

Collaroy Cromer Strikers Football Club Inc.



2018

Team Coaches & Managers Handout

U12-U16 & W12-W16

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U12-U16 and W12-W16 Teams Coaches and Managers Handout

This handout is intended to make your tasks as a coach or manager a little easier. It outlines the main duties and responsibilities of managing and coaching but is not intended as an in depth discussion of the finer points. The CC Strikers, Manly Warringah Football Association (MWFA), and Football NSW have developed policies and documents about coaching and managing your teams. Many of these can be found on the CC Strikers website www.ccstrikers.com. Please read through those policies so you are familiar with them.

Your co-ordinator contacts are:-

Under 12 Coordinator	Fiona Pollard	0430 074 849	fkpollard@gmail.com
Under 13 Coordinator	Adrian Rogers	0412 003 886	rogers.adrian09@gmail.com
Under 14 Coordinator	Rob Eason	0409 824 028	robeason19@gmail.com
Under 15 Coordinator	Gavin Chappell	0448 440 921	gavinandlina@inet.net.au
Under 16 Coordinator	Ross Brown	0421 670 587	rossbrown63@gmail.com
Women's Under 12/13/14/16 Coordinator	Christina Fiedler	0435 901 341	christinafiedler24@gmail.com

The Playing Rules/Formats 12 to 16 age groups are found at [www.ccstrikers.com/Coaches and Managers/Competition Rules](http://www.ccstrikers.com/Coaches%20and%20Managers/Competition%20Rules)

Getting Ready for the Season

I Have a Question. Who Should I Contact?

Your first point of contact should always be your Age Coordinator.

If your Age Coordinator is unavailable and you need immediate help, contact your Vice President (Youth-Mixed) or Vice President (Women's). Your third contact is the Club Secretary. We will get you the answers you need as soon as possible.

Who Should My Players or Parents Contact If They Have a Question?

The team manager is the point of communication between the Club and your team. Your Age Coordinator will send information to you for distribution to your team. Parents, players, and coaches on your team should send all questions to you for you to send on to your Age Coordinator. As the MWFA communicates with the Club only through the Club Secretary and Competition Secretary, please tell your coaches, players and parents that they should not contact the MWFA directly but rather send all questions to you for you to send on to your Age Coordinator. You will get a faster response by contacting your Age Coordinator.

First Things First. Please Register!

All coaches and managers should register at MyFootballClub (<https://live.myfootballclub.com.au/SelfReg/Login.aspx?chkcookie=1>) as a coach or volunteer. Each team should have at least two coaches or managers to manage and direct the games.

All coaches or managers, persons assisting at training, referees etc must complete a **Working with Children Check** at <https://footballnsw.com.au/protection-and-safety/working-with-children/>.

Install Team App on Your Phone and Sign Up as a Manager or Coach.

Please download the Team App application to your phone and sign up for the "CC Strikers FC" group. The "CC Strikers FC" group uses the circled lightning bolt over a multi-coloured "V" symbol shown at the top of the cover page of this handbook. Include the age group and name of your team when you sign up so you can be placed in the correct contact group.

Game cancellations due to bad weather will be announced through this app, along with event announcements and other news announcements. The Club will also use Team App to announce events to the Club and pass information to coaches and managers.

Encourage your parents to download the Team App application to their phones. **They do not need to sign up for the age specific access groups**, as game cancellations, event announcements, and other news items will be made accessible to all public members.

Age specific groups are for communication to team managers & coaches only. Note that the Team App can also be used from your desktop.

A brochure with specific details on how to download Team App is attached and will be emailed to you for distribution to your teams.

Where Else Can I Get Information About the Club?

Website

Strikers have a comprehensive website at www.ccstrikers.com where there is a wide range of information available. Please visit the site regularly for up to date information, news, ground allocations, weather and much more.

Facebook

Please 'like' the Collaroy Cromer Strikers Football Club Facebook page. On your PC, go to the Collaroy Cromer Strikers Football Club page, click on the down arrow on the Like button and select "All On" on the drop down menu to make sure that you receive all of the CC Strikers' posts.

When Does the Season Start? Or End? And What About School Holidays?

The season commences on 7 April 2018 with Women's Teams commencing 8 April 2018. Please refer to the MWFA Competitions data base for full details of dates, venues etc.

When Can We Start Training?

The CC Strikers will not have access to the fields for training until 25/3/2018.

When Do We Get the Draw?

The draw normally comes out the week before the first game. The Competition Secretary will send this information to your Age Coordinator for distribution to the managers. Managers should send the draw out to all team members.

If the MWFA changes the venue, date or time of a game, the manager will be notified by either the appropriate Age Coordinator or by the Competition Secretary or Club Secretary. The manager must notify team members of these changes by whatever method works for your team.

Can I Use the Draw Posted on the MWFA Website?

The draw on the MWFA website occasionally is not updated. If you ever see information on the MWFA website that conflicts with the draw information that your Age Coordinator has sent you, please call the Competition Secretary or Club Secretary. We will chase down the correct information.

What is in the Kit that I'm Getting Tonight?

The kit will have training balls, a match ball, cones, team shirts, training shirts and team socks.

At the end of the season, the Club will be gifting the team shirts to the players. However, during the season the shirt remains the property of the Club and should not be altered without written permission from the Club. Managers are asked to return the kit bag to the appropriate Age Coordinator at the end of the season, but no later than 1 September 2018.

Can I Get More or Different Size Socks or Shirts?

Please make a list of what you need and email it to your co-ordinator.

What Do I Do With Extra Shirts or Socks?

If you have more shirts and socks than you need, place them in a bag and return them to your age co-ordinator.

What if Some of My Players Wear Eyeglasses?

Eyeglasses may only be worn if they are of a type approved by the MWFA. Contact your Age Coordinator for more information on obtaining this approval.

Canteen Duty

All teams will be expected to help in the canteen. The Club will prepare a roster for these duties and send it to the teams through their Age Coordinator. The team manager should arrange a roster of parents or suitable volunteers for these duties. Volunteers in the canteen must be at least 16 years old.

Every attempt is made to roster each team on canteen duty only once during the season. As the Club doesn't ask teams to participate in any other fundraising activities during the season, it is expected that teams fulfil their assigned canteen duty.

Canteen duty should be done by parents as coaches and managers already have duties to complete on game days.

Names on Shirts

An entire team can get names on the back of their shirts. Please contact your age coordinator as soon as possible to start this process.

Names and Shirt Numbers on Match Sheets

You must advise the shirt number for each player to your co-ordinator so that these be input to the game management system.

Sponsorship

There are many sponsorship packages available but team sponsorship is a great way start. The funds raised go towards helping to improve our grounds, supply adequate training kits for all teams, and assist resources for the development of our players. The attached flyer has more information. Please contact the Sponsorship Coordinator if you have any questions.

Coaches and Managers Appreciation Dinner

All team managers and coaches will be invited to join the Strikers Committee for a social get together. More information will be provided as the season starts.

Glass Bottles and Alcohol

Glass bottles are prohibited from all sporting grounds and **alcohol is prohibited from all school sporting grounds** (Forest High School, Pittwater High School & Narrabeen Sport High School), this includes training. Any breach of these rules will result in penalties being imposed by the MWFA and possibly Council rangers.

Noise at St Matts

All teams should be considerate of nearby residents and other field users at any field on which you train or have games. Teams need to be especially mindful of the neighbours when using St Matts fields. Sound carries far at the clubhouse end of the reserve and parking lot and the neighbours are just on the other side of the fence. Please be considerate and quiet when entering and leaving the parking lot and during your training sessions. Extra noise should be kept at a minimum, including music.

The Season

Fair Play, Equity and Good Sportsmanship

Coaches play a vital role in the development and performance of the players. The CC Strikers are committed to equity and fair play for all players. All players are to receive equal time on the field regardless of the division of the team, the ability of the player, or the competition the team is playing in.

Good sportsmanship should be displayed by all players, spectators, coaches and managers. It is the responsibility of coaches and managers, where reasonable and practical, to ensure that all individuals involved in their teams abide by the policies and guidelines set down by the Strikers, the MWFA, and Football Federation Australia (see attached). If at any time, you have any issues or concerns or need any assistance, please contact your Age Coordinator, Vice President or the Club Secretary.

Coaching Support and Assistance

The Club and the MWFA run courses to assist coaches of all levels. Coordinators will email out details of new courses and information will be posted on our website as it becomes available. If you need any assistance, please contact your Age Coordinator, Vice President or the Club Secretary.

Net Duty

Teams playing the first game at a field are required to set up half of the field equipment, i.e. one goal net and 3 flags, at least 10 minutes before the scheduled kick off time. Teams playing last at a field are required to take down one half of the field equipment, i.e. one goal net and 3 flags. Managers should organise the players' parents to accomplish these tasks. Failure to set up or take down field equipment as required could result in loss of match points. Your assistance in this is greatly appreciated.

Referees

Your team is required to provide a referee for your game when you are listed as the "home team" (the team listed first on the draw) if one is not provided by the Manly Warringah Football Referee Association. Please organise your team's parents for volunteers to handle refereeing duties. Referees must be at least 2 years older than the teams they are refereeing.

TRAINING

Training Schedule

Confirmation of allocated training time, day, and location will be published on the website prior to as soon as possible. This is the official commencement date of winter sport allocation of grounds. The training roster will come into effect on this date and must be adhered to.

Field Use

Goal mouths are the first areas to show signs of wear as the season progresses. Please do not train in the goal mouths to preserve them for the season.

Please ensure all players refrain from climbing on or kicking balls against the baseball backstops or cricket nets.

Training Equipment

All players must wear shin pads at training. This is a requirement for insurance coverage. Shin pads should be worn on the inside of the socks and must be worn at training and games.

All players are encouraged to bring water to training and games.

Training During Wet Weather

If it has rained on either the day of or the day preceding training, the coach or manager should check the Northern Beaches Council website to see if your ground is open or closed for training.

Go to <https://www.northernbeaches.nsw.gov.au/things-to-do/sports-and-recreation/fields-and-venues>, type in St Matthew Farm, or Plateau Park or Truman Reserve then select "Search".

If the field is not open, you are not permitted to train on that field, including the areas around the field. The Council will issue fines to teams that train on closed fields.

At times, the Club may close the fields to training activities to preserve the fields for matches. These closures will be announced on Team App.

The Week Before the Game

Playing Seaforth or CC Strikers Teams as the Away Team

When your team plays as the "Away Team" (the team listed second on the draw) against a Seaforth or CC Strikers team, your team must wear alternate strip. Please check your game information on Monday to determine if you need alternate strip for the coming weekend. Alternate strip can be obtained from the Club Gear Steward. The strip MUST be washed, dried and returned by the Tuesday evening after your game.

Game Day Referee

If you are the home team, ensure that there is a referee from your team prepared to referee your game if no referee from the MWFRA is available to referee your game.

Borrowing Players

If you have difficulty fielding a team of at least eleven players, the manager should contact your Age Coordinator to get contact information for other managers whose teams may be able to provide borrowed players. Borrowing players should always be done through the manager of the team lending you players.

Borrowing rules can get confusing. Section D of the MWFFA constitution governs the eligibility rules. This year the new iMatchsheets system will now control player eligibility. If you have any questions, please contact your age coordinator.

Lending Players

Lending players to other teams that need to borrow players is a great way to give players more time on the field and foster Club spirit.

Managers should keep records of which players are lent to which older teams. Each player can only be lent four times to any eligible borrowing team. AL and Women's AL teams may borrow an individual player from the Under 16 or Women's Under 16 teams an unlimited number of times. This is to give these players as many opportunities as possible to play with the Amateur League teams.

Forfeiting Games

If you are unable to field a team for your match you must forfeit. Forfeiting games should only be done as a last resort in exceptional circumstances. Please text your Age Coordinator about your forfeit by 9am on the Friday morning before your game. Failure to do this may result in the MWFA imposing fines on the CC Strikers.

Game Day

Coach and Manager IDs

All coaches and managers **MUST** wear their MWFA coach or manager IDs while at the field for your team's game. Your ID must be displayed so that it is visible to others. If you do not have coach or manager ID, you cannot be in the technical area.

Technical Area

The technical areas for both teams are roughly rectangular areas on the same side of the field near the halfway line. Coaches and substitute players should stay in the technical area during the game. Player substitutions should be made from the technical area. All coaches and managers in the technical area must display their coach or manager ID. Parents and spectators should not be in the technical area.

Match Balls

Have match balls available of the right size and at the right pressure. See below for a listing of correct sizes:

- Under 12, Under 13, Women's Under 12, and Women's Under 13 use size 4 balls.
- Under 14 through Under 16 and Women's Under 14 through Women's Under 16 use size 5 balls.

Check Player Equipment

Ensure that each player has shin pads, Club socks, Club shorts and Club shirt. Shin pads should be worn on the inside of the socks and must be worn at training and games.

Jewellery, Casts or Braces

Players must not use any equipment or wear anything that is dangerous to himself or another player. This includes any jewellery or any cast or brace with rigid parts. Taping jewellery is NOT acceptable. Encourage your players to remove all jewellery at home prior to arriving at the field. Players arriving at the field wearing jewellery should remove it and give it to their parents for safekeeping. Any casts or braces with rigid parts are not allowed, even if padded.

The only exception to this rule is Medic Alert bracelets containing emergency medical information. The bracelet should be taped appropriately and to the satisfaction of the referee of the game.

Spectator Sportsmanship

Ensure that your spectators conduct themselves in a sporting manner. Be prepared to speak with anyone who is bringing the game and/or the Club into disrepute. If you have an issue with a parent that continues to not conduct themselves in an appropriate manner, please bring this to the attention of your Age Coordinator.

Rules

Know the rules and have a copy available for reference at all matches. They are available at <http://www.ccstrikers.com/2016-01-21-22-48-23/competition-rules>.

ID Cards and Match Sheets

This year the MWFA has introduced iMatchsheet. Player I/D cards are now online and match sheets are controlled via a smart phone/tablet/iPad or computer device. A user guide is being provided along with a short instruction on how to use it.

Before the commencement of every Fixture the ID card of each player from both teams must be checked using the following procedure:-

- At the designated Fixture start time both teams shall line up in the middle of field of play with the referee.
- Proceed per attached sheet MWFA CompMan SP MatchSheets Smart Phone Version User Guide – 2018 version.

- Each team manager or designated official will check each name of the opposition team's players the Electronic Match Sheet.

Wet Weather on Game Day

Local councils have wet weather lines or webpages that advise if their grounds are open during rainy weather. However, a closed field does not mean that your game is cancelled. Please wait for the official word from the Club through the Team App to see if your game is cancelled or moved. Assume your game is on unless you see a message stating otherwise.

It is the manager's duty to advise your players about game cancellations or field changes. You can do this in whatever way works for your team: text messages, emails, phone trees, etc.

As this is the first year we have used the Team App for game cancellations and field changes, please text your Age Coordinator when you receive the cancellation or change information and distribute it to your team. This is so the Club knows that the information has been received. Include your team name in the text, ie. "W14 Bandits received game cancelled message".

Injuries

If a player is injured during a game or at training, it must be reported within fourteen days. Failure to notify the Club of an injury within this time frame may jeopardise a player's insurance claim. Information regarding the reporting of injuries can be found on the Club's website, www.ccstrikers.com.

Incidents

If there is any type of incident at your game or training session, please inform your Age Coordinator as soon as possible. Include all the details that you have about the incident including location, date, time, teams present and, if possible, names of those involved in or who witnessed the incident.

Your Age Coordinator will forward this information to the Club Secretary create a submission to the MWFA.

Out of Area Gala Days and Competitions

Strikers encourage all teams to attend out of district gala days and competitions. If your team is considering participation in an event, your Age Coordinator must be notified prior to entering or competing. This is to ensure that your players are covered by insurance. A Football NSW Sanction Form must be completed and submitted to your Age Coordinator before entering the gala day. This form can be found on the www.ccstrikers.com website.

Transport, accommodation and other expenses are the responsibility of the competing team. The CC Strikers Club can assist with half of the gala day registration fee (up to \$100 per team). The Strikers will only subsidise any one team a total of two times per season, if a team attends more than two gala day competitions in a season then the team is responsible for all costs, including entry fee.

Additional Information

The CC Strikers, MWFA and Football NSW have created policies that govern the competition, including coaching tips, good sportsmanship, weather cancellations, and many other topics. The CC Strikers has links to many of these policies on the Club's website, www.ccstrikers.com. Please read through those policies so you are familiar with them.

In registering as a coach or manager you agree to abide the various governing bodies and CC Strikers codes of conduct. These are rules put in place to encourage fair play and treatment of everyone at a football match and must be followed.

You can read the Codes of Conduct Document at <http://www.ccstrikers.com/2016-01-21-22-48-23/competition-rules> . We may be asking you to sign a Code of Conduct Declaration prior to commencement of the competition.