



Gymea Utd F.C.

New Coaches & Managers

Home of the
GIANTS

Team Manager Guide

- ▶ For more detail of everything in this presentation:
 - ▶ Gymea United website: www.gufc.com.au
 - ▶ [GUFC-Team-Manager-Guide.pdf](#)

Manager's Role

- ▶ Go-between for the club and team
 - ▶ Training allocation (SSFA Shared Services)
 - ▶ Team sheets
 - ▶ Ground duty allocation
 - ▶ Ensure everyone is aware of the Code of Conduct
- ▶ Keep your team informed
 - ▶ Game times and venues (<https://ssfa.mycompapp.com>)
 - ▶ Training
 - ▶ Wet weather
 - ▶ Setup your own system for regular communications (Whatsapp etc)

SSFA

- ▶ Gymea United FC plays in the Sutherland Shire Football Association (SSFA)
- ▶ Shared Services is a business that operates between the club and the SSFA
- ▶ They are responsible for communicating information from the SSFA to individual teams
- ▶ www.ssfaservices.com.au
- ▶ Email: gufc@ssfaservices.com.au



Manager Registration

- ▶ Coaches and managers need to sign up to Shared Services
- ▶ Enter your contact details to ensure you receive important information
- ▶ Enter your team name provided by GUFC
- ▶ Also need to register on PlayFootball as a volunteer
- ▶ Both systems require a Working With Children (WWC) check (or at least that an application has been submitted)
- ▶ Request to join the 2023 GUFC Coaches & Manager Facebook page

Next Steps

- ▶ Team grades have been submitted to the SSFA
- ▶ They will distribute teams based on the total number of teams and what other clubs have submitted
- ▶ They may change team grades compared to what we entered
- ▶ Final grades are updated on the system in early March
- ▶ Shared Services will email you:
 - ▶ The final team grade and number (if more than 1 in your division)
 - ▶ The team list including contact details of all players

Training Allocations

- ▶ On the Shared Services page, go to: www.ssfaservices.com.au



- ▶ Training Allocation → Make A Training Allocation Request
- ▶ Select a time and ground allocation
- ▶ When the oval is open for training, you will be advised via the GUFC Facebook page

Uniforms

- ▶ Open days and times will be posted on the GUFC Facebook page
- ▶ Communicate to all players
- ▶ New players: shirt, shorts, white socks required
- ▶ Also available: hoodies, spray jackets, caps, beanies
- ▶ Shin pads and soccer boots - purchase from a sport store



Team Kit

- ▶ Team kits are the property of the club
- ▶ Each team is responsible for returning the kit at the end of the season
- ▶ Includes:
 - ▶ Game ball
 - ▶ Cones
 - ▶ Bibs - for training and games against other GUFC teams
 - ▶ Yellow vests - for managers and coaches on game day
 - ▶ Orange vest - for ground duty
 - ▶ Goalie shirt for U8+
 - ▶ (Does not include goalie gloves)



Fixtures

- ▶ Competition starts 25th March 2023
- ▶ Game times will be available on the MyCompApp website or App.
- ▶ Select My Teams and Search to add your team's fixtures
- ▶ If there were multiple teams in your division, you need to select the correct team. For example:
 - ▶ U06/B/Gymea United 1 = U06B-1
 - ▶ U06/B/Gymea United 2 = U06B-2
- ▶ Delay from Round 5 in availability of the draw due to the regrading process that occurs between Round 4 and 6.
- ▶ Confirm your fixtures on the Thursday prior to your match for last minute changes.
- ▶ These updates will be emailed to the Coach/Manager and published on the C&M FB group.

Regrading

- ▶ After Round 4, regrading requests can be made by the club to the SSFA.
- ▶ This would occur if there is a large difference in scores for all games prior to and including Round 4.
- ▶ This is done automatically by our Mini Roos Coordinator and Head Coaches. It is not made by request. We are closely monitoring the results each week and we will make the request on your behalf.
- ▶ Regrades are not guaranteed. It depends on results of all other teams in the age division.
- ▶ Notification of regrades will be made via an email from Shared Services and the GUFC Facebook page.



Before Game Day

- ▶ If you don't have enough players (or you want a few extras), you can request players via the Coaches and Managers Facebook page. Other team contacts are available on Shared Services.
 - ▶ For non-competition ages, you can borrow from any division and up an age group
 - ▶ Maintain standard of fair play, ie. if the borrowed player is dominating
 - ▶ Please check the [borrowing guidelines](https://www.gufc.com.au/borrowing-players/) for competition age groups as you can lose points and be fined if you make a mistake (<https://www.gufc.com.au/borrowing-players/>)
 - ▶ Up to two age groups down but only one grade higher, ie. 13C can take no higher than 12B or 11B.
 - ▶ Double check the borrowed players age - no more than 2 years based on actual DOB.
 - ▶ Limit as to number of occasions of borrowing a player
 - ▶ Please check the minimum number of players required for your game, ie. U6/7 minimum
- ▶ If your whole team cannot make the game, before game day contact:
 - ▶ secretary@gufc.com.au



Game Day

- ▶ At ground control (either home or away), sign your team sheet (example on left)
 - ▶ For U6/U7, don't worry about #2, 3 or 4
- ▶ The club is fined for incomplete team sheets.
- ▶ You must have 3 different people for Coach, Manager and Ground Control. The Manager and Ground Control person should wear the corresponding vest on the field sideline.
- ▶ Do not remove the team sheet from ground control!

(More information available at [Match Sheet Procedures - SSFA \(ssfaservices.com.au\)](https://ssfaservices.com.au))

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 FC

Date: 20/3/2020 Round: 1
Age & Grade: U12M Time: 10:30am
Ground: Ad Harrie Denning Soccer Centre
Club No.: 10

Referee: [Blank]
Ground Appointed Referee (per 4th Official Final): [Blank]

HOME TEAM			AWAY TEAM		
SHIRT No.	INITIAL & SURNAME Must be Printed	FFA NUMBER	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		T. Ferguson	87651234	
Z. Huson	88743578		L. Shute	87615871	
B. Blunson	88745896		B. Green	87678542	
T. Irvine	88744785		B. Kline	87612573	
N. Allard	88744558		M. Solikend	87698574	
J. Shorten	88743997		D. Harris	87684915	
E. Wise	88749989		F. Restowe	87698546	
M. Wise	88743645		P. O'Leary	87611117	
N. Zoolani	88741247		Z. Lhu	87636918	
J. Easton	88743671		Y. Yossine	87687891	
B. Scheydon	88742598		C. North	87644752	
L. Gullis	88745555		K. Lambrise	87685213	
S. Lotting	88743978		K. Terren	87639994	
V. Jones	88744546				

BORROWED PLAYERS - See Rule 12 F			BORROWED PLAYERS - See Rule 12 F		
SHIRT No.	INITIAL & SURNAME Must be Printed	FFA NUMBER	SHIRT No.	INITIAL & SURNAME Must be Printed	FFA NUMBER

COACH - [Blank]
MANAGER - [Blank]
GROUND CONTROL - [Blank]

Signature of _____ Coach or Manager
Signature of _____ Coach or Manager

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 confirmed in writing by the Club within 2 days of the match. For player identification checks under Rules 14G and H the players name (printed) and signature must be shown on the back of the Match Sheet with an appropriate notation.

Game Day

- ▶ Usually advise players to be there 15-30 minutes before game (team preference)
- ▶ If needed, check the playing fields on the main whiteboard (home) or near ground control (away)
- ▶ All players must be wearing shin guards and official GUFC uniform
- ▶ The manager and coach both need to wear a yellow vest. This is a requirement of the SSFA and we can be fined if not done.



Ground Duty

- ▶ All GUFC teams must help manage home field ground operations
- ▶ Every team is on a roster; managers are responsible for coordinating their team's involvement
- ▶ Expected to:
 - ▶ Provide ground control (wear an orange vest and manage crowd behaviour)
 - ▶ Cook the BBQ - helpers need to be over 18
 - ▶ Set up fields first thing in the morning and prior to your game (change in field size)
 - ▶ Pack up fields as needed between games or end of the day
 - ▶ 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



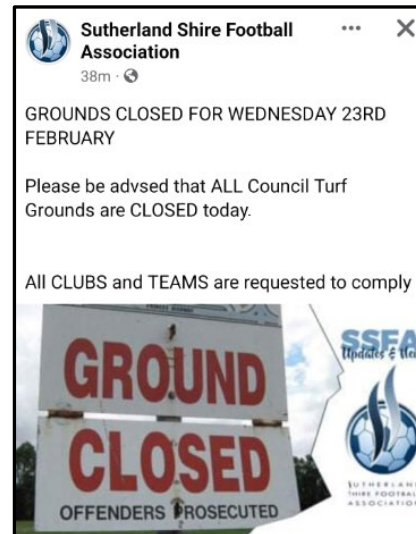
Injuries

- ▶ Report to Ground Control
- ▶ Complete the form at ground duty immediately after the incident
- ▶ Need to also submit an online accident form:
 - ▶ [Accident/Injury - SSFA \(ssfaservices.com.au\)](https://ssfaservices.com.au)
- ▶ Any other enquiries should be directed to:
 - ▶ secretary@guafc.com.au



Wet Weather

- ▶ Council may close fields on a Friday prior to games if we have experienced heavy rain
- ▶ Otherwise announced the morning of games once officials arrive at the field to assess whether the fields are playable
- ▶ If called off, this is announced immediately via our GUFC Facebook page (also Sutherland Shire Football Association page)
- ▶ If grounds are closed during the week by council, strictly no training should occur



Member Protection

- ▶ Member Protection Information Officer: Amanda
- ▶ First point of contact for member protection, child protection enquiries or other complaints.
- ▶ Email: mpio@gufc.com.au
- ▶ Further information: <https://www.gufc.com.au/about-gufc/member-protection-working-with-children/>

Child Safety Standards 2022

Commitment to Child Safety at GUFC

Our club provides a safe culture by supporting children and young people, their families and communities and by ensuring all volunteers and staff who work with Gymea United Football Club are committed to safeguarding children and young people.

- ▶ It is recommended that all coaches and managers involved in our club complete the free online course “**Child Safe Sport - Module 1:Child Safe Sport**” from the Office of the Children’s Guardian which takes about 15-20 minutes to complete online.
 - ▶ <https://guardian.ocg.nsw.gov.au/training>
- ▶ It is vital that all coaches and managers (that have players under the age of 18) have a Working With Children check and this will be enforced in 2023.
 - ▶ WWC Coordinator

Code of Conduct

- ▶ Available in handbook and on GUFC webpage
- ▶ Ensure that parents and others associated with your team are aware of the code and abide by it
- ▶ Also includes a Child Safety Code of Conduct

MANAGER & COACHES CODE OF CONDUCT

1. Respect the rights, dignity and worth of others
2. Be fair, considerate and honest in all dealing with others
3. Be professional in and accept responsibility for, your actions
4. Make a commitment to providing quality service
5. Be aware of, and maintain an uncompromising adherence to high standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines
7. Do not use your involvement with GUFC to promote your own beliefs, behaviours or practices where these are inconsistent with those of GUFC.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Be aware of responsibilities under the Child Protections Act and report any matters as required under the mandatory reporting requirements of the Child Protection Act.
11. Refrain from any form of harassment, discrimination or racial vilification of others.
12. Refrain from any behavior that may bring GUFC or football into disrepute
13. Provide a safe environment for the conduct of the activity.
14. Show concern and caution towards others who may be sick or injured
15. Be a positive role model

Extras

- ▶ If any of your players are planning to play in sports glasses, contact registrarU6-U7@guafc.com.au for approval process.



SESSION ONE.



Suggested equipment list:

12 cones, 8 balls, 2 mini goals (can be replaced by cones) and 4 sets of bibs (alternatively separate based on shirt colour)

PHYSICAL DOMAIN	
DEVELOPING PHYSICAL LITERACY	FACILITATOR TIPS
Movement skills	Expose children to different movement patterns (e.g. turning)
Moving with equipment	Encourage children to use both feet
Object manipulation	Praise sharp turns with the ball
Coordination	Encourage children to move in different directions
Stability/balance	Praise children for staying on their feet
Agility	Encourage changes of direction
Reaction time	Praise children that quickly respond to a stimulus
Speed	Encourage children to perform actions at high-speed

SMALL-SIDED GAME



- Set up an area 20m x 15m and place one mini-goal on each end line as shown
- Normal game, 1 point for a goal
- All players involved to encourage more touches on the ball
- CHANGE IT:** Create one or two games depending on size of group
- YOUR ROLE:** Let them play!

Coaching Resources

- Individual session plans
 - <https://www.playfootball.com.au/coach/miniroos-kick-off-sessions>
 - <https://www.playfootball.com.au/coach/skill-acquisition-phase-sessions>
- SSFA Coaching Courses
 - Contact headcoach@gufc.com.au for enquiries regarding future courses

GUFC Committee

- ▶ We are made up of volunteers that have family and work commitments outside the club
- ▶ We are doing our best to help children and their parents have a positive sporting experience and develop a love of soccer and playing in a team
- ▶ Plenty of room for more helpers! If you would like to volunteer to become a committee member, contact:
 - ▶ Anthony at president@gufc.com.au (he would love to hear from you!)



Email Contacts

- ▶ For Shared Services:
 - ▶ gufc@ssfaseservices.com.au
- ▶ Competition information and injuries:
 - ▶ secretary@gufc.com.au
- ▶ Team information, registration and anything else you are unsure about:
 - ▶ registrarU6-U7@gufc.com.au, registrarU8-U12@gufc.com.au or registrar@gufc.com.au
- ▶ Volunteers:
 - ▶ president@gufc.com.au
- ▶ Uniforms and team kits:
 - ▶ uniforms@gufc.com.au
- ▶ Find our committee members here:
 - ▶ <https://www.gufc.com.au/about-gufc/committee/>