

# Mountain Districts Football Club



## Coaches and Managers Manual 2010

[www.mdsc.com.au](http://www.mdsc.com.au)

Welcome to Mountain Districts Football Club. Thank you for making the decision to become a Coach or Manager of our club. Your role plays a big part towards the enjoyment of the players and the success of

the teams and the club. Your effort and time is greatly appreciated by the Committee and without your support Mountain Districts Football Club would not function to the greatest of its abilities. Please find below a guide to your responsibilities as a Coach or Manager and we wish you and your teams well for the coming season.

## **Coach Responsibilities**

- Register with the Club Registrar as team coach and complete Prohibited Employment Declaration form and attend any seminars.
- Familiarise yourself with CCF (Central Coast Football) Rules and Regulations these are available on the website.
- Be responsible for all Club equipment issued to the team
- Act in a responsible and sportsman like manner at all games.
- Refer any disputes to an appropriate Club Official.
- In the absence of the Team Manager carry out the full duties and responsibilities of that position.
- Commence training as soon as practical after teams are finalised and on the receipt of your equipment kit. (please see equipment rules)
- Either the Coach or the Manager is responsible for the welfare of the children at all training sessions until a parent or responsible adult relieves the Coach or Manager of the children in their care.
- Liaise with Team Manager about weekly match reports for the club website.
- Have input into team selection in conjunction with the Grading Committee (Competition Teams only)
- In the event of wet weather or uncertainty about weather conditions or game changes in the first instance check the CCF website if information is unavailable only the Coach or Manager are to contact the Fixtures Officer. Encourage your team members and parents that you will contact them or vice versa but they are not to take it upon them selves to contact the Fixtures Officer or CCF in regards to game changes.
- Where possible attend monthly Committee meetings and Annual General Meeting.

## **Manager Responsibilities**

- Register with the Clubs Registrar as Team Manager and complete a Prohibited Employment Declaration and attend any seminars.
- Familiarise yourself with the CCF Rules and Regulations these are available from our website.
- Obtain a list of the Name, Address, Telephone Numbers and email Addresses of all players.
- Obtain a draw for the season and be familiar with the venue for all games and their locations prior to the first competition game.
- Ensure that all players are made aware of the times and venues for each game.
- Be responsible for the behavior of the players.
- Be responsible for the completion of the team sheet at least 15 minutes prior to the commencement of each game. This is done by entering the full name, registration number and shirt number in either blue or black biro only at the official table located at each game you attend.
- Be responsible for the collection of match fees and the handing in of such monies.
- Be responsible for the payment of the referee and linesman fees prior to the commencement of each game.
- Be responsible for the safe keeping of the player's registration cards.
- Ensure that if any players leave the team or the Club that the Registrar is notified immediately.
- In the absence of the Team Coach be responsible to ensure that the duties and responsibilities of this position are carried out.
- In the event of wet weather or uncertainty about weather conditions or game changes in the first instance check the CCF website if information is unavailable only the Coach or Manager are to contact the Fixtures Officer. Encourage your team members and parents that you will contact them or vice versa but they are not to take it upon themselves to contact the Fixtures Officer or CCF in regards to game changes.
- Where possible attend monthly Committee meetings and the clubs Annual General Meeting

## **Insurance**

If any player suffers any type of injury during the game or at training please fill in the Injury Report Book located in the Club Canteen. Please return it and notify the Club Secretary within 24 hours of the Injury. It is important that you advise injured players or parents that the insurance form **MUST** be returned to the Secretary immediately, as the failure to do so could result in the Insurance Company refusing to pay on your claim.

It is advisable that you let your players know that if they have been injured during the course of a game or during training to fill out a form regardless as injuries that seem insignificant at the time may later require medical attention.

If the injury occurs at an away game please contact the club Secretary (details on the list provided) in order to get the forms filled out ASAP.

## **Registration Cards**

You must have these cards kept safely (as they are difficult to replace during the season) and must be available to be produced at **ALL TIMES**. You must go to the official table (whether you are at a home or away game the same applies), at least 15 minutes before the commencement of a scheduled game and fill out the team playing sheet.

Teams have until half time whistle to produce their registration cards. If a team fails to produce their registration cards the matter may be dealt with by the Match Committee who may impose a penalty of the way of a fine.

## **Players Leaving the Team**

If you have any players leaving your team throughout the season please return the registration card immediately to the club registrar, so that the Association can be notified.

## **Team Player Sheets**

Team Player Sheets are now pre printed so the only information required is as follows.

- Players Shirt number is to be placed in the nominated box on the form
- If a player is not playing that game place DNP where the shirt number goes
- Nominate an official
- And sign where applicable.

If a pre printed team sheet is not available the following needs to be done.

### **These are some very important rules for filling out team sheets**

- The sheets must be completed at least 15 minutes before scheduled commencement of your game, whether at home or away, and must be printed very clearly and neatly.
- They must be filled out at the official table they are definitely not to be removed from the table at any time.
- You must write FULL Name FIRST and SURNAME on the sheet
- You must put the player's shirt number on the sheet to correspond with their name.
- The registration number on the player's card must go on the sheet.
- Only use blue or black biro only – no felt pens as it runs in wet weather.

### **FAILURE TO COMPLY WITH THE ABOVE RULES RESULTS IN OUR CLUB RECEIVING FINES FROM CENTRAL COAST FOOTBALL.**

- You do not sign the sheet where it says MANAGER until after the game is completed. You are required to check the score entered on the sheet by the match referee and if correct, the sign. It is too late to come back to the Club after the event and say the score was wrong. Whatever the score is on this sheet is the official score and result given to those teams.
- A Registered team official should sign the referee's sheet after the game to verify the game score. In the event of a dispute regarding the score and or the qualification of player's the team official should have it noted on the back of the Team Sheet and sign under that note.
- It is mandatory that you advise the club of the match score at the end of each game, whether home or away. This can be done by calling or texting your scores through to our results assigned person which you will be notified of at the beginning of the season. The information must be made with us by 6pm on that day (that is, Saturday if the game was played on Saturday). **FAILURE TO SUBMIT THE GAME SCORE BEFORE THE DEADLINE WILL RESULT IN A \$50 FINE PER TEAM.** This is a result of the Club being fined along with a loss of competition points if we do not submit the results on time.

## **Collection of Weekly Team Fees**

A form is enclosed for Managers to record the collection of Team Fees from ALL players in your team. It is necessary to collect these fees to cover the payment of referees. Fees are not payable for washed out games or if a player is absent. However you may discuss this with team members and players to pay each week if ALL agree.

## **Canteen Roster**

Your team will be requested to help in the canteen just a couple of times each season and it would be appreciated if you could help out in this way. We only need 2-3 parents on each occasion, for only 1 hour maximum and its NOT the sole responsibility of the Coach or Manager. We endeavor to roster either side of your game time so you don't miss the game and also try to give as much advance notice as possible, although this is not always possible due to last minute notification of games or changes to games.

The Canteen is the Club's main source of income and without it the club would be severely disadvantaged so your co operation would be greatly appreciated. Please let your parents know this also.

**WE REGRET DUE TO INSURANCE REASONS, THAT WE CANNOT ALLOW CHILDREN UNDER THE AGE OF 16 YEARS TO WORK IN BE IN THE CANTEEN AT ANY TIME. THANK YOU.**

## **Match Reports**

You are requested to submit a match report, weekly if possible. Via the Website. The report will appear on the web page under your team.

You are requested to keep you comments short and entertaining with **POSITIVE** highlights of your games. It is imperative that you complete this using appropriate language. All reports will may be edited by our Publicity Officer or Web Master at any time to ensure that these guidelines are met.

## **Caution Notices**

In the event of a player being given a caution during a game the referee will make a not of this on the team sheet this is then provided to CCF and a generated notice will be supplied this applies to all warnings and suspensions. Therefore a player is not suspended from play until notification has been received.

## **Games and Training**

## Wet Weather

It is imperative that you educate your players and parents that your team members call **YOU** (the Coach or Manager) in the event of wet or suspect weather.

- Please check the **CCF Website** for the latest information for ground closures or changes to games. **(UNDER NO CIRCUMSTANCES ARE YOU OR ANY TEAM MEMBER OR PARENT TO CONTACT CCF FOR THIS INFORMATION)**
- If information is unavailable **YOU (AND ONLY YOU)** can telephone the Fixtures Officer to ascertain what grounds are open or closed, then relay this information to your team members. This is to avoid congestion of this line and allow all team managers to access information.
- There are no make up games if games are cancelled due to wet weather.

## Training

- Training days are Tuesday, Wednesday, and Thursday. You may commence training at a mutually convenient time to all team members after grading day and upon receipt of your equipment.
- If in doubt due to wet or suspect weather please check the website for ground closure.

## Changes or Additional Games, Training Etc

- If, for whatever reason you arrange non scheduled games or training sessions (i.e pre season, extra training or a social game) it is mandatory that you request a Sanction form Via the Club Secretary, with at least 72 hours notice before the event. Failure to obtain a Sanction Form will result in players not being covered by insurance.

## Playing Strip

We suggest the Manager organises parents in rotation to wash the playing shirts after each game. It is a good idea to have them returned to you at midweek training as there have been numerous cases of players running late to games, forgetting the shirts, sick players etc. this avoids the panic and quick trips home from Budgewoi to get them. Team strips are to be kept together at all times, under no circumstances are individual players to take their shirts home. Shirts are expensive items to replace so if any shirt is lost during the season a charge of \$50 will apply.

## Balls

- **PLEASE ONLY USE YOUR MATCH BALL AT GAMES DEFINITELY NOT FOR TRAINING.** Please keep a very close eye on all of your kit as they have a terrible habit of disappearing. They are to be kept in the bag provided and not to be given to any team members to be taken home. You have signed for all the items in your kit and it is to be returned at the end of the season in the same condition. If you have difficulty with any equipment please contact the equipment officer (details in list attached) not that lost equipment will incur a fee payable by the team if equipment is lost or damaged so take good care.

## Payment of Referees

If you are allocated an official referee and / or linesman for your game (i.e. black and white uniform), you must pay the referee's / linesman's fee at the official table **BEFORE THE COMMENCEMENT OF THE GAME**. Please have the money ready in the envelope marked with your club name, team and amount and leave it at the table. Each team pays half of the fee payable. (please see attached table of Fees) or by asking at the official table. The referee will not come and chase the money and if it is not paid the Club will be charged double.

If you have an unofficial Referee (e.g. parent, coach) **THEY ARE NOT TO BE PAID**

This applies whether you are home or away

## Refereeing Decisions

Please encourage the players to show respect to the referees at all times, whether they are official or volunteer. Under no circumstances is there to be any bagging of the referee, whose decision is final. **IF YOU ARE THE HOME TEAM ALWAYS HAVE SOMEONE ON STANDBY TO REFEREE YOUR GAME AS IT IS YOUR RESPONSIBILITY TO SUPPLY A REFEREE IN THE EVENT THAT ONE IS NOT APPOINTED TO YOUR GAME.** It is unusual for official referees to be appointed to games for non Competition. If you are a club referee please fill out the team sheet at the Official table immediately after the game. Please do not take it away. If you are the club referee you take full power as the official referee and can caution players or send them off the field of play. If you caution a player there is a solution sheet kept at the Official table and you **MUST** fill it out and give it to the Team Manager involved. Likewise if you are at an away game and one of your players receives a caution, make sure you get a copy of the Caution Report. Please refer to the Rules and Regulations for full details.

## Players Drink Bottles/ Sun Safety

Central Coast Football and Mountain Districts Football Club encourage all players to provide and use their own drink bottles at each game and Training Session.



We at Mountain Districts Football Club take sun safety seriously so would recommend that you share that message with your players and parents. It is recommended that players and parents supply their own sunscreen and apply it before playing regardless of the weather conditions.

## **Behavior**

The Committee at Mountain Districts Football Club request your assistance in keeping your parents, supporters and players under control at all times, especially at away games. Please try to them to applaud good play and encourage the ones not so good. If spectators or players are reported for misconduct it could result in our Club being fined up to \$1000. It is also recommended to be aware of the information contained in the Central Coast Football Handbook pertaining to Code of Conduct. Each team must provide a ground official for each game (home or away) under the Central Coast Football rules and it can not be the Coach or Manager. You will find an official vest in your kit if it is misplaced you will need to notify the equipment officer immediately. The official's name will need to be noted in the appropriate position on the Team Sheet.

Bullying of any form verbal or physical will NOT under any circumstance be tolerated by Mountain Districts Football club any person reported for such behavior will be dealt with severely with possible expulsion from the club. Please report any such behavior immediately to the Junior or Senior Vice Presidents which ever on applies too your team.

## **Protest**

The only time you can dispute the referee's decision is on a point of law. If you have a problem at a ground do not create a scene, simply ask the referee to write the protest on the back of the team sheet, leave the ground and contact our Club Secretary immediately, informing her of full details.

You may request the ground official to help with the problem but please do not get angry, it is better to leave the problem and then we can see what we can do following the game through the correct official channels.

## **Club Matters**

## **Sponsorship**

We are seeking sponsors for our teams and Club. This helps pay for the grounds, insurance, playing strips and other activities involved with running our club whilst keeping the registration fees as low as possible. If you run a business or know of someone who has a business and would be interested in sponsoring your local Soccer Club or Team your children play in please contact our promotions officer for a package or further details.

All sponsors are displayed on our website with a link to your page if applicable.

## **Meetings**

Committee Meetings are held on the second Monday of each month at 7pm held at Mangrove Mountain Memorial Club all members are welcome.

## **Further Questions or Problems**

If you have any further questions or require more information please contact any one of the Committee. All their contact details are attached and are available on the website. Each Committee member will endeavor to assist you with your enquiry.

Once again thank you for your support we look forward to a happy and productive relationship.