



Coach & Managers Guide

Senior Men, Women and Men's O/35

Welcome

The following information is provided for your assistance as a Coach or Manager of a BeeGees team in 2014. Thank you for volunteering for this role and we will do all we can to ensure that you have an enjoyable and rewarding season.

The Beerwah Glasshouse United Soccer Club offers the Beerwah/Glasshouse community the opportunity to play soccer in a safe and enjoyable environment for all. We pride ourselves in having teams at all levels, from Small Sided to Senior, male and female, with players from a diverse set of backgrounds. We strive to promote the game of soccer through the development of our players in skill, team spirit and sense of fair play. We have a proactive and helpful team of coaches, managers, committee members and specialists who are always available to assist our members and their families to enjoy being part of this great game.

Expectations for you team this year

Senior Football is the pinnacle of our club and the overall measurement of our success in any given year. It is highly competitive, highly scrutinized by the local media and critical to maintaining our clubs fan base and standing in Sunshine Coast Football. Our senior teams need to be entirely committed and focused on winning and being as successful as possible. It is also a wonderful means of developing fitness, teamwork, communication and social skills. The six main goals for your team this year are:

- Focus weekly on winning and being competitive on every occasion by fielding the strongest team possible.
- Players must be committed and must attend all training and all games unless there is a good reason to be absent.
- Be competitive while promoting fair play and good sportsmanship.
- Be a well-organized, functional and harmonious playing group.
- Have fun and continually strive to learn more about the game.
- Assist and support the ongoing development of the club where possible including volunteer obligations.

Conduct

All representatives of the Beerwah Glasshouse United Soccer Club are expected at all times to conduct themselves in a professional, ethical and accountable manner. The Football Federation of Australia has Codes of Conduct for all players and spectators which must be complied with. These codes can be found on the Sunshine Coast football website. Inappropriate behavior by any player or other representative of the club will not be tolerated.

Coaches' role

- You are a key figure in the clubs administrative group. You and your team and will be expected to professionally represent the club through personal presentation, possible media interviews and other events throughout the year.
- Arrange and run regular suitable training days in consultation with the team and club committee before the season starts, during the season, and ensure players attend without exception.
- Manage strict discipline within the team throughout the season.
- Try to manage training to minimise unnecessary light usage during training sessions.
- Aim to avoid field 1 and the goal areas on all fields during training to preserve grass cover.
- Must be present for every game and training day or organise alternative suitable replacement and communicate this to the manager.
- Must wear coach identification and preferably the club shirt to all games.

- Must aim to be fair and share players game time where possible (obviously in consideration of a players ability, the game situation and training attendance where applicable).
- Need to arrive at games early and introduce yourself to the opposition Coach and Manager. In addition, if at home, then please assist them and make them feel welcome.
- On field etiquette – BeeGees players and coaches always shake hands and acknowledge the opposition at end of each game, despite the score or any on ground incidents.
- Attendance at BeeGees committee meetings is not mandatory, however, it is requested that you attend at least one meeting through the year and that you actively promote the clubs fund raising activities throughout the year.

Managers' role

- Must ensure all players are registered and fees are fully paid at least two (2) weeks prior to game 1 of the season.
- Should obtain a full player/parent contact list from club registrar and share your contact details with the team's parents before the season starts.
- Need to promptly communicate club messages with players.
- Need to ensure team sheets are completed correctly before each game and submitted on time.
- Should assist the coach with substitution rotations during games and other tasks as required.
- May be needed to fill in as coach during period when the coach is absent.
- Must communicate location and time of each game with each player 1 week prior to that game.
- Must advise all players early on Saturday mornings of wet weather cancellations well prior to the expected travel times. These cancellations are posted on the Sunshine Coast Football website ASAP after 7:15am on the day of the game. A direct link to this wet weather advice is available on the BeeGees website home page.
- Must clearly communicate obligations to all players need to attend training and to arrive at games at least 30 minutes before kick off with the correct equipment to play.
- Need to plan for how the team will manage first aid etc.
- Ensure that jerseys are washed and returned ready for the next game using a player rotation system.
- Must coordinate the volunteer program for your team and provide details to the Volunteer Coordinator. See Volunteers (below) for more details.
- Manage and account for the team kit, balls and training equipment for complete return at seasons end and report all losses and damages as soon as possible.
- Must ensure there is a ground official at every home and away game wearing the appropriate vest.
- Manage the team's welfare which may include half time player refreshments etc. (talk with your team).
- Is relied on to promote enjoyment in the game and to portray BeeGees as an organised, professional and friendly sporting club.
- Need to actively provide photographs (in landscape) and stories to the website coordinator for weekly publication.
- Is relied on to manage all complaints and minor conflicts within the team. However, for all issues, incidents or unavoidable conflicts beyond your control, please contact the BeeGees Senior Coordinator.

Ground Official

- Sunshine Coast Football rules in 2014 require that each team (home and visiting) must have a clearly recognisable ground official present at each game.
- All clubs are required to appoint a designated Ground Official/s for each game.
- All Ground Officials must be eighteen (18) years of age or older.
- The Ground Official must wear an official Ground Official shirt.
- The Ground Official is required to make themselves known to the referees. It is suggested that the name/s of the Ground Official be displayed in a conspicuous place in the Referees dressing room.
- The Ground Official is required to patrol all fields being used throughout the day.
- The Ground Official must ensure that spectators are not in a prohibited area (i.e. too close to the sidelines, behind goals, near or on player benches etc.).
- It is the responsibility of the appointed Ground Official to ensure that assistant referees have been appointed by the club for games where no official referees are appointed or arrive.

- The Ground Official is to ensure that spectators behaviour is acceptable (no foul language, abusive comments etc.).
- The Ground Official will ensure referee officials are escorted (if required) onto and from the field of play.
- In general the Ground Official should act as Clerk of the Course. They should NOT be involved in any other duties whilst acting in this capacity (not refereeing, coaching, canteen or bar duties etc.) They should work closely with the appointed referees to ensure that the day's activities are completed in the best possible atmosphere for player, spectators, coaches, officials and referees.

Your season

- Commences in late March and ends in late August (depending on the age level) and normally includes two byes throughout the season. Full details will be available on the Sunshine Coast Football (SCFF) website as the season progresses.
- May have minor changes made to the draw in the early months of the season and in response to wet weather and field availability. All games are advertised in advance on the SCFF website and a direct link to your team's latest draw is available on your team's page of the BeeGees website www.beerwahglasshouseunited.com.au.
- May be rain affected. Please make sure parents are aware (i) that a link to the latest wet weather advice is available on the BeeGees website home page and (ii) of the need to regularly check wet weather advice.
- If you forfeit a game you must notify the SCFF and the BeeGees Senior Coordinator in advance otherwise the club will be penalised with a monetary fine for that game. These penalties may be passed directly on to the team by the club where forfeits are not appropriately managed.
- Will conclude with a season break up celebration in late August/early September. More details of this will be provided later in the season.

Communication

- All official BeeGees communication will occur either through direct communication from club coaches, managers and officials, or through our website – www.beerwahglasshouseunited.com.au. The Facebook page that was used in previous years is no longer an official BeeGees communication medium.

Volunteers

- This is a volunteer community based organisation. No individual draws an income from this club and its operations are not government funded. It has existed for almost 50 years because countless local people have volunteered their time to ensure that the Glasshouse Mountains people enjoy the benefits of playing this great team sport. We are all equal in this club.
- Recently the club introduced a volunteer levy which is now \$70 per family for all players who are not seniors.
- A family can redeem the \$70 at the end of the season if a member of that family volunteers to complete at least 5 hours of unpaid work for the club during the same season.
- You may choose not to volunteer during the season which will result in your volunteer levy being forfeited to the club at seasons end.
- Alternatively you can offer to volunteer. Volunteers must register with the club Volunteer Coordinator early in the season and provide contact details for notice of upcoming events where they will be offered the opportunity to assist.
- An events calendar will also be posted on the BeeGees website to assist volunteers in planning how they can assist.
- Managers are to assist team members in submitting volunteer nomination, where applicable, before the end of April 2014 to ensure a volunteer is eligibility.
- For information, all senior players are expected to complete at least 5 hours per season of volunteer work for the club without reservation and are therefore are not charged the levy. However, an accountable register demonstrating acceptable senior player volunteer commitments will be maintained and produced to the committee by senior team managers through the volunteer coordinator at seasons end.

Situation resolution and feedback

- Every community organisation will at rare times experience issues of dissatisfaction within its members and patrons. Depending on the nature of an issue, Coaches and Managers are not expected to deal with significant issues in isolation or on behalf of the club. Our clubs committee will deal with these situations if they arise. All that we ask of you is to maintain a calm and professional manner and to refer the details of these matters to the Senior Coordinator once you feel they have escalated to a point beyond your reasonable control.
- This includes immediate referral of all matters that are potentially unlawful. Always feel free to contact us if you are in any way concerned about the action or activities of any member or patron of the club.
- Situations where allegations are made about a Coach and/or Manager are to be escalated to the Senior Coordinator immediately and are not to be addressed within the team.

Key contacts

- Throughout the season you will at times need support and assistance in administering your team. To assist you we have provided a quick ready reference of key club contacts below. Please note that this is not a complete list of all club officials but it will direct to you a first point of assistance in key areas. Please also understand that these contacts are volunteers who commit many hours every season to making this club function, so please frame your enquiry or concern with this in mind.
- BeeGees Senior Coordinator – Shaun DeCourcy
- Beerwah Glasshouse United Soccer Club website –<http://beerwahglasshouseunited.com.au>
- Online registration -<http://www.myfootballclub.com.au>
- Sunshine Coast Football website - <http://sunshinecoastfootball.com.au>
- BeeGees Player Registrar and Blue Card Coordinator – [registrar@ beerwahglasshouseunited .com.au](mailto:registrar@beerwahglasshouseunited.com.au)
- Volunteer Coordinator – [vicepresident@beerwahglasshouseunited .com.au](mailto:vicepresident@beerwahglasshouseunited.com.au)
- All other enquiries - [president@beerwahglasshouseunited .com.au](mailto:president@beerwahglasshouseunited.com.au)
- Get in the game sporting fee assistance - www.nprsr.qld.gov.au/getinthegame

Good luck and enjoy your season.

Paul Hughes
 President
 Beerwah Glasshouse United Soccer Club