

# **GWAWLEY BAY FOOTBALL CLUB**



## **COACHES AND MANAGERS HANDBOOK**

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Welcome to

# GWAWLEY BAY FC

**Gwawley Bay FC is a volunteer run club now in it's 61st year of operation. Thank you for volunteering to be a Coach or Manager.**

## Explanation of Roles

### Coach

The Coach is responsible for the football side of running the team. Running the training sessions. Instructing the players during the game. Placement of players and substitutions and game strategy.



### Manager

The Manager is generally responsible for the organisational side of the team. Keeping the team (players or parents of players) informed, organising volunteers from your team, polling for attendance. The Manager may also assist the coach in running the substitutions on game day.

Coach and Manager should foster a good working relationship for the team to run smoothly and to split the following team responsibilities.

- Go-between for the club and team
- Training allocation (via SSFA Shared Services)
- Filling out of Match sheets
- Ground duty allocation
- Ensure everyone is aware of the Code of Conduct





## Getting Started

All Coaches and Managers need to register with Shared Services, the clerical and organizational Hub of the Sutherland Shire Football Association.

You will need to apply for a Working With Children (WWC) check

A volunteer check is all you will need and it's free

You can do this via Service NSW website. <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>

Both of the following registration require the WWC or (or at least show that an application has been submitted)

Sign up to Shared Services <http://www.ssfaservices.com.au/>

Enter your contact details to ensure you receive important information

You will also need to register as a volunteer at <https://www.playfootball.com.au/register>

Select Coaches Referees and Volunteers.

It is free to register as a coach or volunteer





## Training Allocation

A Coach can make the decision about when they would like to train the team and then needs to book a training allocation through shared Services.

To make a training allocation got to [www.ssfaservices.com.au](http://www.ssfaservices.com.au) to the section on Training Allocations.

Make a training allocation request

Select a time and Ground allocation.

Once accepted this will be your training allocation for the entire season at our home ground , Canberra Road Oval.

Please DO NOT show up at your preferred time if it has not been allocated to your team as there will be other teams training at these times.





## Club Communication

As a Coach or Manager, you will be the point of Contact between your team and club and be responsible for imparting important information for your team. It's a good idea to set up your own system for regular communication (whats App etc)

You will also be added to the coaches and managers Whats App group for Gwawley Bay Football club. This is where the club will provide updates regarding;

- Uniform shop times
- Wet weather updates
- Is also where you will be able to ask the club questions throughout the season

## Game Times

Keep your team informed of Game times and venues via <https://ssfa.mycompapp.com> There is also an app for this site in the playstore.

## Wet Weather

Please always keep your team informed of any changes in training time or cancellations due to **wet weather**. In the event of game cancellations due to wet weather, you will be notified directly by the club via the Whats App group at around 7.20am on the morning of game day. Please pass this information onto your team immediately.

On weekdays, Sutherland Shire Council determines the training status of grounds due to wet weather. You will again be advised via the Whats App group. The Ground's open or closed status can also be found on the website.





## Web site and Social Media

The Club maintains a website and social media assets. Please encourage your team members to check the website and join the social media platforms for generalized club updates.

### Website

[www.gwawleybayfc.org.au](http://www.gwawleybayfc.org.au)

### Facebook

Search for Gwawley Bay Football Club

### Instagram

@gwawleybayfc





## Your Kit

The Club will provide a kit that includes a match ball and training balls and a yellow and Orange vest.

Each Team Manager must wear a **YELLOW** vest which you must wear on game day.

Yellow jacket – Team Manager

- Managers must wear the yellow jacket at all times during games (home and away).
- This is so you are clearly visible to match officials (including referees).
- Fines may apply if you don't. Repeated Fines may result in the club asking you to pay them.
- It is also a good idea (for competition teams U12 and above) for coaches and managers to inspect the opposition's player cards at the start of the game. If something is not right notify the Referee and ground control so they can take the appropriate action

You will also be given one **ORANGE** vest for your nominated Ground control person for your game. This duty can be shared among team spectators throughout the season.

Orange vest – Team Ground Control – This can NOT be same person as Coach or Manager

The Ground Controller's name **MUST** be recorded on the match sheet.





## Ground Control

- A team Ground Control person is responsible for the behaviour of their own spectators and therefore should be amongst the spectators not located in the technical area, i.e. the bench. (Not required for MiniRoo teams.)  
<https://www.gwawleybayfc.org.au/wp-content/uploads/2021/06/APPENDIX-F-Ground-Control.pdf>
- The Ground Controller's name MUST be recorded on the match sheet.
- The team Ground Control person MUST WEAR THE ORANGE VEST AT ALL TIMES during games (home and away). This is so you are clearly visible to Referees and Club Ground Controllers (who also wear orange vests) Fines may apply if you don't.
- Where both the home team and away team are playing at Kirrawee K2/K3/SS1 or at a satellite field each team is to supply two (2) ground control persons, refer to SSFA Rule 30.D.  
<https://www.gwawleybayfc.org.au/wp-content/uploads/2021/06/APPENDIX-F-Ground-Control.pdf>

Further reading : <https://www.gwawleybayfc.org.au/wp-content/uploads/2021/06/APPENDIX-F-Ground-Control.pdf>





## Filling Out Match Sheets

Match sheets are an important part of the record keeping of the game and must be filled out by a Coach or Manager at all games. At Our home ground , Canberra Road Oval, you will find the match sheets at the window next to the canteen. At away Games, Match sheets will be kept at the Field's Ground Control section, usually near the canteen or clubhouse.

Most importantly, The sheet must bear the name of the Coach, the Manager and the team Ground Control and **MUST** be signed at the Completion of the game. Competition teams, (U12 and above ) please make sure that all shirt numbers correspond to correct players. Serious Association penalties may apply if this is not adhered to including player suspension.

Below is a figure of how to complete the team sheet. If this is not filled out correctly and signed at the end of the game the SSFA will issue fines. Once again you may be asked to pay if you are a repeat offender

**1**  
PLEASE COMPLETE THE MATCH SHEET ON THE SIDE WHERE YOUR TEAM DETAILS HAVE BEEN PRE-PRINTED

**2**  
SHIRT NUMBERS TO BE FILLED OUT FOR COMPETITION TEAMS U12 & OVER

**3**  
CROSS OUT ANY PLAYERS NOT AVAILABLE TO PLAY

**4**  
ADD DETAILS OF ANY BORROWED PLAYERS HERE. \*\*CHECK BORROWING RULES!

**5**  
PRINT NAMES OF COACH, MANAGER & GROUND CONTROL BEFORE THE GAME. (GC MUST NOT BE THE SAME AS C OR M)

**6**  
AFTER THE GAME - CHECK THAT REFEREE HAS NOTED THE CORRECT SCORE HERE

**7**  
AFTER THE GAME - COACH OR MANAGER TO SIGN HERE IF SCORE IS CORRECT

**SUTHERLAND SHIRE FOOTBALL**

Date: 20/3/2020 Round: 2  
Age & Grade: U12M Time: 10:30am  
Ground: At Harrie Denning Soccer Centre  
Club No.: 20

YES / NO  
Ground Appointed Referee (or 4th Official) Print Name: [ ]  
Referee (or 4th Official) Print Name: [ ]

**HOME TEAM**

SHIRT No.	INITIAL & SURNAME Must be Printed	FFA NUMBER
CROSS OUT NAMES OF SUSPENDED PLAYERS AND PLAYERS WHO ARE NOT PLAYING IN THIS GAME - See Rule 12 C & I		
A. Abel	88747895	
Z. Huson	88743678	
B. Blueson	88745896	
T. Irvine	88744785	
N. Allard	88744558	
J. Shorten	88743697	
E. Wise	88749989	
M. Wise	88743645	
N. Zootane	88741247	
J. Easton	88743671	
B. Scheydon	88742898	
L. Gullo	88745555	
S. Lotting	88743978	
V. Jones	88744546	

**AWAY TEAM**

SHIRT No.	INITIAL & SURNAME Must be Printed	FFA NUMBER
T. Ferguson	87651234	
L. Shute	87615871	
B. Green	87612573	
B. Kline	87698574	
M. Solwend	87624915	
D. Harris	87698546	
F. Restowe	87611117	
P. O'Leary	87636918	
Z. Lhu	87687891	
Y. Vassine	87644762	
C. North	87685213	
K. Lambrose	87636994	
K. Terren		

**BORROWED PLAYERS - See Rule 12 F**

SHIRT No.	INITIAL & SURNAME Must be Printed	TEAM ON ID CARD	FFA NUMBER

**BORROWED PLAYERS - See Rule 12 F**

SHIRT No.	INITIAL & SURNAME Must be Printed	TEAM ON ID CARD	FFA NUMBER

**COACH -** Print Name: [ ]  
**MANAGER -** Print Name: [ ]  
**GROUND CONTROL -** Print Name: [ ]

Requests for investigation of claims re incorrect scores or breaches of Rules and identification checks must be recorded and signed on the back of the Match Sheet and contained in writing by the Club within 2 days of the match. For player identification checks under Rules 14G and H two players name (printed) and signature must be shown on the back of the Match Sheet with an appropriate notation.

Signature of [ ] Coach or Manager  
Signature of [ ] Coach or Manager



## After the game

For all teams

- **After the referee has signed the sheet - check the score on the match sheet and then sign the sheet.** If agreement cannot be reached on the score or the identity or eligibility of any player(s), then the sheet is to be signed and a notation recorded and signed on the back of the match sheet. To ensure this is investigated by SSFA you **MUST** notify the Club (good idea to take a photo of the match sheet, front & back, and attach).

For Competition teams (U12 and above) only

- Ensure you have all team ID cards after the match. (Not required for MiniRoo teams.)
- **If a player has been sent off for any reason, YOU MUST do one of the following:**
- Immediately at end of match ask the Referee if he wants to take that players card.
- If the referee has left ask a club committee member at ground control if they can take the players ID card to the SSFA office with the club's match sheets.
- If you can not hand the card to anyone or they do not accept it you must take the players ID card to the SSFA office which is located at Harrie Denning Football Centre, Bates Drive, Kareela (first left after turning off the Princes Hwy). Place the player's ID card into the blue marked letterbox at the driveway entrance, Card must be in there before 9am Monday morning or the club will get fined which they may pass onto you.

## Further Reading

[Filling out U6-U9 Match sheets](#)

[Filling out U10-U11 Match sheets](#)





## Ground Duty

Like all Grass Roots Football Clubs, Gwawley Bay is run completely by volunteers and we rely on volunteer help form teams to help the smooth running of game day. As such , your team will required, semi-regularly to provide volunteers for Ground set up and shut down and to man the Barbecue. It's a fun experience that is always very social.

Every team is on a roster. Team Managers are responsible for coordinating their team's involvement which requires 3-4 hours duty (around your team's game time) and requires 4 volunteers at a time.



## What to do

- Report to the Canteen or **Kaneesha** (Ground Control Manager) when the team has arrived and are ready to take over
- Set up fields first thing in the morning and prior to your game ( and change in field size) 1-2 People
- Provide ground control (wear an orange vest and monitor crowd behaviour) 2 People (this is sperate from team appointed Ground Control during the game.
- Cook the BBQ – helpers need to be over 18 . 1-2 People
- Pack up fields as needed between games or end of the day (if on afternoon duty)
- Please make sure your team knows of these duties ahead of time – it slows down the next game if this isn't done in an efficient manner
- Need to ensure: Enough people are present to cover duties – so plan ahead! The helpers should be ready to take over at their allocated time to relieve the previous team

Any questions on the day about duties should be directed towards **Kaneesha**

## Further Reading

[Set up and game day requirements](#)





## In Case of Injury

In the event of player injury during a game, the referee will call the coach or manager onto the field to assist the afflicted player.

Ice bags, a first aid kit and an AED (defibrillator) are stored in the Canteen at our home ground and should be at most away fields.

Please follow the following process to report the injury

- Report to Ground Control
- Complete the form at ground duty immediately after the incident
- You will also need to also submit an online accident form: <https://www.ssfaservices.com.au/insurance/>

## Further Reading

[How to report an Injury](#)



## Member Protection

For any issues arising involving Child protection or Member protection, you can contact our Member Protection Information Officer (MPIO) Janine McCrohon.

Please make your first point of contact for member protection, child protection enquiries or other complaints to

Email [executive@gwawleybay.com.au](mailto:executive@gwawleybay.com.au)

## Codes and Policies

All codes and Policies relating to the game can be found on our website

<https://www.gwawleybayfc.org.au/codes-and-policies/>

Please take time to familiarize your self in particular with

[General Code of Behaviour](#)

[Coach Code of Behaviour](#)

[Player Code of Behaviour](#)

## Rule Books

Online Rule books are also available on our website

[2023 Rule Book](#)

[2023 Mini Roos Rule Book](#)



