
**CARINGBAH REDBACKS FOOTBALL
CLUB Inc.**



**COACHES & MANAGERS
INFORMATION KIT
2019**

1. GENERAL

The purpose of this manual is to provide a guideline for newly appointed Coaches and Managers and as a reminder to those who are returning for another season.

It's difficult to cover every situation that may arise, so this is a guide and your Committee are the subject matter experts.

Please contact one of the Committee if you need some advice or direction.

The committee list is available at www.redbacksoccer.com.au via **Contact Us**

2. RULE BOOKS

At the beginning of the season, the Sutherland Shire Football Association (SSFA) issues rule books which cover playing conditions and local rules. These are included as part of the Manager's Information Kit. Coaches and Managers should be familiar with this book and refer to it regularly. Take it to every game. Breaches of the rules could result in the SSFA imposing fines or loss of points.

3. COACHES AND MANAGERS

The roles of the Coach and Manager are of great importance to the Club and very much appreciated by all. You are in charge of a team that represents Caringbah Redbacks Football Club (the Redbacks). You are responsible for the conduct of the players in your team both on and off the field, including at training. You are answerable to the Executive Committee of the club in the first instance for your teams' actions. Everyone who becomes a member of Redbacks abides by our **Code of Conduct**. You are our first "port of call" in relation to any issues or matters that may arise during a season.

Member Protection

Each coach, manager and team assistant is required to complete a Volunteer Declaration Form. All forms are retained by the Redbacks for a period of 3 years and may be inspected by government officials if required.

Andrew Lawler is the club's Member Protection Information Officer. Any issues you, or any team member, feel may fall under this banner should in the first instance be advised to them, unless there is an urgent issue which requires attention at a game. If this occurs you should see the Committee member on duty.

3.1 Requirements of Managers

Managers are required to:

- Be the team contact for the Club.
- Pass on all appropriate information to players and/or parents.
- Ensure team members are aware of and able to attend training and each match.
- Ensure a record of games is kept in which team members participate and the amount of time they played to ensure an equal number of games/time on field is played by all team members. In this regard, borrowed players must not take precedence over team members.
- Ensure to the best of your ability that all team members and/or parents abide by the club's Code of Conduct.
- Organise sufficient people to be rostered on for field set up, Ground Control, Canteen, BBQ when your team is on duty.

- Be responsible, in conjunction with the Coach, to see all players are in correct club uniform and match balls are supplied and correctly inflated for each match played.
- Ensure all ID cards are available for each player to take onto the field for the start of play (where the team is required to carry ID cards).
- Correctly complete the Match Card at each game. A sample Match Card is attached to this manual.
- Wear a coloured vest at **every** game indicating they are the manager of a specific team. These vests will be handed out at the beginning of the season. The vest is a requirement so referees and club officials are able to identify the person who is in control of a team. If a referee can see in advance who the manager is, he/she can deal quickly with any problems that arise.

If the manager happens to be a playing member of a team (which is quite likely with senior teams) then a replacement person is to wear the vest and act as manager for the game.

It is important for the coach and manager work together to ensure the smooth running of the team in a friendly and happy environment.

3.2 Rule to be administrated by Manager

RULE 30 - GROUND CONTROL

“All teams participating in a match shall nominate one person (who is a responsible adult) for additional Ground Control. This person is responsible for the behaviour of their own spectators and must cooperate with the Club Ground Controllers at all times and must wear an orange Ground Control jacket.

The name of each competing team Ground Controller must be printed on the bottom of the match sheet in the space provided as per Rule 12. J.

RULE 12 - MATCH SHEETS

12. J.

“All teams participating in a match shall nominate one person (who is a responsible adult) for additional Ground Control. This person is responsible for the behaviour of their own spectators and must cooperate with the Club Ground Controllers at all times and must wear an orange Ground Control jacket.

The name of each competing team Ground Controller must be printed on the bottom of the match sheet in the space provided.”

Impact: In addition to Club appointed Ground Controllers, each and every team will also require a responsible adult to undertake Ground Control duties (including wearing an orange vest). The Ground Control person’s name must be recorded on the Match Sheet. Fines will apply for non-compliance. As mentioned in the previous item, match sheets are being amended and will include a space for this extra information to be recorded. Extra orange vests will be made available to all clubs.

3.3 Requirements of Coaches

Coaches are required to:

- Conduct sessions of skill and fitness training for players. This may seem a daunting task, particularly in the case of junior and SSF teams.
- Ensure every team member is given the same opportunity to develop their skills and team spirit is promoted so the team performs to the best of its ability.
- Ensure all team members to have equal playing time.

The Club's Technical Directors can provide advice, guidance and information.

The Technical Directors contact details are available via the Contact Us link on our website.

We are keen for all coaches to reach a high standard in relation to teaching skills relevant to their age group. To do this our Technical Directors run Grass Roots training courses each year. Our Technical Directors will be in contact with each coach on a personal level to ascertain how you are going and will also get together with all coaches a few weeks into the season to discuss various aspects of coaching.

PLEASE NOTE:

As part of the SSFA's infection control guidelines the use of the water bucket and sponge is banned. **Coaches and Managers must ensure each player has their own water bottle.** With the very real threat of the Meningococcal virus, please prevent children from sharing drinks.

4. SET UP AND GROUND CONTROL

Each week teams will be allocated to undertake Set Up and Ground Control responsibilities to ensure the games run smoothly, we are ready and organised for visitors to our ground and to so we meet the supervision requirements and standards expected of us by the Sutherland Shire Football Association (SSFA).

This section outlines the duties for Set Up and Ground Control and are also published via our website each week via the Set Up & Ground Control link.

4.1 Set up

AM teams will be required to set up the BBQ, goals, corner posts, field marker poles, sideline ropes, reserve benches, sponsorship banners etc... This task is more complex on Saturday mornings for SSF fields which are configured for the following age groups;

1. Under 6 & Under 7 (30m long by 20m wide)
2. Under 8 & Under 9 (Approx one quarter field)
3. Under 10 & Under 11 (Approx Half field)

At least 2 people from each team will be required for the times nominated to set up from 7am in time for the first game at 8am. The Set Up team will remain ready to make configuration changes during the morning depending on the age groups and game times. Sunday Set Up will be required to re-mark the field.

PM teams will be required to pack up the BBQ, goals, field marker poles, sideline ropes, reserve benches, sweep the Home and Visitor change rooms. Large goal nets & sponsors banners can stay up on Saturday but will need to be packed away on Sunday afternoon.

Coaches and Managers should refer to the weekly printed draw/website to find out when their team is rostered on for duty and to ensure that enough players and/or parents turn up to fulfil their rostered duties.

A Committee Member is always rostered on to open up the Clubhouse and Canteen and to assist with any matters which may arise.

4.2 Ground Control

Running the BBQ is part of ground control duty.

There are a number of tasks required for Ground Control each week, which are shown below along with the numbers of people needed to assist with each task;

- Canteen - 2-3 people

During the quiet times (usually when games are on) at least one person on duty will need to walk around and sell raffle tickets. Some people will say no, but most are willing to buy a ticket to support amateur sport.

The club has a function liquor licence which allows us to sell alcohol on a Sunday only. There is a licensee and all RSA procedures will be adhered to. As a consequence of this there will be strict adherence to the rule of no children under 18 years age being allowed in the canteen area.

- BBQ - 2-3 people
- Ground Control – 2 people **over 18 years**

An Association requirement is that at least 2 people over 18 will wear orange vests and be visible on the ground keeping an eye out for the welfare of the children and be on the lookout for an unruly or suspicious behaviour towards any children, players and referees. Any concerns must be reported to the Committee member on duty.

Ground Controllers have very important jobs to fulfil. They must ensure:

- Matches commence on time.
- Referees and Linesmen are supplied. (The Ground Control Team is required to supply referees for every game that is played during their rostered time.) See also 4.6 Refereeing.
- Match cards are correctly filled out.
- Every assistance is given to Referees.
- Spectators are controlled.

If there are any problems which arise during the day's play, then these two people are in control of the ground. The SSFA does periodic checks of the grounds to ensure things are running properly and it is important the two Ground Control people with orange vests are clearly visible.

A committee person will always be in attendance to your assistance if required and will to a large degree ensure the smooth running of the day.

4.6 Refereeing

An important function of the Ground Control duty team is to ensure matches proceed on time and are properly refereed. If an official referee is not appointed to a game the duty team is required to supply a referee. When your team is rostered for Ground Control, please organise people in advance who are capable of refereeing a game. Please talk to your Age Controller if you need advice on this. Children 14 years and over can referee junior games and SSF games can be refereed by children 13 years and over.

We hope to provide MiniRoos referees for as many games as possible. The MiniRoos referees will be arranged by the MiniRoos referee's coordinator. Please ensure though there is always someone on your duty who can referee an MiniRoos game in the event the club is unable to allocate a referee for a specific game. The Ground Control duty team will be advised of how many SSF referees will be available each weekend.

For all games U12 and over, black and white referees are generally appointed. All appointments are listed on the referee's website (www.ssfra.org.au) so your committee will know in advance which games are covered. The club will advise the ground control team and the teams affected so that advance warning is given for a referee to be arranged.

Ground appointed referees act with the full authority of the club and have all the duties and responsibilities of a properly appointed referee. They must carry onto the field with them the red and yellow *Caution* and *Send-Off* Cards. See the committee person on duty for these cards (this only applies for competitive games – 11 and over).

5. BORROWING PLAYERS FROM OTHER TEAMS.

PLEASE NOTE: This is a very important rule. You **MUST** consult the rulebook and fully understand this rule before the season commences. Consult a Committee member if the rule is unclear.

Other points to note are:

- If you are borrowing an eligible junior player from a lower age group, you must ask permission of the player's parent/guardian/relative.
- You must ask permission from the Manager of the team from which the player is to be borrowed. It is advisable that both these members of the team know what is happening. The Managers from each team should keep appropriate records of who has been borrowed and with which team to ensure that players are not promoted inadvertently.
- A player may only play in another team **THREE TIMES**. After this, they become a permanent member of that team.

The above rules **DO NOT** apply to SSF teams. These children can interchange freely between teams, but not in teams below their age group.

6. MATCH REPORTS & THE WEBSITE

The website is used to publish match reports each week from each team. These may be written by the coach, manager, player or a parent/spectator. We ask that only one report is submitted for each team. We would like all teams to submit their match reports by e-mail to redbacks@redbacksoccer.com.au by Tuesday night each week.

The main purpose of these reports is to build confidence and provide information on your team. SSF team members particularly love to see their name in print, so try to mention each player each week.

Be positive, constructive, humorous or all of the above in your reports. You need to include your team, the opposition, the result and the date of the match.

The manager should keep a record of the team's season of wins, losses and draws as well as who scored the goals as this information should be used for the end of season report, and also be an additional source of information for grading in the following season.

These reports give encouragement to players, to see their name in print and to show the rest of the Club how a particular team is performing. This is an opportunity for your literacy skills to come to the fore since many of these reports are very well written and provide very entertaining reading.

7. FILLING OUT THE MATCH CARD

The match card is the official record of the match and must be completed correctly otherwise the club is fined. This fine is then passed on to your team. Once the season is up and running and teams are settled, the match cards will come with team names already printed together with ID card numbers. (See sample card attached to this manual).

- **Always use a blue or black ballpoint pen.**
- **Do not use red pen, pencil, felt tipped pens, crayons or textas.**
- **Always print information on the card.**
- **Please be as neat as possible.**
- **Do not use running writing or abbreviations.**

- **Do not take card away from Ground Control.**
- **Ensure you sign the card at the end of the match.**
- **Do not sign the match card before a game.**

A list of fines for errors made on the match card, and generally, is attached. Try to learn how to fill out the card correctly from the beginning.

The following steps should be taken to fill the match cards out:

- a. The name of the player (initial and surname should be printed) and for 9's and over, their I.D. card numbers printed where applicable. Please note shortly into the season the match cards should have the names and ID numbers already printed on the sheet. If a player is not in attendance to play on a specific day just put one line through that person's name. If a player is suspended, if the name has not been removed from the match card, it is important this person's name also be crossed off the match sheet.
- b. If applicable, shirt numbers should be written in.
Note: Where the child belongs to a team that is required to wear shirt numbers, then record the numbers accordingly. This also includes the number for the goalkeeper. Numbers must not be duplicated and all 15s and over require numbers.
- c. The name of the Coach and Manager must be written in the appropriate place.
- d. If using a borrowed player, write this player's team and grade next to his/her name and number. The player must also sign the card (Under 9's and above).
- e. At the conclusion of the match you must sign as the home or away club representative to verify the result.

Always check the result is correct!

8. WET WEATHER MATCHES

NEVER ASSUME A MATCH IS CANCELLED

- NEVER assume matches have been cancelled due to wet weather. The SSFA has ground inspections early on match days and a decision is arrived at around 7:30am.
- Once a decision has been made and the Secretary or President advised, you will be immediately contacted via your Age Controller if the decision is to **CLOSE** the field and **CANCEL** the games.
- If the decision is to continue play, no contact will occur. The Age Controller will **ONLY** contact the Coach or Manager if there is a change or a cancellation of play. It is then up to the Coach and Manager to contact the rest of the team to inform them.
- In some cases a game may be rescheduled to another field. If this is the case managers will be advised so the message can be passed on to team members/parents.
- If you do not hear from the Club, assume the game is **ON**.
- **DO NOT** ring the clubhouse.
- Please **DO NOT** try to contact a member of the Committee, as they will probably be trying to ring you.
- **NEVER** ring the SSFA direct. They are dealing with a great many clubs and individual inquiries are viewed unfavourably.

9. GROUND CLOSED

- At the entry to the field is a "GROUND CLOSED" sign, which can be put into operation by Sutherland Shire Council. If this sign is open indicating the ground is closed, DO NOT play on the field without first checking the situation regarding closed grounds with Sutherland Shire Council. To make sure the ground is definitely closed ALWAYS ring the **Sutherland Shire Council wet weather line, 9710-0105** to ascertain which fields are open or closed. Teams will be financially liable where they infringe this rule. This applies to training nights as well as weekend matches.
- Times will occur where our ground is closed for weekend games and other grounds are open (this occurs because of varying factors such as changes in rain patterns and drainage capability). Where our field is closed, the SSFA will sometimes move scheduled games to other fields to allow play to continue.
- Where this occurs you will be notified. The teams that were scheduled for duty on our home field WILL BE REQUIRED to provide a form of duty at the field or fields to which play has been moved. You may have to mark and set up the field.
- Duty teams will be required to attend the other field to determine the amount of assistance that may be required. You must attend the Ground Control Office of the nominated field and, after identifying yourself, you may be required to set up and manage the nominated field whilst teams from our Club are playing upon that surface.
- Where our field is closed during the week, yet others are open, there is no automatic right to train on the other club's field. We can be fined for doing so. If inclement weather continues for extended periods and some fields are open, we may be able to make arrangements with the other club to use their fields. However, arrangements must be made through the club's committee. There is an extreme lack of fields for training and moving a team elsewhere may prove difficult.

10. YELLOW AND RED CARDS AND JUDICIARY

All teams from 10s and over come under the auspices of the SSFA Judiciary. It is possible, although highly unlikely, a player in U10s through to U12s would come into this category. Games from 10s and up are covered by a referee (either a black and white provided by the Referee's Association or a referee provided by the home club) and the rules of the game applied. If a player contravenes these rules several things can happen:

- A warning can be given by the referee
- A yellow card can be issued for a specific infringement
- A second yellow card can be issued for a further infringement
- A red card can be issued for:
 - Receiving 2 yellow cards in the one match
 - A straight red card for a specific infringement

Once a red card is received by a player they must leave the field of play immediately. They must not argue with the referee about the decision.

Any player sent from the field of play for receiving 2 yellow cards in one game automatically receives a one match suspension and is not required to attend Judiciary, unless cited to do so because of an incident that may have occurred in relation to the send off or infringement.

On the following Monday night the Judiciary will read the report of the referee concerning the matter and will either deal with it on that night or request the player to attend the following week's Judiciary.

If a matter is dealt with by the Judiciary and the player concerned is not in agreement with the decision reached concerning their matter, they have the right to attend the Judiciary the Monday evening following to argue their case. If a player is requested or cited to attend the Judiciary, they must attend as directed.

Redbacks always has a representative from the committee attend the Judiciary with any person who is required to attend there.

Obviously, these issues tend to relate more to the older players, coaches and managers.

11. AGE CONTROLLERS

The appointed Age Controllers are responsible for the management and organisation of their appointed age groups and are assigned to liaise with players, coaches and parents of these groups to ensure everyone (club committee and players) are kept up-to-date with all relevant information.

Please help us by contacting your Age Controller in the first instance, if you have any queries or grievances - they are there to assist you. Your Age Controllers are as follows:

Age Group	Age Controller	Phone	Email
Under 6s	Andy Neudegg	0410 691 285	andy@andycan.com.au
Under U7	Scott Milsted	0476 458 078	smilted@y7mail.com
Under 8	Ryan Pike	0414 952 093	rpikey@gmail.com
Under 9	Sam Stenning	0431 171 681	samstenning@gmail.com
Under 10 – U12	Steve Smith	0429 612 929	stephensmith108@gmail.com
Under 13-U21	Steve Smith	0429 612 929	stephensmith108@gmail.com
Senior Men/Women	Liz Spink	0431 334 808	spink1962@gmail.com

12. MONTHLY GENERAL MEETINGS

The club holds monthly general meetings on the **second** Tuesday of every month, these meetings are open to all club members. A representative from each team is requested to attend so we can keep all members up to date with activities during the season. The meetings are held in the Clubhouse and start at 7.00pm.

Temporary By-Law to cover rule amendments due to Play Football issues.

Due to the issues created by the Playfootball registration system, the EC have implemented some procedures in an effort to assist clubs and to get players on the pitch for the 2019 season. As a result, the following By-Law has been created to cover any anomalies that may occur between these procedures and the current rules. This By-Law is temporary, and only relates to season 2019.

NB While the EC have enacted these amendments to enable players to play without ID cards, only those players eligible to play should take the field. Teams attempting to circumvent the rules or take advantage of these circumstances by playing ineligible players will be dealt with harshly by the JC.

By-Law D Playfootball Registration System Issues – I.D. Cards

The following amendments to current rules will apply during part or all of season 2019. Clubs will be notified if further changes are needed throughout the season.

Rule 4 F. Identification Photographs I.D. cards may not be able to be printed for the initial competition rounds, and possibly for the entire season. Therefore a replacement method for identification of players will be implemented by the EC and this system will be communicated to clubs. As such, clauses (a), (b) and (e) of Rule 4. F. will be suspended until further notice.

Amended Rule 14: 14. IDENTIFICATION CARDS FOR COMPETITION MATCHES

A. All players registered in Under 12 Divisions and older must have and present for inspection I.D. cards or any other form of identification approved by the EC showing the correct team and grade for the current year. Players in Under 10 and Under 11 Divisions must have I.D. cards or any other form of identification approved by the EC but only need to present these for inspection if they take part in Under 12 or older competition matches.

B. Any player changing his/her appearance contrary to the photograph appearing on the current EC form of identification must present themselves to their Club Registrar to have a new photograph taken and a revised EC form of identification produced.

C. With the exception of the provisions of Rule 14. H.:-

(a) A player is not permitted to play in a competition match if:

(i) They are not in possession of their current I.D. card, or any other form of identification approved by the EC (ii) Their I.D. card or EC approved method of identification has not been inspected by the Manager, Coach or nominated team representative of the opposing team.

(b) For instances where identification of a player from their I.D. card or any other form of identification approved by the EC is uncertain, see Rule 14. G.

D. (a) Before the start of a match the players nominated to play shall present their I.D. cards or any other form of identification approved by the EC for inspection by the Manager of the opposing team in the centre of the field, or at a nominated location approved by the EC.

(b) The referee will indicate by a notation in a space provided if a team has produced I.D. cards for inspection by the opposition team.

Referees will NOT be required to carry out or report on the identification procedure.

E. Players preparing to take the field after the start of a match, whose I.D. card or any other form of identification approved by the EC has not previously been inspected, shall present their I.D. card or other form of identification approved by the EC to the Manager of the opposing team on the halfway line in the interchange area for inspection before playing in the match, or at a nominated location approved by the EC.

F. A Manager has the right to hold all the I.D. cards or any other form of identification approved by the EC of the members of the opposing team playing in the match until the conclusion of the game. At the conclusion of the game ALL cards or other forms of identification must immediately be returned to the opposing Manager.

G. If, after inspecting I.D. cards or for any reason during the match, the Manager is uncertain of the identity of an opposition player, the matter should be brought to the attention of the opposition Manager who shall after the match:

(a) Take action as necessary to clarify the player's identity to the satisfaction of the opposing Manager, or

(b) If requested, arrange for the player to sign his/her name on the back of the match sheet in the presence of the opposition Manager for signature verification by the Association Office.

In this case, the Manager requesting the signature should make an appropriate notation on the back of the match sheet and take action as covered by sub-clause G. (c).

(c) To report an alleged breach of the identification procedure by an opposing team, the Manager or Coach of the team protesting must make an appropriate notation on the back of the match sheet and the Club must advise the Association by official letter to the office by 7.00 pm on the Monday following the match.

H. If, due to unforeseen circumstances, a team is unable to produce the I.D. cards or any other form of identification approved by the EC for the ENTIRE team, the team may participate in the match under the following conditions:

(a) All players to sign the Match Sheet in the presence of the opposing Manager – if necessary, the fifteen (15) minutes allowed for the production of I.D. cards or other forms of identification may be used for this purpose.

(b) An appropriate notation to be made on the Match Sheet.

(c) Should 14.H.(b) not be complied with the Club to submit an official letter to the Association, fully outlining the reason for the failure to produce I.D. cards by 3.00 p.m. on the Thursday following the match for consideration by the J.C., in conjunction with the check of players' signatures if required.

I. Breaches of Rule 14. A. to H.

(a) Reports received alleging breaches of the Rules covering the use of I.D. cards and other EC approved forms of identification, and reports received alleging the refusal of teams or Managers to participate in the presentation of I.D. cards or other EC approved forms of identification for verification of identity, in accordance with Clause G, or to act in accordance with Clause H., shall be referred to a Judiciary Committee for investigation and action as appropriate.

(b) If the offence is proved the match shall be declared lost by forfeit by the offending team. A fine as appropriate may also be levied.

(c) The usual appeal provision against the Judiciary Committee's decision will be available to the offending team.

Borrowed Players All borrowed players will need to present for inspection their I.D. card or other EC approved form of identification before taking part in a match.

Send Offs Where a player has been sent from the field by a referee and I.D. cards are not in use, the team manager or delegate shall produce the appropriate EC approved form of identification and show this to the referee at the conclusion of the match. Failure to do so will result in a fine and in addition may result in the matter being referred to the JC.