1. **THE ROLE OF THE COACH & MANAGER**
* Ensure all players on the team are given equal opportunity; encourage teamwork and fair play.
* Recognise and foster player’s strengths and their potential
* Ensure the team displays levels of sportsmanship that the club would be proud of
* Teach the team to win and lose graciously
* Teach players to take responsibility for their equipment and club equipment
* Be mindful of the well-being and safety of players in the team and opposing team
* Maintain good communication with parents, players and members of the committee
1. **RESPONSIBILITIES OF THE COACH**
* Develop player’s skills and their knowledge of the rules and positions
* Offer encouragement and be enthusiastic
* Plan and run, or have another person run (in an absence) training sessions for your team
* Are responsible during the season for club issued equipment
* Are responsible for the return at the end of the season of all club issued equipment
* Ensure players wear shin protection (training and matches). If players are not wearing shin pads they are not covered by insurance. For example if a player receives a head injury but isn’t wearing shin pads they will not be covered by insurance.
* Ensure first aid kits are available for use at training and matches
* Record use of first aid supplies so that kits can be replenished after use or as required
* During games, players are to be interchanged. Player interchange is unlimited. Use this to the benefit of your team and only have players on the bench for short periods of time.
* Ensure all players are given equal match time
* The coach, in consultation with the manager should always attempt to field a full team. If a full team cannot be formed, players from another grade or division from within this club should be substituted. This is to be arranged with the players’ coach and manager

**Note: Failure to meet the responsibilities assigned to this position will result in discounts offered by the club not being repaid at the end of the season.**

1. **RESPONSIBILITIES OF THE MANAGER**
* Assist the coach
* Assist parents or players with routine team or club related matters
* Communicate effectively with parents, players, club committee, referees, linesmen and officials of the opposing team
* Carry out effective administration of the team
* Be the vested official on match day or arrange for a vested official for match day
* Know information required by the QCSA to accurately complete match cards
* Notify parents or players when games have been cancelled due to poor weather
* Distribute club related information to parents and players
* Assist the coach, in fielding a full team. If a full team cannot be formed, players from another grade or division from within this club should be substituted. This is to be arranged with the players’ coach and manager
* Advise the coach if you are unable assist the coach with training and team selections for match day
* Be aware that Salisbury Scorpion team colours sometimes clash with opposing team colours. Team colours are listed on the QCSA website. Where team colours clash, the **home team** is responsible for providing an alternative strip. Alternate strips are available in the clubhouse.
* Compile and complete match cards in accordance with QCSA requirements on match day (QCSA fines the club for inaccurate match cards)
* When communicating with parents or players, be thinking a few weeks in advance and give players / parents plenty of notice of upcoming events and important dates
* Report match results to the clubs results officer
* Ensure first aid kits are available for use at training and matches
* Record use of first aid supplies so that kits can be replenished after use or as required

**Note: Failure to meet the responsibilities assigned to this position will result in discounts offered by the club not being repaid at the end of the season.**

1. **PARENT & PLAYER RESPONSIBILITIES**
* Parents and players are to be respectful of others
* Parents or players should advise the coach or manager if they are unable to attend a match
* Parents or players should provide the coach or manager as much notice as possible if a player is unable to attend a match
* Assist the coach and manager to fulfil their responsibilities
* Parents may be asked to be a linesman for a match by a referee. The club encourages parents to assist. Having linesmen will assist players in understanding the game and the off-side rule
* Players must ensure that shin protection is worn when training and when playing in matches. Players not wearing shin pads are not covered by insurance. If a player was to receive a head injury and is not wearing shin pads they are not covered by insurance.
* Players must ensure jewellery is removed and glasses secured in accordance with the QCSA requirements when playing a match
* Players must ensure tape used over club socks are of the same colour when playing a match
* Open wounds are to be covered before taking to the field. Wounds encountered during training or at matches should be dressed. First Aid Kits have been issued to each team and are retained by the coach or manager
* After a game, all players should shake hands with the opposing team including their coach and manager
* The referee and any assistants should be thanked when a match concludes
* Parents and players are reminded that without a referee there is no match
* As part of club registration, parents of players and players, are committing to assist the club with rostered team duties

**Note: The club house requires significant repair. If you hold particular qualifications relevant to building, construction, plumbing and/or electrical work, and would like to volunteer your time to the club, please advise your team coach or manager. Any assistance in these areas would be of significant benefit to the club and its members.**

1. **ROSTERED TEAM DUTIES**
* As part of player registration, parents of players and players are committing to assist the club with rostered team duties throughout the soccer season. Rostered team duties will include:
	1. Running the canteen on match day
	2. Field setup/ field pack up (Distribute bins around the grounds, erect portable gazebos, nets and corner flags)
* Each team will be rostered to assist with running the canteen and field setup. The coach and manager are responsible for ensuring people are available to assist on the team’s rostered day. A list of duties related to these roles will be provided to all coaches and managers. It is suggested that the coach and manager organise volunteers at least 2 weeks prior to the team’s rostered day. Your team may be on duty with another team. If this does occur, managers should contact one another and establish who will be responsible for specific tasks.

**Note: Team rosters will be distributed to coaches and managers before the commencement of the season.**

**8.0 CLUBHOUSE**

* The clubhouse (including canteen) is to be kept tidy
* Amenities should be visited when opening the clubhouse to ensure supplies in these areas are well stocked (supplies are available for these areas within the canteen)
* Persons not affiliated with the club should be restricted access to clubhouse areas where equipment or portable and attractive items have been stored
* If clubhouse repairs are required, or damage is noticed the clubs committee should be advised
* Break and enter or theft is to be immediately reported to the clubs committee
* The clubhouse and amenities are to be locked when leaving the clubs grounds

**9.0 CLUB & TEAM EQUIPMENT**

* At the start of the season, the coach and manager of a team will be issued with club equipment. This equipment includes club house keys, jerseys, match ball, training balls and first aid kits. Additional equipment is contained within the club house for use during training (exercise hurdles, running ladder, goals, training poles and cones). Equipment issued at the start of season is to be returned in full when the season concludes. Each team has been provided a lockable area where team issued equipment can be stored. Equipment will be signed out and signed back in with the clubs equipment officer
* Club equipment must be maintained and be respected when used. Club equipment when damaged or lost is to be reported to the clubs equipment officer
* All club equipment should be returned to its respective location and be secured after its use
* Other teams equipment is not to be used unless an agreement has been reached between the respective team coaches and managers

**Note: Failure to return team issued equipment may result in discounts offered by the club not being repaid at the end of the season to a coach or manager.**

**10.0 INJURIES**

* The coach, manager or vested official should be prepared to enter the field when instructed by the referee to deal with injured players. During breaks in play, the coach, manager or vested official should be prepared to bring to the referee or linesman’s attention, players who are injured but not noticed by an official.
* Home teams are generally responsible for providing a first aid kit and ice packs. Each team has been issued with a first aid kit. Coaches and managers should be familiar with each kits stock.
* Should professional medical treatment or assessment be required, such attention should be obtained by taking a player to a general practitioner or hospital. For serious injuries an ambulance should be immediately called.

**11.0 INCIDENTS**

* In the event that an incident occurs between members of Salisbury Soccer Club and referees, linesman and players, parents or officials of an opposing team, it is important that details of the incident be reported to the secretary. If the incident is of a serious nature, written reports from eyewitnesses should be obtained as soon as possible after the incident. These reports can assist should the incident be reported to the QCSA Disciplinary Committee and a hearing held.
1. **QCSA INFORMATION**
* Be aware of other information that is provided in the QCSA website [www.qcsa.org.au](http://www.qcsa.org.au) including:

* 1. The list of clubs that we play against;
	2. Addresses for all playing fields;
	3. Team colours;
	4. Rules (player substitution from another grade or division within the club)
	5. Duration of matches;
	6. Match card and match card completion;
	7. What to do if the designated referee does not turn up to a game;
	8. Rules related to the forfeit of matches;
	9. Wet weather arrangements;
	10. Club vested officials guidelines;
	11. Policy statement on behaviour; and
	12. Penalties from infringement
* Keep in your possession team identification for all players in your team. Fines are imposed on the club when matches are forfeited (certain age groups only). Every attempt should be made to ensure that games are not forfeited. Substitute players are only to be used in accordance with the rules stated in the QCSA rules & bylaws.

**Note: Fines are imposed by the QCSA relevant to certain roles. All fines imposed by the QCSA will be reviewed by the clubs committee to determine whether payment of the fine is made by the club, the offending person, player or team.**