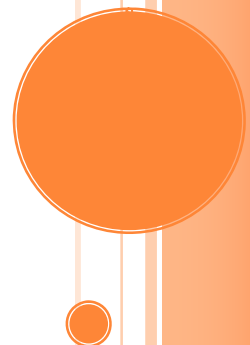




# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

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## CLUB INFORMATION - 2011

Postal Address: PO Box 4077  
Bay Village NSW 2261

Ground Phone Number: 4332 7360

Club Email address: [killarneysoccer@ozemail.com.au](mailto:killarneysoccer@ozemail.com.au)

Club Web Address: [www.killarneysoccer.com.au](http://www.killarneysoccer.com.au)

Central Coast Football  
Details:

Phone: 02 4365 2900  
Fax: 02 4365 2536

Suite 3.06 Platinum Building,  
4 Ilya Avenue, Erina NSW 2250

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

[admin@ccfootball.com.au](mailto:admin@ccfootball.com.au)



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

COMMITTEE MEMBERS - SEASON 2011

POSITION HELD	NAME	MOBILE PHONE	EMAIL
President	Brett Scrine	0438 384 128	<a href="mailto:president@killarneysoccer.com.au">president@killarneysoccer.com.au</a>
Vice President	Matt Gale	0407 259 760	<a href="mailto:vicepresident@killarneysoccer.com.au">vicepresident@killarneysoccer.com.au</a>
Secretary	Kellie Baker	0411 157 014	<a href="mailto:secretary@killarneysoccer.com.au">secretary@killarneysoccer.com.au</a>
Treasurer	Kerry Pearson		<a href="mailto:treasurer@killarneysoccer.com.au">treasurer@killarneysoccer.com.au</a>
Registrar	Linda Rich	0417 788 738	<a href="mailto:registrar@killarneysoccer.com.au">registrar@killarneysoccer.com.au</a>
Fixtures Officer	Mark Herbert	0468 896 655	<a href="mailto:fixtures@killarneysoccer.com.au">fixtures@killarneysoccer.com.au</a>
Publicity Officer	VACANT		<a href="mailto:publicity@killarneysoccer.com.au">publicity@killarneysoccer.com.au</a>
Club Football Manager	Peter Preston	0412 641 359	<a href="mailto:clubfootballmgr@killarney.com.au">clubfootballmgr@killarney.com.au</a>
Jnr Comp Football Mgr	Ian Macey	0422 317 656	<a href="mailto:jnrcompcoordinator@killarney.com.au">jnrcompcoordinator@killarney.com.au</a>
Non-Comp Football Mgr	Karl Wallace	0419 479 399	<a href="mailto:noncompfootballmgr@killarneysoccer.com.au">noncompfootballmgr@killarneysoccer.com.au</a>
Seniors Football Mgr	Ted Foster	0415 959 793	<a href="mailto:seniorfootballmgr@killarneysoccer.com.au">seniorfootballmgr@killarneysoccer.com.au</a>
Womens Football Mgr	Jenny Moore	0438 435 711	<a href="mailto:womensfootballmgr@killarneysoccer.com.au">womensfootballmgr@killarneysoccer.com.au</a>
Over 35s Football Mgr	Scott Sheldon	0403 193 526	<a href="mailto:footballmgrover35s@killarneysoccer.com.au">footballmgrover35s@killarneysoccer.com.au</a>
Equipment Manager	Ted Foster	0415 959 793	<a href="mailto:equipmentmgr@killarney.com.au">equipmentmgr@killarney.com.au</a>
Sponsorship Officer	Joe Zappia	0408 493 331	<a href="mailto:sponsorship@killarneysoccer.com.au">sponsorship@killarneysoccer.com.au</a>
Member Protection Officer	Cherie Phillips Tapsell	0400 512 191	<a href="mailto:memberprotection@killarneysoccer.com.au">memberprotection@killarneysoccer.com.au</a>
Canteen Manager	Col Keanelly	0419 820 008	<a href="mailto:canteenmgr@killarneysoccer.com.au">canteenmgr@killarneysoccer.com.au</a>
Canteen Assistant	Kylie Russell		
General Committee – Grant Applications	VACANT		<a href="mailto:gencommittee1@killarneysoccer.com.au">gencommittee1@killarneysoccer.com.au</a>
General Committee – Match Day Co-ordination	Melissa Preston	0412 641 358	<a href="mailto:gencommittee2@killarneysoccer.com.au">gencommittee2@killarneysoccer.com.au</a>
General Committee – Photo's/Six-A-Side/Presentations	VACANT		<a href="mailto:gencommittee3@killarneysoccer.com.au">gencommittee3@killarneysoccer.com.au</a>
General Committee - Merchandise	VACANT		<a href="mailto:gencommittee4@killarneysoccer.com.au">gencommittee4@killarneysoccer.com.au</a>
Public Officer	Debbie Leach	0417 682 401	<a href="mailto:publicofficer@killarneysoccer.com.au">publicofficer@killarneysoccer.com.au</a>



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### COACHES AND MANAGERS MUST DO CHECKLIST

**THIS IS AN IMPORTANT CHECKLIST!** By following it, you help to make our Club run smoothly as well as making your job easier. Remember, your errors can be costly to the Club and ultimately to your team. *Please read this checklist carefully.*

Always abide by Club rules.

Ensure that you promptly pass on information to your team.

Actively encourage your parents to support the Club by supporting raffles, Club socials, assisting in canteen and nets duty.

The Manager must always carry registration cards to all games, otherwise games could be forfeited. NOTE: It is the Manager's responsibility to check the identity of opposition players to ensure they are registered and the correct age.

Fill in the team sheet correctly. Use BLUE or BLACK biro only. Any fines incurred will be passed on to your team. Do not use felt tip pens.

Ensure you wear your own Coaches or Managers registration card to every game. A lanyard will be supplied by the Club.

Ensure that any person(s) without an authorized Coaches or Managers registration card does not assume Coaches or Managers responsibilities.

Deposit CORRECT match fees and docket - ALL CLEARLY LABELLED in chute in canteen every week. This is a must! Match fees not paid within the month will result in the team being declared unfinancial. There is a Match Fee Signature sheet that must be signed to endorse your Fees deposited.

NOTE: The lowest denomination to be placed in the match fee envelope is a 50c coin. It is an arduous job to count this money and by removing 5, 10 and 20c pieces this job is a little easier. Make sure your parents are aware of this.

Check your pigeonhole at every training session. This is a major way in which the Club communicates important information to you. Important information (such as a change to your draw) could be missed if you do not check it at every training session. THIS IS A MUST! Regularly check the Clubs website, this will have new information before the pigeon holes.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

Check your SMS's and email regularly. KDSC has introduced a SMS network this season for all Coaches and Managers this will be a free SMS within the club Committee and Coaches and Managers. If required instructions can be provided for creating SMS's in addition to receiving. Emails is also an important method for the club to Communicate pertinent and urgent news and should be checked right up until game day.

Grading sheets are to remain totally confidential and should not be discussed with anyone. Be totally frank and honest with your grading sheets. If you have a problem, talk to the Club football managers. A sample of the grading sheet is attached as Appendix A.

NETS/CANTEEN/OFFICIAL TABLE ROSTER. Check the roster carefully and ensure that you and your parents are organised to do YOUR DUTY when it is your team's turn. This year we are expecting to have advanced notice for your rosters based on early distribution of our season draw.

All teams are expected to participate in Gala Days and Grading days run by our Club. Give your parents early notice!

EQUAL PLAYING TIME FOR ALL PLAYERS IS ESSENTIAL!! This ensures happy parents and players.

Attendance at Coaches' and Managers' meeting is compulsory - if you can't attend make sure you organise a team delegate.

All player injuries are to be immediately notified to Club Secretary. Insurance forms will be provided.

Any problems/conflict with referees or other Clubs' officials are to be immediately notified in writing to the Club Secretary.

Any behaviour/attitude problems with parents/players from your team that cannot be resolved by you should be referred to the age co-ordinator for your team. DO NOT LET PROBLEMS FESTER!

Players shirts are only to be worn at games – no individual player is allowed to take his/her shirt home.

All club equipment (balls, shirts, training gear etc) allocated to you, is your responsibility AND MUST BE RETURNED AT THE END OF SEASON at the allocated gear return night!

Ensure that you notify the Club (in writing to the Secretary) if you: no longer have a player(s) in your team, change training days or change manager. This information is critical if accurate Club records are to be kept.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

Assist the Management Committee by meeting all deadlines promptly e.g. Grading Reports, raffle money, return of equipment, etc. These are your obligations. Remember, the Management Committee have a life, and don't need to spend their spare time chasing you!!

Do not consume Alcohol at matches and training sessions and ensure your team complies with the NO SMOKING Council by laws.

TEAM FLOATS ARE YOUR RESPONSIBILITY. *MAKE SURE YOU DO THE RIGHT THING BY YOUR PARENTS.*



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

## IMPORTANT DATES FOR 2011

### MAR

14 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Clubhouse</b>
17 <sup>th</sup>	Thursday	Gear Allocation at KDSC Clubhouse 7.00pm to 8.00pm
19 <sup>th</sup>	Saturday	Budgewoi Trial Matches at Budgewoi – check times on KDSC Website
20 <sup>th</sup>	Sunday	Budgewoi Trial Matches at Budgewoi – check times on KDSC Website
23 <sup>rd</sup>	Wednesday	Coaches & Managers Meeting ALL Grades 7.00pm The Bay Sports Club
26 <sup>th</sup>	Sunday	Broadmeadow Trial Matches at Budgewoi – check times on website
27 <sup>th</sup>	Sunday	Broadmeadow Trial Matches at Budgewoi – check times on website

### APRIL

2 <sup>nd</sup>	Saturday	Commencement of 2011 Winter Competition
11 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>

### MAY

9 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>
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### JUNE

9 <sup>th</sup>	Thursday	1 <sup>st</sup> Grading report to be handed in to Football Manager
13 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>
5 <sup>th</sup> /19 <sup>th</sup> or 26 <sup>th</sup>	Sunday	KDSC U/10 Gala Day – Date TBC by CCF

### JULY

11 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b> Club Dinner and Entertainment Night – The Bay Sports Club - Date TBC
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### AUGUST

8 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>
	Saturday	Last grading report to be handed in to Football Manager on last competition day of the season

### SEPTEMBER

12 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>
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### OCTOBER

10 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>
23 <sup>rd</sup>	Sunday	U/5 – U/18 Presentation at EDSAAC 10:00am
31 <sup>st</sup>	Monday	<b>Annual General Meeting 7:30pm at Clubhouse</b>
29 <sup>th</sup>	Saturday	<b>Seniors Presentation - Date &amp; Location TBA</b>

### NOVEMBER

14 <sup>th</sup>	Monday	<b>Committee Meeting 7.00pm – The Bay Sports Club</b>
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# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### ***INSURANCE INFORMATION***

Parents, players, coaches and managers should be aware of the following points in relation to injuries and insurance claims:

- All injuries should be reported to the Club Secretary **as soon as** they occur even if it appears at the time that no medical advice will be sought.
- Our Secretary will hold all insurance claim forms,
- INSURANCE CLAIM FORMS **MUST REACH THE INSURANCE COMPANY WITHIN 60 DAYS OF THE INJURY.** IF THEY ARE RECEIVED LATE THEY **WILL NOT BE PAID.**
- Players are not covered under insurance if training on private property or unsanctioned grounds.

**NOTE: The original forms and all subsequent paperwork MUST go to Club Secretary,** who will then forward them to Central Coast Football for official declaration, which is required prior to sending them on to the insurance company after recording the details. All of this takes time and must be allowed for if the forms are to reach the insurance company in time, so GET YOUR CLAIM FORMS IN EARLY EVEN IF YOU DO NOT ALREADY HAVE ALL YOUR RECEIPTS. THESE CAN BE FORWARDED AT A LATER DATE.

NEITHER THE CLUB NOR THE ASSOCIATION WILL TAKE ANY RESPONSIBILITY FOR INSURANCE CLAIMS THAT ARE SUBMITTED SO LATE THAT THEY CANNOT GO THROUGH THIS PROCESS.

- Please be aware that the full extent of some injuries may not be known for some time after the injury occurs. IT IS IMPERATIVE THAT ANY INJURY IS DOCUMENTED REGARDLESS OF SEVERITY TO ENSURE ANY SUBSEQUENT CLAIM IS CONSIDERED.



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

**IMPORTANT:** Physiotherapy claims must be accompanied by a doctor's referral before they will be paid i.e. you must **SEE A DOCTOR FIRST**, to get a referral to a physiotherapist.

The CCF in their own words suggest that:

**"This insurance is only an added benefit to cover costs not fully covered by Private Health Insurance - IT DOES NOT TAKE THE PLACE OF PRIVATE HEALTH INSURANCE"**

## **NOTE: EXTERNAL PLASTER OR FIBREGLASS CASTS**

Should a player wish to play whilst wearing a cast, written clearance from the players Medical Practitioner must be provided to the referee. The referee will then consider the request, and make a decision at his/her discretion. No further discussion will be entered into – the referee has the final call.



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

## KDSC RULES & GUIDELINES FOR COACHES AND MANAGERS

### **WORKING WITH CHILDREN LEGISLATION**

ALL sporting codes in NSW are required (by legislation) to ensure all adults that:

- coach or manage a team of children
- are in a position of authority
- where there is unsupervised contact with children

complete a form that is totally CONFIDENTIAL. We call this form the Volunteer Working With Children Check and all members of our club that meet any of the above criteria must complete it. **Failure to comply means the person in question will be unable to coach or manage a team. The Child Protection Act requires anyone that becomes a prohibited person whilst performing child-related duties to notify the Child Protection Officer immediately.**

Should there be a complaint made against a Coach or Manager that is of a serious nature, this will be dealt with in STRICT CONFIDENCE. The Working With Children Legislation calls for that person to be relieved from their role until such time that the matter can be investigated and resolved.

If you have any concerns about this procedure or any concerns about this subject, please contact our club's Member Protection Officer, Cherie Phillips Tapsell on 0400 512 191. Please note all details concerning this subject are STRICTLY CONFIDENTIAL.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

Please refer to the following website for a more comprehensive overview to Child Protection in Sport & Recreation – it's a guide published by NSW Sport and Recreation;

[http://www.ccfootball.com.au/UserFiles/File/downloads/ChildProtection/CLUB\\_GUIDE.pdf](http://www.ccfootball.com.au/UserFiles/File/downloads/ChildProtection/CLUB_GUIDE.pdf)

### TRAINING

- 1.1 Coaches/Managers must advise **all** team members of training times.
- 1.2.1 GROUND CLOSURES. Wyong Shire Council **will decide** if grounds are playable/unplayable during the week. On weekends it is the decision of the Club as to whether the grounds are playable or unplayable. Councils' **wet weather hotline** is **4350 5491**. This number should be called after 3pm to check on the condition of the grounds. It should be noted that this service only adjudicates up until Friday 3.00pm. To check on the field status, after this time, please refer to the club website for latest ground information. For away grounds CCF also maintain the status of all grounds. **At no time** is a Coach/Manager allowed to use any part of home grounds to train/play their team, when Council or the Club direct that our ground is CLOSED. Any Club member not observing this direction will seriously affect Council's decision to allot these grounds to our Club for any future use.
- 1.2.2 INSURANCE. Pursuant to Club Rule 1.2.1, **No Club official representative or player is covered for insurance purposes, if they do not observe rule 1.2.1.** (i.e. accident/injury will be deemed to be caused through negligence and not covered by insurance). Those responsible for organising such activities can be **SUED!**
- 1.3 **Teams can only train at the times allocated and the area of field allocated.** If there is a need for a change, contact Ian Macey prior to the change. Please refer to the maps to be posted on the website.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- 1.4 **MAIN FIELD 1.** Only teams allotted training time on this field may do so. No other team is permitted to train on the main field, unless they seek the permission of an executive committee member. This will help ensure that this field remains in reasonable condition for the season. Please refer to the maps following.
- 1.5.1 Coaches/Managers are to ensure that all team members leave the fields promptly after training sessions. Avoid leaving young players alone at the fields. If you regularly finish on time parents are less likely to be late to pick them up.
- 1.6 Coaches & Managers should consider your own protection and where possible, don't allow yourselves to be alone with children. Try to organise for another adult to be in attendance at training sessions possibly by using a parent roster system.
- 1.6.1 Following are two website addresses that provide free on-line coach training: [www.ausport.gov.au](http://www.ausport.gov.au) and [www.playbytherules.net.au](http://www.playbytherules.net.au). You should find them helpful, especially when dealing with disruptive team members.
- 1.6.2 It is important to familiarise yourself with what now constitutes child abuse. Simply sending a child on laps of the field if they are being disruptive is no longer acceptable under the Child Protection Act. For further information visit [www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au) or contact our Child Protection Officer.

### **EDSAAC & Jubilee Training Outline**

These are the training areas ALL teams have had allocated to them. **Please stay in your designated training areas and train within your allocated time ONLY.** If for some reason you have to change training times and/or days, please notify Ian Macey BEFORE doing so. Please see website for allocation details.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### RECORDS, CIRCULARS & REGISTRATION CARDS

- 2.1.1 Coaches/Managers are responsible for keeping a record of all the names, addresses and phone numbers of players in their charge. This is also handy for distribution for the other parents/team members.
- 2.1.2 Coaches/Managers are to immediately notify the Registrar if a player leaves the team permanently.
- 2.2 Coaches/Managers should provide their phone number to all members of their team.
- 2.3 Coaches/Managers must ensure that Registration Cards are with the team for all games.
- 2.4 Coaches and Managers are also now required to wear their own Registration Card to each and every game. Persons without a Coaches/Managers Rego Card are not permitted to be responsible for any team. These are issued with a CCF supplied orange lanyard for easy identification. KDSC may use their own at any point in time after approval by the KDSC Committee.
- 2.5 Managers should check the identity of the opposition's players (using Registration Cards) to ensure players are Registered and the correct age. This is to be done prior to kick-off. Referees will **not** delay the start off the game for this to be done.
- 2.6 Coaches/Managers are responsible for maintaining records of cautions received by their players. Managers **MUST** collect Caution Sheets from the Referee immediately after any match that a KDSC player has been cautioned and record the appropriate details. Caution sheets must then be handed to the Club Registrar. Where a player reaches maximum points (currently 12) the Coach/Manager must **IMMEDIATELY** advise and hand the player's card to our Secretary. (Refer also to section 6 and the Schedule of Caution Points in this guide.)
- 2.7 New SMS Club service . To assist in relaying the latest information quickly and efficiently, a free SMS service, known as vTeam, is now available to Killarney District Soccer Club. This allows our Committee and Coaches and Managers to relay information free of charge via SMS.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

When our Coaches and Managers listings are finalised we will load and provide all users their own logins with instructions. This will mean you will not only receive information from inside and outside the club, but, it will also allow you to create your own SMS messages to send within the club network.

This login area is: <http://ccmariners.vteam.com.au/>

vTeam has been building a Safe Community Football nTeamNetwork that is funded by the Central Coast Mariners and supported by Central Coast Football. As you may also know Lawrie McKinna will be spending more time in club relations as part of his new role and has kindly agreed to build a relationship with all the Coaches and Managers via the vTeam TeamNetwork.

### **MATCH FEES**

3.1.1 Coaches/Managers must ensure that all their team members have paid all match fees due for games played with their team.

3.1.2 Cases where a player has **not paid fees** for two weeks or more and requests to that player or parents have proved fruitless, then the Secretary or Treasurer must be notified in writing immediately.

**3.2** Managers must pay referees fees to the official table on the day of the game at least 10 minutes prior to commencement of the game. The balance of money collected must be delivered to the canteen preferably on the day of the match but no later than **two weeks** after any game. Managers must write the **team name and date** of the game on the front of an envelope, enclose the appropriate money and the receipt in the envelope and place the envelope in the Match Fees money chute in the canteen. *To reduce counting time, our Treasurer would appreciate denominations of no less than 50c. Denominations less than 50c will not be accepted. Please educate your parents about this point.*

**Do not hand money or receipts to the helpers in the canteen, they are not responsible for YOUR match fees - YOU ARE.**

This year we have introduced a match fee sign off sheet that will be kept adjacent to the deposit chute. *When depositing your weekly match fees in the chute in the*



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

*canteen, ensure that the deposit sheet is signed by the Manager of the team verifying that these fees have been deposited in the chute.*

*Missing match fees will be chased up by the Treasurer. Please note that signing for the deposit of match fees is a crucial step in confirming that your team has paid its match fees.*

### Weekly Team Payment Procedure

The following information is to assist new Coaches and Managers or the old ones who require refreshing with the weekly game procedures as per the Coaches & Managers Guide 2010.

1. The Manager must always carry team registration cards to all games, otherwise games could be forfeited. Note: it is the Manager's responsibility to check the identity of opposition players to ensure they are registered and the correct age.
2. Fill in the team sheet correctly. Use BLUE or BLACK biro only. Comp only - Any fines incurred will be passed onto your team. Do not use felt tip pens.
3. Ensure Coaches & Managers wear your registration ID card to every game. On the **orange** lanyard which you should have.
4. Deposit correct match fees and clearly labelled docket into chute in KDS canteen every week, after you have signed the "Team Sheet Fees Deposit Register". This is a must. Match fees not paid will result in the team being unfinancial. See diagram - how to fill out "Match Fees Book".
5. Please do not deposit any denomination lower than a 50c coin. It is the Assistant's Treasurers job to count this money and by removing 5, 10 & 20c pieces will make this job much easier. Make sure your parents are aware of this.

#### REVIEW

1. Each player to pay KDSC nominated match fees (listed in the Coaches & Managers Guide 2010).
2. Team Sheets - teams except U5-U8 will be required to be fill out this form at the grounds where the team is playing at the match table for every game.
3. Pay Referee/Linesmen Fees.
4. Match Fees - every team must fill out this book.
5. Return Match Fees to KDSC.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

- 3.3 Where a forfeit occurs or a game is called off for any reason (i.e. a washout) a match fee docket stating the reason **MUST** be completed by the manager and placed in the match fees chute. **(No money should be collected in these cases).**
- 3.4.1 Managers will be issued with receipt books and should ensure all details are completed. A page inside the front cover is included so that Managers' can record who has paid. Receipts are to be included with payments for Gala Days at other clubs. **(KDSC teams do not pay to participate in KDSC Gala Days).**

**EXAMPLE ONLY**  
**EVERY KDSC TEAM WILL BE REQUIRED TO FILL OUT THIS FORM**

Type in teams name (KDS \_\_\_) & the oppositions team name

Type in Coach/Manager's name & date

**KILLARNEY DISTRICT SOCCER CLUB INC.**  
**MATCH FEES** **No. 13000**

Team: \_\_\_\_\_ vs \_\_\_\_\_

Coach/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

No. of Players:	14	@ \$	7.00	Each =		\$ 98.00
Less Referee		@ \$	14.00	= \$		14.00
Less Linesmen		@ \$	7.00	Each = \$		7.00
Total Enclosed = \$						77.00

SUBSTITUTES:  
(Only Players From other Teams \_\_\_\_\_  
Who take the field) \_\_\_\_\_  
NOTE: SUBSTITUTE PLAYERS DO NOT PAY.

Signed: \_\_\_\_\_  
Coach/Manager

Updated players match fees will be posted on KDSC website

No. of players  
 Less Referee Fees  
 Less Linesman Fees  
 Match Table Officer will advise what Fees will be required to pay.  
 These fees will only apply if referee/linesmen are allocated to the game.

**NON COMP**  
 Home games only  
 Referee Fees \$5.00  
 Linesmen Fees \$2.50  
**ALL OTHER COMP. GAMES**  
 Updated Referee Fees are listed in the Coaches & Managers Guide 2010

- 3.4.2 Gala day fees must accompany the nomination form and be handed to our Fixtures Officer. Get forms and money in early to avoid disappointment.
- 3.5 **Under no circumstances** are nomination forms or entry forms to be sent directly to other clubs by Coaches and Managers.
- 3.6 Competition teams, who qualify for semi-finals etc, will have their referees fees paid for by KDSC so **NO** match fees will need to be collected for these games. **Our**



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

**Treasurer will arrange for these fees to be paid on the day the match is to be played.**

- 3.7 Match fees are currently noted as follows but may be subject to change without prior notice:

U5 – U7	\$5.00	Per player per game
U8 – U9	\$6.00	Per player per game
U10 – U16	\$7.00	Per player per game
Seniors	\$8.00	Per player per game

### ATTENDANCE

- 4.1 If a team member fails to regularly turn up for games or training without notice or withdraws from the team the Registrar must be advised as soon as possible by the Coach/Manager.

### PLAYER SELECTIONS

- 5.1 Coaches of junior mixed competition teams are to select no more than 14 players for a match - 11 players and if available, 3 reserves. Girls teams can have 16, 11 & 5 respectively.
- 5.2 Teams will have no more than three reserves allocated to them at the start of each season by the Club Registrar.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- 5.3 Coaches/Managers are to ensure that all players receive equal playing time over the season. Where a player is absent through sickness, injury etc, time does not have to be made up.
- 5.4 **COACHES/MANAGERS MUST ENSURE THAT NO CHILD IS A RESERVE FOR TWO CONSECUTIVE FULL GAMES.**
- 5.5 **FOR NON-COMP AND COMP TEAMS - EACH CHILD IS TO PLAY AT LEAST HALF A GAME EACH WEEK - CONTINUAL INTERCHANGE IS ENCOURAGED SO THAT PLAYERS SHARE PLAYING TIME AND HAVE ONLY BRIEF PERIODS ON THE SIDE LINE.**
- 5.6.1 All U/8 and U/9 non-comp players should be given the opportunity to play in goals. No one player should continually be played in goals in these age groups.

### **BEHAVIOUR**

- 6.1 Coaches/Managers may remove from the field of play any player who will not co-operate with any reasonable instruction or is guilty of misconduct, disobedience, bad language, etc. A report must then be given to our Secretary **on the day** that the offence took place so that our Club Judiciary Committee can review the matter.
- 6.2 The Club has introduced a "Code of Behaviour" to supplement these rules and any player, parent, coach, manager or spectator breaching the code may be brought before our Club Judiciary Committee.
- 6.3 Coaches/Managers must advise the Secretary, **in writing**, as soon as practical after the match of any offence noted by the referee in regard to their team. This includes players, officials, parents and spectators. (Refer also to 2.5)
- 6.4 Player sent off. When an official referee sends off a player, the Manager must hand his/her Registration Card to the Referee **IMMEDIATELY after the match AND submit a report as required in section 6.3.**
- 6.5 Under **no** circumstances is alcohol allowed at **any** CCF venue. The consumption of alcohol at any junior fixture is prohibited, as is smoking.
- 6.6 It is **NOT** acceptable to physically handle, or for abusive language to be used towards players. Players or parents have the right to complain about any such behaviour to the Management Committee.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### INJURIES

- 7.1 Coaches/Managers must advise our Secretary **by phone** where a team member has sustained an injury whilst playing in a match or during training. (Refer to insurance information on page 7).

### EQUIPMENT

- 8.1 PLAYING SHIRTS. **NO** player is allowed to wear a Club playing shirt after his/her game has finished. All shirts are to be collected immediately after the game, by the Coach/Manager who will arrange for the shirts to be washed and returned at the next training session.
- 8.2 Coaches/Managers must ensure that all players are properly attired for a match, i.e. in **CORRECT** club uniform and colours. **All players must wear shin pads. Players incorrectly attired (i.e. not in full club uniform) are not to be allowed to take the field. Players are not permitted to wear their playing shirts after the game has finished.**
- 8.3 NETS/CORNER POSTS: Coaches/Managers are responsible for organising the setting up of nets and corner posts before matches where they are the first team on the field for the day. **If your match is scheduled to start at 9.00am or earlier you will need to set up the nets and corner posts before kick off.** Insist that parents from your team help - this is not your job, nor a committee job. Remind your parents about The Parent Agreement Form they signed.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

The last team using the home field is responsible for the removal and return of all nets and corner posts from their field to the storage locker located between the canteen and the change room. **Please ensure that the nets are returned in the correct bag.**

8.4 Moveable Goalpost Safety – Whilst Club officials will test all moveable goalposts for stability prior to use, it is wise for all coaches and managers to get into the habit of following these four simple steps to moveable soccer goalpost safety – Check it, Secure it, Test it and Respect it!

8.5 Coaches/Managers are responsible and accountable for all club equipment assigned to them. This equipment is to be returned to the Club Equipment Officer **immediately after the team plays its last game of the season or on the date set by the Club Equipment Officer.** It is not the responsibility of the Club Equipment Officer to chase you for club equipment. Your failure to return equipment could be considered as theft.

8.6 Coaches/Managers are to immediately return all faulty or damaged equipment to the Equipment Officer for repair or replacement.

8.7	MATCH BALLS:	U/6 to U/9	Size 3
		U/10 to U/13	Size 4
		U/14 to Seniors	Size 5

Coaches/Managers must ensure that a properly inflated match ball is available for each competition match involving their team.



# COACHES & MANAGERS HANDBOOK 2011

Need to Know Info...

## GRADING

- 9.1 During the season coaches for teams aged 7 and upwards, must complete at least three grading reports that **objectively** identify players who, in their opinion, may be suited to lower or higher grade. Reports are confidential and Coaches should not discuss them with parents. Grading Report sheets will be placed in your team's pigeonhole when due. They can also be downloaded from the KDSC website. A sample of a team grading sheet is attached.

### KDSC Grading Sheet - Example

Team Over 30 Coach Brett Scline Date 1/01/2010

THIS REPORT IS STRICTLY CONFIDENTIAL. BE TOTALLY HONEST IN YOUR ASSESSMENT.

GRADE ASSESSMENT

A - OUTSTANDING B - SHOWS POTENTIAL C - AVERAGE D - BELOW AVERAGE E - BEGINNER

RANK: # 1 - MOST VALUABLE # 2 - 2nd MOST VALUABLE # 3 - 3rd MOST VALUABLE etc.

NAME	KICK LEFT		STRONG AVERAGE POOR	G/KEEP IF USED A-E	TRAIN ATTIT A-E	TEAM PLAY A-E	BALL SKILL A-E	1 v 1 Rank	2 v 2 Rank	VALUE TO TEAM RANK	GRADE ASSESSMENT	COMMENTS
	RIGHT	BOTH										
Peter Preston	Both	Strong	E	A	A	A	1	1	1	B	Excellent year for Peter, led the way with ball skills and overall team play.	
Brett Scline	Both	Average	E	A	A	A	2	1	2	B	Played well this year and look for further improvement in 2011.	
Anthony Easson	Right	Poor	A	A	A	B	3	2	3	C	Good skills and team play, needs to work on fitness.	
Matt Gale	Left	Strong	C	A	A	B	4	2	4	C	Good contribution in 2010 from Matty, good attitude and suited to grade.	
Kelly Baker	Right	Average	B	B	A	D	5	3	5	C	Solid season from Kelly, ball skills need to improve, team play good. Tried hard this season, fitness levels need to improve for higher contribution.	
Kerry Pearson	Left	Poor	A	C	A	D	6	3	6	C		
Linda Rich	Right	Strong	A	C	A	D	7	4	7	D	Physically capable at this level but needs to work on technique.	
Melissa Preston	Left	Average	C	B	A	D	8	4	8	D	Good left sided player, needs to work harder physically and technique can improve with hard work.	

#### GENERAL COMMENTS

Good solid team performance this year, squad worked well and finished 4th. Players need continued work on technique and overall team play will improve as player skill level rises. The team was a pleasure to coach and look forward to working with the players in the future. Well Done!!



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### **GALA DAYS/TOURNAMENTS**

- 10.1 All teams **MUST ATTEND** Gala Days/Tournaments run by our Club, i.e. U/5-U/8 Internal Gala Day, U/9 Grading Day and U/10 Gala Day.
  
- 10.2 Teams entered in Gala Days/Tournaments run by other clubs/associations or NSWASF (including Champions of Champions) **must attend** that Gala Day/Tournament. If you are short of players, organise to borrow them from other Non-Comp teams. Comp teams that may be short can consult our Registrar or Fixtures Officer. Your failure to attend causes serious embarrassment for our Club, it will result in a fine at least equal to the entry fee or fine imposed by the tournament organisers, whichever is the greater. Members of the team will be responsible for the payment of this fine and only in exceptional circumstances will the Club provide financial assistance. Such circumstances to be solely the decision of the Committee.
  
- 10.3 All entry fees for Gala Days are to be paid for by the team entering the competition, with the exception of Killarney teams taking part in a Killarney Gala Day.

### **CCF RULES & REGULATIONS 2011**

- 11.1 Please refer to additional handbook as taken from the CCF Rules & Regulations 2011 effective February 2011. For a full copy, please see <http://www.ccfootball.com.au/website/default.asp?page=Regs>



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### **FAILURE TO COMPLY**

- Any clubs found to have knowingly or willfully engaged in an unregistered player, suspended player or ineligible player or registering a player with a false name as listed in the qualification guidelines during the season will be subject to a loss of points and possible disqualification, as determined by CCF. A maximum fine of \$5,000 for each offence is also possible.

### **DUAL REGISTRATION Changes 2010 (FOUR GAME RULE)**

This season there is no dual registration or associated fees, however, changes have been made stating what players can do outside of their NOMINATED TEAMS:

Apart from registered MPL or DIV1 players, any player playing up into a higher division or grade than their nominated team, shall be restricted to playing up no more than four (4) times during a season.

Such four games, shall be cumulative, irrespective of division or grade in which the player plays up.

Once a player has accumulated their four such matches, they shall be ineligible to play for any team other than their nominated team. If they do play for another team, that team will be deemed to have used an ineligible player, and may be subject to loss of points.

Any player who plays in their nominated team's match the same weekend as substituting for another team, shall not have their Four Game Restriction count added to.

If the player's nominated team does not play that weekend, for whatever reason, (e.g. bye or wet weather), then once again, the Four Game Restriction count will not be added to.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### TEAM SHEET PROCEDURES

- **Team sheets are to be completed by Coach or Manager at least 15 minutes prior to scheduled kick off time** and are not to be removed from the official table by anybody including the referee.
- Completed team sheets are to be returned to the CCF no later than 5pm on the following Tuesday of a weekend match or in the case of evening or mid week fixtures, 48 hours after the game.
- Failure to submit a team sheet within the required time will result in a fine of \$50 for the team listed as the home team, first offence and \$100 for any subsequent offences. Fees and team sheet procedures will need to be confirmed by CCF based on latest draw and team sheet initiatives.
- P&D committee will notify clubs via e-mail of any suspended players, regardless of reason as well as the points accumulated by a player.
- A maximum of fourteen (14) players may be listed for grades 10-16 and sixteen players (16) for grades 17 & 18.
- Only players listed on the team sheet at kick-off are eligible to take part in the game.

12.1 Coaches/Managers must ensure that the team sheet is signed as being correct at the "end" of the game.

12.2 Managers/Coaches (**not players**) must fill in the team sheet **at least 15 minutes prior to the start of the game**.

12.3 The team sheet must be completed **in Black or Blue biro (no felt pens, pencils or red pens)** by legibly printing **First and Surname and registration number of the players beside the appropriate shirt number** on the sheet. Failure to complete the sheet correctly will result in an automatic fine from CCF for each sheet. CCF are currently looking at initiatives to reduce the repetition of weekly paperwork through automatic completion of the weekly team sheets. Updates will be communicated, however, this will mean preprinted team sheets will be provided for all matches.



# COACHES & MANAGERS HANDBOOK 2011

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CENTRAL COAST FOOTBALL				To be printed and completed in blue or black and not using ink jet printer or water soluble pens. To reach CCF office or PO Box 9927 Wyming by no later than 5PM Tuesday following match.				Ball Brand Used Nike		
Date	22/08/2009	Ground	EDSACC	Field No.	KDS2	Time	1400	Age/ Div/ Grade	U13A	
Table/Ground Officials Name				Signature						
HOME TEAM				KDS		AWAY TEAM		VMG		
Home Team Officials Name (Print clearly)				Away Team Officials name (Print clearly)						
Registration NO.	FULL NAME (PRINT in legible capitals (for players playing from other teams insert age group and grade after name))			Shirt	Sub No	Time	Registration NO.	FULL NAME (PRINT in legible capitals (for players playing from other teams insert age group and grade after name))		
54685276	Laura		Knight							
54702949	Campbell		Dancaster							
54720669	Joshua		Higgins							
54700893	Ben		Brown							
63770580	Blaine		Molony							
54685243	Dylan		Bosman							
54789005	Keren		Elley							
54685763	Joshua		Harbutt							
54687843	Dylan		Halloways							
54687728	Daniel		O'Brien							
54720263	Blake		Goldie							
54687868	Zachary		Vaughan							
Home Player of Match Name & Reg No						Away Player of Match Name & Reg No				
Home Goals		( )	Away goals		( )	Match won by				
Home Yellow cards		( )	Away Yellow cards		( )					
Home Red Cards		( )	Away Red Cards		( )					
Referee		Name				Asst Ref 1 Name		Fee Paid \$		
		Sign				Asst Ref 2 Name		Fee Paid \$		
Managers Signature						Managers Signature				
confirming all details						confirming all details				

12.4 Managers/Coaches must produce players' Registration Cards at the official table.

12.5 Registration cards of the opposition side may be checked at any time prior to the final whistle of the game.

12.6 If eleven players or less are listed on a team sheet for junior competition matches, additional names may be added prior to half time to bring number of players up to the maximum relevant to the age group, as stated above. The Manager of the opposing team must be notified accordingly.

12.7 Any fines issued by the CCF for non-compliance with these rules will be the responsibility of the offending Coach/Manager to pay.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- 12.8 All results, both home and away for Grades 9 upwards are to be SMS'd by 4:30pm on day of game or if a night game as soon as possible after game to the Club Fixtures Officer's mobile **0468 896 655**. Please clearly indicate which team you are, the score and if you won, drew or lost, i.e. 10A vs Wyoming 3 nil win.

CCF will be fining clubs that do not get their scores in on time so these fines may then be passed on to the team involved.

- 12.9 If your team is playing at home ensure the result is recorded correctly and fully, including naming team officials and make sure the SCORE and RESULT is correct when you sign the sheet AFTER the game, AFTER referees have signed off because this is the result that will be recorded.

### REGISTRATION CARDS

#### NO CARDS = NO GAME

- CCF issued Registration Cards must be produced for all players participating in a game. For season 2011, registration cards are not required for teams U5 to U8's.
- Teams are to be assembled at the official table, or other designated area, 10 minutes prior to official kick off time to enable check of registration cards by the opposition manager. If there is a valid reason for cards not being available at this time the offending team has until half time to produce same at which time check of the cards is to be effected.
- Failure to check cards shall be deemed as acknowledgement by opposition manager that all matters in relation thereto were in order and no protests or disputes relating thereto will be entered into.
- Failure to allow opposition manager to check cards is to be reported to the CCF, refer Section D9 of CCF Rules, Protests and Disputes, for review by the CCF as to what penalties are to be applied. Such penalties could include but not be restricted to fines, forfeit or replay of game.

### GENERAL ELIGIBILITY

- An eligible player is one who has signed an FFA Registration Form and is registered correctly in terms of the Regulations, is financial through his/her club with the CCF, is not



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- under suspension either through direct action by the judiciary or by reason of having broken the points and is not under any impediment not previously declared or who may be in breach of these regulations by reasons of which he/she should not play.
- Eligibility of players will be defined by the CCF from time to time.

### **NOTICE TO ALL CLUBS AND PLAYERS.**

**Under no circumstances shall a player(s) receive payment for playing football in the CCF competitions. Any clubs breaching this condition will be ordered to pay a fine of \$5,500 for each first offence for each player. Any subsequent offence will result in expulsion from the competition. Clubs are required to submit a statutory declaration to confirm that no players registered in their club receive match payments.**

*Eligibility of teams & players for competition finals, cup and knockout games: For further information, please use the following link:*

[http://www.ccfootball.com.au/competition/Resources/2010\\_REGULATIONS](http://www.ccfootball.com.au/competition/Resources/2010_REGULATIONS)

### **OFFICIAL TABLE**

- Coaches/Managers are to report to the official table on grounds and comply with procedures required of them.
- Home club must provide ground officials one at the official table and the other on patrol to ensure all CCF Regulations and Codes of Conduct are complied with at their ground.
- An official table is to be supplied at all fields manned by home ground officials. The purpose of this is:
  - a Team sheets to be completed at the table.
  - b Team sheets must be "completed" 15 minutes before a game. (Coaches should have players at the ground a minimum of 20 minutes prior to the game commencement time).
  - c Two Home team Ground officials must also complete relevant section on team sheet. These should not be coach or manager.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- d **The away team must also nominate two ground officials who must also sign the team sheet at the completion of the game** and receive any caution sheet (from the referee) as well as ensuring the tear off game result is put into game result folder on official table.
- e **Failure to adhere to this rule will incur a fine to the offending team.**
- **Any fines incurred by non-compliance with these rules will be the responsibility of the Coach and Manager to pay.**
- Coaches/Managers will assist on official table duties at our fields as per roster, which will be issued once the draw is available.

### PROTESTS

- 13.1 If a protest is to be lodged, the word 'PROTEST' must be written on the back of the team sheet and a written report handed to **our** Secretary on the same day.

### MEETINGS

- 14.1 Coaches/Managers must attend any meeting of COACHES AND MANAGERS as called by the Committee and be financial members of the Club.

### PHOTOS

- 15.1 Coaches/Managers must ensure that as many players as possible attend their team's rostered photo session. It is important to give your players early notice so that all attend.
- 15.2 Photography at CCF events is only permitted for personal use.
- 15.3 Professional photographers require club permission before undertaking photography.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- 15.4 As stated on your Parent and Player Agreement Forms, the Club may use photos taken during any club related activities for club related publications including yearbooks, newsletters, websites and flyers etc. We appreciate any contributions by club members for these publications.

### YEARBOOK

- 16 In 1998 the club produced the first issue of their yearbook and it has become a regular, and eagerly anticipated publication. Coaches reports should be submitted in 'Century Gothic' of 12 point font and be approximately 400 words or less in length. We appreciate all photos, stories or great moments that you would like to share so that we can include these in the yearbook, newsletters or website.

These can be handed in to our Secretary or emailed to the club at [killarneysoccer@ozemail.com.au](mailto:killarneysoccer@ozemail.com.au).

### ENCOURAGEMENT AWARDS

- 17.1 Encouragement Awards will be issued to each Manager on a monthly basis **if** received by the Club. These are to be distributed **one per week**. The Awards are to be **shared equally** amongst the players throughout the season.

### MAIL/NOTICES

- 18.1 Managers are asked to **PLEASE CLEAR YOUR TEAM'S PIGEON HOLE AT LEAST ONCE EACH WEEK.**

### CANTEEN

- 19.2 The Canteen will operate on a roster system with each team normally required to work in the Canteen for a few hours on one day throughout the season. (A roster will be issued once draws are received). Managers must ensure sufficient parents



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

(min. 3) are available to staff the Canteen for their rostered timeslot on their rostered day. Normally two or three teams are rostered on each Saturday or Sunday. If parents do not oblige remind them about The Parent Agreement Form that they signed. Parents who refuse to comply will not be allowed to register their child/children the following year.

19.2 **NO children are allowed in the Canteen or unattended in the Club Room.**

### **TROPHIES**

20.1 The Coach/ Manager of the successful team must return CCF trophies to our Club Equipment Officer at the start of each new season.

20.2 U/9, U/10 and Senior Teams Player of the Year trophies must also be returned at this time.

### **WET WEATHER**

21.1 **DO NOT ASSUME MATCHES HAVE BEEN CALLED OFF.** Parents should be advised to contact their respective Coach or Manager for this information. **Council Wet Weather hotline is 4350 5491** or access our website which will be kept up to date: [www.killarneysoccer.com.au](http://www.killarneysoccer.com.au)

21.2 The CCFA advises that mysterious plagues which seem to hit teams, especially 5 - 9 year old teams, on wet Saturday mornings will not be accepted as reasons for deferment or as an excuse to avoid forfeit fines and fees. **Any fines received in relation to the foregoing will be the responsibility of the offending Coach/Manager/team to pay.**

21.3 Washed out games for seniors and juniors shall at the discretion of the CCF be moved to another venue, replayed or made up provided that time and weather allows.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

- 21.4 In the event of wet weather or the unavailability of fields for any reason, causing disruption to the competitions to such an extent that they will not be completed in the stipulated time the CCF has the discretion to decide that:-
- a) Semi-finals, Finals and Grand Finals need not be played.
  - b) Competition Matches need not be played and may be treated as washouts in which case results will be treated as nil-nil (0-0) draws with each team receiving one (1) point. Teams with byes will receive no points.

### **HOT WEATHER**

- 22.1 In accordance with duty of care and reference to the SMA Policy & Guidelines, Football NSW recommend that;
- Games or training involving **Adults** should be postponed or cancelled at **37degrees**.
  - Games or training involving **Children** should be postponed or cancelled at **32 degrees**.

Details can be found at:

[http://www.ccfootball.com.au/UserFiles/File/downloads/CCFPolicies/Hot\\_Weather\\_Policy\\_-\\_SMA.pdf](http://www.ccfootball.com.au/UserFiles/File/downloads/CCFPolicies/Hot_Weather_Policy_-_SMA.pdf)



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### REFEREES

- If no referee has been appointed, it is the responsibility of the team named first on the CCF draw to provide a referee. The referee must:
  - a) Officiate the whole game,
  - b) Fill in the team sheet accordingly and if he cautions any player, a caution sheet will have to be completed.
- Official referees must be at least 14 years of age and can only referee age groups at least two years below their own age.

23.1 **AT KILLARNEY ONLY:** The Club, where possible will provide Club referees for Non-Comp games.

23.2 **FEES are NOT payable to an unofficial referee at another club.** (A schedule of fees for official referees is included in this guide.)

23.3 Referees must be shown courtesy. **UNOFFICIAL REFEREES** have **FULL POWERS** of official referees and must be shown due respect.

23.4 An unofficial referee should write the words 'unofficial' beside his signature.

23.5 An unofficial referee is not to be team coach or manager.

23.6 Half time break:

Grades 5-9 shall be 5 minutes.

Grades 10-18 shall be between 5 minutes and 10 minutes at the discretion of the referee unless stipulated otherwise by CCF.

Seniors is not to exceed 15 minutes and is at the discretion of the referee.



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

***SCHEDULE OF REFEREE AND LINESMAN FEES PAYABLE PER GAME;***

**NOTE:** THESE FEES ARE TO BE PAID AT THE OFFICIAL TABLE 20 MINUTES PRIOR TO THE COMMENCEMENT OF YOUR GAME. PLAY WILL NOT COMMENCE UNTIL SUCH TIME AS THE REFEREE IS SATISFIED THAT FULL PAYMENT HAS BEEN RECEIVED.

2011 Referees Fees		
Grade	Referee	Assistant Referee
10	\$24.00	\$12.00
11	\$24.00	\$12.00
12	\$24.00	\$12.00
13	\$28.00	\$14.00
14	\$28.00	\$14.00
15	\$32.00	\$16.00
16	\$32.00	\$16.00
18	\$42.00	\$21.00
21	\$42.00	\$21.00
O/35 & O/45	\$46.00	\$23.00
AA	\$48.00	\$24.00
WPL	\$56.00	\$28.00
Div 1 Res	\$50.00	\$25.00
PL 1 Res	\$50.00	\$25.00
Div 1 1 st	\$56.00	\$28.00
PL 1 1 st	\$70.00	\$35.00



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### FORFEITS

- 24.1 In relation to a CCF competition fixture, where an opposition team fails to attend any scheduled match within 10 minutes of the scheduled kick off time or for Competition teams fails to have 7 players available, the KDSC Coach/Manager must do **ALL** of the following:
- a) Complete their team sheets as normal and have players sign on,
  - b) Players must be ready **and** take the field as scheduled,
  - c) The referee will whistle the start / finish of the match and the **Coach/ Manager must then sign the team sheet, which indicates that, the "opposition did not show". Referees' fees for BOTH TEAMS are payable by the OPPOSITION team who forfeits.**
  - d) Advise our club Fixtures Officer by phone on the day concerned.
- 24.2 Coaches/Managers must advise our Club Fixtures officer prior to the weekend, where possible, if it is likely their team may have to forfeit a CCF competition fixture. **Coaches/Managers/Players will be responsible for the payment of any fines received from the CCF where this notification has not been given.**
- 24.3 In relation to Gala Days/Tournaments refer to 10.2.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### SPONSORS

- 25.1 No sponsorship advertising is to be displayed on Club equipment without prior approval of the Club Committee.

### TRIAL GAMES

- 26.1 You must seek approval from the Club for any trial games, or end of season trips that involve football matches. This is important for insurance purposes. If any injury occurs and no approval has been granted by the CCF then you may be liable to litigation.

### FINES

- 27.1 Fines may be imposed upon Coaches/Managers/players/parents who fail to honour their obligations as outlined in:

- Coaches and Managers Guide
- The Parent Agreement Form
- The Players & Parents Information Guide
- KDSC Codes of Conduct
- KDSC Rules and By-Laws

Obviously, the Management Committee does not wish to levy these, but persistent failure to abide by any of the above will result in the imposition of fines. If these remain unpaid, then the CCF will be advised of the particular parties' unfinancial status. As a consequence of non-payment of these fines, the player or member may:

- Be declared unfinancial and denied the opportunity to register with any member club of the CCF



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

- Not be permitted to register with KDSC
- Be stood down from all competition matches until fine is paid.

### **PRACTICAL TIPS**

The Committee recognises the fact that sometimes Coaches and Managers are put in the position of having to deal with an angry person - for whatever reason. As a result, we have included the following points that we hope will assist you.

When dealing with an angry person:

- Remain calm and respectful, greet the person and preferably get them to sit down.
- Use a low, calm tone of voice and speak at a slow pace.
- Listen: don't intervene too quickly, allow them a chance to blow off steam.
- Show you are open to their point of view and you are listening (e.g. eye contact, nodding of the head, open body position)
- Acknowledge the anger and their feelings without diagnosis, encouragement or criticism – feelings are real even if in your view they are inappropriate or unreasonable.
- Paraphrase and summarise what they are saying by picking out the key points and saying them out loud.
- Apologise: if an apology is deserved for some act or omission that is the responsibility of the Club or official, give one. **However**, where it is unclear without further investigation if the Club has done anything wrong or if the person is talking about another Club, it would be inappropriate to give an apology on that Club's behalf – rather give an apology that does not accept the blame (e.g. *"I'm sorry to see that you are so upset about what has happened"*).
- Agree with the person: again without assuming any blame, listen for things that you can agree with and express this e.g.: *"You're right, the Act does give you a right of objection"; "I agree it would be frustrating not to receive the information on time"; "I accept that you are really disappointed with the treatment you received"*.
- Don't debate the facts while the person is still angry.
- Ensure the person understands what you are saying; avoid jargon and legal language particularly.

**BE A SPORT, JUST SUPPORT!**

**Play your part. Prevent sport rage.**



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

## CENTRAL COAST FOOTBALL CLUBS – COMPETITIONS – GROUNDS INFO & STATUS

Please refer to the following website for ground conditions and location maps;

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

Go to: Competitions/grounds info & status

The Field title is linked to a map and further details. Just click on the title to go the further details



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

Club	Ground	Suburb	Address
Avoca	<a href="#">Erina High School 1</a>	Erina	Ernest Street
Avoca	<a href="#">Erina High School 2</a>	Erina	Ernest Street
Avoca	<a href="#">Erina High School 3</a>	Erina	Ernest Street
Avoca	<a href="#">Erina High School 4</a>	Erina	Ernest Street
Avoca	<a href="#">Fagans Park 1</a>	Point Claire	Brisbane Water Dr
Avoca	<a href="#">Fagans Park 2</a>	Point Claire	Brisbane Water Dr
Avoca	<a href="#">Patrick Croke 1</a>	Kincumber	Melville Street
Avoca	<a href="#">Patrick Croke 2</a>	Kincumber	Melville Street
Avoca	<a href="#">Patrick Croke 3</a>	Kincumber	Melville Street
Avoca	<a href="#">Patrick Croke 4</a>	Kincumber	Melville Street
Berkeley Vale	<a href="#">Chittaway Oval</a>	Chittaway Bay	Chittaway Road
Berkeley Vale	<a href="#">Kurraba Oval 1</a>	Berkeley Vale	Kurraba Parade
Berkeley Vale	<a href="#">Kurraba Oval 2</a>	Berkeley Vale	Kurraba Parade
Berkeley Vale	<a href="#">Kurraba Oval 3</a>	Berkeley Vale	Kurraba Parade
Berkeley Vale	<a href="#">Kurraba Oval 4</a>	Berkeley Vale	Kurraba Parade
Berkeley Vale	<a href="#">Kurraba Oval 5</a>	Berkeley Vale	Kurraba Parade
Budgewoi	<a href="#">Budgewoi FC 1</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 2</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 3</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 5.1</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 5.2</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 6</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 6.2</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 7.1</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 7.2</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 8</a>	Buff Point	Millington Way
Budgewoi	<a href="#">Budgewoi FC 9</a>	Buff Point	Millington Way
Doyalson	<a href="#">Doyalson RSL 1</a>	Doyalson	Off Wentworth Ave
Doyalson	<a href="#">Doyalson RSL 2</a>	Doyalson	Off Wentworth Ave
Doyalson	<a href="#">Doyalson RSL 3</a>	Doyalson	Off Wentworth Ave
Doyalson	<a href="#">Doyalson RSL 4</a>	Doyalson	Off Wentworth Ave
Doyalson	<a href="#">Doyalson RSL 5</a>	Doyalson	Off Wentworth Ave
Doyalson	<a href="#">Doyalson RSL 6</a>	Doyalson	Off Wentworth Ave
East Gosford	<a href="#">Hylton Moore Oval 1</a>	East Gosford	Wattle Street
East Gosford	<a href="#">Hylton Moore Oval 2</a>	East Gosford	Wattle Street
East Gosford	<a href="#">Hylton Moore Oval 3</a>	East Gosford	Wattle Street
East Gosford	<a href="#">Hylton Moore Oval 4</a>	East Gosford	Wattle Street
East Gosford	<a href="#">Hylton Moore Oval 5</a>	East Gosford	Wattle Street
Gosford	<a href="#">Gavenlock Oval 1</a>	Narara	Adam Street
Gosford	<a href="#">Gavenlock Oval 2</a>	Narara	Adam Street
Gosford	<a href="#">Gavenlock Oval 3</a>	Narara	Adam Street
Gosford	<a href="#">Gavenlock Oval 4</a>	Narara	Adam Street
Gosford	<a href="#">Maidens Brush Oval</a>	Wyoming	Maidens Brush Rd
Gwandalan	<a href="#">Tunkawallin Oval 1</a>	Gwandalan	Kanangra Road
Gwandalan	<a href="#">Tunkawallin Oval 2</a>	Gwandalan	Kanangra Road



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

Gwandalan	<a href="#">Tunkawallin Oval 3</a>	Gwandalan	Kanangra Road
Gwandalan	<a href="#">Tunkawallin Oval 4</a>	Gwandalan	Kanangra Road
Gwandalan	<a href="#">Tunkawallin Oval 5</a>	Gwandalan	Kanangra Road
Kanwal	<a href="#">Kanwal Oval 1</a>	Kanwal	Pearce Street
Kanwal	<a href="#">Kanwal Oval 2</a>	Kanwal	Pearce Street
Kanwal	<a href="#">Wadalba Sports Complex 1</a>	Kanwal	Louisiana Road
Kanwal	<a href="#">Wadalba Sports Complex 2</a>	Kanwal	Louisiana Road
Kanwal	<a href="#">Wadalba Sports Complex 3</a>	Kanwal	Louisiana Road
Kanwal	<a href="#">Wadalba Sports Complex 4</a>	Kanwal	Louisiana Road
Kanwal	<a href="#">Wadalba Sports Complex 5</a>	Kanwal	Louisiana Road
Kanwal	<a href="#">Wadalba Sports Complex 6</a>	Kanwal	Louisiana Road
Kariong	<a href="#">Kariong Oval 1</a>	Kariong	Mitchell Drive
Kariong	<a href="#">Kariong Oval 2</a>	Kariong	Mitchell Drive
Kariong	<a href="#">Kariong Oval 3</a>	Kariong	Mitchell Drive
Kariong	<a href="#">Kariong Oval 4</a>	Kariong	Mitchell Drive
Killarney	<a href="#">Edsaac Oval North 1</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Edsaac Oval North 2</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Edsaac Oval North 3</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Edsaac Oval North 4</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Edsaac Oval North 5</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Edsaac Oval North 6</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Edsaac Oval North 7</a>	Bateau Bay	Central Coast HWY
Killarney	<a href="#">Jubilee Oval</a>	Long Jetty	Kitchener Road
Killarney	<a href="#">Taylor Oval</a>	The Entrance	Park Road
Kincumber	<a href="#">Frost Reserve 1</a>	Kincumber	Avoca Drive
Kincumber	<a href="#">Frost Reserve 2</a>	Kincumber	Avoca Drive
Kincumber	<a href="#">Frost Reserve 3</a>	Kincumber	Avoca Drive
Kincumber	<a href="#">Frost Reserve 4</a>	Kincumber	Avoca Drive
Kincumber	<a href="#">Frost Reserve 5</a>	Kincumber	Avoca Drive
Kincumber	<a href="#">Frost Reserve 6</a>	Kincumber	Avoca Drive
Kincumber	<a href="#">Frost Reserve 7</a>	Kincumber	Avoca Drive
Mountains	<a href="#">Bloodtree Oval 1</a>	Mangrove Mountain	Bloodtree Road
Mountains	<a href="#">Bloodtree Oval 2</a>	Mangrove Mountain	Bloodtree Road
Mountains	<a href="#">Bloodtree Oval 3</a>	Mangrove Mountain	Bloodtree Road
Mountains	<a href="#">Bloodtree Oval 4</a>	Mangrove Mountain	Bloodtree Road
Ourimbah	<a href="#">Ourimbah Park 1</a>	Ourimbah	Chittaway Road
Ourimbah	<a href="#">Ourimbah Park 2</a>	Ourimbah	Chittaway Road
Ourimbah	<a href="#">Ourimbah Park 3</a>	Ourimbah	Chittaway Road
Ourimbah	<a href="#">Ourimbah Park 4</a>	Ourimbah	Chittaway Road
Ourimbah	<a href="#">Ourimbah Park 5</a>	Ourimbah	Chittaway Road
Southern Ettalong	<a href="#">James Browne Oval 1</a>	Woy Woy	Alpha Road
Southern Ettalong	<a href="#">James Browne Oval 2</a>	Woy Woy	Alpha Road
Southern Ettalong	<a href="#">James Browne Oval 3</a>	Woy Woy	Alpha Road
Southern Ettalong	<a href="#">James Browne Oval 4</a>	Woy Woy	Alpha Road
Southern Ettalong	<a href="#">James Browne Oval 5</a>	Woy Woy	Alpha Road
Terrigal	<a href="#">Duffys Oval 1</a>	Terrigal	Duffys Road



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

Terrigal	<a href="#">Duffys Oval 2</a>	Terrigal	Duffys Road
Terrigal	<a href="#">Duffys Oval 3</a>	Terrigal	Duffys Road
Terrigal	<a href="#">Duffys Oval 4</a>	Terrigal	Duffys Road
Terrigal	<a href="#">Duffys Oval 5</a>	Terrigal	Duffys Road
Terrigal	<a href="#">Duffys Oval 6</a>	Terrigal	Duffys Road
The Entrance	<a href="#">Killarney Vale Athletics Oval</a>	Killarney Vale	Wyong Road
The Entrance	<a href="#">Killarney Vale Athletics Oval 2</a>	Killarney Vale	Wyong Road
The Entrance	<a href="#">Killarney Vale Athletics Oval 3</a>	Killarney Vale	Wyong Road
The Entrance	<a href="#">Pat Morley Oval 1</a>	Bateau Bay	Cresthaven Avenue
The Entrance	<a href="#">Pat Morley Oval 2</a>	Bateau Bay	Cresthaven Avenue
The Entrance	<a href="#">Pat Morley Oval 3A</a>	Bateau Bay	Cresthaven Avenue
The Entrance	<a href="#">Pat Morley Oval 3B</a>	Bateau Bay	Cresthaven Avenue
The Entrance	<a href="#">Pat Morley Oval 4</a>	Bateau Bay	Cresthaven Avenue
Toukley	<a href="#">Harry Moore Oval 1</a>	Toukley	Evans Road
Toukley	<a href="#">Harry Moore Oval 2</a>	Toukley	Evans Road
Toukley	<a href="#">Harry Moore Oval 3</a>	Toukley	Evans Road
Toukley	<a href="#">Harry Moore Oval 4</a>	Toukley	Evans Road
Toukley	<a href="#">Harry Moore Oval 5</a>	Toukley	Evans Road
Tuggerah	<a href="#">Tuggerah Oval 1</a>	Tuggerah	Bryant Drive
Tuggerah	<a href="#">Tuggerah Oval 2</a>	Tuggerah	Bryant Drive
Tuggerah	<a href="#">Tuggerah Oval 3</a>	Tuggerah	Bryant Drive
Tuggerah	<a href="#">Tuggerah Oval 4</a>	Tuggerah	Wyong Road
Tuggerah	<a href="#">Tuggerah Oval 5</a>	Tuggerah	Wyong Road
Umina	<a href="#">Umina Oval 1</a>	Umina	Melbourne Ave
Umina	<a href="#">Umina Oval 2</a>	Umina	Melbourne Ave
Umina	<a href="#">Umina Oval 3</a>	Umina	Melbourne Ave
Umina	<a href="#">Umina Oval 4</a>	Umina	Melbourne Ave
Umina	<a href="#">Umina Oval 5</a>	Umina	Melbourne Ave
Umina	<a href="#">Umina Oval 6</a>	Umina	Melbourne Ave
Woongarra	<a href="#">Warnervale Athletics Field 1</a>	Warnervale	Warnervale Road
Woongarra	<a href="#">Warnervale Athletics Field 2</a>	Warnervale	Warnervale Road
Woongarra	<a href="#">Warnervale Athletics Field 3</a>	Warnervale	Warnervale Road
Woongarra	<a href="#">Warnervale Athletics Field 4</a>	Warnervale	Warnervale Road
Woy Woy	<a href="#">Austin Butler Oval 1</a>	Woy Woy	Off Blackwall Rd
Woy Woy	<a href="#">Austin Butler Oval 2</a>	Woy Woy	Off Blackwall Rd
Woy Woy	<a href="#">Austin Butler Oval 3</a>	Woy Woy	Off Blackwall Rd
Woy Woy	<a href="#">Austin Butler Oval 4</a>	Woy Woy	Off Blackwall Rd
Woy Woy	<a href="#">Austin Butler Oval 5</a>	Woy Woy	Off Blackwall Rd
Wyoming	<a href="#">Alan Davidson Oval 1</a>	Wyoming	Renwick Street
Wyoming	<a href="#">Alan Davidson Oval 2</a>	Wyoming	Renwick Street
Wyoming	<a href="#">Alan Davidson Oval 3</a>	Wyoming	Renwick Street
Wyoming	<a href="#">Alan Davidson Oval 4</a>	Wyoming	Renwick Street
Wyong	<a href="#">Baker Park 1</a>	Wyong	Warner Avenue
Wyong	<a href="#">Baker Park 2</a>	Wyong	Warner Avenue
Wyong	<a href="#">Baker Park 3</a>	Wyong	Warner Avenue
Wyong	<a href="#">Baker Park 4</a>	Wyong	Warner Avenue



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

Wyong	<a href="#">Baker Park 5</a>	Wyong	Warner Avenue
	<a href="#">Central Coast Stadium</a>	Gosford	Dane Drive
	<a href="#">Lakehaven Oval</a>	Lakehaven	Chelmsford Rd East
	<a href="#">Pluim Park 1</a>	Lisarow	Tuggerah Street
	<a href="#">Pluim Park 2</a>	Lisarow	Tuggerah Street
	<a href="#">Pluim Park 3</a>	Lisarow	Tuggerah Street
	<a href="#">Wadalba High School</a>	Wadalba	Van Stappen Road



# COACHES & MANAGERS HANDBOOK 2011

*Need to Know Info...*

## KDSC CODES OF BEHAVIOUR

The following codes have been adapted from the document "Codes of Behaviour" published by the Australian Sports Commission through the "Aussie Sport" initiative.

The Committee of Killarney District Soccer Club is committed to the standards contained in this document and encourages and expects all those associated with our club to endorse and promote these "Codes of Behaviour".

### ***PARENT / SPECTATORS CODE OF BEHAVIOUR***

1. Remember children are involved in an organised sport for their enjoyment, NOT yours.
2. Encourage children to participate if they are interested. However, if a child is not willing, do not force him or her.
3. Focus upon the child's effort and performance rather than the overall result of the game. This reduces the emphasis on winning. Never ridicule or yell at a child for making a mistake or losing a game.
4. REMEMBER: POSITIVE COMMENTS ARE MOTIVATIONAL - NEGATIVE COMMENTS ARE DESTRUCTIVE.
5. Encourage children to always participate according to the rules.
6. Remember that children learn best by example. Applaud good play by all teams.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and encourage players to do likewise.
9. Show appreciation of volunteer coaches and officials. Without them players could not participate.
10. Avoid using derogatory language based on gender.



# COACHES & MANAGERS HANDBOOK

## 2011

### *Need to Know Info...*

11. By registering your children to play with KDSC you agree to abide by the rules of our Club and to adhere to any direction given by Club officials, CCF officials and officials from other clubs at away matches.
12. Always be conscious of your ambassadorial role. Your actions reflect upon our Club.
13. All CCF venues are strictly no smoking and alcohol free zones during junior games.
14. Photography at CCF events is only permitted for personal use.
15. Professional photographers require club permission before undertaking photography.

If you see any breaches of behaviour please report them to the Club official at the official table at Killarney or at away games. The Club official will be wearing a fluorescent vest.



# COACHES & MANAGERS HANDBOOK

## 2011

*Need to Know Info...*

### **PLAYERS CODE OF BEHAVIOUR**

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, Coach or Manager approach the official at half time or after the match.
3. Control your temper: verbal abuse of officials or other players, or deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
4. Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good players whether they are on your team or the opposition.
6. Treat all players, as you would like to be treated. Do not interfere with or take unfair advantage of another player.
7. Co-operate with your coach, manager, team mates and opponents. Without them there would be no competition.
8. Play for the fun of it and not just to please parents and coaches. Winning adds to the enjoyment of the game but it is not everything.
9. By choosing to play with KDSC you agree to abide by the rules of our Club and must adhere to any direction given by our Club officials, CCFA officials and officials from other clubs when you are at away matches.
10. Always be conscious of your ambassadorial role when wearing Club uniform. Your actions reflect upon our club.

