



Lane Cove FC

'Coaches & Managers'

Info Pack

**Thank you
for supporting
the Club in
2016!**

Welcome to the 2016 Season!

Dear LCFC Coaches & Managers,

Welcome to 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 any assistance throughout the season, please contact your competition co-coordinator or a member of the committee, their contact details are noted in the Committee list.

Finally, the Club and Committee would like to thank you for volunteering to coach and/or manager your 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,
Francis Child

LCFC President

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Lane Cove Football Club Inc

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www.lcfc.com.au

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LCFC Key Dates 2016

All key dates can be found on the LCFC website [here](#) in LCFC's Calendar of Events.

Just a few key dates at a glance...

- 19 March 2016 FFA Cup Round 3 at Blackman Park! Kick-off is 7.30pm!
- 2/3 April 2016 Season 2016 Begins!
- 16/17 April 2016 No Junior Mixed & Girls Competition or MiniRoos Games
- 9/10 July 2016 No Junior Mixed & Girls Competition or MiniRoos Games
- 20/21 August 2016 NSFA Gala Day
- 27/28 August 2016 Season 2016 Ends!
- 3 September 2016 LCFC Club Day

LCFC Committee Members

President - Francis Child - Francis@theassociationspecialists.com.au

Vice-President - Steve Prescott - sprescott5@bigpond.com

Treasurer - Ben Easaw - beasaw@tpg.com.au

Secretary & MPIO - Christine Wallace - Christine.Wallace@health.nsw.gov.au

MiniRoos (U6 - U11) Coordinator - Keith Barks - keith.barks68@gmail.com

Development Squad & Skills Program Coordinator - Hamish FitzSimons-
Hamish.FitzSimons@abglobal.com

Junior (U12 - U18) Coordinator - Steve Prescott - sprescott5@bigpond.com

MAA Coordinator - Nick Legrand - NGLegrand@hotmail.com

Men's 35 Coordinator - Nick Stathakis - nickstathakis@yahoo.com.au

Men's 45 Coordinator - Nick Stathakis - nickstathakis@yahoo.com.au

WAA & Girls Coordinator - Thalia Child Thalia@theassociationspecialists.com.au

Public Officer & Recorder - Francis Child - Francis@theassociationspecialists.com.au

Coaching Coordinator - Mick Hone - mpkhone@gmail.com

Equipment Manager - Adrian Steele

Sponsorship Coordinator - Byron Harris

Social Events Coordinator - Amy Clarke

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Wet Weather Info

Wet Weather Number: **9911 3585**

Council may decide to close grounds based on:

- Weather reports;
- The risk of injury to players;
- The sport played and the potential for damage to the playing surface;
- The condition of the ground when inspected.

Grounds closures can occur at short notice. Neither schools, sporting clubs nor sporting organisations have the authority to approve the use of sporting grounds when Council has made the decision to close the grounds.

Clubs or schools using closed fields will be liable for the full cost of repairs and may lose access to use Council's fields.

In instances where Council information has deemed all grounds open, clubs or umpires and referees may choose to close specific grounds to prevent injury to players. When this occurs, club representatives should erect the grounds closed sign and contact the affected visiting clubs and teams.

For further information, contact Council's Facilities Officer on 9911 3620 or visit their website [here](#).

Insurance 2016

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

- [General Information Sheet](#)
- [Personal Injury Claim Form](#)
- [Accident & Health Insurance Policy and Product Disclosure Statement](#)

LCFC Contact Details

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

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NSFA General Info

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

- [NSFA Grounds List](#)
- [Contact Details](#)
- [2016 Calendar](#)

NSFA Forms

Important Forms for the 2016 Season include:

- [Forfeit Form](#)
- [Match in Dispute Form](#)
- [Protest Form](#)
- [Protests, Disputes & Disciplinary & Appeals](#)

This is a selection only and more forms can be found on the [NSFA website](#) under 'Resources' and 'Forms'. All completed forms are to be forwarded to [LCFC](#) & not directly to NSFA.

NSFA Competition Regulations

Important Competition Regulations include:

- [MiniRoos Manual](#)
- [MiniRoos Competition Regulations](#)
- [Junior Competition Regulations](#)
- [Registration Competition Regulations](#)
- [Competition Regulations](#)

This is a selection only and more information can be found on the [NSFA website](#) under 'Resources' and 'Competition Regulations'.

Please note that above information is current as of **Monday, 14 March 2016** and is **subject to change**.

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

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NSFA Coaching Courses

All Coach education presented to NSFA registered Coaches is **FREE** from 1st October 2015.

The only requirement for you to receive these courses for free is that you be a registered coach on My Football Club with an NSFA Member Club. The **process to register** is similar to registering as a player.

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 click Coach Registrations and all other officials should click Volunteers. A number of options will be available. 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](#).

NSFA Grass Roots 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

- 19 March 8-10am - "Welcome to Football Day' St Ives Showground [CLICK HERE](#)
- 21 March 6:30-9pm - Norman Griffiths Oval [CLICK HERE](#)
- 4 April 2016 - Blackman Oval, Lane Cove [CLICK HERE](#)

LCFC 'Coaches & Managers' Info Pack

LCFC Coach Duties

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.

Coaching Requirements

NSFA is committed to developing players in accordance with the FFA National Curriculum.

NSFA are introducing 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 attend 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.

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IMPORTANT: Photo IDs and DOB Verification

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 now essential with the introduction of paperless match cards!

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/passportexplained/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.

Coaches Resources

For further information and resources please see below useful links:

- Football Federation Australia: <http://www.footballaustralia.com.au/getinvolved/coaching/resources>
- Football NSW: <http://www.footballnsw.com.au/index.php?id=coaches>
- MyFootballClub: <http://www.myfootballclub.com.au/index.php?id=158>
- NSFA: http://www.foxsportspulse.com/assoc_page.cgi?c=1-10116-0-0-0&sID=322290

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LCFC Manager Responsibilities

Managers are responsible for:

- Distributing NSFA publications.
- Reporting weekly results on the My Club Mate website.
- 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,

Competition Points & Tables - MiniRoos (U6-U11)

- 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.

Competition Points & Tables - Under 12 & upwards

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

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

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Wet Weather Procedure

In the event of wet weather, do not phone a committee member, you will be contacted via email up until 5pm on Friday preceding the game. Thereafter please check the weather alert on the NSFA website which is regularly updated.

Sometimes there is plenty of notice regarding wet weather (ground closures), sometimes notice is very short, so 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	9936 8220
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.

The manager of each team will then advise their players. Tell players/parents at the beginning of the season, always assume a match/training is ON, unless the manager or club contacts you to confirm the match/training has been cancelled.

Grading

- As much care as possible has been taken to grade players with equal ability in the same team, which assists with their development. As a club, we put a huge amount of effort into grading our young players.
- NSFA has the final say in which division our teams will compete. If a team is struggling or winning by too great a margin, this team may be moved to another division. NSFA have advised that this will generally not happen in competition age groups (U12s upwards), but there may be exceptions.
- Non-competition (Small Sided Football) is different; there may be changes as re-grading is constant throughout the year to allow even competition between SSF teams.
- Coaches may be requested to complete a Team Coach Feedback Sheet in preparation for grading the following year. These forms will be emailed to coaches at the end of the season to allow them to complete and return by email.

Our coaching/selection staff are all volunteers and put in countless hours grading our players, so please try to deal with selections issues as best you can. If there are particular issues, please contact your age group coordinator in the first instance.

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Rotation of Players & Substitutes

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.

Ball Sizes

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 11 & Girls Under 12 – Size 4.
- Under 12 to Over 45 – Size 5.

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Forfeits

- All forfeits must be notified to NSFA on the published [Forfeit Form](#) at least **forty-eight (48) hours** prior to the scheduled commencement of the fixture. The 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

Refereeing

- 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.

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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.

The 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 clubs 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

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Website Access for Coaches & Managers

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@lcfc.com.au.

Match Card Procedure for MiniRoos

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 "Football Information" section [here](#). There is a [result card for Under 6 and Under 7](#) and a [result card for Under 8 to Under 11 and Girl's Under 12](#).

Electronic Match Card Procedure for Competition Football (U12 & up)

NSFA have an exciting initiative for the new season, Electronic Match Cards!

This will allow 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. NSFA are holding **Information Evenings** on how to use this new process and we would love you to attend. Registration is required for these evenings as NSFA anticipates large numbers of attendees.

The Information Evenings are as follows:

- [15th March 2016 – 7:30pm – Montview Oval](#)
- [16th March 2016 – 7:30pm – Warrimoo Oval](#)
- [17th March 2016 – 7:30pm – Dougherty Centre](#)
- [22nd March 2016 – 7:30pm – Montview Oval](#)
- [23rd March 2016 – 7:30pm – Auluba Oval](#)
- [24th March 2016 – 7:30pm – Dougherty Centre](#)

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

IMPORTANT: LCFC is currently working on a step-by-step guide for the new Electronic Match Card Procedure and is hoping to receive more information from NSFA.

Once received, LCFC will circulate the final instructions to all LCFC Managers.

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2016 Training Field Allocations

The 2016 Training Field Allocation is available for download [here](#) and can also be found on the LCFC website [here](#).

2016 Nets Roster

The 2016 Nets Roster is available for download [here](#) and can also be found on the LCFC website [here](#).

Detailed Nets Roster Instructions for the 2016 Season will be circulated to all teams before the season kicks off.

Blackman Park - Installation Guides for goal posters

The Installation guide for goal posters at Blackman Park can be downloaded [here](#).

Useful Websites for 2016

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/>



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