



Team Coach Guideline

2024



Team Coach Guideline 2024



www.gapfootball.org.au



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P.O Box 69, The Gap, 4051, QLD



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25 Glenaffric St, The Gap QLD

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Teamwork

Humility

Effort

Gratitude

Achievement

Persistence



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What does it mean to be a team coach?

The purpose of coaching is to unlock a player's potential to maximise their performance. It is helping them to learn rather than teaching or telling them. A team coach or assistant coach influences a player's enjoyment of the game more than anyone else. You are there to enhance player football skills, foster passion and lead the team through their football season. As a coach or assistant coach, you are shaping the next generation of Queensland football player, no matter what skill level or age group.

Taking on a team coach or assistant coach role at TGFC is an incredible task and the Club thanks you for your commitment and dedication that comes with this position. It is not always an easy role, and it is important for you to understand you are not alone, but supported by a team of qualified Technical Directors, the Club's Football Administration Manager, and the Club Board to help you during your season.

When reading this guideline, the term "coach" refers to a head coach or assistant coach for any team in any age group and any league within TGFC.

TGFC Expectations

As a Club coach charged with the development of players in all age groups and at all levels, the Club has a high expectation of the behaviour and conduct of all coaches, both during training sessions and when representing the Club at home or away matches.

As the proud winner of the 2023 Football Queensland (FQ) Metro "Protect our Game Service Club" award, TGFC is committed to upholding FQ's [Protect our Game](#) initiative aimed at eliminating poor behaviour on and off the field and ensuring all referees, players, coaches, volunteers and spectators promote a positive environment and supportive behaviours when involved in football.

In committing to this initiative, TGFC coaches are at all times expected to abide by the Club's [Coach Code of Conduct and Code of Ethics](#), accessed via the Club's website or see [Appendix B](#).

Any coach not meeting the Club's expectations will be immediately removed from their coaching position and any payments received for their coaching services will be ceased.

Key Policies and Procedures

The Club have developed key policies and procedures relative to operations within the Club and broader football community.

These procedures include:

- [Coach Absence](#)
- [Yellow Card](#)
- [Complaints Structure](#)

Coach presentation

As a team coach you are always representing TGFC, whether at training session or a game. At the commencement of the season, you will receive a TGFC polo shirt which you are expected to wear at all games, irrespective of whether they are played at home or away. If you require more than one polo shirt, additional shirts can be purchased from the uniform shop. You are also expected to wear closed in shoes, not thongs or sandals to every match. This is for work, health and safety reasons as the players all wear studded boots, and you could sustain an injury should your foot be stepped on.

If you are a coach for an Academy team, or the U23 or Open women's and men's teams you will receive additional uniform items. These provisions are outlined in your contract.



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Fair Play

As a coach it is your responsibility to ensure all members of your team are treated fairly and respectfully and are equally offered the opportunity to grow and develop their football skills. This means that all team members are to receive equivalent playing time, or as close as possible to equivalent playing time as each other over the course of the season.

If a team member is not developing as fast as other team members, discuss this with your Technical Director who can assist in identifying suitable training programs for the player to continue to improve.

It is unacceptable to leave a player on the bench for significant game time if they are not injured simply because you do not feel they are at the same level as other players.

Football Queensland

FQ is the governing body for all affiliated Club football activity in the State, including TGFC.

Aside from in-house training games, all games must be sanctioned by FQ, including pre-season friendly games. Please liaise with your relevant Club Director for any proposed games outside the official league, and the Club's Football Administration Manager will arrange these games for you including field allocation and sanctioning. All games played under TGFC's banner must be authorised by the Club and sanctioned by FQ.

Rules of Competition

At the start of each season, FQ releases their relevant [FQ Competition Regulations and Playing Formats](#) that govern the playing season. You must read and understand these as they must be complied with for every game played either prior to, or during the season.

Squadi

FQ introduced Squadi in 2023 to streamline the many facets of Queensland football operational functions into one single fully integrated competition management system, removing unnecessary duplication of effort for clubs, volunteers and participants.

Coaches and players must be registered in Squadi to participate in any pre-season "friendly" games and any league games once the season commences. Failure to register in Squadi will result in the coach or player not being able to participate.

All team sheets are submitted through Squadi and coaches and players cannot be selected for teams sheets unless fully registered.

Coaching licences

FQ have introduced stringent coaching licencing requirements for all affiliated clubs and coaches are required to hold or be working towards attaining a coaching licence relevant to the level of team they are coaching. To understand the different levels of coaches in Queensland and what you may require to coach a particular level of football, information is provided on [FQ Coaching Courses](#), including upcoming coaching courses.

If you do not hold the required licence, this would have been discussed with your Technical Director/ Club Director when you expressed your interest in coaching a particular level. If the Club is assisting with you obtaining a relevant licence, a Return of Service Obligation (ROSO) would have been discussed with you and included in your contract.



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Football Queensland Resources

FQ provides extensive [FQ Coach Education and Knowledge Resources](#) to assist you in your coaching journey. You are encouraged to utilise their resources including technical resources, development webinars and training videos aimed at improving your knowledge and skills in the coaching field.

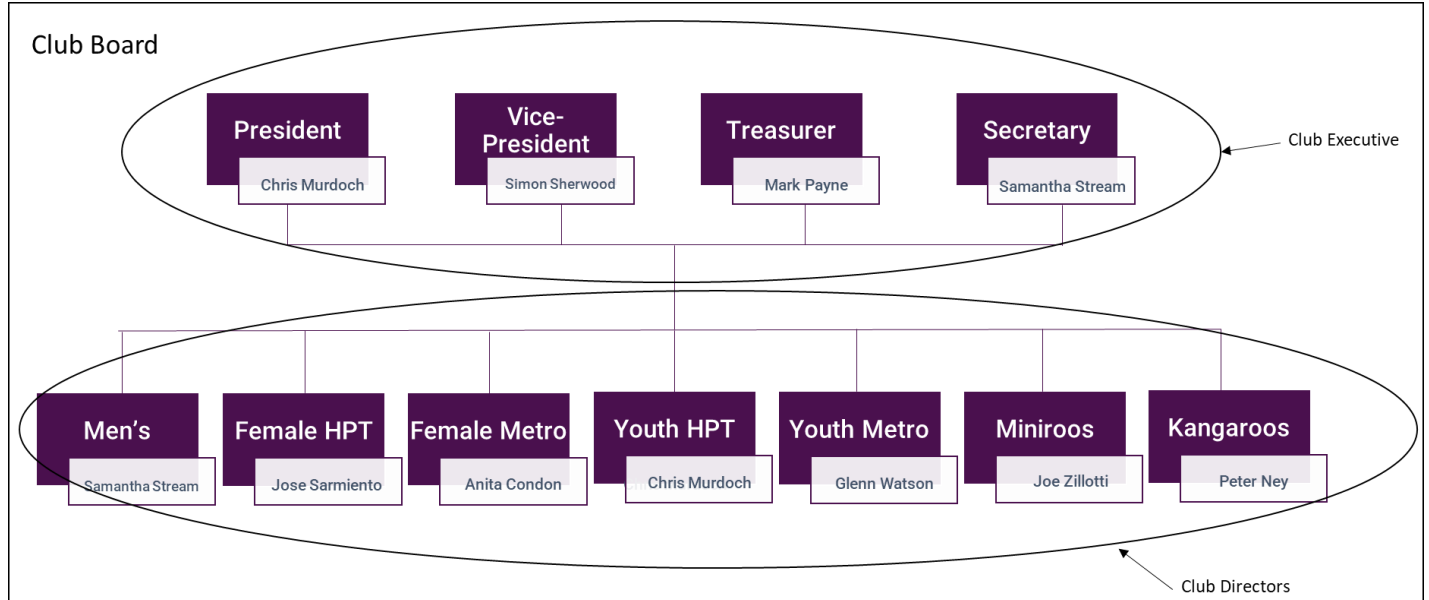
Development pathways

TGFC is committed to the development of coaching staff and are fully supportive to assist in developing club coaches to ensure players receive the best possible experience both on and off the field.

Please discuss your development plans with your Technical Director/ Club Director during the season.

Club Structure

TGFC is governed by a Board in accordance with the [Club Constitution](#). All Board members are volunteers, and the 2023/24 structure is included below.



Club Board

The Board has the general control and management of the administration of the affairs, property and funds of the Club, setting and delivering TGFC's strategic direction and delivering accountable performance in accordance with the Club's goals and objectives.

Board Executive

The Club Constitution outlines the responsibility of the executive which includes:

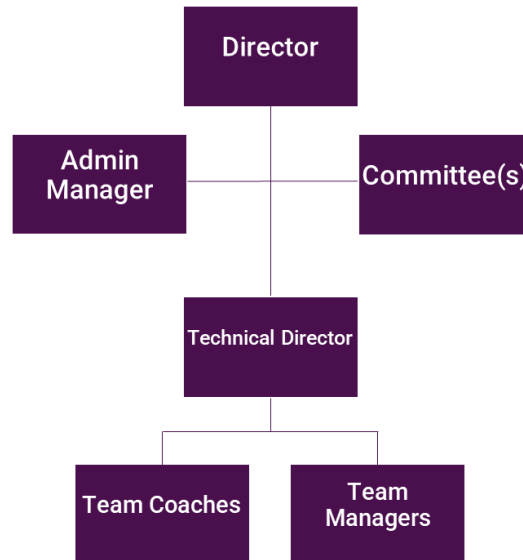
- Exercising the powers and authority of the Board between meetings of the Board in accordance with any decisions of the Board
- Holding an ex officio member position on any committee or subcommittee formed within the Club.

Board Directors

The Board Directors are responsible for ensuring Club football programs have the resources required to deliver against the Club's strategic direction. Director's responsibilities include managing the program's budget, coach contracts, team resources, pre-season onboarding sessions and reporting the program's performance monthly to the Board.

Club Football Structure

The Club has committed to providing quality coaching to all its players, and ongoing support to all its coaches through the following structure:



Technical Director

To oversee the delivery of quality football programs, the Club employs Technical Directors with the relevant experience, skills and qualifications required by FQ to oversee the Female Football, Youth (boys) Football and Miniroos/Kangaroos Football programs. At TGFC Technical Directors support both the Academy and Metro teams.

Technical Directors are there to assist you develop coaching resources including training plans, player development plans, player assessments and are your first port of call if you need coaching assistance.

Technical Directors report to the relevant Club Director and are responsible for briefing the Club Director on matters relevant to the successful delivery of the Club's football programs. Technical Directors are to alert the Club Director when they feel a decision is required by the Board.

As a coach, you are responsible for the direct delivery of the relevant football program through your team. You report directly to your Technical Director who is there to provide you with assistance, advice, and guidance throughout the season, irrespective of the level of football or age group you are coaching.

Team Manager

Each team is to have a team manager to provide administrative support to you so you can concentrate on the football side of the season.

The team manager is usually a team parent, and their responsibilities include:

- Pre-season uniform coordination
- Pre-season setting up of the team in the FQ Squadi App
- Submitting team sheets prior to the game kick off in accordance with FQ requirements
- Parent/player communications (unless these are football skill/technique specific)
- Ensuring each home game has a Ground Official in accordance with FQ requirements
- Collating FQ compliance statistics for Academy and Kangaroo teams in accordance with FQ requirements



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A good team manager will be essential for your support during the season. Work with your team manager to set clear tasks and responsibilities at the start of the season to ensure a smooth-running season for you, your team and their families.

Administration Manager

The Club's Administration Manager (Steve Turner) is responsible for ensuring you have everything you need to start the season and during the season including:

- Training equipment
- Match balls
- Training schedule
- Training field allocation
- Maintaining a coaching database
- Liaison with FQ regarding sanctioning pre-season 'friendlies'; rescheduling league games due to wet weather etc
- Equipment purchases

If you require any assistance during the season email admin@gapfootball.org.au.

If you need clarification, consult the relevant person as included in the [Key Contacts](#) of this document.



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Key Contacts

Position	Name	E-mail
Club Executive		
President	Chris Murdoch	president@gapfootball.org.au
Vice-President	Simon Sherwood	vp@gapfootball.org.au
Treasurer	Mark Payne (until 2024 AGM)	treasurer@gapfootball.org.au
Secretary	Samantha Stream (until 2024 AGM)	secretary@gapfootball.org.au
Football Programs		
Director Men's	Samantha Stream	mens@gapfootball.org.au
Director Female Metro	Anita Condon	juniorgirls@gapfootball.org.au
Director Female High Performance (HPT)	Jose Sarmiento	ff@gapfootball.org.au
Director Youth HPT	Chris Murdoch	youth@gapfootball.org.au
Director Youth Metro	Glenn Watson	youthmetro@gapfootball.org.au
Director MiniRoos	Joe Zillotti	minirooms@gapfootball.org.au
Director Minirooms HPT	Peter Ney	minirooms.hptdirector@gapfootball.org.au

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Position	Name	E-mail
Corporate		
Football Administration Manager	Steve Turner - 0405955987	admin@gapfootball.org.au
Registrar	Shona Smith	registrar@gapfootball.org.au
Social Media	Siares Marketing	socialmedia@gapfootball.org.au
Blue Card Coordinator	Steve Turner	bluecards@gapfootball.org.au
Majestri Administration	Glenn Watson	majestri@gapfootball.org.au
Football Programs		
Female Football Technical Director	Kelvin Wheeler	npltd@gapfootball.org.au
Youth Football Technical Director	Tim Johnston	youthtd@gapfootball.org.au
MiniRoos Technical Director	John Faulds	miniroostd@gapfootball.org.au
U8 to U12 High-Performance Technical Director	David McDonald	minirooms.hpt@gapfootball.org.au
U8 to U12 High-Performance Coordinator	Cindy Anderson	minirooms.hptcoordinator@gapfootball.org.au

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Your coaching year

Your coaching year commences a couple of months prior to the start of the season following the opening of player registrations and the allocation of team players.

Pre-season

There are several things you will need to have organised prior to the season commencing.

Blue card

It is a requirement under the *Working with Children (Risk Management and Screening) Act 2000* that you hold a valid Queensland Blue Card issued by the Department of Justice and Attorney General, Blue Card Services (DJAG BCS) if you wish to coach a football team in Football Queensland affiliated football clubs such as TGFC. This is irrespective of the age group you are coaching. All coaches, including those coaching teams with members over the age of 18 must have a valid blue card.

Prior to season commencing, if you do not hold a valid blue card, or your blue card is due to expire you are to apply for or renew your blue card through the [DJAG BCS Website](https://www.djag.qld.gov.au/blue-card).

If you are under the age of 18 and are coaching a junior team, you are not required to hold a valid blue card until the time you are turning 18.

TGFC has a volunteer who manages our blue card compliance. You will be required to link your blue card to TGFC. Contact bluecards@gapfootball.org.au if you experience issues with this process.

Once you have completed your application, notify the TGFC Blue Card coordinator at bluecards@gapfootball.org.au and provide your blue card number and expiry date.

Please note: you CANNOT commence in a team coaching role without a valid blue card, if you are over 18. If you do not wish to obtain a valid blue card or are unable to obtain a valid blue card you will not be permitted to coach with TGFC.

Coach contract

You will be provided with a contract outlining the Club's expectations, your responsibilities and the Club's responsibilities.

You are not permitted to commence the season without an accepted contract being in place.

Communication of acceptance of contracts must be made to your Club Director at least two weeks prior to the season commencing.

Team allocations

You will be allocated a team for the season, either through a selection process by the relevant Technical Director or by self-nomination. The Club relies on all its coaches to nurture, develop and grow both individual players and the teams in which they play.

The team list will be provided as close to the start of the season as possible, noting that some changes may apply should new players register after the commencement of the season.

The Club aims to allocate the required number of players per age group/ division and a minimum of three to four substitutes (depending on the age group). Should teams not receive the minimum required number of players as per Football Queensland Guidelines, consultation will occur with your relevant Club Director and Technical Director and a recommendation regarding the ongoing viability of the team will be made to the Club President.

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Key player details

For all Academy and competitive teams, the relevant Technical Director will sit down with you and go through the team list and provide feedback from the previous season. If a player is new to the Club, or new to the level, all efforts will be made by the Technical Director to obtain relevant information from the player's former coach/parents.

Key matters to discuss with the Technical Director are:

- Previous season feedback reports
- Known injuries
- Personality
- Preferred playing position
- Strengths
- Areas for improvement
- Years playing at level
- Video footage if captured

Player contracts

Players in junior Academy and Senior FQPL teams are required to sign a player contract that outlines their obligations when taking up this offer. Players should have returned their contracts prior to the season commencing and your Technical Director will have a list of any outstanding players. Players who have not signed and returned their contracts are not permitted to participate until their contract has been signed and returned.

Player registration

All player registration fees must be paid prior to the season commencing. In 2024, Squadi is the platform for players to register and pay their fees.

The Club's registrar maintains an accurate database of players and their registration status and will notify your Club Director of any outstanding players.

Players are not permitted to train or play any games (including pre-season friendlies) for TGFC unless their registration fees have been paid in full as they are not covered by insurance.

Fees

As per registration, players are not permitted to play for the Club if their fees have not been paid in full.

The Club endeavours to be as inclusive as possible and allow anyone to play football that has the desire and interest and acknowledges there are times fees cannot be paid in full prior to the commencement of the season. If players are experiencing hardship, payment plans are available and assessed on a case-by-case basis. Please liaise with your relevant Club Director if you have any players in this situation.

Team uniform collection and distribution

Uniforms are issued to team members at the start of the season. Uniform allocations are dependent on the team in which a player is playing and the grade of the team.

It is the responsibility of the team manager to arrange collection of your team kits from the uniform coordinator and distribute to team members or their parents.

Football Queensland Squadi App

It is the role of the Team Manager to set up the team in Squadi so it is ready for the start of the season.

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Parent/caregiver/player communications

It is the role of the Team Manager to communicate with parents/caregivers/players during the season. The Team Manager will add you to the team communications so you can allocate “homework” to players to improve their game and any other information you may wish to share.

Particularly for junior teams, it is not recommended to set up a separate chat network for players. Please use the parent communications chat should you wish to communicate with team members.

Equipment allocation

Equipment is allocated to your team at the start of the season by the Club Football Administration Manager, Steve Turner. Steve is not always working on site and can be contacted on admin@gapfootball.org.au, or 0405955987.

What you get

You will be allocated the following equipment:

- Training balls
- Training bibs
- Cones
- Whiteboard
- Training goals
- Poles (if not receiving training goals)

What to do if a piece of equipment is faulty/damaged

If you have a piece of equipment that is faulty or damaged, please contact Steve on admin@gapfootball.org.au.

What to do if you require additional equipment

If you would like additional equipment to that allocated, please speak with your Technical Director. The Technical Director will liaise with the Club Director and/or Club Executive regarding your request. All requests will be considered on a case-by-case basis.

During the season

Getting to know the team

At the start of the season, it is important you get to know the team, who they are, their strengths, weaknesses, experience and personal circumstances (if relevant).

Player contracts

It is your responsibility to ensure the Academy members adhere to their contract. This contract outlines expectations in terms of training attendance, game attendance, behaviour, and presentation. If you are experiencing issues or have concerns about any of your players, please speak with your Technical Director.

Training

Your coach contract will outline the Club's expectations regarding training plans and cycles. Your Technical Director/ Club Director will also meet with you before the season starts to discuss team training.

You will be allocated a training space and time/s for the season's training sessions, and your Technical Director/ Club Director will advise you of the allocation before training begins. Due to the number of teams training at various locations both at the Club and at affiliated local schools it is important you stay in your allocated training space, and your allocated training day and time. Do not make any changes to your training allocations without consultation with your Technical Director/ Club Director and the Football Administration Manager.

Occasionally there may be a need to temporarily change nights/times. Your Technical Director/ Club Director will advise you if this is necessary.

Coach absence from training

If you know you will be absent from training TGFC have developed a [Procedure - Coach Absence](#) to ensure training for your team can proceed. Please ensure you give as much notice as possible to ensure a replacement coach can be found and training can go ahead as scheduled. The procedure is on the website and as [Appendix C](#).

Cancelling training

If you are unable to hold training TGFC have developed a [Procedure – Cancelling Training](#). Please ensure you follow this procedure as soon as you know you will have to cancel training so the relevant Club organisers can be notified, and other team training sessions can be modified if required. The procedure is on the website and as [Appendix D](#).

Team Uniforms

The team uniform will be worn at all times for home and away games. This includes the correct Club game shirt and shorts, socks, shin pads and football boots.

Home kits will be worn for all games played at the Club's home ground, or any ground used by the Club as a home ground.

Away kits issued to Academy and Senior FQPL teams will usually be worn for all games played at opposition team home grounds. Team members must take both kits to every game in case the uniform of the day needs to be changed due to clash in colours.

In cases where there is a significant similarity in colours in the Club's away kit and the home team in which they are playing, the Club's purple and gold home kit will be worn. This will be standard across all teams



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playing at that venue that day (i.e. the same uniform will be worn by all TGFC teams across the different age groups).

Borrowing players

There are instances where you may need to borrow players from other teams to avoid the need to forfeit a game, or to ensure sufficient substitutes. Forfeiting games both incur a monetary penalty from FQ and loss of points and game time for the remaining team members and should be an absolute last resort.

Forfeits must be authorised by the relevant Club Director prior to FQ being advised.

Players are not to be borrowed between teams without the agreement of the relevant Technical Director/ Club Director. Coaches are **not** to approach players directly about being borrowed. If you think you may be short of players, let your Technical Director/ Club Director know as early as possible.

As the second team is considered a development team with players being picked who have the potential to progress to higher levels of football in future seasons, TGFC expects identified shadow players from the second team to be reasonably available to play in the first team in their age group when required. Coaches are expected to support this and to provide the opportunity to those identified shadow players to enhance their development and potential for progression in future seasons. Whilst it is appreciated coaches form an attachment to the team they are coaching, all teams are Club teams and as such players are to be made available for alternate teams as required.

FQ has strict rules as outlined in the relevant [FQ Competition Regulations and Playing Formats](#) regarding player borrowing and playing up which must always be adhered to. If you have any doubt, contact the Club Administration Manager for advice.

Wet weather

FQ provides the most up to date list of ground and whether grounds have been closed due to wet weather. Check the [FQ Wet Weather Update](#) to see if the field you are playing on has been closed or remains open. Most clubs also update their Facebook and websites, however as these are updated mostly by volunteers, they are not always updated as regularly as the FQ website.

If the ground is closed due to wet weather, the Team Manager will inform your team members as soon as possible, particularly if the team is travelling to an away ground.

The Club has a published [Wet Weather Procedure](#) on the website.

Game day responsibilities

Your team manager is responsible for ensuring compliance with FQ requirements, particularly TGFC home games where the team manager must ensure the fields are set up correctly and there is an allocated ground official to perform duties for the duration of the game. Similarly, the team manager is responsible for ensuring the end of game day duties are carried out if your team is the last game on Fields 1, 2 or 3.

A game day checklist is included as [APPENDIX A – GAME DAY CHECKLIST](#).

First Aid

In the event of an injury being sustained by a player during a game, the team manager can assist to obtain seek first aid treatment.

FQ compliance

The team manager is there to support you and can be responsible for ensuring FQ compliance is adhered to including confirming the team sheet and submitting it at least 30 minutes prior to the game kick off time



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through Squadi. You can decide between yourself and your Team Manager who will be responsible for ensuring team sheets are completed correctly and submitted in time.

In addition, Academy teams are required to record player statistics and the team manager can assist you by recording these statistics during each game to enable you to concentrate on the game play and strategies with the team.

Statistics to be gathered include:

- Number of training sessions attended
- Number of games played
- Game time per game
- Substitution times
- Goals
- Yellow cards
- Red cards.

A database and separate compliance document has been created for your use and will be provided to you and your Team Manager by the relevant Technical Director at the commencement of the season. Statistics are to be submitted to your Technical Director at the end of each term in the format provided.

If you have any questions relating to FQ compliance, do not email FQ directly; liaise with your Technical Director, who will then, if necessary, facilitate contact with FQ through relevant Club processes.

Conflict Management

It is acknowledged from time-to-time conflict may occur within teams. TGFC has a zero tolerance to inappropriate behaviour by Coaches, Managers, members, and parents and encourages an open line of communication to assist in upholding the Club's values.

Should you be experiencing issues your first line of communication within your team is your Technical Director. The Technical Director will, if necessary, liaise with the relevant Club Director.

Escalating matters

If a matter cannot be resolved by the Club Director, the matter can be escalated to the Club Executive who will assess the issue and help to resolve it.

TGFC is grateful for the efforts of all our coaches. If at any time you have any questions or concerns do not hesitate to contact either your Technical Director or relevant Club Director for assistance.



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End of season

Once the season is over your job is nearly done!

For teams U13 and above, three trophies are handed out at the end of season celebration day (usually October). The coach is responsible for picking the Most Improved and Best and Fairest.

Once all three trophy recipients are known, the team manager will submit the names to the Football Administration Manager.

Equipment

At the end of the season all equipment is to be returned to the Club Administration Manager in the kit bag supplied at the start of the season.

If any kit is missing, please advise the Club Administration Manager at admin@gapfootball.org.au by emailing your name, Team, missing equipment and the date you advised the Club it was missing, including who you reported it to.

Player feedback

Player feedback is to be provided to all Academy and senior FQPL team members at the midpoint and completion of the season. This feedback is designed to improve their game and highlight their strengths and areas for improvement leading into the following season. You will be provided with training and documentation to use in this process.

APPENDIX A – GAME DAY CHECKLIST

Before the game

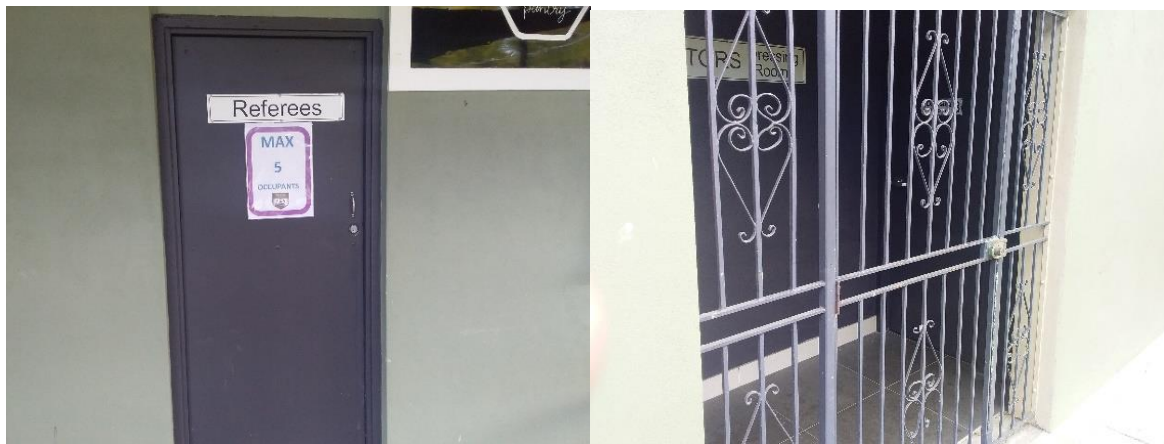
First game of the day on either Field 1 or 2 (except Minirooms U6 and U7)

The Football Administration Manager will notify you if you are the first game on F1 or F2.

If your team is first game for the day your Team Manager is to do the following:

- Open the referee room (located adjacent to the Bakeoligists)
- Open the away changing rooms

Use the key issued to team coaches or the key located in the lock box adjacent to the referee room -code 2014#



Open the home sheds underneath the clubhouse balcony if you wish to use them for your match.

Place the corner flags located in the referee room into the four corners of either Field 1 or 2.



Balls

The Club Football Administration Manager will ensure there are inflated match balls available for the game. Match balls are located in the referee room adjacent to the Bakeologists cafe.



Miniroos and Kangaroos use the training balls provided to the coaches. All teams from U12 and above use "Mitre" branded balls. U12 and U13 use a size 4 ball and the remaining age groups use size 5.

If you find a match ball requires pumping up, there are pumps in the referee room and the home changerooms. If there are issues with match balls, email the Football Administration Manager on admin@gapfootball.org.au or phone on 0405 955 987.

Goals

Field 2 - U12 and U13

- Move the U12 goals on to Field 2
 - Lift the goals, do not drag them across the grass so the field and goals are not damaged
- Peg the goals with metal clips (see photo below)
 - Pegs are located in a white bucket in the home changerooms
- Position them on the edge of the large penalty box
- Set up the corner flags for a field using the white lines
- Play within the white lines





Field 1 and 2 - U14 and above

- Use the large goals with the wheels
 - Before moving, make sure the wheels are locked down so the goals do not scrape along the ground and does not damage the field or the goal



- Once in place disengage the wheels by flipping the wheels up so the goal is resting on the ground and the wheels are not touching the ground



- Peg the goals with metal clips (see photo below)
 - Pegs are located in a white bucket in the home changerooms



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25 Glenaffric St, The Gap QLD



Teamwork

Humility

Effort

Gratitude

Achievement

Persistence



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Miniroos U6 and U7

First game on Field 1

The Football Administration Manager will notify you if you are the first game.

Games will be scheduled for:

- 8:30 am
- 9:30 am
- 10:30 am

The games are two halves of 20 minutes each, with a five-minute halftime break.

There will be a nominated Ground Marshall for the first Miniroos U6 or U7 teams to play on Field 1 at 8:30am.

The equipment is in the green equipment container at the end of the road, near the access to Field 1. If the container is locked, the key is kept in the lock box on the wall at the referee's room (next to Bakeologists) - code 2014#.

The equipment needed for the day's games is:

- Goals x 6
- Megaphone
- High-visibility vest

The fields are marked on the far side of Field 1 and at the back of Field 1 behind the large netting adjacent to the creek. There will be six goals on the three marked fields.

To protect the condition of Field 1, no one is to walk across Field 1.

The process once the fields have been set up are as follows:

1. The Ground Marshall will make themselves known to the referees and assist them with anything they might need.
2. You are not to discuss the game with the referees.
 - 2.1. If there are concerns, ensure discussions only occur with the Ground Marshall who can choose whether any further action is required.
 - 2.2. Keep in mind that the referees are young players from the club and need our full support.
3. Two minutes before game time the Marshall will use the speaker on the megaphone to give you warning to get your team on the field.
4. At kick-off time, 1 blast of the siren will sound to signify kick-off and start timing the game
5. To indicate halftime after 20 minutes of play and full time after another 20 minutes 1 short blast of the siren will sound.
 - 5.1. The halftime break is 5 minutes.
6. The process will be repeated for the second half.
7. **At no time is anyone to access the playing area of Field 1.**
 - 7.1. If a ball is kicked onto Field 1, it may be retrieved but the member must immediately leave the playing area.
 - 7.2. You are to remain on the eastern side of the field (fence side near the creek).
8. Only coaches and players are permitted in any safety zones or technical areas.
 - 8.1. This is for the safety of all players.



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First game on Field 3

The Football Administration Manager will notify you if you are the first game.

If your team is first game for the day your Team Manager will do the following:

- Open the referee room (located adjacent to the Bakeoligists)

Use the key located in the lock box adjacent to the referee room - code 2014#

Balls

Miniroos and Kangaroos use the training balls provided to you in your equipment bag. If the training balls required pumping up, there are pumps in the referee room.

Goals

Miniroos and Kangaroos use the small goals located on **Field 3**.

U8 and U9

These age groups use the smaller goals, and two games are played on Field 3 at the same time. The goals are to be pegged down. Pegs are located in a bucket in the referee room.

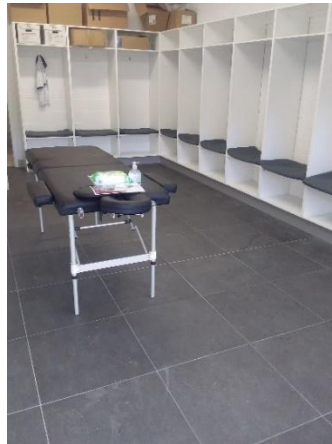
U10 and above

These age groups use the larger goals and one game is played on Field 3 at a time. The goals are to be pegged down. Pegs are located in a bucket in the referee room.

After the game

Teams on Fields 1 or 2 (excluding Minirooms U6 and U7)

Make sure your team leaves the home and away changerooms as clean as possible for the next team. Ensure they are swept clean after your match and all rubbish is placed in the bins provided. There is a broom in each changeroom for this purpose.



Last game of the day or night (as notified by the Football Administration Manager)

- Unpeg all goals and put the pegs back in the white bucket
- Move the goals off the pitch and lock them up with the chains provided on the fences
- Put the corner flags into the referee room and
- Put the bucket with metal clips back into the home changeroom
- Place all match balls back into the referee room
- Lock both the home and away changerooms
- Lock the referee room
- Make sure the key is in the lockbox and the lockbox is firmly closed and locked.

Field 1 Minirooms U6 and U7

At the conclusion of the games at 11:15am the Ground Marshal is responsible for:

- Folding and packing away the goals and taking them back to the equipment container
- Packing away the Marshal's box and taking it back to the equipment container
- Coordinating a clean-up of the pitch areas.

Teams on Field 3

Make sure Field 3 is clean of rubbish and any property left behind by teams.

If there is property left behind, place it neatly at the door of the Clubhouse where it can be collected by the Football Administration Manager and placed in the Club's lost property box.

Last game of the day

- Unpeg all goals and put the pegs back in the white bucket
- Move the goals off the pitch and lock them up with the chains provided on the fences
- Put the bucket with metal clips back into the referee room
- Lock the referee room
- Make sure the key is in the lockbox and the lockbox is firmly closed and locked.

APPENDIX B – COACH CODE OF CONDUCT AND CODE OF ETHICS

Code of Conduct

The Gap Football Club (TGFC) proudly maintains the highest standards as a coaching community. As a coach it is essential to ensure the following rules are adhered to at all times.

Player Interaction

- Do not engage in criticism or negative commentary.
- Ensure all comments to players, coaches and parents are positive and constructive.
- Provide positive feedback and focus on areas for improvement.
- Always be respectful to your players, the opposition players, the opposition coach, match officials and parents.
- Seek support from your Technical Director when required.

Game Etiquette

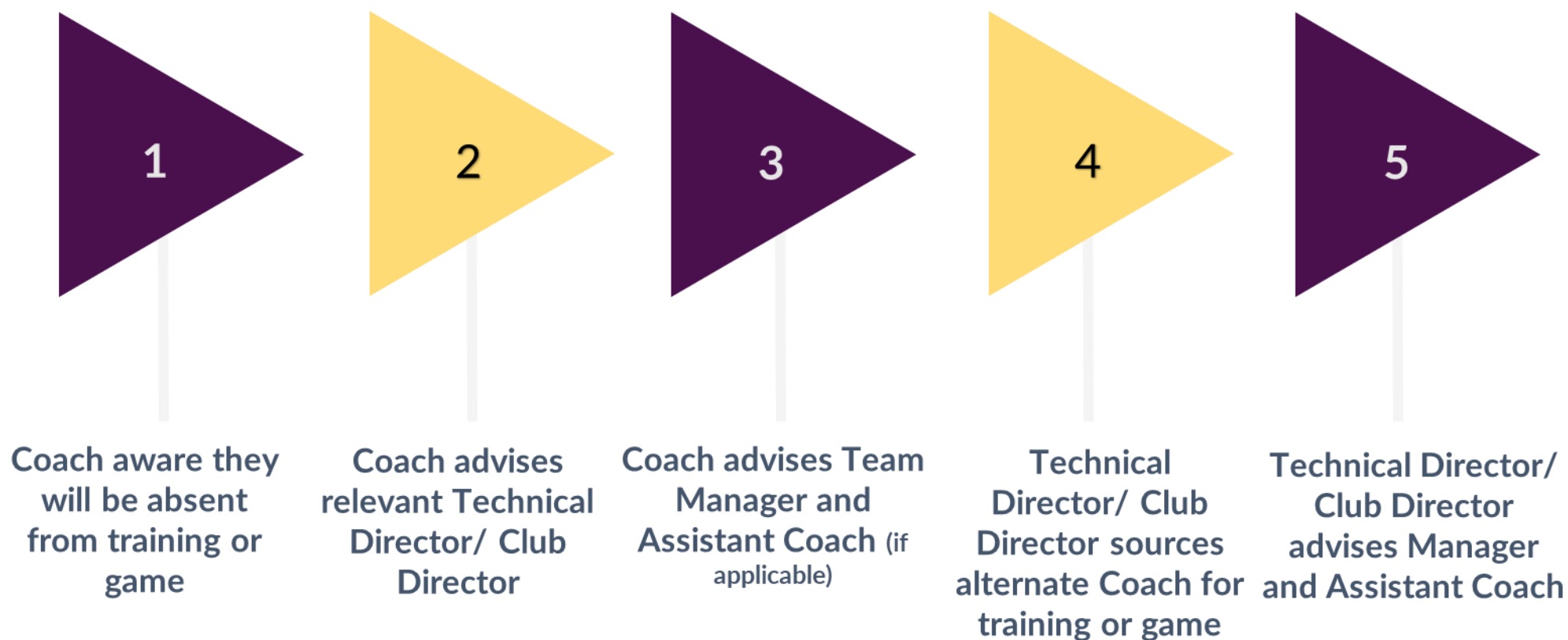
- Do not enter the field of play for any reason unless specifically invited to do so by the referee.
- All substitutions must be made at the halfway line.
- Ensure the substituted player leaves the field of play before the substitute enters.
- Minimise intensive or loud coaching from the sidelines. Where possible use training, half-time and post-match meetings to provide coaching instructions.
- Do not allow parents or managers to coach or instruct players from the sidelines. This is a whole-of-club rule and Ground Marshalls will ensure this is adhered to.
- Do not speak to the referee about running the game, rules or decisions made during the game.
- Speak to the Ground Marshall or a club official should you have any concerns and feedback will be provided to the referee's coordinator.
- Ensure only coaches and substitutes are within 1.5m of the edge of the pitch to create a safety zone for all players.

Code of Ethics

- I will respect the rights, dignity and worth of all players and ensure everyone is treated equally.
- I will ensure all players are involved in a positive environment, and that the game and training is a positive and enjoyable experience.
- I will respect all players' individuality and help them reach their own full potential.
- I will be fair, considerate and honest with all players.
- I will be professional and accept responsibility for my actions and encourage players to demonstrate the same qualities.
- I will make a commitment to my team, and myself that I will continue to improve my own knowledge of the game through coach education and training programs
- I will coach my players to play within the rules and in the spirit of the game of football.
- I will avoid any physical contact with the players and should it be required it would be appropriate to the situation and necessary for the player's skill development.
- I will refrain from any form of personal abuse towards players.
- I will be aware of any forms of abuse directed towards my players from other sources whilst they are in my care and report any such behaviour to Club officials.
- I will refrain from any form of harassment towards my players.
- I will provide a safe environment for training and competition, by ensuring the equipment and facilities meet safety standards.
- I will show concern and caution towards sick and injured players and allow for further participation in training and competition only when appropriate.
- I will not engage in the use of crude, foul or abusive language that may be offensive.
- I will not engage in conduct detrimental to the image of the game when on or off the field.
- I will refrain from arguing with the referee /assistant referees regarding decisions they make.
- I will treat participants, officials and spectators with courtesy and respect.
- I will always encourage my team to play within the laws of the game.
- I will not consent to the use of any banned substance or drugs of dependence by my players.
- I will act in a responsible manner and accept responsibility for my actions.
- I will promote a healthy culture by modelling courtesy, respect and inclusiveness at all times.

The Club asks you to support and actively promote these behaviours and values to ensure Club players have a challenging, positive and enjoyable experience at The Gap Football Club.

APPENDIX C – COACH ABSENCE PROCEDURE



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APPENDIX D – CANCELLING TRAINING PROCEDURE

