



## **Guide for Team Coaches**

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## 1. GENERAL

Coaches need to familiarise themselves the following documents which establish the foundation rules under which Dalkeith Thistle Community Football Club function.

Dalkeith Thistle Community Football Club - Key Roles and Role Profiles

Dalkeith Thistle Community Football Club - Club Constitution and Rules

These documents are available to download from our website at <http://www.dalkeiththistlecfc.com>

### **Coaching Pathway**

Although not compulsory all leaders have the option to attend courses which follow the SFA Coaching Pathway, this is dependent on each individual's intention of achieving further qualifications.

Once an official is added onto either the SYFA or SWF systems this usually automatically sets up a SFA admin account which enables the official access to courses. All coaching courses and available dates can be accessed at [www.scottishfa.co.uk/scottishfa](http://www.scottishfa.co.uk/scottishfa).

For any coaching queries please contact [coaching@scottishfa.co.uk](mailto:coaching@scottishfa.co.uk).

## 2. MEETINGS

### **Club Meetings:**

As a Team Coach you will be required to attend Club Coaches Meetings. These meetings will be held on a quarterly basis and a note of the dates and agenda items will be circulated by the club secretary. It is important that Team coaches attend these meetings as this is the only time when their thoughts can be put forward to the Committee for consideration and ultimately implementation.

We understand that all our coaches have families and daytime jobs and that sometimes it is not always possible to attend personally, but we will expect there

to be a representative from your age group at each meeting.

It is acceptable for a parent to fulfil this role but this should only be in exceptional circumstances and should be the same parent who acts as a stand in each time.

### **League Meetings:**

Attendance will be required by Team coaches or Team secretaries at meetings of whichever League they are competing in during the season. These vary in frequency from league to league so reference to your league handbook is required to find out when they occur. Failure to attend these meetings can in some instances incur a fine which is sent to the Club, we need to try and avoid this happening.

### **Registrations & Subscriptions**

The Club expects the Team secretaries to ensure that the monthly registration fees, which is payable by each player, is collected and paid to the Club.

The Club also requires the Team secretary to issue and collect from each player a completed registration form which should be returned to the Club Secretary for our records.

Players are only eligible to play for the Club after payment of subscription fees and the return of a completed registration form.

It is also up to each team secretary to ensure that their team where applicable are registered for the current season on the SYFA website, they are also required to ensure that players are signed and recorded on the SYFA system if there are any issues with a team or player registration please, contact Sharon Hosie in the first instance.

During the season teams will incur other running costs such as match official's fees. These costs are usually met by the club and should be kept to a

minimum where possible. The club training facilities are, Cowden, Dalkeith Campus and Waterfall and under no circumstances have

any other training lets to be booked unless approved by the club Executive Committee.

Under no circumstances should team coaches or team secretary's ask for additional monies from parents unless this has been approved by the club Executive Committee.

### **Club Kit**

The Club will supply's each new member of the Academy with Kit after the first subscription payment is paid. The following items of kit will be provided:-

- 1 training top
- 1 match top
- 1 ¼ zip top
- 2 pairs of shorts
- 2 pairs of socks

Replacement kit will only be issued if a member has outgrown their original kit. All other kit will have to be purchased at the member's own expense from our Kit supplier.

The club has negotiated discounted prices with a local kit supplier from whom our specified kit can be purchased and who will know exactly what is required when ordering a Dalkeith Thistle Community Club kit.

The current Dalkeith Thistle Community FC specification kit is supplied by **Football Nation**.

**Note: Player's names or initials must not be put onto any kit as this means that kit can't be handed down through the club in the future.**

### **Kit Care:**

Please request of parents/players that kits are not washed at temperatures greater than 40°C, higher temperatures can cause the printing to come away from the shirt or jacket.

Training and Match Kit should be worn on match days only, we do see some of our players wearing Dalkeith Thistle Community Football kit as everyday wear, the Club does not consider this acceptable and it needs to be positively discouraged by Team Coaches.

#### **Training Equipment:**

At the beginning of each season the Club will ask each manager for his/her equipment requirements, the club will then make a bulk purchase of equipment in order to obtain the premium discounts which we have arranged with our regular suppliers.

If further equipment is required during the season this should be purchased through the Club and with prior approval from the Executive Committee, we cannot guarantee to honour any invoices presented to the Club which do not have prior approval.

#### **Re-utilising Kit and Equipment:**

The Club requests that all match kit should be collected in by Team Coaches at the end of each season, if teams are planning to have new kit, then the old kit should be returned to the Club for re-use. If not, then the Coach should retain the kit for redistribution the following season.

This should also apply to other equipment such as bibs and training balls (where a team is moving to a larger size), please return whatever you have, and we can then redistribute any that are still serviceable.

### **3. TRAINING**

#### **Summer Training:**

The grass areas of Cowden away from the main pitches will be kept cut during the summer months for team training. Please do not use freshly seeded areas such as the goalmouths as these will be cultivated during the summer months ready for the new season.

The Club prefers to see our teams training on the Astro Turf at Cowden Park. During the summer each team will

be allocated a lease, we have noticed that a constant presence helps to reduce the amount of vandalism that occurs.

We would request that teams liaise with one another with regards to when they are to train, as there will not be enough room on the Park, if everyone chooses the same night.

#### **Winter Training:**

We have secured a block booking on the floodlit Astroturf pitch at Dalkeith Campus. Each team will have a weekly training slot on this and one training slot on the Astro pitch at Cowden. Time slots will be allocated at the start of winter training.

## **4. FIXTURES AND MATCH DAYS**

#### **Arranging a Fixture:**

Usual Practice is that the home team make contact with the opposing team to arrange a match and the league will usually require that this contact is made by a certain time prior to the fixture. The team coach or secretary should arrange the fixture with the opposing team in accordance with the league rules in which your team is competing and this does vary from league to league.

Details should be given, or obtained in the event of an away match, of both venue and kick off time which can then be relayed to your players and parents.

The home team contact the match referee again, this is usually required by a certain time prior to the fixture. The deadline will be given in the rules and regulations of each individual league in which your team is competing, and again, this does vary from league to league.

Team Coaches should ensure that all players are able to travel to a match venue for the appointed kick-off time, co-ordination with parents or players (at older age groups) will be required to ensure that this happens.

It is a good idea to make sure that all players and parents have your phone number and arrange a protocol for confirming matches with each of them. For away games there should be a designated meeting point, so you are able to do a roll call before you leave. Always ensure that anyone travelling directly to the venue on match day confirms the arrangements with you.

Remember to ring in your match result after the game or to inform the League if your game has been postponed.

### **Friendly Games**

Any SYFA member team organising a friendly game against another team within their region must first obtain a permit by supplying details of opposing team, venue and kick off time to the regional secretary. If playing a friendly against another team out with their region the opposing team must obtain a permit from their regional secretary too. Any SWF member team must submit a friendly request form to SWF and are advised to apply 7 days in advance. Any Essda member team must apply for a permit via the Essda website on the permissions page.

### **Tournaments and Festivals**

Any team wishing to take part in any tournament or festival, which includes day or overnight trips must first obtain permission from the club by submitting the



appropriate permission form to the club committee, ensuring plenty of notice. Once permission has been received from club the team secretary must apply for a permit from the SYFA, SWF or Essda to ensure players are appropriately insured. **Please note in the case of overnight stays a fully completed risk assessment form may be required.**

All parents and the Club Welfare Officer must receive a copy of a full itinerary before trip takes place which also includes contact details of trip leader and also venue details. Officials must ensure they have contact details of all parents and also details of any medical requirements of players. Officials must ensure they have a hard bound log book (this will be provided by club) for recording all activities, problems, solutions and any actions taken during

trip. Upon returning from trip the team secretary to provide the Club Welfare Officer a brief written report of trip advising of any incidents which may have taken place.

Itinerary and risk assessment samples can be provided, please contact the Club Welfare Officer if required.

### **Pitches & Playing Areas:**

Each team within the Club will be allocated a training venue and a time slot at the beginning of the season and this will be their slot for the duration of that season, wherever possible please use the venue and time slot you have been allocated.

If anyone needs to amend a training venue or time can you please notify Jamie Smith at the earliest convenience, so he can rearrange that week's training schedule, this will ensure that no fixture clashes occur.

### **Inclement Weather:**

Although the pitches at Cowden drain reasonably well there will be times when the Club will deem them to be unplayable. On occasions the pitches may become

unplayable on the morning of a match due to overnight rain this is unfortunate, but unavoidable.

All Coaches will be notified by Jamie or Tam when the pitches are closed due to bad weather. The Club will endeavour to also update the home page of our website with this information.

**Note: Under no circumstances should games be played when the pitches have been closed, as your players will not be insured should an injury occur.**

Team Coaches / Secretaries should inform the opposition as early as possible to avoid any misunderstanding.

### **Playing Matches:**

Team Coaches must take overall responsibility for the safe-keeping of all equipment (including nets, footballs, corner posts, training equipment etc.) provided by the Club

Each individual team is responsible for setting up its own pitch prior to the start of each match. All the equipment required to set up the pitches is provided by the Club and stored within the containers at Cowden Park.

### **Small Sided Goalposts:**

- Goalposts should be erected and dismantled on the pitch at the place where they are to be used.
- These should be carried out to the pitch by two people.
- Please ensure that all netting is untangled and do not force the stanchions against the net, as inevitably the net will tear.
- Do not leave goalposts upright if they are not properly anchored down with 'U' pegs, as young players will always want to use them.

### **11-a-Side Goalposts:**

- Full sized goalposts should be erected and dismantled on the pitch at the place where they are to be used.
- The Club will provide all tools and components to assemble the goalposts on **each** pitch these should be kept separate in order to make it easier for individual coaches.
- Cross bars should be carried to and from the pitch two people (this is a legal requirement)
- Please ensure that **all** components are safely stored back in the large container after use.
- Bins are provided for the storage nets (one bin for each pitch) please ensure that nets are placed back in the bins after use. Nets left on the floor do get damaged and require replacing at a large cost to the Club.

Please ensure that all equipment is returned to the correct container as they have different locks and therefore will not always be accessible to you, there is no reason why any Coach should need to remove any match day equipment from Cowden Park.

If you have parent helpers assisting with setting up and taking down of the pitches, please make sure that they know where to get the equipment from and return it to the appropriate container.

Unfortunately, equipment does go missing and we request that whenever possible the container doors are kept shut, even during matches and that the last person to replace equipment back in any of the containers ensures that they are locked before they leave the site.

Most leagues require that either the home team or both teams ring in the match result after the game; refer to your league rules in relation to who is responsible for this.

**Note: Don't forget to also inform the League if your game has been postponed.**

**Match Balls:**

At the beginning of each season the Club will ensure that each team has 1 match quality football; please use this and not training balls when your team is playing matches. They are a better quality than the training balls and will assist your players in developing their skills. However, they are substantially more expensive to provide so please look after them and we suggest that they are not used for training.

If you require new match balls during the season, please ask a Committee Member and we will provide them.

Please don't use your match balls when training on Astro turf pitches, they will get damaged very quickly and require replacement after a very short period.

**5. DISCIPLINE**

**On-pitch Discipline:**

It is always the Team Coaches' responsibility to be in control of the actions and behaviour of both his/her players and himself/herself before, during and after matches and to

ensure that the Club is not brought into disrepute by anything which may occur.

We would also expect that parents/spectators are always also informed of their obligation to behave appropriately during matches.

**Off-pitch Discipline:**

The Club expects its Team Coaches' to ensure that all parents and spectators associated with their team act in an appropriate manner at all times and do not bring their team or Dalkeith Thistle Community Football Club into disrepute.

### **Discipline Reporting:**

In matches where the League provides a Match Official normal SFA sanctions will be applied and referees will issue Red and Yellow cards. If a player or someone connected with your team is reported to the SFA by the referee, the club will be sent a 'charge sheet' which must be responded to by the club with the details of the reported person, this should be passed to Tony Cervi for action i.e. payment of the fine

Should any of the following incidents occur before, during or after a match:

- A player sent off for Violent Conduct
- A player sent off for using Foul & Abusive Language
- A player sent off for abusing a Match Official
- Any person (player, manager or spectator) reported by the Referee for misconduct
- A mass confrontation resulting in sending off or misconduct
- Your match is abandoned (other than for inclement weather)

You should first report the incident to the Club Secretary and then follow this up with a short-written report giving match information and brief details of the incident.

**Note: This helps the secretary when reports come through from the County SFA.**

### **Discipline of Other Clubs:**

If any Dalkeith Thistle Community Football Club Team/Coach/Player or Parent is concerned about the behaviour of an opposition club or any opposition club member this should be reported to the Executive Committee and the Club will take the matter further; individuals should not contact leagues, referees or the SYFA without consulting the Club first.

## **6. ACCIDENTS & INJURIES**

Any accidents or injuries incurred by any person associated with Dalkeith Thistle Community Football Club should be reported to the Club Secretary as soon as possible after the event and an Accident Report completed, this is a requirement of our insurance underwriters.

The Accident Report Form can be downloaded from the Club website.

## 7. CONTACTS



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