



Coaches and Managers Handbook 2023

Welcome and thank you for volunteering your time to be a coach and manager at RLWSC. You're helping to encourage girls and women in your community to be active, have fun, and develop skills. Without volunteers like you this simply could not happen.

This Coaches and Managers Handbook has been developed to help make the season go smoothly for you and your team, and contains all of the important information you'll need throughout the season.

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Introduction

About Russell Lea Women's Soccer Club

The objective of the Russell Lea Women's Soccer Club is to provide a sporting environment where females of all ages can participate in the sport competitively and socially whilst receiving guidance and coaching to develop skills, fitness and the spirit of fair play. This is facilitated within a safe and community based environment.

At an administrative level, the club is an Incorporated Association run by a committee elected at the AGM in September of each year. Our club is a member of the Football Canterbury Association, which covers Canada Bay, the Inner West, Strathfield, Burwood, and Canterbury-Bankstown LGAs. We are an entirely volunteer run organization, and rely on the help of our excellent volunteer coaches, managers, and committee members.

RLWSC is unique in that it is the only all women's soccer club in the Football Canterbury Association. This allows us to focus on the specific needs of girls and women's soccer, and ensures that all of our players know they are our club's number one priority. It also helps to create a safe, welcoming environment, where everyone can feel like they belong.

Club Spirit

The Russell Lea Women's Soccer Club is an *all-inclusive, family friendly organization that embraces the joy of the sport of soccer to nurture camaraderie, sportsmanship, friendship and a positive spirit* throughout the community in the inner western suburbs of Sydney. We aim to provide a safe, supportive and fun environment for girls and women from the local area to enjoy soccer while improving their skills.

At RLWSC we strive to uphold our values of fair play and good sportsmanship. We ask our coaches and managers to always keep this in mind, especially on game days - we are a club that aims to encourage our players, and help them grow, but never at the expense of fair play. Yelling abuse at players, referees, or the opposition is not tolerated by the club and not in line with our values. Our Player Rotation Policy also ensures that each player that has a desire to play will be treated fairly and receive an equal amount of time on the pitch as her teammates.

The overall goal is for every-one to be successful; belong to a team, build self esteem, develop skills, have positive coaches and have positively involved parents. If you have any concerns about your players or parents/spectators, please speak to the relevant committee member.

2023 Season Timeline

- Preseason Training starts in February/March each year.
- The first game for all age groups is on **Sunday 2nd of April**.
- There are **no games** the following weekend over easter.
- The season will resume on Sunday 16th April.

Competition Structure 2023

Each team will play in a division with either 6, 8, 10, or 12 teams, depending on the grading. The table below shows how many rounds each team plays, depending on the size of their division.

Number of Teams in Division	RLWSC Teams	Competition Structure
Non-Premiership	Minitildas, u8, u9, u10, u11, u12	Will play 17 or 18 rounds, depending on weather.
6 -team divisions	u13(2), o35(1)	3 rounds vs each team
8 -team divisions	u14(3), o35(3), AA(4), AA(6)	2 rounds vs each team
10 -team divisions	u16(1)	2 rounds vs each team
12 -team divisions	WIL(2), AA(1)	1 round vs each team, then split into 2 divisions for 1 round.

- For non-premiership divisions (u7-u12) games will not normally be scheduled for the June long weekend or middle weekend of July school holidays.
- For premiership divisions (u13-o35) these weekends may be used to reschedule games that have been rained off. Teams may also have to play double headers, or catch up games during the week.
- **Non-premiership divisions (u7-u12) Presentation (final) round is scheduled for Sunday 20th August.**
- **Finals for premiership divisions will be played through August.**

Club Communications

Internal communication

Regular and reliable contact is an essential responsibility. All players, coaches and managers must join RLWSC on TeamApp, as this is used for all of our internal communications. This is the best place to learn about any club news, as well as updates such as field closures. It can also be useful for managers to help organize your own team, as it allows you to report attendance at trainings and games throughout the season.

We will also try to update any key news on our facebook page <https://www.facebook.com/RLWSClub>
For more detailed information or resources, check our website at rlwsc.com.au. The Resources for parents and coaches pages are particularly helpful, and should have all of the information you may need during the season.

The Draw

The only place to reliably check the draw is on Dribl. All coaches and managers will need to download the Dribl app, as it is needed to complete match sheets on game day. Fixtures can also be viewed online at <http://cdsfa.dribl.com>. Remember to keep checking the draw throughout the week, as games may be rescheduled or moved at late notice!

Contacts

If you ever need help or have any questions, you can always reach out to our committee members, who are always happy to help. Some useful contacts are:

President	Mariam	president@rlwsc.com.au
Secretary	Ben	secretary@rlwsc.com.au
Juniors Coordinator	Frank	juniors_coordinator@rlwsc.com.au
Seniors Coordinator	Sandra	seniors_coordinator@rlwsc.com.au
Treasurer	Sarah	treasurer@rlwsc.com.au
Registrar	Paul	registrar@rlwsc.com.au
MPIO	Vanessa	mpio@rlwsc.com.au
Competition Secretary	Bridget	competition_secretary@rlwsc.com.au

Wet Weather Procedures

Training

If it has been raining, and the fields are too wet to use, Canada Bay council may close Queen Elizabeth Park. **If the fields are closed, no training is permitted! The council will update the field status at 2pm during the week here:**

- <https://www.canadabay.nsw.gov.au/lifestyle/sports-and-recreation/wet-and-recreation>
- Or you can ring their hotline at 9111 6375

We will also aim to put out a post on our facebook page and on Teams App as soon as we can.

Game Day

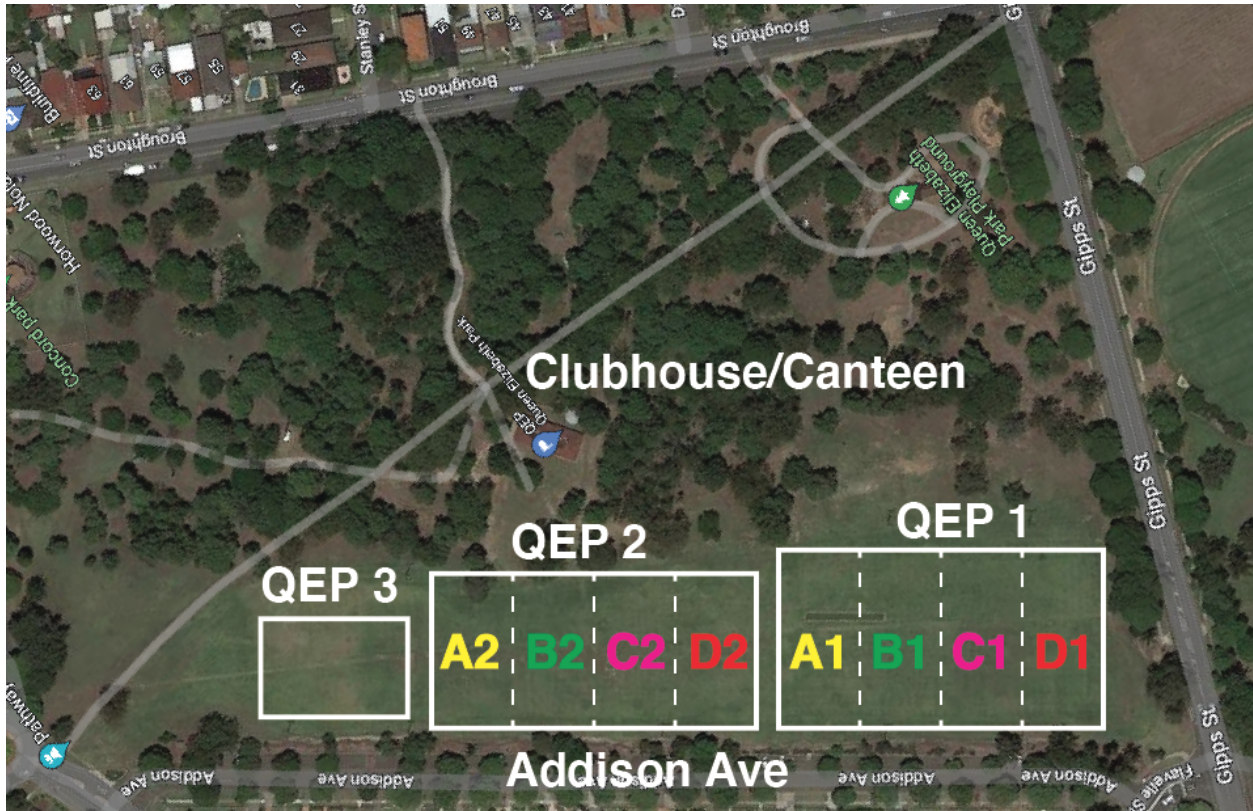
The only place to check whether a game has been canceled or rescheduled is on the official draw on Dribl! Do not assume that a field being closed by the council means your game will not be played, as some games may be transferred to other fields at short notice.

- Check the draw at <https://cdsfa.dribl.com/>
- If your game is **PENDING**, this means your game is going ahead as scheduled
- If your game is **WASHOUT RESCHEDULED** this means your field is closed, and the game will be rescheduled to a latter date
- If your game is **WASHOUT CANCELED** this means your field is closed, and the game will not be played
- If your game disappears from the draw completely, this means your game is in the process of being rescheduled - so check back soon.

Always make sure you keep checking the draw throughout the week, in case there are any last minute changes to your match schedule.

Training Nights

RLWSC has QEP fields 1 and 2 booked on Tuesday, Wednesday, and Thursday nights for teams to use for training. If you haven't already done so, please contact the club at secretary@rlwsc.com.au to book in a night and time for your team to train.



Occasionally QEP1 may be needed during the week for catch up games, especially if it has been a wet season. If this happens, the club will let you know, and we will try and find another slot for your team to train in that week.

If the fields are closed, and you can not train at QEP, you may want to try and hire an indoor venue in the area to use instead, such as the indoor cricket center or new concord oval. Do not train on any fields other than Queen Elizabeth park, as they are booked by other clubs./codes.

Equipment

Every team should have a bag of balls, cones, and bibs that can be used for training. You'll also have a match ball in your managers kit, that is only to be used for games on Sundays. If there is any other equipment your team may want to use for training, please get in contact with our Equipment Coordinator.

Match Day

Competition Rules

Below is a list of match durations, plus ball, field, and team sizes for each age group:

Age	Number of Players	Match Duration	Ball Size	Field Size	Goal Size	Premiership
Minitildas	4 + 3 subs	2 x 20 mins	3	Quarter	2 x 1m	N
u8-u9	7 + 4 subs	2 x 20 mins	3	Small	3 x 2m	N
u10,u11,u12	9 + 4 subs	2 x 25 mins	4	Half	5 x 2m	N
u13-u14	11 + 5 subs	2 x 30 mins	5	Full	Full	Y
u15-u16	11 + 5 subs	2 x 35 mins	5	Full	Full	Y
WIL, AA, o35	11 + 5 subs	2 x 45 mins	5	Full	Full	Y

Setting up Fields

If you are the first team of the day to play on a field at QEP, you are responsible for setting up the field.

Likewise, if you are the last team you are required to pack up the field. When playing at home, check the draw to see if you will need to set up the field - if so, make sure your team arrives extra early to help out!

If you are setting up a field, you need to:

- Put up the goal nets (or the temporary goals if playing on a small field). When putting pegs into the ground, please remember it will be someone else's job to take them out at the end of the day!
- For full sized fields, corner posts should be placed in the corners, and on half way.
- Boundary ropes need to be placed alongside each side of the field. The rope should be set up 3m from the sideline, and extend the entire length of the field. Only players and registered coaches and managers are allowed on the field during games.
- Plastic seats need to be set up alongside the field near halfway, for each team's substitutes and the referees.
- Collect a small esky from the canteen freezer, with ice, incase of injuries.

If you are the last team on a field, please take down the goals, corner flags, boundary ropes and seats and carry them back over to the clubhouse.

Referee Fees

Team managers are required to pay the referee and any assistant referees for all games (home & away) before the match starts. The referee fees for 2023 are:

Age	Referee	Assistant Referee
u10,u11	\$12.50	-
u12,u13,u14	\$20	\$10
u15,u16	\$25	\$15
WIL, AA Div 4/6, o35	\$35	\$17
AA Div 1	\$40	\$20

Referees must be paid in cash. Most referees do not carry change, so try and take the exact change to each match. If there is no referee at a game, both teams must agree for a volunteer to ref the match. Some teams may have qualified stand in referees, who can help. If no referee can be found, it is likely the match will be canceled and not rescheduled.

Russell Lea Women's Soccer Club reimburses all referee fee payments at the end of the season. However, for fees to be reimbursed the **referee fee claim sheet must be filled out completely, and include:**

- The date, field location, and opposition team
- The amount paid to each referee
- The form must be signed by the referees

Completed forms should be sent to treasurer@rlwsc.com.au at the end of the season. Unfortunately, we will not be able to process reimbursements for forms that are not filled out correctly.

Match Sheets

Before the game

Make sure you have the Dribl app downloaded on your phone - you will need it to fill out the match sheet, and to check and confirm player ID cards. Before each game, log onto Dribl and fill out the match sheet:

- Select which players will be playing each week - only include players who will be at the match, not any who are away or injured.
- Make sure the shirt numbers for each player match what they will be wearing on the field.
- **If a player is not listed on the match sheet, they can not play.** Fielding a player not on the match sheet may result in a loss of points, or a fine from the association.
- Once your team is finalized click 'submit'

At the game

Before each match starts, IDs will be checked to ensure that everyone playing is listed on the match sheet. Sometimes ID checks are done by the referee, and sometimes it is done by the coaches.

- Once both teams match sheets have been submitted, the referee will be able to view the ID cards for all players.
- Check that the ID cards on the app for the opposition player match the players from the opposition team. If any of the ID cards do not match, or if there is a player present who isn't on the match sheet, let the referee know and do not confirm the IDs.
- If the ID cards do match, click confirm on the opposition team. The game is now ready to start!

After the game

At the end of the match both team managers, and the referee all need to enter the final score into the match sheet.

- Confirm the final score with the referee
- Enter the score into the Dribl app and submit

If both teams and the referees scores all match, the result will be confirmed. **It is important that match results are confirmed within 24 hours, otherwise you will receive a fine from the association.**

If a player is injured, make sure the referee notes it down on the match sheet, before the scores are confirmed. This will be important for insurance claims afterwards!

Association Rules

- Only players and registered coaches/managers are allowed in the technical area on game day. Team officials must wear their physical ID card, and a yellow high vis vest.
- During games, coaches must abide by the RLWSC Player rotation policy, which is based on the clubs ethos of fair play and equal opportunity for ALL players.
- If you need to forfeit a match, you must let the club know with at least 3 days notice. If you forfeit after this date, you will be fined by the association.
- Do not try to play ineligible players, as the team will lose points and be fined by the association. You can borrow players from lower age groups. However, it is recommended that you discuss this with our juniors coordinator Frank Vidovic at juniors_coordinator@rlwsc.com.au first to make sure you abide by the association rules. The rules on player borrowing can be found in section 5.2 of the 2023 Football Canterbury Rules of Association.
- Remember that this is community sport! There is no place for unsportsmanlike behavior, and the referee has the right to expel a coach, manager, or spectator from a field if necessary.

All players must wear the correct uniform at matches. **Shin guards must be worn by all players at both training and at games.** Items not permitted whilst playing include:

- Jewelry (including all types of earring, rings, piercing), watches, bobby pins, and hair clips.

If two teams have similar strips, it is the **responsibility of the home team to wear an alternative strip.** The club has sets of alternative kits in the clubhouse, that can be used when needed. If the alternate strip is worn, all shirts must be returned immediately after the game and given to one volunteer to wash and bring back to QEP, before the following Sunday.

Canteen and Ground Officials Roster

Each team will be rostered on once during the season to help manage the games at our home field QEP. This will include providing ground officials to help manage the games and spectators, and may also include help running our canteen. **The roster for the 2023 season will be uploaded to our website at rlwsc.com.au under the resources tab, once the draw has been released.** It is the team managers job to ensure you can find enough parents or volunteers.

Ground Officials

Each field (QEP1, QEP2, QEP3) need to have a ground official present while matches are being played. Ground officials need to wear an orange high vis vest, and are a point of contact for any visitors to the field. Your role and responsibilities include:

- Making sure all spectators are behind the boundary ropes and off the field.
- Making sure matches start on time, and supervising field set up and pack down as needed.
- Helping teams know where each field is, and the location of the canteen, toilets, clubhouse etc.
- Helping the referee if any incidents occur. This can include anything from getting ice from the canteen for injuries, to asking spectators to leave the field if requested by the ref. If there are any serious issues, you can contact the committee for help, and may need to fill out an incident report.

Canteen

Depending on the availability of our committee members and other volunteers, you may need to help with the running of our canteen. This is a requirement of the association, and also a useful fundraising opportunity for the club. Instructions on how to run the canteen can be found at rlwsc.com.au/for-players-parents

Coach Accreditation

If you want to be an accredited coach, you need to complete one of the Football Canterbury coaching qualifications. 4 courses are available, depending on the age group you coach:



The Grassroots course involves one 3 hour practical session, where you will learn all of the basics. It is a recommended course for anyone who is new to coaching. The Skills, Game, and Seniors certificates are more advanced courses, which are run over 3 weeks. As the Football Canterbury association is encouraging all coaches to become qualified, if you are not accredited you may not be allowed in the technical area with your team during finals.

Female Coaching Scholarships

At RLWSC we are striving to encourage more women and girls to get involved with coaching. To help with this we have scholarships available to any girls who would like to gain their coaching qualifications with our club. If you are interested, please contact Ben at secretary@rlwsc.com.au.

End of Season

Following the completion of the season, team managers are required to collect and return (clean) all players jerseys handed out at the beginning of the season. The shirts will be used again next season, so it is important that they all get returned to the club. All training equipment, including balls, cones, bibs etc must also be returned, so we can start getting ready for the next season.

Presentation Day

The club's end of season presentation day will be held in September, after the completion of the season. This is an opportunity to gather as a club and reflect on the season, and also celebrate everyone's achievements. More information will be provided closer to the date.

AGM

The club is required to hold an Annual General Meeting (AGM), which is generally held in September after the season has completed. If you would like to become more involved with the club, and possibly join the committee, you are more than welcome to attend.

Thank you again for volunteering to coach or manage this season! We really do appreciate all the hard work you put in, and the season could not go ahead without you!