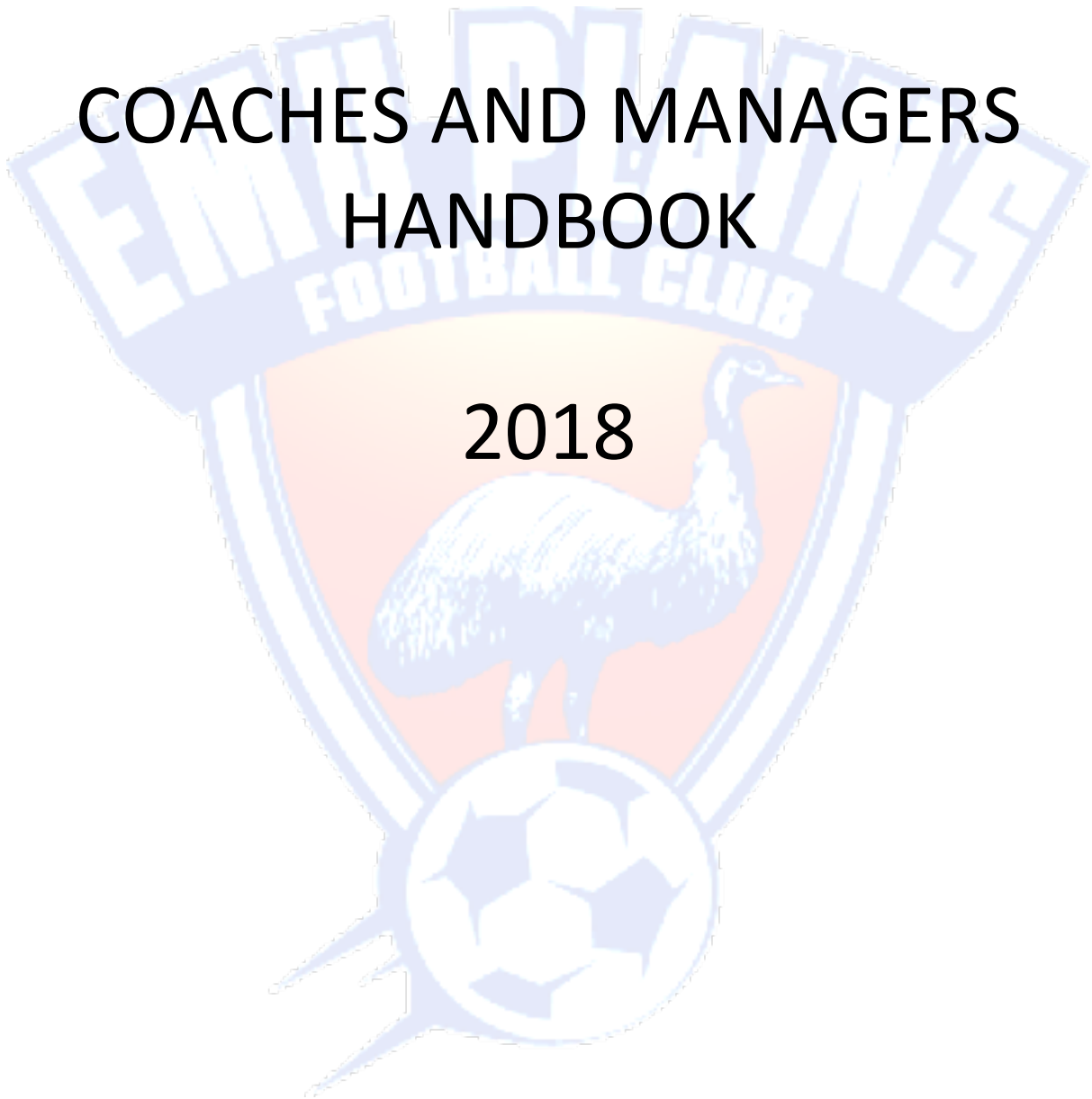


EMU PLAINS FOOTBALL CLUB

COACHES AND MANAGERS HANDBOOK

2018



Welcome to the 2018 Football season at Emu Plains Football Club from the committee and no doubt your teams at Emu Plains Football Club, Thank you. Thank you for volunteering your time to Coach, Manager and support team to achieve success and not to mention how to have fun in 2018.

Emu Plains FC Committee is dedicated to ensuring you have a safe and successful season in 2018

ALCOHOL AND SMOKING

*** ALCOHOL IS STILL PROHIBITED AT HUNTER FIELD However, only on a Saturday as per Football NSW and NFA Regulations.**

Strict guidelines and areas will be outlined at the fields on Sundays. We appreciate the understanding over the 2017 relating to the Alcohol policy and would like to Thank all our coaches and managers for their support throughout that period.

We hope we can continue that sort of support throughout the 2018 season. Any anti social behavior or drunken behavior will not be tolerated at any time.

EMU PLAINS COMMITTEE

A new committee has been formed at the club with the following positions appointed to;

- President – Wayne Walker – 0411 345 543
- Vice President/Competition Secretary
Members Protection Officer– Alana Spicer – 0432 266 830
- Secretary – Briege McAuley – 0413 452 813
- Treasurer/Junior Coordinator – Patrick Burns – 0412 824 896
- Registra – Rochelle Kennedy 0413 452 813
- Miniroos Coordinator –
- Equipment manager -
- Womans coordinator – Jodie Hollier – 0424 825 379

In 2018 we look forward to bringing you new equipment and continuing to improve the club.

We can't do it alone and welcome members of EPFC to look at volunteering in a capacity whether that be cooking a BBQ or helping out in the canteen, putting nets, flags up to helping raise money for the club. It definitely takes a village to make it all happen. Get your parents, teams mates and spectators involved.

As Coaches and managers at EPFC you are already volunteering your time and we thank you for you continued support.

The committee is here to help you, so please don't hesitate to contact anyone of us should you have concerns or if you may be interested in joining the committee, we always welcome

new committee members. Please feel free to chat to any member of the committee about joining it today. It is fun and of course will give you another excuse to be addicted to football.

WORKING WITH CHILDREN CHECK (WWC)

If you are coaching, managing or assisting in some capacity with children under the age of 18 or even officiating at EPFC you are now required to obtain a WWC number and will need to present that to the Members protection officer.

It is compulsory as per Football NSW for 2018 season and beyond.

If you currently don't have a WWC you will need to obtain that by filing out the relevant online form at www.kidsguardian.nsw.au and get it validated at RMS this is a free check as you are a volunteer. If you don't have this check you will not be able to coach under 18s.

Please contact Alana Spicer on 0432266830 or email epfc@outlook.com.au if you have any questions.

COACHING QUALIFICATIONS

If you are coaching Grass roots or a Division 1 Squad it is compulsory for you to obtain the relevant Coaching Certificate. No excuse will change the regulation. No Certificate = No Points until certificate is obtained. For all miniros Coaches your teams will not be able to play until it has been rectified.

EPFC works closely with NFA and James Rankine to organize relevant courses. Please keep an eye out for any courses upcoming on the NFA website and facebook page. All course requires you to be registered through myfootball club. Alternatively please speak with Alana regarding the coaching Courses.

ROLE OF THE COACH

Ensure all players receive appropriate training for their skill level. If you require assistance with coaching or advice please do not hesitate to contact either Wayne or Alana.

NFA have some useful information and resources on coaching and can be found at : <http://www.nepeanfootball.com.au/index.php/coaching-a-development>

To make up a shortfall in team numbers for a game, players from lower graded or younger age teams can be borrowed as per the competition regulation. Players can be borrowed only if that player's coach gives clearance (to avoid problems with game clashes and fitness issues) and if the player and parent are willing.

Please be aware that a player can only be upgraded a TOTAL of 3 times. If you upgrade more than 3 time it becomes that player's grade for the remainder of the season (except in U11 teams, where the team will incur a substantial fine).

An upgraded player's photo ID card must be taken to the match and details entered on the team sheet, including the registered age/grade.

Refer to NFA Competition Regulations on this matter –

<http://www.nepeanfootball.com.au/index.php/library/rules-and-by-laws>

Ensure for U15 and up that only 16 players are listed on the team sheet to play. A 17 player will result in loss of points and a substantial fine.

Check the match balls before the game. Match ball is not required for away games as the home team supplies them.

Assist the team manager in filling out the team sheet by having a list of players in shirt number order at least 20 minutes prior to kick-off time. Organize the players for photo ID card matching by the opposition manager.

Ensure you wear the Coach's vest and ID card, provided as part of the kit, during the game.

All coaching during the game must be from the Coach's box near half way. Do not move up and down the sideline coaching your team.

Organize the interchange of players during the match (if necessary) from the interchange box. You will need to ensure all interchange players are wearing the substitute bibs provided in the player kits.

All interchange players are required to wear a vest while on the side line. Player interchange shall be arranged such that, over a season all players get an equitable balance of on field time. Advise the referee of all team sheet changes, particularly at half time e.g. swapping the goalie.

Any Unsportsmanlike behavior, swearing, insults and abuse or threats to players, coaches, managers and the referee is unacceptable at Emu Plains Football Club and will not be tolerated. All coaches are expected to have some control over your player and teams behavior.

Without referees we do not have the game so please respect their decisions.

They have considerable power to handle unacceptable behavior from players and spectators and have been instructed by their association to deal with it strongly. If problems arise during a game, whether at home or away, seek the help of the marshal or a committee member.

Any protest against the result of the game must be noted on the team sheet be submitted in writing to the Club's Competition Secretary within 24 hours. Complaints about the opposition team or the referee must also be in writing to the Club's Competition Secretary as soon as possible after the game. As there is only 48hours to protest a decision made.

Any major concerns you have as a coach are to be brought to the attention of either Wayne or Alana.

ROLE OF THE MANAGER

The manager is designed to be a support to the team and plays an important part of the success.

Information that is key for the manager include player's and parent's names, address, phone number, training time, coach and manager details, etc. For help with information or production or copying of the sheet, contact the Club.

Additional information is issued from time to time to the teams. These contain essential information e.g. match draw alterations and team duty rosters. The manager must organize people for BBQ duties, preferably by roster.

BBQ Duty is vital part of the club and we will ask teams where possible the roster will align with the team's home game. Two people are usually required on duty at a time and regular swaps could be made.

Field Setup - the first team playing needs to set up their field with nets and flags; the last team on the field needs to take down and put away the nets and flags. It is advisable to set up at least 45 – 60 minutes prior to kick off. To allow enough time to change and prepare for your game.

Team shirts should be kept together and not left with individual players. Organize washing by team parents on a roster and shirts can be returned to the coach on game day.

Discuss with your manager/coach at training each week on the weekend game and ensure players are reminded of game time, ground and opposition club. Also check to see if any assistance is required for transport.

Things to ensure you have brought with you on game day. Failure to do so will mean you may not be able to play.

Team ID photo cards

Black biro

Please do not use white out to correct a mistake it will cost your team \$200 and loss of point.

Marshal's and Coach's vest (it is not at requirement to have a manager vest)

Interchange Bibs (compulsory as per NFA Regulations)

Clean match shirts (check that the coach has them)

Alternate strip (shirts), if required

Substantial fines apply for incorrect team sheet information e.g. using other than a biro pen, details missing, incorrect rego numbers, misspelt names - CHECK THAT THE TEAM SHEET IS CORRECT!

Players who arrive after the game has kicked off cannot take the field until their ID has been checked by the opposing manager and their details entered onto the team sheet. This can only happen at half time when the team sheet becomes available from the referee.

A team which is not ready to start at the posted kick-off time forfeits the match. Seven (7) or more players (not including any upgraded players) are required to constitute a team.

The team sheet must be completed as fully as possible and handed to the referee to sign and note the forfeit. If your team needs to forfeit, ring the Club's Competition Secretary ASAP, preferably by the Wednesday before the game.

The Club incurs fines for forfeited games regardless of notice given. This fee will be passed down to your team.

The manager must keep a record of upgrades of your team's players. If you don't have their ID card, the player cannot play. Players who are unfinancial will not have a card unless prior discussion has been had with Registra and Treasurer.

If you have any issues at an away ground that you consider warrants action by the Club, please report it to us for further investigation to a senior member of committee so it can be actioned ASAP.

When no official referee is available the home team manager must arrange for an unofficial referee, e.g. a parent or club official or person from the opposition team group. Both teams must agree on the substitute and the team sheet signed BEFORE the game. Unfortunately there is not enough committee members to assist with refereeing.

If one of your players is sent off by the referee, hand the player's registration card to the after the ground marshal. Notify the Competition Secretary.

Any player receiving a red card will usually receive the minimum sentence for the offence. In most cases the sentence given is not appealable. Refer to the NFA Grievance and Disciplinary Regulations.

EPFC will cover the cost of the first two yellow cards only. However red cards will be passed on directly to the player to pay and their card held until the amount is paid if a team misconduct has happened the fine will be directly passed to the team. Fines can be from the penalty itself or forfeit fees.

Any complaints about the opposition team or referee must be in writing and handed to our Competition Secretary as soon as possible after the game. **Do not approach the referee under any circumstances.**

Have the players drink bottles ready for half time. Players must have individual drink bottles or cups. A squirt bottle of water can be used for spray cooling. Oranges are not

recommended at half time due to their high acidity level, but if desired, could be supplied by team parent's e.g. same roster as shirts.

Ensure that the team has a Marshal nominated and that their name is on the match sheet. Ensure they wear the Marshal vest and have been introduced to the referee.

After each game, use the clubs email epfc@outlook.com.au to submit a short match report. This report will be posted on the Club's website. EPFC will this be providing a club newsletter. We will have an official club photographer. Permission will be asked of parents/guardians for players under 18. Should your member not wish to participate in this please inform a committee member.

Remember that players, especially the younger ones, love to see their name in print.

ROLE OF MARSHAL

At all matches, there shall be a minimum of two Marshals, with, where possible, at least one Marshal from each team, wearing appropriate vest provided by your teams. Referees have been informed if they don't have two marshal's they are able to abandon

When it is an EPFC home game the home side Marshal is to inform the away team of the alcohol ban in place

The Marshals shall introduce themselves to the referee and opposing team before the commencement of the game.

Marshals' duties it to see that spectators, coaches and managers do not invade the pitch.

The referee may approach the Marshal to ask them to assist with management of spectator incidents.

If an incident occurs you may be required to write a report. The Marshals shall appear at any inquiry as neutral witnesses, if required.

All Marshals shall have obtained the age of eighteen (18) years of age. Marshals from both teams shall print their name and sign the match sheet, indicating they were in attendance for the game.

All marshal's have the full support of the club marshal and committee, if you are concerned about an issue arising from a game, please inform a committee member immediately.

REFEREES

There are 90 + Law changes to the game this year. If you would like the law changes please give Alana your email.

There are some important changes that all competition coaches need to be aware of. All NRG referees have been trained in the new rules and will be implementing them at competition games. REMEMBER, the referee makes the final decision, please respect that.

If you are interested in becoming a referee please look at

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

GAME FEES

All Fees are required at the end of each home game. If you are not playing at home please ensure this is finalized when you return.

Remember if your player plays they will need to pay the fee. The fees for this year are;

Fundraising and Sponsorship

The club from time to time will require the support of the members to help raise much needed funds for the club to improve the amenities.

If you have any ideas please get in contact with an executive committee member
Equipment.

The club will be getting rid of a lot of old stock which will be available for training gear at a gold coin donation and will be available game day.

Polo shirt – will be available for sale \$35.00 and if available to be purchased throughout the year.

- Shorts and Socks will be available to purchase after this week due to limited stock. Juniors in a set is \$30 and seniors - \$35

Miniroos coaches will be given a training pack provided by miniroos which will include vest and training cones All coaches will be issued with a match ball. Training

Training nights will be allocated, please stick to your scheduled time and AT ALL TIMES NO PLAY IN THE GOAL MOUTHS UNDER ANY CIRCUMSTANCES. Any Concerns or issues please speak with Wayne.

