



Coach & Managers Handbook

2019 Season



Table of Contents

Welcome	2
About Monaro Panthers Football Club	2
Competition Rules and Regulations	2
Behaviour and Codes of Conduct	3
Equipment and Kits	3
Game Day	4
Match Cards	5
Referees	5
Club Awards	6
Club Coaching Tips and Resources	6
Club Contacts	7



Welcome

Welcome to another exciting Football Season and for some, your very first. We would like to thank you for volunteering your time and efforts. Without your assistance, it would be difficult to offer players in our community the opportunity to play football for our club. We are proud of our reputation in providing a safe and family friendly environment. We expect all our volunteers to do their best to maintain this tradition.

This handbook is designed to provide you with basic information, including relevant club website links, for your role as a coach, manager and/or official. Detailed information on all aspects of the clubs activities is published on our website at: www.monaropanthers.com.au.

The website is updated on a regular basis and we recommend that you regularly access the website for the latest club news and key information, such as player and team requirements and events.

About Monaro Panthers Football Club

Monaro Panthers Football Club is a Premier League Football Club for all ages and ranges of ability from MiniRoos to National Premier League firsts, with players from Queanbeyan, Canberra, Jerrabomberra, Googong, Bungendore, Sutton, Michaelago and surrounding regions.

Over the last few years we have developed a Junior Premier Program which is viewed by Capital Football as a leader in Premier League football development in Canberra. For those that aren't familiar with Premier League football, it is the highest level of football played locally throughout Australia. We now have Premier League teams in the U13, U14, U16, U18, U20 and 1st Grade in the male side and the U13's, U15's, 17s, Reserves and 1st Grade in the female side.

Although this creates great opportunities and development for our best players, further work needs to be done to provide the same developmental opportunities for the rest of the club. We understand that not all players and coaches want to play/coach at the highest levels and for many the simple enjoyment of the game and their friends is most important. However, to ensure there is development for those who wish it at the community level, we are aiming to provide equal opportunity to all players and coaches alike by taking a holistic approach to training and development.

Competition Rules and Regulations

With your role comes a certain amount of responsibility, ensuring the appropriate codes of behaviour of your players and making sure that Capital Football Competition Regulations are followed correctly. It is recommended that you become familiar with these rules and regulations by visiting the [Capital Football](#) website and reading the Capital Football Competition Regulations document under '[About Us>Policies & Procedures](#)'.

Information on each specific 'Community' and 'Premier' Football opportunity at the club is at:

Community Football

- [MiniRoos \(U5/6-U9\)](#)
- [Junior League Information \(U10 - U18\)](#)
- [State League Mens](#)
- [State League Womens](#)

National Premier League (NPL) Football

- [NPL Boys U13-U16](#)
- [NPL Men U18-1st Grade](#)
- [NPL Women U13-1st Grade](#)

Remember, if you need to clarify anything you have read in the handbook or require any further assistance, please contact your relevant age group or competition club coordinator, who will be more than willing to help. Current club contacts are detailed further below and are updated on our website at '[About>Contact](#)'.



Behaviour and Codes of Conduct

In addition to the Capital Football Competition Regulations, coaches, managers and officials should also be aware of the general rules and codes of behaviour endorsed by the club, as set out in the following policy documents.

- [Code of Conduct - Coaches, Players and Spectators](#)
This policy outlines the codes of behaviour requirements for coaches, managers, players, officials and spectators during any activity held or sanctioned by the club.
- [Member Protection Policy](#)
This policy outlines the procedures that support the clubs commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour and ensures the club can deal with any alleged breaches of its policies.
- [Monaro Panthers Junior Policy](#)
This policy provides a basis for the club to be a positive influence on younger members and make the club a safe and healthy place for families to play and enjoy our sport.
- [Monaro Panthers Community Junior Grading Policy](#)
This policy acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.
- [Alcohol Policy](#)
This policy provides the basis for a balanced and responsible approach for the use of alcohol at club events and activities.
- [No Smoking Policy](#)
This document provides information regarding the laws regarding the NSW Governments non-smoking requirements at public sports grounds.

Equipment and Kits

Each coach and/or manager is responsible for the safe custody, maintenance and distribution of the jerseys and equipment issued for their team's use. Details of any lost or damaged equipment must be reported to the club as soon as possible after the loss or damage is discovered. Please **TAKE CARE** of the club equipment - it is expensive to replace. Note that in certain circumstances teams may be required to reimburse club for losses and damage.

A typical 'team equipment kit' includes:

- Jerseys
- Sports bag
- Balls (+ match ball U10-18)
 - Under 6 – 9's Size 3 Ball
 - Under 10 – 13's Size 4 Ball
 - Under 14 – 18's Size 5 Ball
- Ball pump with needle
- Cones/witches hats
- Ball bag
- Bibs
- Match Cards (U10-18)

It is the coach and/or manager responsibility to return these items at the end of the season.

Coaches and managers are to ensure that their players are properly equipped for all games; this includes protective shin guards for games and training.

The clubs colours are predominately **GREEN** and **BLACK**. Playing shorts, socks, tracksuits, polo shirts and other club merchandise may be purchased through our own online [Monaro Panthers Club Shop](#).

www.monaropanthers.com.au



Game Day

MiniRoos

Each team needs a 'parent organiser' (a grassroots coach). Their role is to create an environment where the child can discover football and enjoy playing. At this stage of a player's development, we are not looking for 'coaches' as much as parent organisers who can provide the best atmosphere for the kids to learn the game.

For more information about becoming a grassroots coach and to obtain a MiniRoos Accredited Certificate, go to the [Capital Football](#) website, this course is free. At this stage, the club does not train grassroots coaches however regular conduct Community Coaching Workshops. Stay tuned on Monaro Panthers FC website, Facebook and TeamApp.

Each team will also need a manager who will help with coordination and communication, ensuring parents know what is going on, helping parents understand what is required of them, ensuring players have equal time on the field and supporting the 'parent organiser' as required.

The U6 and U7 age groups will have training organised by a Club Coordinator who will lead all teams to conduct the same training session from 8:30am-9:00am. The coordinator will provide the training session plan to each 'parent organiser' who will set the field up for their team. The coordinator will instruct all players, over the loud speaker, on each exercise and what to work on. The 'parent organiser' will work with their teams as the coordinator comes around to help teams. From 9:00am, teams will pack-up the training session and then play their scheduled match.

Field Set-Up/Pack-Up

Parents are to assist with field set-up and pack-up, particularly prior to the U5/6's, and at the end of the U7's and U9's. Instructions are as below:

- U5/6 and U7
 - Set-up - Grab field bucket, corner flags and goals (x4) from shed set up field as per picture on bucket.
 - Leave field bucket at centre line that splits the field in half.
 - Pack-up - Grab field bucket and pack up all cones and witches hats pack up goals.
 - Corner flags are left in place.
 - Return field bucket and goals to shed and put them away in rightful place
- U8
 - Set up goals near shed for field – 2x per field.
 - Move to your designated field – please do this 15 mins prior to game commencement.
 - Pack up of goals required if U9's are not playing on your field after so please check on draw, follow pack up instructions for U9's
- U9
 - Please check that no U10 game is going to be held on your field after.
 - Pack goals away. Pull them apart and put them back on the goal cart.
 - Make sure net is not twisted when rolled back.
 - Remove corner flags and put them back in flag bin at shed.

Junior League

- Field Set-up: If your team plays at home and is the first team to play for the day at any of our home grounds, it is your responsibility to set up all the equipment stored in the relevant equipment shed/change rooms.
- Field Pack Up: If your team is the last team to play at any of our home grounds, it is your responsibility to pack all the equipment away in the relevant equipment shed/change rooms.

If your team is playing at Wright Park Upper or Lambert Park, please contact your age coordinator about the set-up/pack-up procedure, key collection etc., no later than Wednesday the week of the match



First Aid

The Club endeavours to have first aid coverage at the games. Coaches and Managers are encouraged to undertake a basic First Aid course to assist on those occasions where such knowledge would be useful and perhaps even necessary. Please contact the Club if you are able volunteer as a first aider.

Sportsground Rain Closure

- To check if NSW sportsgrounds have been closed as a result of wet weather, please visit the [Queanbeyan-Palerang Regional Council](#) website or phone the hotline on 6285 6506.
- To check if ACT sportsgrounds have been closed as a result of wet weather, please visit the [ACT Sportsground](#) website or phone the hotline on 6207 5957.

Match Cards

At the conclusion of each match, the Match Official shall consult with his or her Assistant Match Officials and confirm the correctness of all match information before completing the Match Card. The Match Official must include:

- a) names of the Match Officials.
- b) result of match.
- c) substitutions (time of substitution) (All competitions that have the player substitution rule).
- d) the names of goal scorers (including the times of goals for Premier League).
- e) cautions and send offs and any other match related reports.
- f) significant injuries.

Match Cards and any required reports must be submitted to Capital Football no later than by COB two working days after the match date. Please **CONFIRM** with your age group coordinator with who the Match Cards are collected by or delivered to. It is **IMPORTANT** that coaches/managers understand the correct way to complete a match card and submit them in the timeframe required, as it can result in the club incurring a financial penalty.

WHEN YOU PLAY A HOME MATCH PUT THE CARD IN THE LETTERBOX AT: 34 MAPLE CRESCENT, JERRABOMBERRA.

Referees

Referees are introduced at U8. The main role of the referee across the discovery program years is to help the game flow with minimal stoppages and to instruct players on the basics of on-field play such as how to behave or what the rules are.

It is important that parents of the teams playing under a referee set an example of respect and offer their full support to referees and their decisions. Most of these referees are young players who are learning a new skill. Referees are a vital part of each game and your support will encourage them to remain in the role.

Game Payments:

- MiniRoos (U8-9s): Game Leaders are paid by the Referee Coordinator or representative at completion of the matches. Referees will be advised weekly who this will be and should look for them at the David Madew Canteen or Merchandise stand.
- U10s – U18s Community League: fees are paid at the time of the match by the home and away clubs (1/2 the total fees each). Clubs are to cover the Centre Referee and any official Assistant Referees (AR or linesman). The schedule of match fees can be found in the Capital Football Referee handbook at '[Referee > Resources](#)'.
- Premier league fixtures: Referees for NPL, WPL and JPL matches are allocated by Capital Football. Fees are paid by Capital Football via the Unchained app.



Club Awards

The club may make awards to deserving persons, both players and others, for on-field performance and/or service to the club during the season. Nominations, together with justification for an award, should be provided to the club towards the end of the season. The call for nominations is advised in the website newsletter.

Junior Club Person of the Year

Awarded to a player who is heavily involved in the game and with the club (e.g. a player with representative honours, who also referees and/or coaches a team).

Junior Coach of the Year

Awarded to a player who coaches a Roo Ball or junior Competitive team and who excels in the way he or she handles the team and raises the skill and game enjoyment level of its players.

Coach of the Year

Awarded to a player or coach who coaches a Roo Ball or junior Competitive team with enthusiasm and commitment to ensure that all his or her players learn and enjoy the game of football in a positive and encouraging environment.

Club Person of the Year

Awarded to a person who has brought distinction to the club or to other persons for effort in assisting with club activities above that which is normally expected.

Life Memberships

Life Memberships can also be awarded. The club decides recipients of life memberships.

Club Coaching Tips and Resources

Coaching Courses / Coaching Workshops

By regularly attending the relevant Community Coach/Manager Education workshops (the age group that applies to you) and Capital Football courses will help you:

- Better understand the holistic approach to coaching
- Plan a meaningful training session
- Demonstrations of a training session
- Script (what to say to players)
- Access to up to date reference guides/resources
- Information on courses available
- Network with other coaches
- And a chance to ask all the questions you need about the season ahead.

MiniRoos

Did you know that U6-U9 age groups:

- Natural development: 'learn FOOTBALL by playing football'
- No 'coaching' but organising fun football exercises
- Replicating the 'street/park football' environment of the past
- Emphasis on building a love of the game

Did you know the characteristics that U10-U13 players of this age groups are:

- They are highly motivated and enthusiastic
- They are competitive, like challenges and want to show they're the best
- They are well balanced and coordinated
- They are very adaptive to learning motor skills



- Although still self-centred, they start to learn how to work together
- They are sensitive to criticism and failure (praise is important)
- They are physically and mentally ready for a more structured approach to training

The most important aspect for U14-16 age players:

- Is the fact that these players are in (or entering) the puberty phase which is a phase of radical mental and physical changes.

Club Coaching Resources

For session plans to use on your teams please check the following sources:

- FFA National Curriculum Online Version – www.ffacoachingresource.com.au.
- Monaro Panthers website - www.monaropanthers.com.au/coaching.

General Coaching Resources

For general resources on coaching:

- AUS Sport - www.sportaus.gov.au/home.

Club Contacts

Position	Name	Contact
<i>President</i>	Daniel Watts	Daniel.Watts@monaropanthers.com.au
<i>Vice President</i>	Geoff Young	Geoff.Young@monaropanthers.com.au
<i>Secretary</i>	Kathryn Dawes	Kathryn.Dawes@monaropanthers.com.au
<i>Treasurer</i>	Amy Blyton	Amy.Blyton@monaropanthers.com.au
<i>Technical Director</i>	Adam Firych	adamf.monaropanthers@gmail.com
<i>Womens Technical Director</i>	Ian Worthington	ian@monaropanthers.com.au
<i>Registrar</i>	Haidee Whiteley	Haidee@monaropanthers.com.au
<i>Grounds</i>	Mitchell Weeden	monaropanthers.grounds@gmail.com
<i>Operations Officer</i>	Haidee Whiteley	Haidee@monaropanthers.com.au
<i>Referee Coordinator</i>	Sam Macdonald	mpfc.refereecoord@gmail.com
Premier League		
<i>Mens & Junior Premier League Coordinator</i>	Robert Guglielmin	Rob.Guglielmin@monaropanthers.com.au
<i>Womens Premier League Coordinator</i>	Vacant	
Community League		
<i>MiniRoos Coordinator</i>	Kaitlyn Joy	Mini.Roos@monaropanthers.com.au
<i>Junior League Coordinator</i>	Anthony Blake	Anthony.Blake@monaropanthers.com.au
<i>State League Mens Coordinators</i>	Dim Ristevski	Dim.Ristevski@monaropanthers.com.au
<i>State League Womens Coordinator</i>	Anna Moore	Anna.Moore@monaropanthers.com.au