and make sure that all necessary equipment has been maintained to a satisfactory standard.
- Make sure you are on time and ready when the team arrive.
- If you require assistance with programs or training related issues, speak to the Age Coordinator or the Junior Development Officer, as they are there to help.
- Make sure you advise your players to inform you of any injuries or illnesses before training and games.
- Training should involve fun drills which teach correct techniques and enhance skills, not just sprints and running laps. Technical development (passing, dribbling, striking the ball, juggling, etc) are crucial for a players confidence in game related activities.
- Conditioning and fitness related activities are not appropriate for non-competition teams (U5-U11). When completing conditioning activities in competition age groups (U12 and up), players should do so with a ball so that they are developing their skills at the same time as improving fitness.
- Coaches found to be under the influence of alcohol, drugs or smoking during training or games will be removed from their duties and will face a disciplinary committee for breach of conduct.

Match Day

- Warm the team up/down
- Manage player involvement on game day, including substitutions and allocation of positions (where appropriate) to ensure fair and equal participation
- Encourage and direct the team in a positive manner.
- Encourage your players to show good sportsmanship, including shaking hands and giving three cheers for the other team at the end of the game.
- Thank the other team, their coach, manager and the referee.

Borrowing Players from Other Teams

At times, it is necessary to borrow players from another team when a number of players are missing due to injury, suspension or absence.

When borrowing players from another team, the coach (or their delegate such as team manager) must first make sure that each borrowed player is eligible to play based on the Central Coast Football Rules & Regulations. Information about player eligibility for teams other than their nominated team can be found at:

<http://ccfootball.com.au/wp-content/uploads/2018/02/CCF-Rules-and-Regulations-2018-Final-2.pdf>

Once it has been determined that the required players meet the CCF rules and regulations, the coach (or their delegate such as team manager) must contact the coach (or their delegate such as team manager) of the team where the player is registered for their approval to be released to play.

Once approval has been granted from the coach of the player's registered team, the coach (or their delegate such as team manager) should then contact the player and the player's parents (if under the age of 18) for their approval.

When all parties agree, including coach, parent and player, the player will be released to play for the other team.

When a dispute arises over the release of a player to another team, the aggrieved party should contact the Football Committee through the relevant Age Coordinator. When this occurs, a final decision will be made by the Football Chairman in consultation with the Age Coordinator.

In general, it is unreasonable to expect a player to fill in for another team if their own team will be negatively impacted by them doing so. However, there are other factors that could also be considered by the Football Committee when determining whether a player should fill in for another team, including:

- Total number of players available to play for each team
- Position of both teams in the competition, and the possible impact on the chances of either team reaching finals, finishing as competition premiers or being relegated.
- Opportunities for the development of players
- Impact on player welfare
- Impact on the short or long term success of the club

Training

Teams are asked to nominate preferred training day and time at the beginning of the season. The Club will endeavour to accommodate everyone but this is not always possible. Please do not expect to have the use of an entire field when others require space too. Teams will be allocated an appropriate amount of space for the age of the team. Limit wear and tear in the goal areas where possible. A training schedule, which includes a field map with allocated training locations, will be sent to all teams as well as place on the club website. At training, you are asked to cooperate with each other and raise any issues with the Committee.

Equipment

Replacing training and playing equipment can be very expensive. The Club asks you to look after all training and playing equipment, as the funds spent on replacing lost and damaged gear could be better spent elsewhere.

- Please be reminded that the gear always remains the property of Kincumber Roos FC.
- Please keep the shirts together by collecting at the end of each game. Do not let the players have one each to take home!**
- Please do not cut the tags off the shirts.
- Please mark your soccer balls with your team name and Kincumber Roos FC.
- Please wash the training bibs from time to time (especially at the end of the season).
- Please do not mix the kits up. If you need more gear, please ask.
- Please return old or damaged balls and you will receive replacements. Don't just throw them away.

Player Insurance

- It is the responsibility of the individual player and their parents/guardians to make sure they fill out all necessary documentation needed to make an insurance claim and forward it to the club secretary to send in. Please make sure a copy of all documentation is kept by the player before handing the form in. The insurance form can be found in the library section on the Club website or at the official table at Frost Reserve.
- As manager you will need to fill in an incident report form, which can be found in the library section of the Club website or at the official table at Frost Reserve. Please forward a copy to the club secretary within 24 hours of injury.
- Any player injured should not be moved by the coach or manager, and common sense should be used when seeking the services of an ambulance.
- Any player who has injured any part of their head/ neck/ back, has a suspected broken bone or who is knocked unconscious for any amount of time should have an ambulance called.

Player's Awards

The Club provides player of the week awards through our sponsors which are usually available in the form of a gift voucher or similar. It is important with non-competition teams that each player receives recognition and that the same players are not singled out for special attention on a regular basis. By recording who receives the award each week, you can make sure that it is shared around all team members.

Gala Days

Throughout the season, clubs on the Central Coast host Gala Days for various age groups. There will be advertising throughout the season where these occur. Usually held on Sundays during the season, Gala Days are a series of shortened games in a round robin format complete with a finals series for the more successful teams. Teams are usually guaranteed at least 3 games. There is a fee involved for entry to these competitions, which is payable by the team.

Coaching Courses

Courses are conducted throughout the season by Central Coast Football (CCF) using qualified coaching instructors. The club will refund 50% of the cost involved in the course upon completion of the course. Speak to your relevant Age Coordinator for details. For more information about coaching courses, go to:
<http://ccfootball.com.au/coaching-courses/>

For non-competition teams, the Grassroots Coaching Certificate is the most appropriate qualification.

General Meetings

General meetings are held throughout the year on a bi-monthly basis. The time, date and location of these meetings are advertised on the Club website and the Facebook page. Each team should have one representative attend. These meetings are a great way to find out what is happening at the Club and in Football on the Coast. The Committee is elected at our Club AGM which normally falls in October.

Ground Locations

A comprehensive list of current Central Coast Football grounds is available on the Club website through the "CCF Grounds" link. This link gives detailed addresses and map locations of all CCF grounds.

Playing Rules and Formats

A copy of the most recent CCF rules of the game, which include playing formats for non-competition age groups and rules of competition games are available on the Club Website in the Library section.

Resources

The Club's website has a number of links to relevant information regarding policies, rules and regulations, coaching resources and up to date news and events. Please make use of these facilities as this is the most effective (and up to date) mode of communication for all club members. <http://www.kincumberroosfc.com.au>

Useful coaching resources can also be found at <http://www.ffacoachingresource.com.au/>

EXPECTATIONS OF PARENTS/GUARDIANS

Parents and Guardians have the responsibility to:

- a) Ensure that the player arrives at training and games on time;
- b) Notify the coach/manager if the player cannot attend training or the game;
- c) Meet your obligations for the smooth running of the team, including assisting to set up and pack up fields when required, washing the team jerseys on a rostered basis, and paying an equal share of the referee fees as determined by the team manager;
- d) Check the Club website for information, such as changes or cancellations due to weather;

Parents play an important role in the level of enjoyment that children experience playing sport. It is important that parents are good role models and help to create a positive sporting environment.

There are five important considerations for all parents:

1. Understand what children want from sport

- Emphasise trying hard and having fun, not winning
- Don't pressure your child – it's their game, not yours
- Never criticise or ridicule your child's performance
- Discuss what your child enjoyed about the game

2. Encourage fair play

- Be a good role model
- Show respect for opponents, spectators and officials
- Cheer and acknowledge good plays from both teams
- Thank the referee, coach and other team after the game

3. Keep your emotions in check

- Leave the stress of daily life behind
- Be enthusiastic, but don't yell instructions from the sideline
- Don't get into shouting matches with anyone
- Address coaching or refereeing concerns after the game with the Ground Official
- Don't use bad language or harass others

4. Respect the coach and officials

- Always set a positive example
- You and your child should thank the referee after the game
- Accept decisions by referees and other officials
- Deal with issues professionally after the game with the Ground Official

5. Uphold the code of conduct

- Support and uphold the CCF Code of Conduct, published on the following page
- Don't drink alcohol at junior matches or arrive at the field intoxicated

If you witness inappropriate behaviour, you should approach your team manager or the Club's appointed ground official and notify them. It is not your role to approach the offender(s) as this can further escalate the situation.



CCF Player and Spectator Code of Behaviour / Conduct



Any Player / Spectator / Coach / Parent or Official present at a match or otherwise involved in any activity staged or sanctioned by CCF or its member clubs must at all times:

- Conduct yourself in a manner that enhances the reputation and goodwill of football on the Central Coast.
- Respect the decisions of match officials & teach children to do the same.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national, or ethnic origin.
- Not engage in discrimination, harassment, or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting.
- Not use violence in any form, whether it is against other spectators, Team Officials (including coaches) Match Officials or Players.
- Never ridicule or unduly scold a child for making a mistake - positive comments are motivational, negative comments are harmful.

Any Person who does not comply with this Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future matches.

In the event of a breach of this code, you will be asked to attend a Club Disciplinary or CCF Judiciary hearing to explain your actions and face sanctions to be determined at the hearing.

If you have any concerns about the above, or believe someone at the ground is in breach of the Code of Behaviour, please bring this to the attention of the vested Ground Official.



All CCF Venues are strictly non-smoking
All Venues are alcohol free zones during junior games.

Dealing with Difficult Situations

When coaching or managing a team, it is possible that things do not always go smoothly. It is important to recognize that you do not need to deal with problems on your own. The Club has an elected representative for each of the various age groups and competitions (see committee list for details). These individuals should be your first point of contact if you have any concerns, they will be able to help you deal with the problem or put you in contact with someone who can help.

- Please keep the Club informed of any problems that your team has, whether it is an internal difficulty with parents or players, or an external problem the team has experienced with another team or Club. It is best that these concerns are documented in writing, and sent to the Club Secretary as well as the appropriate Age Coordinator.
- Any external contact with another Club, CCF or any organisation related to issues within the game is to be made only through the Club's Secretary. **Neither you nor any of your team's parents are to contact the CCF or any other Club to report a problem.** This is to ensure that correct procedures are followed and all parties are kept informed.
- Remember that children play the game to enjoy themselves. Encourage parents to provide positive support, and refrain from criticism and poor sportsmanship. Please let the Club know if you are having difficulties with a parent meeting these expectations.
- As a club, we will not tolerate any abuse of officials, opposition players, team mates, committee members, coaches, managers, referees or anyone associated with the game. All reports of this type of behaviour will be taken seriously and the persons involved will need to face a disciplinary hearing.
- All coaches, managers, volunteers and club officials MUST complete a Working With Children Check, unless they are exempt by law.** The Club recommends that even coaches and managers who are exempt should still complete the WWCC.
- Please contact the Club's Member Protection and Information Officers (see committee list) if you have any child protection concerns, which will be dealt with in the strictest of confidence. If necessary, you will be directed to the appropriate authority for assistance.**

Tips for protecting children

There are actions that can be undertaken to ensure children feel safe and protected when participating in sport. These good practices include the following:

- Use positive reinforcement and acceptable language when talking about or to a child;
- Develop a calm and non-confrontational behaviour management style;
- Make any physical contact with children and adults in a way that makes them feel comfortable, for example, shaking hands and a congratulatory pat on the back. Avoid unnecessary physical contact.
- If a Coach or Manager must make physical contact with participants as part of an activity, then they should explain the activity and what they will do, and ask for the participant's permission;
- Avoid situations where an adult may be alone with a child, for example, dressing rooms or first aid rooms;
- When children need to be transported, ensure there is more than one child (and, if possible, more than one adult) in the vehicle;
- Document all incidents involving physical restraint of children or violence involving children;
- Document all incidents that seem to be unusual or 'out of the ordinary'
- The Coach should help children to learn to be a 'good sport', through role modelling appropriate behaviour and recognise that children have a right to feel safe, and know what they can do if they do not feel safe

Report any issues of concern to the Club's Member Protection and Information Officers.

Your club Member Protection and Information Officers are:

Phil Batey 0409 852 438; Alex Osborn 0421 575 679; or Victoria (Tori) Hyde 0412 164 423