

" Go the Gunners "



Coaches and Managers Guide to Toukley Gorokan Football Club

This guide has been developed to provide information to Coaches and Managers which we hope may be helpful. If you need more information please visit our website www.toukleygunners.com.au or ask a committee member.

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Club Information

Toukley Gorokan Football Club Inc.

Location: Harry Moore Oval
Evans Road Toukley

Postal address: PO Box 262 Toukley 2263

Canteen Number: 4397 1164

Website: www.toukleygunners.com.au

Home Ground: Harry Moore Oval
Corner of Crossingham Street and Evans Road
Toukley

Central Coast Football

Address: Pluim Park
Lot 1 Tuggerah Street
Lisarow NSW 2250

Telephone: 4362 4300

Fax: 4362 3249

Website: www.ccfootball.com.au



1.0 Committee Members 2015

Position	Name	Contact No:	Email
President	Teena Markulin	0417 408 198	teenamarkulin@hotmail.com
Vice President	Martin Carlson	0412 521 709	carlo64@optusnet.com.au
Secretary	Michele Ward	0421 591 202	secretary@toukleygunners.com.au
Treasurer	Tricia Carlson	0413 032 847	treasurer@toukleygunners.com.au
Club Football Manager	Peter Markulin	0403 717 428	keg-ass-0059@hotmail.com
Senior Football Manager			
Junior Football Manager	Kevin Johnston	0427 706 030	kjcoastal@bigpond.com
Women's Football Manager	Therese Lobasso	0413 036 915	teasey.29@me.com
Small Sided Manager	Brendan Wirz	0410 895 804	brendanwirz@hotmail.com
Fixtures			
Registrar	Cessa Dekker	0405 108 307	registrar@toukleygunners.com.au
Equipment Manager			
Publicity Officer			
Grounds Team			
Coaching Coordinator	Scott Winslade	0428 799 470	scott_winslade@hotmail.com
Premier League Coach	Scott Winslade	0428 799 470	scott_winslade@hotmail.com
Reserve Grade Coach	Brent Lewis Andy Halliwell		
Third Grade Coach	Jarrold Bowman Dane Carroll		
Sponsorship	Martin Carlson	0412 521 709	carlo64@optusnet.com.au
Member Protection Officer	Kevin Johnston	0427 706 030	kjcoastal@bigpond.com
Fundraising			
Canteen Manager			



2.0 About the Club

Toukley Gorokan Football Club (TGFC) commenced in 1964 and remains an integral part of the Toukley/Gorokan community. It is administered by a voluntary committee with no paid employees. The official colours of the club are predominantly blue and yellow and the logo is a cannon shooting a ball. The objectives of the club are;

- To foster and develop the game at all levels irrespective of age, gender, ability or ethnicity.
- To teach and encourage a spirit of sportsmanship and fair play among members.
- To promote the physical and social development of players.

Meetings of the committee are held on the second Monday of each month at Club Toukley RSL commencing at 6.30pm. All coaches and managers are invited to attend. Please contact the secretary if you wish to place an item on the agenda. The Annual General Meeting is held in October at which time a new committee is elected. We welcome your attendance as this is the time to celebrate the success of the Gunners. If you are interested in the future development of the Club then being on the committee can be the first step to positive change. Feel free to speak to a committee member to discuss what is involved. The future and success of the Club is reliant on the voluntary contribution of people who take on various roles, the committee appreciate your contribution this season.

3.0 Location

Our home ground is Harry Moore Oval, on the corner of Crossingham Street and Evans Road Toukley. The ground is owned by Wyong Shire Council and the club pays a fee for the use of the grounds for training and games. The ground is assigned to the Club from April to September and the total hours per week allocated to the club for training and competition is 25, irrespective of ground closures. Should you wish to commence pre-season training at another venue then please advise the secretary of the location so that a sanction can be obtained from Central Coast Football (CCF).

4.0 Ground Closure - Weekdays

For all sportsground usage from Monday to Friday 3pm inclusive, Council will determine whether sportsgrounds shall be closed due to the effects of wet weather and /or ground condition. This information can also be accessed by using the SMS bulletin board service - BounceBack SMS. Simply text the oval's keyword (WSCHARR) to 199BBSMS (19922767) and you will receive a message back stating the status of the oval. A list of the oval keywords can be found on Council's website. Sportsground closure information is also accessible through Council's website www.wyong.nsw.gov.au, or by Council's Sportsground Hotline **4350 5491**.

Information is updated at 1pm daily and always takes precedence over the ground signs.



4.0 Ground Closure - Weekdays (Cont.)

If sportsgrounds are closed during the week, they are not to be used. This includes the area surrounding each sportsground.

4.1 Ground Closure - Weekends

In principle, it is the responsibility of the Club to determine if sportsgrounds can be used on weekends considering user safety and without damaging the playing surface. Council reserves the right to close sportsgrounds on weekends under special circumstances. Any excessive damage caused to sportsgrounds from inappropriate use by Clubs is the responsibility of the relevant association. Council will invoice the Club for damage caused to sportsgrounds, where such damage is considered to be excessive and greater than would be expected from normal wear and tear. Council's decision on whether excessive damage has been caused shall be made by experienced staff and shall be final. Where it is determined by Council that the Club has caused excessive damage, repairs to sportsgrounds will NOT be a priority for Council's maintenance staff.

TGFC will make the decision to close the ground on the weekend, due to wet weather and/or dangerous play, by 6am of that day. The website www.toukleygunners.com.au will be updated accordingly. Ground statuses will also be noted on the CCF website, www.ccfootball.com.au from 6.00am and will be updated every 15 minutes. A field closure on Saturday does not necessarily mean closure on Sunday.

5.0 Training and Competition

Allocated training days are Tuesdays, Wednesdays and Thursdays. The canteen does not operate through the week so please ensure that players bring water. Players are also required to wear shin pads and appropriate footwear during training sessions.

Competition days are:

Saturday- Small Sided Football, Juniors aged 11 - 16years, Men's Over 35's & 45's.

Sunday – Men's 18's, Junior Women, Women's All Age, Women's Over 30's, Men's All Age and Premier League.

6.0 Playing/Game Kit

Shin pads, soccer boots and club shorts, shirt and socks must be worn when playing.

Players' shirts should only be worn at games and remain the property of the club. Players should be at the ground for their games at least 30 minutes prior to kick off.

7.0 Coaching Development

Central Coast Football encourages and supports the development of all coaches.

Community Grassroots /Junior /Youth and Senior Licence Courses can be arranged if sufficient interest. Please speak to the Coaching Coordinator should you wish to improve your coaching level or if you need any ideas or information. TGFC is striving to have all coaches qualified; a Grassroots Certificate is a minimum requirement.



8.0 Team Equipment

Teams will be issued with 2 match balls for use on game days only, training balls to be used at training and a bag containing the team shirts. These items are your responsibility and must be returned to the Equipment Manager at the end of the season on the day specified. It is your responsibility to report lost or damaged equipment. The longevity of the equipment can be prolonged by following a few basic principles:

- Balls should not be over inflated; the maximum psi is noted on the ball.
- Balls should not be left in hot cars, they will expand and burst.
- Balls should not be kicked on concrete or against walls; this damages the outer surface of the ball.
- Shirts should only be washed in cold water and should not be tumble dried.

9.0 Player's Equipment

A player must not use equipment or wear anything that is dangerous to him or herself or any other player (including any kind of jewellery). The basic compulsory equipment of a player comprises the following separate items:

- A team shirt – if undergarments are worn, the colour of the sleeve must be the same main colour as the sleeve of the team shirt.
- Shorts – if undershorts are worn, they must be of the same main colour as the shorts.
- Socks
- Shinguards – made of rubber, plastic or a similar suitable material; provide a reasonable degree of protection and must be worn inside socks.
- Appropriate footwear.

10.0 The Role of Coaches and Managers

All coaches and managers are required to complete a Nomination form and Working with Children Check and be registered with myfootballclub.com.au as well as sign and abide by the Club's Code of Conduct. Coaches and Managers will be issued with a photo identification card which should be worn to every game.

11.0 Match Fees

On match day the team manager does most of the organising, leaving the coach to focus on the players. The team manager is to collect match fees from each player to cover 50% of the cost of appointed referees.

Official referees are generally provided for competition games and cadet referees may be available for some Small Sided games however, there is no guarantee. When there is no official referee in attendance it is the home team's responsibility to provide one.

Managers are to complete a Weekly Match Fee Summary and place the Match Fees in the chute in the canteen at Harry Moore Oval. If the team is playing away, the fees can be delivered to the canteen at the next home game. Match fees contribute to Council's annual ground hire fee and referee fees.



11.0 Match Fees (cont.)

Instructions on how to complete the Match Fee Summary are contained on the reverse side of the form and more can be downloaded from the library link on the website. Match Fees for 2016 are as follows:

Small Sided teams	\$2.00	Per player per game
Junior teams	\$5.00	Per player per game
Senior teams	\$6.00	Per player per game

In cases where a player has not paid fees for two (2) or more weeks and requests to that player or parent have been futile, the manager is to bring the matter to the attention of the committee. The committee may decide to suspend the player, should the fees remain outstanding.

12.0 Team Funds

In addition to match fees, the team may also wish to contribute extra funds to cover an end of season party or gifts for coach and manager. Please ensure that you discuss this with all concerned (parents/carers or players) at the beginning of the season so everyone will be aware of how the funds will be spent. The team manager must keep an adequate record of monies collected. If money is not spent it must be returned to the players. TGFC will not be responsible for any monetary loss.

13.0 Player and Parent Involvement

The Club operates a canteen and barbecue at every home game. This is a major fundraiser for the Club and for it to function efficiently players and parents are required to assist. Teams will be allocated to undertake canteen and barbecue duty for only one hour approximately 3-4 times during the season. The team manager will be provided with a roster, please make sure that parents/players are rostered on to do your team's allocated duty. *Please note that it is a CCF insurance requirement that persons under the age of 16 years are not permitted in the canteen.*

14.0 Policies

The Club fully supports and enforces all current policies as published by Central Coast Football (CCF), Football NSW (FNSW), Football Federation of Australia (FFA) and Federation Internationale de Football Association (FIFA). The Club has developed its own policies to ensure an equitable and consistent decision making process. All policies can be viewed from the Library link on the website www.toukleygunners.com.au.



15.0

Coaches and Managers Checklist Junior and Senior Teams

During the week

- Check the Gunners information board, website or Facebook for information and updates. The draw can be downloaded from www.ccfootball.com.au however please check the CCF website to determine if any changes prior to the match.
- Check whether your team will be required to set up nets or take them in and advise parents/players accordingly. "Nets Up" or "Nets Down" will be noted on www.toukleygunners.com.au.
- Pass information promptly onto parents/players. Check pigeonhole weekly, this is a major way in which the Club communicates important information to you.

On Game Day

- If wet weather/field condition is compromised, check CCF website to determine if game has been postponed/re-located. Some grounds can be partially closed, please check your team's field status.
- Don't forget the team equipment.
- Inform players/parents/carers to check CCF website before leaving for the game.
- Players are to be at game 30 mins prior to kickoff. Advise players of field they are playing on.
- Collect Match fees and complete Team Sheet located at Official table as soon as practicable. The referee has the ability to move a scheduled game forward by 5 minutes. Deposit Match Fees balance with completed Weekly Match Fee Summary in chute in TGFC canteen (Refer p.8).
- When completing Team Sheet; check player's names, record shirt numbers next to player's name and record the name of the team official. The role of the team official is to discourage unsporting behaviour from your team's supporters. The team official cannot be the coach. The team official must wear the yellow visibility vest.
- If an eligible player is filling in for your team, make sure that you add the player to the electronic team sheet. Penalties apply for playing an ineligible player. (Refer CCF Rules and Regulations S.2.3.3, p.13).

After the Game

- Collect all team equipment. Team Manager's will usually prepare a roster for washing the shirts. Washed shirts are to be returned to Team Manager at the next training session. Don't forget to collect match ball and training balls.



16.0

Coaches and Managers Checklist Small Sided Teams

During the week

- ☑ Check the Gunners information board, website or Facebook for information and updates. The draw can be downloaded from www.ccfootball.com.au however please check the CCF website to determine if any changes prior to the match.
- ☑ Check whether your team will be required to set up nets or take them in and advise parents accordingly. "Nets Up" or "Nets Down" will be noted on www.toukleygunners.com.au
- ☑ Ensure that information is promptly passed onto your team. Check pigeonhole weekly, this is a major way in which the club communicates important information to you.

On Game Day

- ☑ If wet weather/field condition is compromised, check CCF website to determine if game has been postponed/re-located. Some grounds can be partially closed, please check your team's field status.
- ☑ Don't forget team player's shirts and match ball.
- ☑ Inform players/parents/carers to check CCF website before leaving for the game.
- ☑ Players are to be at game 30 mins prior to kickoff. Advise parents/players of field being played on.
- ☑ Collect Match fees and complete Weekly Match Fee Summary which is to be placed in the chute in the Toukley Gorokan Football Club canteen. If you are at an "away" match, please do so at your next "home" game.

After the Game

- ☑ Collect all team equipment. Team Manager's will usually prepare a roster for washing the shirts. Washed shirts are to be returned to Team Manager at the next training session.
- ☑ Don't forget to collect match ball and training balls.



What are the players capable of?

By age 5 a child can hop and skip, dress without help, has good balance and smoother muscle action, skate or ride a scooter, print and write simple letters, establish whether he or she is left or right and girls fine motor skill development is likely to be about one year ahead of boys.

By age 7 a child can stand on one foot with eyes closed for three seconds, walk on a line in heel-toe fashion, skip on both feet, possibly ride a bicycle without training wheels, jump rope, catch and bounce a tennis ball and tie shoelaces.

By age 9 a child has the capability to roll, bat, kick and throw, which makes him or her able to play organised sports such as soccer, baseball and basketball. Strength and coordination will continue to develop with practice.

By age 12 - Puberty can start to appear at this age, which is why you'll see kids developing at different rates between the ages of eight and 18. With growth spurts come clumsiness and a lack of coordination. At this age, kids who don't excel athletically are tempted to avoid all physical activity.

What can the players understand?

Ages 4 -7 - Speech becomes more social, less egocentric. The child has an intuitive grasp of logical concepts but these are crude and irreversible. At this stage, kids believe in magical increases and decreases – their sense of reality is not firm and it is their perceptions of the world that dominate their judgments. In moral-ethical realm, the child is not able to show principles underlying best behaviour. For example, they can't understand the reasoning behind the rules of a game, but can understand simple do's and don'ts imposed by authority.

Ages 7 – 12 - There is now evidence for organised, logical thought. There is the ability to classify many tasks, order objects in a logical sequence, and comprehend the principle of conversation. Thinking becomes less egocentric. The child is capable of concrete problem-solving.

Age 12 and over - Thought becomes more abstract, incorporating the principles of formal logic. The ability to generate abstract propositions, multiple hypotheses and their possible outcomes is evident. Thinking becomes less tied to concrete reality.

(Excerpt from www.kidspot.com.au)



19.0 Helpful Hints

- Check the website, www.toukleygunners.com.au , for latest Club information and updates. The Library link contains relevant policies and procedures as well as information disseminated by CCF.
- www.ccfootball.com.au has lots of helpful information.
- Maintain a contacts list of players and parents. This list can also be used to develop a team roster for washing shirts, canteen and nets duty when required.
- Make sure you wear your identification card to all games.
- Report all players' injuries to the Club Secretary. Insurance claim forms can be downloaded from www.ccfootball.com.au or collected from the canteen.
- Any problems/conflicts with referee's or other Clubs' officials are to be notified to the Club Secretary in writing.
- Any issues with players/parents from your team that cannot be resolved by you should be referred to the appropriate Football Manager.
- Notify the Club if you no longer have a player(s) in your team, change training days or change coach or manager.

20.0 Complaints

While we appreciate the voluntary effort of all we acknowledge that things may not always go smoothly. We request that any complaints be put in writing and be forwarded to the Secretary, Toukley Gorokan Football Club, PO Box 262 Toukley NSW 2263 or emailed to secretary@toukleygunners.com.au. All correspondence should state your name and contact number. The committee will meet to discuss the issue and a course of action. Please note that any complaints that are referred directly to CCF will be referred back to the Club for action, so please do not bypass the above important step.

Thankyou for volunteering your time to undertake this role.

Your team, the parents, the kids and the committee appreciate the selfless role you have chosen to allow others to enjoy the "World game" of soccer/football. Your contribution assists in the development of player's skill and confidence and also secures the future of Toukley Gorokan Football Club. Please do not hesitate to contact a committee member if you require any assistance. If we don't know the answer we will find out for you.



Role of the Team Official

1. Each team is to provide one (1) Team Official for each match. This Official cannot be the coach of the team participating, but can be the manager.
2. Team Official for all Premier League and Division 1 official fixtures should be a club executive or committee person, however if such is not present, the manager of the visiting team should so act. Such officials are to make themselves known at the official table and to the referees, and are responsible to ensure that these regulations are adhered to.
3. All appointed Team Officials must wear CCF approved vests/jackets and their names must be recorded on the team sheet. The appointed Team Official must report to the Ground Officials prior to kick off.
4. Team Officials are responsible for the behaviour of their team only. They will report any misconduct to the Ground Official. This responsibility is inclusive from the arrival time of their team at the ground, until the time the team departs from the ground. Failure to carry out this requirement shall render the club liable to a penalty as determined by CCF.
5. Unless otherwise requested by the referee or assistant referee, the Team Official is to be located outside the fence or barrier surrounding the playing field, in such a position that they can see and act upon any disturbance which may eventuate.
6. The Team Official will move to control any rowdy or abusive spectator/supporter of their team.
7. The Team Official is not to sit or stand at the substitute's bench/dugout.
8. The Team Official is not to be persons who are injured or incapacitated, nor are they to be minors, thus not being able to fully execute their duties.

(Excerpt from Central Coast Football Rules and Regulations updated 23/01/2012, p.21 www.ccfootball.com.au)



Code of Conduct – Coach

1. I will remember that players participate for enjoyment and winning is only part of the fun
2. I will never ridicule or yell at players for making a mistake or not winning
3. I will be reasonable in my demands on players' time, energy and enthusiasm
4. I will operate within the rules and spirit of the game and teach my players to do the same
5. I will ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities
6. I will not use bad language nor will I harass players, officials, spectators or other coaches
7. I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
8. I will display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same.
9. I will show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
10. I will obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players
11. I will not arrive at the venue under the influence of drugs, intoxicated or drink alcohol at junior matches or when I am carrying out official duties.
12. I will not allow the unlawful supply of alcohol at training, games or club functions
13. I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
14. I will promote adherence to anti-doping policies.
15. I will uphold the dignity and reputation of my Club and the game.



Code of conduct – Manager/Official

1. I will place the safety and welfare of players above all else.
2. I will show concern and caution towards sick and injured players.
3. I will give all players a 'fair go' regardless of their gender, ability, cultural background or religion.
4. I will be impartial, consistent, objective and courteous when making decisions.
5. I will accept responsibility for my actions and decisions.
6. I will condemn unsporting behaviour and promote respect for the individuality of players.
7. I will avoid any situations which may lead to or be construed as a conflict of interest.
8. I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive.
9. I will be a good sport as I understand that actions speak louder than words.
10. I will always respect, remain loyal to and support other officials.
11. I will keep up to date with the latest 'Laws of the Game', trends and principles of their application.
12. I will refrain from any form of personal abuse towards players or other officials.
13. I will refrain from any form of sexual harassment towards players or other officials.
14. I will not arrive at the venue under the influence of drugs, intoxicated or drink alcohol at junior matches.
15. I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
16. I will uphold the dignity and reputation of my Club and the game.



Our Sponsors



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