



# **Coach & Manager Guide Book**

**Graded Teams (U12-U18)**

Congratulations and thank you for putting your hand up to coach or manage a team. Without people like you the Club could not exist and your team's players would miss out on enjoying the greatest game of all!

The Committee appreciates the time and effort you will invest in your team during the year and the Club will endeavour to assist you in whatever way it can. If you are experiencing difficulties that you can't resolve, please contact the Secretary.

Players in teams U12 and up are graded and as such, coaches need to have more than a rudimentary understanding of the game. Again, courses are available to assist you in gaining the necessary skills and knowledge to coach at this level.

Graded coaches need to apply for the position by submitting a Coaching Application to the Club Secretary. This form can be downloaded from the Bally website.

If two or more people apply for the same position, the Club Executive will make a decision based on suitability and level of ability.

### **FFA Number**

**Every coach and manager needs to have a valid FFA number.** You can get one by registering for an FFA account: [www.myfootballclub.com.au](http://www.myfootballclub.com.au). Coaches and managers need to register each year, similar to players.

If you need assistance in registering online, go to MyFootballClub FAQs or read the MyFootballClub Self-Registration Guide, which can be found on the Balgownie Junior Football club website, under the Teams menu, then down to Coaches & Managers page or follow the instructions below.

Managers – just register as if you were a coach.

All new registrations must be completed by the week before the competition starts. Existing FFA numbers remain valid for life (or until FFA changes their regulations).

## **Coach & Manager Self-Registration**

All Coaches and Managers need to self-register through the MyFootballClub website. The process is the same as for players. You will need internet access and a current email address.

Go to <http://www.myfootballclub.com.au/> and click on “Register Now”.

Click on “Coach Registration” (regardless of whether you are Coach or Manager)

Choose the relevant option:

- > **Already have an FFA number???** If you have coached or managed a team over the past five years, or if you have played the game yourself, you will already have an FFA number. If you don't know your number, you can retrieve it through the MFC system.\*
- > **Don't have an FFA number???** If you have not coached / managed or played in the past five years, you will need to create an FFA account. Once you have registered your details, your FFA number and password will be emailed to you.

Once you know your FFA number and password, you can “Click here to proceed to the login pages” Once your details are on the screen, click “Register”.

Check your details are correctly entered. Update / upload a photo if required.

There are 5 steps on the Select Registration page:

Step 1: Type in “Balgownie Junior Soccer Club”

Step 2: Select Registration “Coach” (you will be prompted to select accreditation and category if applicable)

Step 3: Select Registration Package “Coach/Manager”

Step 4: Click “Add Package”

Step 5: Click “Next”

Follow the remaining steps until the registration process is complete.

\*If you have any difficulties locating your FFA number and / or retrieving your password, contact MyFootballClub on (02) 8020 4199

## **Coaching courses & qualifications**

For Graded teams it is advisable for all coaches to have completed the Grassroots Football Certificate as well as the Skill Training Certificate for U12 and U13 and the Game Training Certificate for U13-U17.

The FFA have a detailed development pathway. Refer to the link on our website under the Graded Coach and Manager page.

## **Child Protection and Working with Children requirements**

Child protection laws apply to all FSC football teams and by registering for an FFA number on the MyFootballClub website, you have agreed to be bound by these laws. All coaches and managers must have an FFA number and be registered for the current year.

A coach that is not a close relative of a player within a team will also need to complete a Working with Children Check. Further details can be found at: <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. Volunteers are not required to pay the associated fee for this check.

## **Child Safety**

BJFC are committed to ensuring child safety. Coaches and managers should proactively contribute to child safety and minimising risk, by:

- Requesting that parents supervise their children during training sessions, particularly when walking to and from vehicles, or visiting the public toilets.
- Never leaving a player under 18 alone after training or games
- Never be in a situation where you and a child who is not your own are left alone
- Communications by phone or email should be directed to the parents of a player under 18, never directly to a player
- No phones are allowed in the change rooms - either players or officials
- Avoid transporting a player, unless approved by a parent or guardian
- Report any concerns immediately to your MPIO

## **Football gear and kit bag**

Every team will be issued with a kit bag containing:

- Sufficient playing shirts for your team
- Cones
- 2 x Ground Marshall fluoro vests
- Training bibs
- You will also receive 10 training balls in a mesh bag including one to be used as a match ball
- Player assessment evaluation sheets (minimum of three (3) to be completed during the season) that can be photocopied for additional assessments

Gear can be picked up from the Clubhouse once team sorting has been done and team lists have been finalised. **Responsibility to return ALL gear lies with you** and the complete set of items must be returned the week after the season has finished.

End of year trophies will NOT be issued until all gear has been returned.

Balls should not be given out to players to take home or to be used other than at training or on game day. Balls get damaged or lost when given out separately and replacement costs will need to be passed on to all players in the form of higher registration fees.

Shirts are not to be handed out to individual players to keep/wash after the game. Shirt washing should be rotated each week amongst the team parents, with one player's parents to wash ALL the shirts in one batch. Ensure that they arrive with the shirts in time for the next game.

### **Washing instructions:**

- > ALWAYS WASH IN COLD WATER!
- > DO NOT use a clothes dryer - let them dry naturally.
- > Don't mix white shirts with coloured clothing.
- > Try and remove stains as soon as possible after the game.

Damaged shirts/balls and lost balls/cones/bibs can be replaced by contacting the Gear Steward: [gear@balgowniejuniors.com.au](mailto:gear@balgowniejuniors.com.au)

## **Training days and times**

Generally training times are dictated by the availability of the coach but parents are free to discuss changing times so that the majority of players are accommodated.

You can request a training time on the Coaches Info Day and usually everyone can be accommodated.

Please bear in mind that the MiniRoos teams usually train between 3:30pm and finish around 5:00pm so Graded teams tend to train after that.

Also be aware that the senior club trains after 6pm and any interaction with their players may pose a hazard to the younger graded teams. There may be a need to change your training location or days/times.

## **Insufficient players for a game, forfeits and changing times/location**

If your team is unable to field a full squad, there are several options available to you:

- borrow players from another Bally team in the same age group and a lower division or from a younger age group. This is not a club function. Coaches & managers should make contact with other coaches and managers to borrow players.
- change the day or time to a mutually acceptable one. This request needs to be made by the Club Secretary on your behalf and ratified by Football South Coast and will rarely be granted.
- forfeit the match. Again, you will need to contact the Club Secretary so you can arrange this well before the game. Please note there are financial penalties borne by the club should you fail to notify the Club and FSC by a per-determined timeframe

## **Checking your game time**

It is your responsibility to check the draw - not the Club's. Many of the committee members have their own teams to manage and will not be able to provide information on game time and locations

The draw is published on the FSC Match Centre - Fox Sports Pulse website:  
[http://www.foxsportspulse.com/assoc\\_page.cgi?c=1-4704-0-0-0&sID=320431](http://www.foxsportspulse.com/assoc_page.cgi?c=1-4704-0-0-0&sID=320431)

You can also access the fixtures via the Bally Juniors website or using our smartphone app.

Reminding just the players (and not the parents) at training – especially the younger ones – is not recommended.

Normally the team manager passes on this information weekly directly to the parents, either by email or SMS.

FSC can, and does, change the draw - sometimes quite late in the week - and the Club does what it can to notify you in exceptional circumstances but it is still up to you to double-check your game time. Any changes will generally be made by FSC by 5.00pm on the Thursday prior to the match weekend.

Ensure that your team arrives at least 15mins before the game to allow for a warm-up and also to discuss playing positions.

To check whether the game has been cancelled due to wet weather, you can either:

- > **check the Notice Board on the Football South Coast website**  
[http://www.foxsportspulse.com/assoc\\_page.cgi?c=1-4704-0-0-0&SID=320431](http://www.foxsportspulse.com/assoc_page.cgi?c=1-4704-0-0-0&SID=320431)
- > **go to the Bally website home page:**  
<http://www.balgowniejuniors.com.au> and click on the Grounds link.
- > **Wollongong Council website:**  
<http://www.wollongong.nsw.gov.au/facilities/sportrec/pages/sportsgrounds.aspx>
- > **Shellharbour Council website:**  
<http://www.shellharbour.nsw.gov.au/default.aspx?WebPage=222>
- > **Kiama Council Website:**  
<http://www.kiama.nsw.gov.au/recreation---facilities/parks---reserves/recreational-spaces/playing-field-status>

Also listen to the local radio stations for ground closure information.

**DO NOT assume that just because it has rained that the game has been cancelled.**

**If a large number of grounds are closed, FSC may cancel all games for that round.**

### **Game time and ball sizes**

Under 10,11 12	25 minutes each way
Under 13, 14	30 minutes each way
Under 15, 16	35 minutes each way
Under 17, 18	40 minutes each way

Ball sizes	Under 12, 13	Size 4
	Under 14, 15, 16, 17, 18	Size 5

## **Filling in team sheets**

Team sheets should be filled in 20 mins before the game and is usually done by the Manager. **Ensure that details are correctly entered and that the team sheet is signed.** Incorrectly filled-in team sheets incur fines for the Club. If you are unclear on any issue, please ask the Senior Marshall on duty.

A maximum of sixteen (16) players can be put on the team sheet by each team for U12 – U18.

Each player's name and FFA registration number must be printed on the team sheet to correspond with the number of the playing strip, including substitutes. The player's names and FFA registration numbers must be the same as that printed on the ID Card.

A player listed on the team sheet, unless crossed out, shall be deemed to have participated in the match.

Should a team use a player registered in another team from their club, i.e. borrow, then the team sheet must indicate the age and division in which the player is officially registered, as per ID card, in the borrowed column.

The coach's and manager's name and registration number must also be printed on the team sheet and correspond with their ID cards. In the case of an acting coach or manager the word 'Acting' is to be shown as the registration number if the person is not registered.

At the conclusion of the match and after the referee has completed the team sheet, each coach or manager is to ensure that the details are correct and should sign in the appropriate place(s). If there is a dispute then the coach/manager is to report the problem to the match day supervisor immediately. If the problem cannot be resolved then the coach or manager must submit a written report as outlined in regulation 22.

## **Cup & Plate and State Cup competitions**

FSC runs a Cup and Plate Competition for all graded teams at the start of each season. The Competition runs for rounds 1 to 3, with a finals series held usually in June. The Cup Competition involves teams from Divisions 1 and 2 and the Plate Competition for teams in Divisions 3 and 4.

The State Cup is a state-wide knockout competition and teams are not automatically entered - they need to apply. Contact the Club Secretary for more details. Nominations are usually made early in the season.

## **Coach/Manager - Code of Conduct**

Although the Club appreciates you volunteering as coach/manager, the role is not without responsibility. Every coach and manager is expected to maintain the highest standards of behaviour at all times.

Remember, you are representing the Club and you are also a role model for the kids. Kids look to you for guidance and to test where the behavioural boundaries are.

- > If you continually question or backchat referees... they'll back chat referees.
- > If you exhibit an overly aggressive or physical attitude toward the other team... that will rub off on the players and you can expect an increase in cautions, yellow cards and send-offs.

As a more mature and experienced person, you need to provide a calming influence and lead by example, especially when things don't go your team's way. BJFC is a leader in exhibiting fairness and good sportsmanship - to other players, game day marshals, opposition officials, all spectators and referees.

Any Balgownie Juniors coach/manager brought before the Football South Coast Disciplinary Judiciary for any offence contrary to the Football South Coast Constitution or the Code of Conduct will also be accountable for his /her actions to the Balgownie Junior Football Club.

Any offence that the Football South Coast Judiciary finds to be proven for which a penalty is imposed will be enforced by Balgownie Junior Football Club. If any further conduct is deemed inappropriate, that coach/manager will be asked to relinquish his/her duties and a new coach/manager will be appointed by the club. The said coach/manager will also not be permitted to hold a coaching/managing position for the following year.

All coaches and managers are expected to read the Code of Conduct which is available on our website.

For serious incidents involving a coach/manager that don't reach the FSC judiciary but are investigated by the BJFC Executive Committee and are found proven, will result in a written caution being issued.

Any subsequent proven incidents will also result in the coach/manager being asked to relinquish his/ her duties and a new coach/manager will be appointed by the club. The said coach/manager may also be restricted from holding a coaching/managing position for the following year.

All coaches and managers of teams must remain within a distance of five (5) metres on either side of the halfway line on the same side of the field or in the marked technical area during the course of a game. Should the playing field/ground be so marked with a technical area/s in accordance with FIFA regulations, then these are to be utilised in lieu of the preceding ruling. Coaches and Managers ID cards must be worn on a lanyard. A generic acting coach/manager card can be used if necessary.

Coaches and Managers must not officiate as a referee or assistant referee during the course of their match. Any breach of this section will result in the game being declared a forfeit against the offending team and normal rules of a forfeit will apply as per regulation 40\*. For the purpose of this clause the Coach and Manager are deemed to be the person(s) registered with the FSC Junior Football Council as the coach or manager of that team, regardless of whether their name appears on that games team sheet.

(\*Full details of all the FSC regulations are available for download on the Bally website under the Coach & Manager section.)

### **The Manager's role**

The role of manager is an important one.

- > You relay information from the Club to your team's parents and players
- > Custodian of coach/manager ID cards and team ID sheet
- > Confirm match details each week
- > Assist the coach on game day
- > Fill in team sheet
- > Organise the weekly Best & Fairest award (if applicable)
- > Organise social activities
- > Do your best to create a harmonious team atmosphere.
- > Notify the Club immediately if you are unable to field a team due to illness or players away on holidays. Parents should advise the manager if their child will be unable to play.
- > Organise volunteers (canteen and Ground Marshall duties).

Each team is required to provide 2-3 volunteers to assist in the canteen when rostered to do so. Your allocated day and time will be emailed to you as well as posted on the Bally website.

### **Each home team is required to provide 2 ground marshalls for their game.**

Two fluoro Ground Marshall shirts will be provided in the team bag or can be obtained from the clubhouse. The Ground Marshall shall be over the age of 18 and shall not be a Coach or Manager of a game in progress.

An explanation of the Game Marshall's duties are available on the Bally website.

Check out the Bally website under the Coaching Menu for heaps of valuable material! <http://www.balgowniejuniors.com.au/coaching-resources/>