



Lane Cove FC

Coaches and Manager's Info Pack

Welcome to the Season

Dear LCFC Coaches and Managers,

Welcome to the Lane Cove Football Club and the world of coaching and managing football!

We trust this information pack will be useful in assisting you undertake your duties.

If you require an assistance through the season, please contact your Age-Coordinator or a member of the Board. Contact details can be found later in this pack.

Finally, the Club and Board would like to thank you for volunteering to coach and/or manage a team.

Your time and effort is greatly appreciated! It is volunteers like yourself that help to make Lane Cove Football Club one of the friendliest community run clubs in the NSFA competition.

Regards,

Steve Prescott

LCFC President

Inside this Info Pack

Welcome

Key Dates

Board Members

Wet Weather, Insurance & LCFC Contact Details

NSFA General Information, Forms & Regulations

NSFA Coaching Courses

Coach Duties & Coaching Requirements

Photo ID & DOB Verification

Coach Resources

Manager Responsibilities, Points & Tables

Rotation of Players, Substitutes & Ball Sizes

Forfeits & Refereeing

Website Access for Coaches & Managers

Match Card Procedures

Training Field Allocations, Nets Roster & Set Up Guide

Useful Websites

2018 Sponsors

Key Dates

20 March 2018	FFA Cup @Blackman Park. Kick off at 7:00pm
24 March 2018	Welcome to LCFC @ Lane Cove Bowling Club from 4:00pm
7 April 2018	2018 season begins!
12 May 2018	Trivia Night @ Lane Cove Gold Club from 7:00pm
19&26 May 2018	Photo Days
12 August 2018	2018 season finishes
1 September 2018	LCFC Club Day!

Board Members

President – Steve Prescott – sprecott5@bigpond.com

Immediate Past President – Francis Child – francis@theassociationspecialists.com.au

Vice President – Jason Yu – jason.yu@intl.att.com

Treasurer – Megan Sweeney – sweeneymegan3@gmail.com

Secretary – Eliza Macgregor – macgregor.eliza@gmail.com

MiniRoos (U6 – U11) Coordinator – David Tucker – david_tucker24@hotmail.com
Junior's (U12 – U18) Coordinator – Bowie Ng – monomers@gmail.com
Development Squad Coordinator – Thalia Child – thalia@theassociationspecialists.com.au
MAA Coordinator – Alex White – alexwhite.989@gmail.com
WAA Coordinator – Thalia Child – thalia@theassociationspecialist.com.au
Men's 35/45 Coordinator – Darren Thompson – dthompson77@optusnet.com.au
Social Events Coordinator – Eliza Macgregor – macgregor.eliza@gmail.com
Marketing Coordinator - VACANT
Sponsorship Coordinator – Ben Easaw – beasaw@tpg.com.au
Sponsorship Coordinator – Jason Yu – Jason.yu@intl.att.com
Kit and Equipment Manager – Eliza Macgregor – macgregor.eliza@gmail.com
U6 Coordinator – VACANT
U7 Coordinator – Chris Arnold- 0439 399 604 - chris.arnold@cranefordtech.com.au
U8 Coordinator – VACANT
U9 Coordinator – Brett Jager – jagerbd1@gmail.com
U10 Coordinator – VACANT
U11 Coordinator – VACANT
Club Coach Coordinator – Brett Jager – jagerbd1@gmail.com

Wet Weather

In the event of wet weather, do not phone a committee member. You will be contact by email up until 5pm of the Friday preceding the game. Thereafter, please check the [weather alert](#) on the NSFA websites which is regularly updated.

Sometimes there is plenty of notice regarding wet weather (ground closures), sometimes the notice is very short. If the weather is (or has been) poor, ensure you check on the Friday evening before the match.

Council Wet Weather Lines

Hornsby Shire Council	9847 6764
Ku-ring-gai Municipal Council	9424 0800
Lane Cove Council	9911 3585
North Sydney Council	9911 3585
Willoughby City Council	9777 7631

Our accepted procedure when notice is short is as follows:

The administrator will email all team managers and coaches that games are cancelled. This will

occur up to COB on Friday afternoon. However, if weather conditions are such that you think grounds may be closed on Friday evening or during Saturday, check the [NSFA website](#) as Councils/NSFA do close grounds/re-allocate matches late on Friday or during Saturday (it does happen sometimes). It is up to each manager to check the NSFA website under these conditions.

Insurance & LCFC Contact Details

Important information about players insurance cover can be found [here](#) and below:

FNSW has introduced new insurance in 2018. The new website is now available [here](#).

1. The Insurance Summary Brochure is listed in [Important Documents](#).
2. Claims information and the claims form is provided in [Claims](#).
3. [On line claims](#) are a new addition.

Postal Address

Lane Cove Football Club

PO Box 676

Lane Cove NSW 1595 Australia

Phone

Tel: 02 9431 8648

Fax: 02 9431 8677

Email

admin@lcfc.com.au

Office hours

Monday: 9am - 5pm

Tuesday: 9am - 5pm

Wednesday: 9am - 5pm

Thursday: 9am - 5pm

Friday: 9am - 5pm

Saturday: Closed

Sunday: Closed

NSFA General Information, Regulations & Forms

General Information about NSFA and the Competition can be found [here](#).

· [NSFA Grounds List](#)

- [Contact Details](#)
- [2018 Calendar](#)
- [Competitions Draw](#)

Important Competition Regulations include:

- [MiniRoos Competition Regulations](#)
- [Competition Regulations](#)
- [Participant Registration Regulations](#)

Important forms can be found on the [NSFA website](#).

Once you complete a form, please forward it to the [LCFC Secretariat](#) as NSFA only accepts forms received from the Club itself.

Please note that above information is current as of **Tuesday, 20 March 2018** and is **subject to change**.

As soon as NSFA releases new regulations and/or updates, LCFC will inform all affected teams and their representatives.

NSFA Coaching Courses

When a person goes to the website at <http://www.myfootballclub.com.au/> and clicks "**Register Now**" he/she will have 4 options – Player Registrations, Coach Registrations, Referee Registrations and Volunteer Registrations.

Coaches should select Coach Registrations and all other officials should select Volunteer Registration. If you have an existing FFA number, please use for ALL related roles. Photos of officials must be loaded onto My Football Club website at time of registration.

Registration is compulsory for all courses. If you are unable to attend any course you registered to attend, please notify courses@nsfa.asn.au.

IMPORTANT: If you register to attend as a Coach with an NSFA Club and fail to attend, your Club will be invoiced in the sum of **\$90.00**.

More details can be found [here](#).

ALDI MiniRoos (Grassroots) Course - for U6-U9 coaches!

This is a **FREE** course for coaches and game leaders training **U6 to U9 players**. The 2.5hr hour course is practical and encourages the coaches to develop practices based on FUN.

The emphasis is on natural development i.e. learning by PLAYING football. Less coaching, but more organising FUN football exercises is the key to helping players build a love for the game.

Another highlight of the course is that the coaches are exposed to basic rules of the game using

game simulation.

Upcoming Grassroots Courses

1. Monday 26 Mar 2018 6:00 PM – 9:30 PM North Turramurra Recreation Area, Bobbin Head Road, North Turramurra
2. Wednesday 4 April 2018 6:30 PM – 9:30 PM Blackman Park, Lloyd Rees Dr, Lane Cove West

Other courses offered by NSFA can be found [here](#).

FFA provides further coaching resources [here](#).

For any questions relating to Coach Education Courses and available Coach Resources provided by either LCFC or NSFA, please contact Brett Jager CCC: jagerbd1@gmail.com.

Coach Duties & Coaching Requirements

Coaches are responsible for:

- Organising and running training sessions.
- Deciding who plays and their positions within the team for the weekend matches.
- Keeping a record of who played when and where and ensuring ALL players have a reasonably equal time on the pitch. This duty is often delegated to the manager to allow the coach to focus on the game. The coach and manager should regularly vet the playing times of all players and actively work to counter any shortfalls.
- Deciding when to send on substitute players during matches and for the general strategy of the team when playing.
- Looking after the team's kit – match ball, practice balls, pump, whistle etc. and ensuring all is returned on Club Day at end of the season.
- The assistant coach is to help with these tasks and to provide a sounding board for the coach in his/her tasks.

NSFA is committed to developing players in accordance with the FFA National Curriculum and have introduced the following coaching requirements for NSFA Clubs.

This applies to NSFA Clubs entering teams in Junior Mixed and Girls Football.

In 2015 NSFA requires that all clubs that have an Under 12 Division 1 team meet the following requirements:

- The coach has achieved an FFA Skill Training Certificate or an Advanced FFA C License (Youth) or higher;
- The Under 12 Division 1 team will be trained and play in the manner
 - consistent with the FFA National Curriculum;
- The coach attends a pre-season workshop conducted by NSFA Technical
 - Director.

Clubs that have a team in the Under 12 Division 1, must ensure that their highest graded Under 10 & Under 11 Teams are coached by a person with FFA Skill Training

Certificate or Advanced FFA C Licence (Youth) or higher. For these teams, NSFA requires coaches to

have the following qualifications:

- FFA Skill Training Certificate or Advanced FFA C License (Youth) or higher.

Coach Resources

For further information and resources please see below useful links:

NSFA Coach Education: <http://nsfa.asn.au/coaches/education/>

Football Federation Australia: <https://www.playfootball.com.au/coach>

Football NSW: <https://footballnsw.com.au/coaches/>

Kickstart: <http://sportskickstart.com.au/>

KickStart In-Service & Cooperative Coaching

The Co-Operative In-service will be held on **Tuesday, the 27th of March from 5pm to 7:00pm.**

This in service will touch on how the co-operative session will run. Part of the Co-Operative program this year are coaching videos which demonstrate the session in a video format. Each week you will be sent the link to the new videos for you to prepare for your session.

Please access the links on the next page to watch the videos based on the practical exercises we will run in the inservice.

Webpage: <https://sportskickstart.vids.io/>

Log in: clubinservice@sportskickstart.com.au

Password: football

Please come prepared for exercise as there is a small component of the program that requires you to participate.

Manager Duties

Managers are responsible for:

- Distributing NSFA & LCFC publications.
- Reporting weekly results on the My Club Mate website (for MiniRoos managers only - Competition Managers use the Electronic Match Card system).
- Wet weather communications and fixtures changes.
- Updating database with player photos, shirt allocations and player details.
- Communicate match schedule changes to teams.
- Distributing team shirts and making sure all equipment is returned at the conclusion of the season.
- Organising attendance for photos, Club Day and any other club activities for your team and possibly the Club generally.
- General contact between the team members and age coordinators and the Committee. This

- includes contacting the Age Coordinators and/or Committee with any problems.
- Coordinate, allocate and schedule team tasks/duties assigned by the Club, such as nets duties, sorting equipment etc.
- Encourage parents to check LCFC and NSFA website.

Photo ID & DOB Verifications

All players registered to play in competition-age teams **MUST** upload an acceptable ID photo onto either the MyFootballClub or the MyClubMate registration database in order to be eligible to play in competition matches.

This requirement is essential with the introduction of paperless match cards since 2016!

The standard of photo required is the same as that required by the Department of Foreign Affairs and Trade for passport photos. Please click the link below for guidelines:

<https://www.passports.gov.au/passportsexplained/Pages/quicknewadultpassportguide.aspx>

In addition, clubs must also verify the identities of all registered players and indicate that the player's identity has been verified on the registration database.

Any player who has not provided an acceptable ID photo or has not had his/her identity verified by the club with which he/she is registered is ineligible to play in any competition match and any team found to have played such a player may be **liable to a loss of competition points and/or a fine**.

Photos are **not required for MiniRoos players, including Girls' Under 12**, although any players who may from time to time "fill-in" for competition teams will need to upload a photo in order to do so.

Points & Tables

Tables are not kept in MiniRoos Football.

Results are recorded and used only for re-grading purposes.

Forfeits are not recorded as a "result" but have the same effect as a cancelled match for re-grading.

- Win – 3 points.
- Draw – 1 point.
- Loss – 0 points.
- Forfeit – 3 points.

All results and tables are published on the NSFA website [here](#).

Rotation of Players, Substitutes & Ball Sizes

Club policy is that all players should spend time on the field at every match and this should be handled in a fair manner. This will lead to fewer complaints to both you and the Committee. You need to compile your roster sheet, to ensure fair playing time for all players and as proof in the events of complaints.

Players should be told to advise their coach or manager if they will be absent from matches prior to the match, preferably at training. Matches at the start and end of school holidays can quite often have absences, replacement players can be found if there is plenty of notice.

BORROWING PLAYERS FROM OTHER TEAMS:

If you do need to borrow a player from another team,

- please provide as much notice as possible to the team/player that you are borrowing,
- Please note that your priority is your team, so please do not sacrifice your own team for the benefit of another.
- Players can only be borrowed from teams in your own club, from the same, or lower age-group as below:

SAME AGE GROUP – players can be borrowed only from a lower team (e.g. "A" can borrow from "B" or lower but not vice versa). A player, who has played FOUR (4) times with the higher division team, becomes a member of that higher division and can no longer play with their previous team.

Please ensure this does not happen!

FROM A LOWER AGE-GROUP – players can borrow from a lower age-group without

restriction; except that division 1 players from a lower age group can only play in the "A" team of any higher age-group. This 'A' team can be in any division.

Please make sure that borrowed players get a share of the game time. Under no

circumstances should a player who is not registered with NSFA or Lane Cove Football club be allowed to play. The Club will be fined heavily, which will be passed onto the manager, and in competition age groups, points will be deducted.

WE ARE NOT INSURED FOR UNREGISTERED PLAYERS. If you are in doubt about whether a player is registered, please contact the club administrator before allowing the player to take the field.

All balls need to be approved and licensed by Football NSW. In January of each year NSFA will send out a listing of approved and licensed balls.

The sizes of the balls used are:

- Under 6 to Under 9 – Size 3.
- Under 10 to Under 13 – Size 4.
- Under 14 to Over 45 – Size 5.

Forfeits & refereeing

All forfeits must be notified to NSFA **at least forty-eight (48)** hours prior to the scheduled commencement of the fixture. The forfeit form is available on the [NSFA website](#). Forfeit fines may apply to the forfeiting club, depending upon the amount of notice given.

In squad divisions, no first grade fixture may be forfeited without a corresponding forfeit in the Reserve Grade Fixture.

Clubs forfeiting **after 4.00pm** of the last working day in the week must advise the opposition Club Secretary, KDFRA (Under 12 upwards) and NSFA Office.

When a team forfeits a match, the opposition shall be awarded a 3 – 0 win.

When both teams forfeit a match, neither team shall be awarded any goals or competitive points.

In all Competition Age Groups (other than Under 9 to Under 11's) , if a team is unable to field at least seven (7) eligible registered players at the scheduled starting time, then such team will be deemed to have forfeited the match.

No grace period shall be permitted.

Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number (refer to section "Number of Players" page 24) of players present, 10 minutes grace from the scheduled starting time may be claimed and must be allowed. After the 10 minutes grace has passed a team failing to report to the referee shall automatically forfeit to its opponents, provided that the opponents have reported to the referee in good order.

Teams forfeiting on consecutive occasions without good reason may be removed from the competition at the discretion of the relevant football committee.

In the Non-competition (MiniRoos) age groups, parents usually referee matches. It is sometimes agreed that a parent from each team referee a half each. The coach should not referee unless there is no alternative. The coach needs to be on the side line, coaching, other parents should not be coaching.

Should a coach need to referee under exceptional circumstances, please ensure that no coaching occurs from the field. Only one designated parent should undertake the coaching duties in this instance.

Some parents who referee may not be as familiar with the game as one would like. In these cases, please encourage the parents in your team to exercise some patience and not be too critical. Please bear in mind you are all volunteers and do not deserve abuse.

In the Competition age groups there is usually a NSFA assigned referee. This does not always occur as there is a shortage of referees. As with the non-competition, volunteer referees should be treated with respect.

Remember, the **golden rule** is that the referee's decision is **FINAL** (even if he/she does appear to be "wrong"). The game is for players and the worst example parents can set is that of arguing with the referee or the opposition's parents.

Website Access for Coaches & Managers

Team managers and coaches are able to access information regarding their team directly from our website www.lcfc.com.au. You must first register online here:

<https://www.playfootball.com.au/player/player-registration> (coaches register as coaches and managers register as volunteers). Once you have registered please let the Club know which team you will be looking after and what your role will be: admin@lcfc.com.au.

This access allows you to see a list of all players plus contact details and emergency details. You can also list shirts numbers, add player's photos and send team emails using the club system. It also allows you to post match reports and record your team results during the season on the club's website.

To access the managers section – please use the following link –

<http://members.lcfc.com.au/TeamManagers>

Your log-in is the email address you have provided to the club when you volunteered as

manager/coach. If you do not know which email address you nominated, please ask the club administrator who can let you know.

Select the team you are managing/coaching from the drop-down menu i.e. U10A

Your password at the start of the season is – **football**

Please change your password on your first use of the site. Please note that the access is available to both the team manager/assistant manager and coach/assistant coach, so a joint password will be used. If somebody within the group changes the password – an email will be sent to the others with the new password so they can still access the site.

To Post Match Results/Reports –

Click on the MATCH RESULTS in the main menu Click add match results – fill in the details as required, once completed click INSERT MATCH REPORT and it will update onto the website.

To Send Emails –

Click on Send Emails in the main menu Select whether you wish to send the email to the team or fellow managers Add subject line, change from email address if required Create email. Once Finished, click on Send Email

Allocating Shirts –

Click on Club Shirts in the main menu Click on players name – add shirt number then click update. When player returns shirt at end of season – select return icon next to name.

Player photos –

The club asks that you do not update any player's photos without first informing the club administrator as these photos are what are presented to NSFA to form ID cards at the start of the season. Any changes mid-season may result in player misidentification as photos will not match the NSFA database.

If you have any problems, please contact the club on admin@lfc.com.au.

Match cards are **not required** for individual matches in MiniRoos.

Team/squads will be required to carry a **season result card** on which will be recorded the results of all matches played by that team/squad. The score of each match should be verified by the opposition manager. The manager shall retain the result card for the entire season and is not required to forward it to NSFA office.

Result cards can be downloaded from the "Forms" section [here](#).

There is a result card for Under 6 and Under 7 and a result card for Under 8 to Under 11.

Match Card Procedures

NSFA launched its Electronic Match Cards in 2016 which allows Team Managers and Referees to perform all the functions previously done on the paper match card from a Smartphone. As you can imagine this will bring significant benefits to all.

Useful guides about the Electronic Match Cards are available below:

- [Summary of Electronic Match Card Procedure](#)
- [Electronic Match Card Simulation for Team Managers – HOME TEAM](#)

- [Electronic Match Card Simulation for Team Managers – AWAY TEAM](#)
- [NSFA Circular – Electronic Match Card Procedure](#)

They can also be found on the LCFC website by following [this link](#).

Working With Children Check (WWCC)

FNSW have introduced new WWCC Guidelines for Clubs, Associations, Centres and Referee Branches.

As such it is now a requirement that:

Volunteer parents or close relatives coaching or managing their own child's or close relative's team will now require a WWC number.

The exemptions recognised by Football NSW are:

- Persons under 18 years of age
- Grounds persons
- Guest presenters or speakers for a one-off presentation
- Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.

[Click here to view the new FNSW WWCC policy](#). If you would like further information you can visit their [website here](#).

The process involves:

1. Completing the online application form [here](#). Please click on the blue button that says "start here". You need only apply as a volunteer.
2. Go to a service NSW centre or motor registry with photo ID. [Click here](#) to find the closest one to you - the closest to Lane Cove are Chatswood, Ryde and Wynyard.
3. Wait for your WWC number to be emailed to you.

Once you have obtained your WWCC can you please email us your full name, DOB and WWC number? We will add this to our online LCFC WWCC profile. Please note that this is not for public viewing and once added to our login not even we are able to view the list of people entered.

Training Field Allocations, Nets Roster & Set Up Guide

The 2017 Training Field Allocation is available for download [here](#) and can also be found on the LCFC website [here](#).

The 2017 Nets Roster is available for download [here](#) and can also be found on the LCFC website [here](#).

Detailed Nets Roster Instructions for the 2018 Season will be circulated to all teams before the season kicks off. Installation Guide can be downloaded [here](#).

Blackman Park BBQ & CANTEEN

A canteen will be run at Blackman upper and a BBQ on Blackman Lower.

All teams from Miniroos to Mens O45's are expected to provide volunteers to help run both the canteen and BBQ.

Volunteers will be roster on for an hour between 8am and 1pm.

Useful Websites

Northern Suburbs Football Association –

http://www.foxsportspulse.com/assoc_page.cgi?c=0-10116-0-0-0

My Football Club (Registration Site) –

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

Football Federation Australia (FFA) –

www.footballaustralia.com.au

Football NSW –

www.footballnsw.com.au

FFA MiniRoos Football Website –

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

2018 Sponsors

Lane Cove Football Club would like to thank its 2018 Sponsors for their continued support!