



Korumburra City Soccer Club (KCSC) Coach and Team Manager Information

Thank you for volunteering for the Korumburra City Soccer Club.

Coaches and Team managers are fundamental to the success of the club. This document aims to provide clear guidance and the necessary information to make game day and team management run smoothly for everyone.

KCSC aims to:

- embed the FFA National Coaching curriculum into its coaching programs across all teams.
- support coaches and team managers to undertake and renew relevant training courses (subsidy or full cost recovery if feasible.)
- provide ongoing mentoring and support for coaches and team managers.
- provide a ball for every player at the club during club training sessions
- build and maintain a complete set of appropriate coaching and training equipment for registered players in each team, relevant to the methods set out in the FFA National curriculum.

KCSC Coaches

- commit to undertake relevant training within 12 months of appointment if unqualified.
- commit to ongoing learning and improvement.

KCSC Team managers

- Support the coach in managing player welfare, training and warm-ups.
- Fill out team sheets correctly and complete in the required timeframe.

Coaches and Team Managers must adhere to relevant Codes of conduct, Club policies, procedures and safety requirements. Understanding and following these procedures helps us succeed on and off the field.

Coaches and Team Managers Procedures

General

- Register as a volunteer through the FFA website <https://www.playfootball.com.au/register>
- Obtain a free current Working with Children Card <http://www.workingwithchildren.vic.gov.au>
Add KCSC as an organisation you volunteer for. If you already have a WWC card log into your account and add KCSC. Po Box 283 Korumburra 0437260751
- Uphold the [Codes of Behaviour](#) for players, spectators, parents and coaches.
- Implement the [Grievance, Complaints and Discipline Procedure](#).
- Implement the [Participation policy](#)

Training Equipment

Coaches and Team managers ensure that training equipment is used and maintained in an appropriate and safe manner.

Financial Delegations:

Coaches and TMs don't have authority to spend club funds without Committee approval, Requests should be directed in the first instance to the relevant club coordinator, (Junior or Senior)

Communication:

The KCSC team app <https://kcsc.teamapp.com/> is an official club channel for communication.

- Please connect to team app, install on smartphone and or sign up for email notification.
- Please enable notifications and select your team and the Coaches/TMs group.
- Team App can be used to communicate with your team, it also contains information about FFA registration numbers and other important information about your team.
- TMs will be given access to their team information. (Privacy policy applies)

Game Day

Our club scorer is responsible for the collection of Team sheets and electronic data entry on Sunday evening. Club penalties may apply for incorrect or late sheets. It is suggested that TMs arrive at least 45 minutes to an hour before start time to complete tasks and avoid stress.

Pre-game

- Coaches and TMs have authority to:
 - Appoint linesperson (assistant ref) from our club for home and away games.
 - Appoint a referee from our club for all home games. (If GSL do not supply one)
- Please complete team sheets and deliver to referees room at least 30 minutes before the game
 - Player number and FFA number must be correct.
 - Mistakes crossed out with a single line.
 - Captain noted with a C and a circle around it next to their name,
 - Vice-Captain can be entered.
 - Check that ref has recorded

Post-game:

- Check book is filled out correctly by the referee (address problems immediately.)
 - Goal scorers and time of score.
 - Half time, full time scores considering current GSL Mercy Rule that limit winning margins in junior competitions.
 - Any Yellow/Red cards
 - Referees and Assistant Referees names recorded.
 - Signed by Ref, Assistant refs and Club official
- Exchange Pink sheets:
 - Give KCSC pink copy to the opposition TM
 - Get opposition pink copy and give to Club Scorer

- White copy to the referee
 - Give to Club scorer or their delegate if there is no GSL appointed referee.
- If you can't give copies to Club scorer on the day, photograph KCSC and opposition sheet with phone and send straight after the match.

Best and Fairest Votes:

- Votes are 3,2,1 for the best, second best, third best on field for the game. Fair play should be considered. Votes are not encouragement awards. Coaches give encouragement awards at the end of season.
- The coach nominates someone to complete the weekly vote slip. A coach may nominate themselves, the referee, Team manager or third party who has watched the entire game.
- A vote slip will be supplied to the TM weekly.
- The TM returns it to the club scorer on game day.
- Conflicts of interest should be avoided.
- If a relation receives votes by the person completing the vote card it is to be discussed with a team manager, coach, or coordinator who has watched the game and declared to the club scorer.

Write-up:

- Before 8pm Sunday evening,
- a brief recap/ highlights of the game for newspaper, website and Facebook
- emailed (for easy copy/paste) to
 - Club scorer
 - Club communications team
- It may be edited by club and or paper. Credit will be given to the contributor.
- A photo is handy if possible.