



Coaches & Managers Information Pack Kotara South Football Club

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Definitions:

Acronym	Definition
KSFC	Kotara South Football Club (the club)
DO	Duty Officer
GL	Game Leader
CoC	Code of Conduct
NF	Newcastle Football



Table of Contents

1	Introduction & Welcome.....	4
2	Club Operations.....	5
2.1	Contacts.....	5
2.2	Coach & Manager Requirements.....	6
2.3	Club Shirt.....	6
2.4	Committee Meetings.....	6
2.5	Code of Conduct.....	6
2.6	Communications.....	7
2.7	Wet Weather Notifications and Ground Closures.....	7
2.7.1	Washout Rounds.....	7
2.8	Team Requirements.....	7
2.8.1	Canteen - Lugar.....	7
2.8.2	BBQ – Nesbit & Lugar.....	8
2.9	Injuries and Incident Reporting.....	8
2.10	Player Health Information.....	8
2.10.1	Location of Defibrillators.....	8
2.11	Apparel.....	8
3	Training.....	9
3.1	Training Space Allocation.....	9
3.1.1	Requests for Training Allocation.....	9
3.1.2	Pre Season Training.....	9
3.1.3	Light Poles and Keys.....	9
4	Gear Collection & Return.....	10
4.1	Gear Collection.....	10
4.1.1	Training equipment.....	10
4.1.2	Kit Bags.....	10
4.2	Gear Return.....	10
5	Miniroos.....	11
5.1	Registration.....	11
5.2	Team Nominations.....	11
5.3	Game Days at Home.....	11
5.4	Miniroos Forfeit.....	11
5.5	Volunteering.....	12
5.5.1	Duty Officer.....	12
5.5.2	Timekeeper.....	12



5.5.3	Grounds Setup	13
5.5.4	Grounds Pack Down.....	13
5.6	BBQ Rosters	13
5.6.1	Nesbitt	13
5.6.2	Lugar	13
5.7	Game Leaders (Miniroos Referees).....	14
5.8	Game Rules and Formats	14
5.9	Under 6's & Under 7's	14
5.10	Under 8's & Under 9's	14
5.11	Under 10's & Under 11's.....	14
6	Competition Teams	15
6.1	Under 12's to Under 18's	15
6.2	Men's and Women's Teams	15
6.3	Team Sheets	15
6.4	Setup and Packup.....	15
6.5	Duty Officer	15

Appendix

- Appendix A - KSFC Code of Conduct
- Appendix B - Newcastle Football Fixture dates
- Appendix C - Training Space Allocations
- Appendix D - KSFC Squad Size Policy - Miniros
- Appendix E - Miniros Rules and Formats
- Appendix F - SQUADI



1 Introduction & Welcome

Welcome and Thank You,

On behalf of the KSFC Executive & Committee I would like to welcome new and returning Coaches & Managers to the 2024 season.

An enormous thank you for generously giving your time to ensure the enjoyment of our players and the success of our Club. Willing and dedicated coaches and managers are the key to players developing their football skills, team play, sportspersonship qualities and ultimately loving their sport.

KSFC is a volunteer community-based football club, your contribution and support during the season will be invaluable in ensuring players, parents and visiting teams have an enjoyable experience.

If you have any questions, comments or suggestions please get in contact with the relevant Committee Member. Contact details are listed on www.ksjfc.org

Please note the requirement to register on Play Football and submit your Working with Children Check so that you can receive your team kit and commence training when the grounds are available to us from early April.

We wish you a great season which kicks off on Friday 26th April, last weekend of the school holidays and ANZAC weekend.

Bryn Hoskins
KSFC President



2 Club Operations

2.1 Contacts

During the season, please contact the appropriate Coordinator in the first instance for any queries, there are also a number of resources on the website.

Role	Name	Email	Phone
Competition Teams (Mixed U12-18) Coordinator	Angus Seaberry	compcoord@ksjfc.org	0417 655 685
Equipment Balls / Training	Nathan Eltis	gear@ksjfc.org	NA
Playing Kits	Kelly Menzies	gear@ksjfc.org	NA
Girls & Women's Teams Coordinator	Kylie Vierne	girls_lo@ksjfc.org	NA
Member Protection Information Officer (MPIO)	Vacant	NA	NA
Miniroos Coordinator	Matt Phillips (acting)	miniroos@ksjfc.org	
President	Bryn Hoskins	president@ksjfc.org	0423 187 871
Secretary	Vacant	secretary@ksjfc.org	
Senior Teams (AAM, o35's) Coordinator	Luke Zammit	seniors@ksjfc.org	NA
Vice President	Sue Aebi	vicepresident@ksjfc.org	04189 363 17
Working With Children Officer	Nadene Collins	NA	NA



2.2 Coach & Manager Requirements

All Coaches, Assistant Coaches & Managers are required to register in www.playfootball.com.au as a coach or manager, and must have a current WWC, if you do not have a current verified WWC you will not be issued your team kit.

- WWC are valid for 5 years, are free of charge and can be applied for online.
- WWC's are required to be verified before April 1 every season.
- If any coach or manager does not have a current verified WWC, the Executive reserves the right to ask you to step aside until such time that it is current and verified, during this time the team will not be able to train without a parent who has a valid WWC
- **All competition teams** C&M's must be registered to be issued with a Team Official lanyard; the lanyard is what allows you to sit in the technical area on game days.
 - If you are not registered in PF as a C&M, no lanyard will be issued
- The lanyards are to be returned to the club at gear return, lost lanyards will incur a fee of \$10, payable by the person the lanyard was issued to
 - Do not place lanyards in side pockets of kit bags at gear return

2.3 Club Shirt

In recognition & appreciation of the effort of all Coaches & Managers, a club shirt will be provided to new C&M's, any returning C&M's who have not received one previously or need a new one.

- Two and 3 year consecutive C&M's can choose a club jacket, instead of a shirt.
- samples will be available to try on at the annual C&M pre-season meeting
- C&M's shirts will be packed in the teams kitbag and given out at gear collection

2.4 Committee Meetings

Committee meetings are held every 2nd Monday of each month (from April to September) at Nesbitt Clubhouse.

- Wednesdays in the "off" season – location and time TBA

It is recommended that each team send one representative to each meeting to relay any important club operational information back to their respective teams.

2.5 Code of Conduct

The KSFC Code of Conduct is published on our website see *Appendix A*

- Ensure you, your team, parents, and spectators are aware of the behavior that is expected at training and at games.
- Duty Officers are a requirement, at every home game, where possible they should be your first point of contact when you observe behavior that is not in line with the club's CoC.
 - Minirosos see Minirosos section.
- Duty officers are an association requirement and should also be present at away games
- KSFC Executive are available to discuss matters that relate to breaches of the club's CoC and reserve the right to impose penalties on club representatives who breach the code.



2.6 Communications

KSFC uses several platforms to send communication:

- Website - publicly visible
 - Facebook - publicly visible
 - Email - directly to a group or individuals
 - TeamApp - Coaches, Managers, registered players, volunteers, and parents
 - BBQ roster, setup, and Duty officer rosters, teams will receive notification reminders one week prior, via volunteer local
- Teams may opt to have their own communication platforms specifically to coordinate, their game day and training activities.

2.7 Wet Weather Notifications and Ground Closures

KSFC has two main grounds, Nesbitt Park, and Lugar Park.

Ground closures will occur when the weather has been inclement during the week, the night before or the morning of games KSFC is responsible for ground inspections during 3pm Friday, until 9am Monday. During other times City of Newcastle will conduct ground inspections and close as necessary.

Notification of ground closures for Nesbitt and Lugar will be posted to the clubs Facebook page and TeamApp

If you are playing away and want to check if the ground your team is playing at is closed or open, please do not message the club asking if a ground is open or closed, it is the responsibility of the coach or manager to check, Newcastle Football Wet Weather Spreadsheet.

Resources for checking ground closures are:

- City of Newcastle - grounds.newcastle.nsw.gov.au (local LGA)
- Newcastle Football - newcastlefootball.com.au 'wetweather'

2.7.1 Washout Rounds

- There are two weekends where washouts / catchup games will be played these are generally July and August see *Appendix B*
- No games are scheduled for the June long weekend.
- Rescheduling Miniroos washouts is at the discretion of the Association, not the club

2.8 Team Requirements

During the season your team will be required to provide volunteers for various tasks that are required to keep game days running as smoothly as possible.

This includes but is not limited to:

- Duty Officer
- Time Keeper
- Canteen
- BBQ

2.8.1 Canteen - Lugar

- During your teams scheduled games at Lugar you will be required to provide a parent helper, to assist in the canteen.
- There will be paid junior workers rostered on, the parent volunteer is there to assist the junior workers if any issues arise, cash handling, stock replenishing, serving customers etc
- No parent helpers are required at Nesbitt.



2.8.2 BBQ – Nesbit & Lugar

Every team will be rostered on for BBQ duty at least once throughout the season, some teams possibly twice, depending on how many rounds and the location of the teams' game.

- Nesbitt BBQ - is a few hours on the day and requires 4 volunteers each shift (2 cooks, 2 serving)
- Lugar BBQ - is during your teams' game and requires 1 to 2 volunteers each shift.

2.9 Injuries and Incident Reporting

A Register of Injuries is required to be kept by all association clubs, irrespective of how big / small, game day or training, or whether it occurs at home games or another venue, it is a requirement that the incident be reported to the club.

KSFC request that injuries and incidents be reported through the club's secretary email secretary@ksjfc.org. (this process is likely to change to an online form, via the club's website in 2025)

Include details:

- Date and time
- team,
- ground,
- player,
- brief description of incident, injury and any outcome

2.10 Player Health Information

We encourage you to ask your team (parents, and/or the players depending on age) to advise you if they have any medical conditions or personal circumstances that will be important for you to be aware of as their coach and/or manager. This might include medical information or personal information important to their wellbeing.

This information will not be collected or held by the club, it is useful for C&M's to be aware in case of an issue, such as asthma or heart issues.

2.10.1 Location of Defibrillators

A defib unit is located at each ground.

- Nesbitt – in the main clubhouse area
- Lugar – in the canteen

2.11 Apparel

KSFC have available for purchase some apparel, these will be sold through the canteen

- Hoodies
- Beanies
- Drink Bottles
- Socks (Mini-roos sizes)
- Shorts (Mini-roos sizes)



3 Training

3.1 Training Space Allocation

Teams are only permitted to train in their allocated training areas, finish on time and leave promptly to allow the following team to commence.

- Please move away from the field area for any post-training discussion.
- **No training on the main pitch at Nesbitt**
 - any team reported as training on the main pitch will be relocated and or training time suspended. This is to preserve the playing surface. This includes Minirooms teams
- No Training on or near the cricket wicket at Lugar, please limit foot traffic across the wicket, when wearing boots on training days, this includes Minirooms teams.
- Email -ksjfc.training@gmail.com
 - Only registered coaches and managers are to contact the training coordinator.

3.1.1 Requests for Training Allocation

Request for training day and time can be sent to ksjfc.training@gmail.com (this process is likely to change to an online form for 2025)

When your training space is confirmed you'll be advised of:

- Ground location
- Start and finish time.
- An area location A, B, C D etc.
- A location map see *Appendix C*

3.1.2 Pre Season Training

Preference is given to Comp teams for pre season training, in the first instance.

- Pre season training grounds do not include Nesbitt or Lugar

3.1.3 Light Poles and Keys

KSFC are issued to a limited number of teams who start training on or just before dusk. Not every team will be allocated a light pole key, as there is not enough to go around.

For every lost or on returned key KSFC is charged by the City of Newcastle (\$50), so to ensure all keys issued are returned in a timely manner (at the end of the season) KSFC will be implementing the key deposit process which was in place a few years ago

If your team is issued a light pole key:

- \$50 (cash) refundable deposit is required by the C&M on gear collection, the deposit will be returned to you at gear return once the key has been returned to the Grounds Coordinator
- If your team is not the last team training, leave the padlock unlocked and loop it back through the padlock hole, so it doesn't get lost – confirm with the remaining teams that they will turn lights off and lock padlocks.
- If your team is the last to leave, ensure you have turned all the lights off and locked the padlocks
- Padlocks have just been installed at Lugar



4 Gear Collection & Return

KSFC will provide teams with some equipment to undertake training and game day playing kits.

All items are to be returned at the end of each playing season, clean and in working order. Any playing kit bags or strips returned unwashed will not be accepted and the C&M will be required to make arrangements with the gear coordinator for their return.

4.1 Gear Collection

Training equipment and playing kits will be issued to C&M's one week after the mandatory C&M's meeting, provided the C&M have provided their current and verified WWC and registered in Play Football.

- Gear collection day and times will be notified via the clubs' communication channels

4.1.1 Training equipment

May include and kits may vary:

- Bibs
- Balls
- Agility poles
- Popup goals

Damaged or broken equipment should be reported to gear@ksjfc.org as soon as possible, so repairs or replacements can be arranged.

4.1.2 Kit Bags

Kit bags will be issued at gear collection.

Please ensure that players only wear their playing shirts on game day, for games, this is to preserve the shirts for a few seasons.

Kit bags will include:

- Playing shirts
- Goalie shirt and an alternate
- A playing shirt for each player
- A couple of spare playing shirts
- Captain arm band
- Snap ice pack
- Hand sanitiser

Please contact the gear steward if any items in the kit need replacing.

Please note that the Snap Ice Pack can only be used once and will need to be replaced once used. If an ice pack is needed when you are playing at Home, the canteen has ice packs readily available for use.

4.2 Gear Return

All items are to be returned in the way they were received by the C&M at the end of each playing season, clean and in working order.

- Kit bags are to be clean of grass rubbish and any other items not owned by the club,
- Playing strips are to be returned clean and folded.
- unwashed will not be accepted and the C&M will be required to make arrangements with the gear coordinator for their return.
- Gear return day and times will be notified via the clubs communication channels



5 Miniroos

Miniroos Teams are defined as age groups from under 6's to under 11's.

5.1 Registration

Whilst the club will endeavor to place friends with friends during the team building process, in some instances this isn't always possible. Sometimes there may be a need to run an additional team in an age group, due to too many numbers in each team and or additional registrations, in cases such as these some kids may need to change teams from their previously allocated team, this is done to allow more kids to play.

KSFC understands that it can be up setting for a child to adjust to changes in forming new friends in a different team and or not be with their friends, if this does occur, we ask that parents talk to and reassure the kids that it's ok to make friends outside of their current friendship group, running additional teams allows more kids to play.

The club's philosophy as a community club is to provide kids a safe, friendly place to play no matter their skills or ability.

- Teams are built on squad size minimum and maximum see *Appendix D*
- Coaches can request to take on additional players beyond the maximum number (as per the policy) the request will require approval from the Executive noting that 'kids just want to play' and equal game time is important to them.

5.2 Team Nominations

Team Nominations process and associated policies are scheduled for review in July 2024. More information will be provided in due course once the review process is complete.

5.3 Game Days at Home

Miniroos equipment and information is located at the Miniroos tent at Nesbitt or under the awning at Lugar, this includes visible rosters as to what team is playing on what field and at that time, different ball sizes, a ball pump, DO vest, first aid kit, a manual with contact details and other useful information.

- Please ensure if your team isn't currently playing your families keep clear of any games underway.
- There is no spectator or team access, where the cricket pitches are located at both grounds.

5.4 Miniroos Forfeit

There is no forfeiture requirement for Miniroos teams, that means even if your team is short the required amount of field players, teams are encouraged to play with the numbers they have.

- even if the team is 1 or 2 players short the C&M can arrange to borrow players from either another KSFC team of the same or lower age group
- C&M's can have a discussion with the opposition C&M about borrowing a player or two
 - It's important to remember were not playing for sheep stations, it's about getting the kids on the park and having a game
- Each kit has some spare playing shirts (or bib) that a borrowed player can use



5.5 Volunteering

During the season your teams will be required to provide volunteers, generally each team is only rostered on once during the season for each of the following, however it's possible that it may be required twice, depending on how many rounds are played and how many teams there are within the club.

KSFC suggest that the C&M have early discussions with their families regarding the requirement of teams to provide volunteers, it is the only way a community club like ours, can operate.

Volunteers are only required for home games, these roles include:

- Duty Officer
- Timekeeper (Minirooms only)
- Ground Setup
- Grounds Pack down.
- BBQ

5.5.1 Duty Officer

- KSFC will advise via TeamApp where and when upcoming session will be held for Duty Officer training, it is important to note this role is critical to game day operations.
- Duty Officers whilst undertaking the role, are required to wear and have visible a Hi Vis vest, each teams kit is provided with a least one DO vest.
- Minirooms DO's generally will always be the first point of contact for questions such as, where's the toilet, what field number is this, they also may be called upon to ask kids and parents to move away from sections of the ground where spectators are not authorised to be (these are sign posted), possibly some one has had an accident and requires an ice pack, possibly a lost child, or unruly behavior or conduct.
- If at any stage a DO requires support or assistance at home games, there will be committee members at the grounds, their first point of contact should be the canteen, senior club and committee members are always available.

5.5.2 Timekeeper

Minirooms game times vary, per age group, at the fields there will be a Minirooms tent at this tent is where the time keeper is located with all the necessary equipment to manage the game times.



5.5.3 Grounds Setup

Teams are required to assist with game day setup, under the direction of the setup crew, who will be on hand to provide instruction as to what equipment goes where (age group dependent).

- Setup does require an early start as some Miniroos games will kick off at 8:30am
- Communication will be sent to C&M's one week prior to your teams rostered day, please respond and confirm you have received the notification and have parent volunteers ready to go.

5.5.4 Grounds Pack Down

The Miniroos Tent will have a roster visible as to what the last game of the day is, those home teams are required to pack down all equipment used for Miniroos games.

- Equipment is to be returned, packed away and neatly stored in the storage sheds at each field, so it doesn't become a hazard which could lead to an accident or injuries.
- Damaged and broken equipment can be reported to gear@ksjfc.org

5.6 BBQ Rosters

During the season your teams will be required to provide volunteers, generally each team is only rostered on once during the season for each of the following, however it's possible that it may be required twice, depending on how many rounds are played and how many teams there are within the club.

The BBQ is supported by the canteen supervisor, if assistance is needed or information, they are your first point of contact.

C&Ms should have early discussions with their teams to provide volunteers when teams are rostered on, it is the only way a community club like ours, is able to operate.

5.6.1 Nesbitt

- Requires 4 volunteers per shift.
- 2 cooks and 2 servers

5.6.2 Lugar

- 2 parent helpers are required at Lugar (as a minimum)
 - 1 BBQ and 1 Canteen
 - Those volunteers are required during the time that their team is playing at Lugar



5.7 Game Leaders (Miniroos Referees)

KSFC run a Game Leader program, the program was specifically set up as a starter program to allow kids at the club who showed an interest in being a qualified Newcastle Football referee a taste of what it's like to referee a game, without the requirement of a Level 4 certificate.

- game leaders are all KSFC players and undertake the role to gain experience.
- GL's have undertaken training, provided by the club at the beginning of every season.
- GL's are visible at games by wearing a bright yellow shirt 'Game Leader'
- Kids are paid a nominal fee, depending on the age group they referee.
- Sometimes they may not make the right call according to the rules, everyone makes mistakes, please be patient and understanding towards our game leaders, abuse of any kind towards GL's will not be tolerated, remember these are kids.

To become a game leader your child must be over the age of 12 (comp age) and be a current player at KSFC.

Game leaders over the age of 16 are not accepted, as it is assumed that once experience and confidence is gained, our GL's will move on to becoming qualified referees with Newcastle Football, refereeing, and running lines for competition games, making room for the next generation of GL's.

5.8 Game Rules and Formats

National Aldi Miniros Playing Rules – see *Appendix E*

5.9 Under 6's & Under 7's

Games are played at Nesbitt, when at home, Miniros tent is located on the Eastern side of Nesbitt for Time Keepers, Duty officers and rosters

New registrations to the club are provided:

- Socks (Kotara South FC)
- Shorts (Kotara South FC)
- Training ball to keep. (provided by Newcastle Football)
- Shin pads to keep (provided by Newcastle Football)
- U7's returning players are not provided shorts and socks
- Kit bags will have game day shirts for each player

5.10 Under 8's & Under 9's

Games are played at Nesbitt, when at home, Miniros tent is located on the Eastern side of Nesbitt for Time Keepers, Duty officers and rosters

- Kit bags will have game day shirts for each player

5.11 Under 10's & Under 11's

Games are played at Lugar Park, utilising half of the main pitch,

- Kit bags will have game day shirts for each player



6 Competition Teams

Competition Teams are defined as under 12's to Under 18's and include Men and Women's, All Age, over 30's, over 35's, over 40's.

6.1 Under 12's to Under 18's

Are considered Junior Comp Teams

6.2 Men's and Women's Teams

Are considered Senior Comp Teams

6.3 Team Sheets

- Paper copy team sheets will be replaced by an online platform called Squadi, *Appendix F TBA*
 - Squadi will also be the platform where the draw is published, replacing GameDay
- The tablet will be located at the canteen at both locations and should not be removed, they require connection Wi-Fi
- Each C&M will have access to Squadi, to build their teams on game day, in an electronic team sheet, all of the players registered in your will be available in the list.
- If you are borrowing a player from a lower age group or grade you can search the platform and add them to the games team sheet
- Online teamsheet window closes approx. 10min prior to kick off
- C&M's are still required to verify the match result at the end of the game, through Squadi

6.4 Setup and Packup

- If your team is scheduled to be the first comp game of the day, they are required to setup all equipment required for the match
- If your team is the last team to play, they are required to pack up all equipment, in current place and to ensure the facilities are locked, including turning off the lights.

6.5 Duty Officer

All teams are required to provide a DO at every home game, if teams are noted as not supplying DO's, Newcastle Football referees can note this on the team sheet, NF may issue sanctions to the club which incur fines, these fines are payable by the team. Any team who is repeatedly noted as non-compliant, the club reserves the right to impose its own penalties.

- KSFC will advise via TeamApp where and when upcoming sessions will be held for Duty Officer training, it is important to note this role is critical to game day operations.
- Duty Officers whilst undertaking the role, are required to wear and have visible a HiVis vest, each teams kit is provided with a least one DO vest.
- DO's generally will always be the first point of contact for questions such as, where's the toilet, what field number is this, they also may be called upon to ask kids and parents to move away from sections of the ground where spectators are not authorised to be (these are sign posted), possibly someone has had an accident and requires an ice pack, possibly a lost child, or unruly behavior or conduct.
- If at any stage a DO requires support or assistance at home games, there are a number of committee members at the grounds, on game days, their first point of contact should be the canteen for assistance.



APPENDIX A - KSFC CODE OF CONDUCT



APPENDIX B - NEWCASTLE FOOTBALL FIXTURE DATES



APPENDIX C - TRAINING SPACE ALLOCATIONS



APPENDIX D - KSFC SQUAD SIZE POLICY - MINIROOS



APPENDIX E - MINIROOS RULES AND FORMATS



APPENDIX F - SQUADI

