



EAST COAST BAYS ASSOCIATION FOOTBALL CLUB

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COACHES GUIDE 2020

GENERAL

1. Thank you for volunteering to coach a team. You are the key role model within our club and are expected uphold the values of the club and be held to the highest standard of behaviour. It is your behaviour that your team, parents and spectators will follow, please set the appropriate example. Our expectation is that you will follow the NZF code of conduct that we all adhere to. Please see the website if you are unsure of your role model responsibilities.
2. Meet with your parents and set training and game, expectations and behaviours – this is the most important meeting you will have all year.
3. It is recommended that two adults are at every training, game and official interactions with teams. This is to protect the coaches, volunteers and players.
4. Important: Club members privacy is important and you cannot share anyone's contact details with other team members without their express permission. Until you have that permission, when emailing BCC addresses and individually invite team members to What's App, Facebook, Team Reach and other team apps. Once you have everyone's permission, it would be okay to share the relevant team information to help families organise logistics with each other
5. You will be issued with a training kit including a bag, balls, cones, whistle, a shirt for each player and a goalie shirt. At the end of the season or the prizegiving this needs to be returned. As the club loses an exorbitant amount of gear each year, it is important that you record who has what and if not returned the team will be charged accordingly.
6. The club will organise a series of coaching training sessions, it is your responsibility to be aware and implement both best practice as outlined by NZF and the club as well as the overall coaching style and play promoted by the club. Coaching resources will be added to the website as the season progresses, keep checking back for new resources.
7. You will need to appoint a team Manager to assist you with contacting players and to pass on information effectively, particularly the weekly results. There are several team apps that make this easy (TeamReach), as well as Facebook or What's App. After gaining permission from the team, you can also organise a phone tree, that makes verbal contact easy of needed. Never share anyone's contact details without express consent/permission.
8. The season commences on 20th June (some Metro teams will start the week before) and finishes the last Saturday in September. No games are scheduled the middle week of the school holidays.
9. Please refer to the appendix – Playing regulations for the playing formats, pitch sizes, game duration and other game related details.

10. 9th and 10th grades play on quarter size pitches. When playing at a home field (Bay City) 9th grade needs to set up goals and nets, and the 10th grade needs to return nets to under stadium steps. Please ask parents in the team to assist. Please do not allow spectators to stand in the middle of the fields.
11. 11th and 12th grades play on three-quarter pitches. When you are the Home Team, (the team named first on the draw) you need to ensure that the nets are up. The home pitches are at Deep Creek, Mairangi Bay, Ashley Park and QBE. Nets will need to be taken to Deep Creek and Mairangi Bay. (There are special conditions attached to using QBE (and any astro turfs) and coaches will be advised separately.

13th grade girls play on a three-quarter size pitch (if on a full-size pitch bring the goals into the 18-yard box).
12. The remaining grades play on full pitches. If you are the Home Team (the team named first on the draw) you need to ensure that nets are up. Nets for fields without any are available from the club.
13. If you are the Away team (the team named second on the draw) you need to wear a change of strip if there is a clash of colours. These Clubs include Glen Eden, Papakura, and other East Coast Bays teams. 9th, 10th and 11th Grade have been issued white bibs which can be used as an alternative strip. Otherwise your responsibility is to organise with the Club prior to the game to pick up a change of strip (white shirts). You must ensure the prompt return of these shirts as they need to be washed and be available for any tournaments the following day, and for the following weekend's clashes.
- 12 Full size nets are located in the pump room to the left of the tunnel. Make sure you take the spare nets and not those allocated to the fields at Bays. Return all change strips and nets immediately after your game they are required for the following week.
- 13 Team sizes generally consist of the following number of players:
9th and 10th grade - 10 players, includes 3 subs
11 and 12th grade - 12 players, includes 3 subs
13th grade girls - 12 players, including 3 subs
13th grade and up - 14 players, includes 3 subs
14th grade girls and up - 14 players, includes 3 subs
- 14 Arrange a training session at least once a week (the top teams ie Met. leagues may choose to train twice weekly). Available fields are Bay City Park, Ashley Reserve, Deep Creek Reserve and Mairangi Bay Park – you need to stick to your scheduled time as we only have limited bookings with the council. Juniors must be off the pitches by 6.00 to allow the seniors to come on. All training times must be booked with the office, 478 3433, your training time is entered onto the master training plan, available on the website. No training on Bay City 1. Please observe the "Grounds Closed" signs. No play/training is allowed if the grounds are closed. Avoid training in the goalmouth to protect fields for weekend games. You can also arrange with local schools if you wish to train on their fields.
- 15 For Junior players 9-12, Player Development Centres are available once or twice a week and are held as a group, focussed on individual skill development. These are recommended for all players from beginners to high-performing players – see club website for more information.
- 16 Cancellations. Please refer to the Auckland City Council website after 2.00 pm each day to see if any of the fields are closed. The club has the right to close the fields after this publication if they think they will be damaged. It is envisaged any late cancelations and instructions will be sent out via email, phone and the website.

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- 17 You will find your weekly draw on the www.nff.org.nz website or NFF phone App (recommended). We will also attempt to link through on our website. Usually venues are confirmed by Tuesdays of each week but are still subject to change. You should always check up until Friday 5 pm or even Saturday for any final changes; subsequent changes will be telephoned through to you by your convenor or other Club representative.
- 18 Each week following the game you must text your results through to your Convenor. You may prefer to have your manager do this if you have to rush off to another child's game or your own game. This is really important as a nil result will go in if not done by 5pm.**
- 17 All players must be registered through Comet or the club and have paid their fees before being allowed to represent ECBAFC.
- 18 Advise the Convenor of any intended absence, unavailability or withdrawal. This needs to be communicated to NFF/AFF and the opposition.
- 19 If you have any problems or issues with players or parents, speak to your convenor or club Board member.
- 20 Our playing policy is equal game time for all players, this can be by week or game, however it is the intention of the club to provide all our players equal opportunity to enjoy the game, no matter the level. This can be within the team they are in or an alternative team if at Metro or Development level.
- 21 Children and parents need to understand that you are there to train the team, not to spend time disciplining children. Appreciate that all children are different, may have different values to you etc. If you experience problems and are not sure how to deal with them, speak to the child's parent/s and ask them to deal with the situation or explain to you how to deal with the child. Advise the parent that they can speak to the Club Captain, currently Mark Skeath, or a Board Member. Sometimes the problem could be a personality clash with the coach by either the child and/or parent/s and it needs to be resolved.
- 22 **NEVER** use bad or foul language at practice or the games to either children or parents or other coaches and spectators. As mentioned you are a role model and set the tone and behaviour, poor player or spectator behaviour is often driven by the standards set by the coach.
- 23 Always be approachable to your team and supporters and allow your convenor or other Club representative to deal with any issues before they become too big.

MANAGERS GUIDE 2020

1. READ AND UNDERSTAND THE COACHES GUIDELINES ABOVE
2. Club members privacy is important and you cannot share anyone's contact details with other team members without their express permission. Until you have that permission, when emailing BCC addresses and individually invite team members to What's App, Facebook, Team Reach and other team apps. Once you have everyone's permission, it would be okay to share the relevant team information to help families organise logistics with each other.
3. To co-operate and support the Team Coach to provide timely and effective team administration and coaching. Provide communication between the coach, club and the players/parents
4. To support the team coach in carrying out his/her duties.
5. To ensure all players are advised of games and practice times and places and changes of games and practice times as they occur. Ensure that published games on the www.nff.org.nz website are confirmed.
6. To co-ordinate and distribute club communication to all players in the team and the team coach.
7. To ensure that no player is accepted into the team without the prior consent of the Convenor or completion of an East Coast Bays registration form and fee payment.
8. To follow up with parents of any players' absence of say more than two games/practices, and ensure all player withdrawals are advised to Convenor. The shirt that was issued at the beginning of the season should be returned immediately (and prior to any refund).
9. To advise Convenor of any intended absence, unavailability or withdrawal of Team Coach or Manager. When unable to carry out Manager's duties, arrange for a substitute and advise Convenor.
10. To assist Coach with administrative/linesman duties if required.
11. To assist Coach in ensuring that NFF Playing Regulations and Competition Rules for Junior Grades as seen on the website, Club rules (refer to Club Handbook) and Auckland City ground closures are followed.
12. To recommend to Convenor any changes to organisation or administration which you think would assist in club management.

END OF SEASON

Your convenor will organise the prize giving. You will be asked to nominate a Player of the Year who will receive a trophy, and a medal will be given to a player who you believe is the Most Improved Player or another title of your choice, or alternately you can give the vote to your team to choose the Players' Player. You might like to suggest certain criteria eg. A team member who is friendly, courteous, kind, helpful, puts in 100%, attends all/most practices etc.

You will be provided certificates to complete for each player in the team and these need to be at the prize giving. When you or the coach are called to do your part, invite your team to come and stand at the front with you. Then:

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- a. Speak briefly and positively about the season and the team.
- b. Announce and hand out the medal for the Most Improved Player, or alternately you can choose to call it the Players' Player award ie all the players vote who they think this person is.
- c. Announce and hand out the Player of the Year award.
- d. If you intend to personally give out something to everyone in the team, please do so in a private ceremony (not in front of the other teams) as children do not understand why they are not getting something as well.

Once all the teams have done their presentations and before leaving, hand out the completed certificates and team photos. Ensure that photos are only given to those who have paid for them.

The Club requires that the kit you were issued with at the beginning of the season, ie bag, Club shirts (correct number), goalie shirt, cones, any balls that are reusable and whistle is returned at the prize giving. You may consider taking the shirts from the children after their last game and washing them. This saves a lot of phone calls and chasing up for everybody, and the kit is returned complete at the prize giving.

Thank you for your effort and co-operation. Being the manager is a thankless task, but vital to our clubs operation and players enjoyment.

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PROTECTING CLUB MEMBERSHIP PRIVACY