

UNITY SOCCER CLUB

COACHES & MANAGERS

HANDBOOK 2026



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Introduction

At Unity Soccer Club, we hold our Coaches and Managers in the highest regard. Your dedication and commitment to our players, and the sport are invaluable. The time and effort you invest in sharing your knowledge and skills are instrumental in shaping the future of our young athletes.

Thank you for being an integral part of the Unity Soccer Club family. We are honored to have you as part of our team.

Unity Soccer Committee 2026

Name	Position	Phone number	Email
James Hempsted	President	0404 832 877	unitysoccerpresident@gmail.com
Carey-Ann Watson	Vice President	0498 125 635	unitysoccervp@gmail.com
Sam Spinner	Secretary	0424 351 545	unitysoccerclub@gmail.com
Kathy Stroud	Treasurer	0414 919 527	unitysoccertreasurer@gmail.com
Tahlia Gibbs	Registrar	0404 832 877	unitysoccerclub@gmail.com
Unity College Business Manager	James McCosker	0423 371 771	James.McCosker@bne.catholic.edu.au

Our Values

Fun

We believe that soccer should be enjoyable for everyone, regardless of age or skill level.

Respect

We treat others with kindness, consideration and understanding, and strive to create a safe and welcoming environment for everyone.

Community

We believe that soccer is a great way to build community and bring people together. We rely on the dedication and hard work of our families to make everything happen.

Excellence

We strive for excellence in everything we do, both on and off the field.

Coach responsibilities

- **Develop and enhance team performance:** Coaches are responsible for training the team to improve their football skills, fitness, and teamwork, ultimately ensuring the team performs to their potential.
- **Strategic player selection and positioning:** Based on individual player skills and strengths, the coach selects the team for each game and assigns players to positions.
- **Ensure equal playing time:** In collaboration with the Manager, the coach ensures that all players participate in a fair number of games and receive approximately equal playing time whenever possible.
- **Set suitable training day:** The coach consults with the team to establish a convenient training day and time.
- **Manage substitutions (U9+):** Substitutions must take place at the halfway line only after receiving a signal from the Referee. The substituting player must wait at the halfway line until the current player has left the field.
- **Awards selection:**
 - **Most Improved Player and Coaches Award:** The coach and manager will work together to determine the recipients of these awards for the end of season.
 - **Players' Player Award:** Team members will vote for the teammate they believe best exemplifies the spirit of the game. This award should not be based on friendship, but rather on the player's positive qualities such as encouraging teammates, passing the ball, and demonstrating consistent effort.
 - Note, if the Coaches' or Most Improved player is also selected as the Players' Player, the Players' Player award will go to the player with the second-highest number of votes from the team. There will be no duplication of awards.
 - **Best and Fairest (U11+) for your team:** Coaches of U11+ teams are required to select the Best and Fairest player for each game. An idea is to use a simple points system (e.g. 3, 2, 1) after each game to track performance throughout the season for this award.
 - **Nominate opposition's Best and Fairest:** When requested by a Match Referee, the Coach (or a designated individual like the Manager or a parent) must nominate a player from the opposing team (by their shirt number) who they believe performed the best during the match.
 - **Award Player of the Match:** Coaches are provided with game-day rewards to give to their chosen Player of the Match. This award isn't necessarily for the best player but can recognise effort, position execution, or training performance. The award should be shared among players, and serve as motivation for the team.
- **Identification:** Wear the 'Team Official' Shirt for all matches.
- **Maintain Technical Area:** Only Coaches, Managers, and Players are permitted within the "Technical Area" or Substitution Area during matches. Parents, family members, and spectators must remain outside the designated area.
- **Correct attire:** Coaches and managers are responsible for their players' being correctly attired throughout the game; i.e. correct uniform worn, shirts tucked in, socks pulled up, shin guards in place, no sharp studs, and no jewellery to be worn.

Manager responsibilities

- **Communication:** Keep parents and team members informed about fixtures, training, and Club activities. Information can be found on the Unity Soccer Facebook page, emails, SCCSA website and SCCSA Facebook page.
- **Fair play:** Work with the Coach to ensure all players receive equal playing time and game opportunities.
- **Match updates:** Notify team members and parents of any changes to the schedule, cancellations, or ground locations. Updated information is available on the SCCSA website and Facebook page.
- **Volunteering reminder for home games:** Remind families to sign up for volunteering during home games.
- **Awards selection:** Support the Coach in the management of awards selections.
- **Identification:** Wear the 'Team Official' shirt for all matches.
- **Maintain Technical Area:** Only Coaches, Managers, and Players are permitted in the Technical Area or Substitution Area during matches. Parents, family members, and spectators must remain outside the marked area.
- **Correct attire:** Coaches and managers are responsible for their players' being correctly attired throughout the game; i.e. correct uniform worn, shirts tucked in, socks pulled up, shin guards in place, no sharp studs, and no jewellery to be worn.
- **Attendance:** Complete the online team sheet for every game (found under 'Fixtures' on the SCCSA website). Instructions for completing these team sheets can be found [here](#).

General Information for Unity Soccer Coaches and Managers

Communication with your team

- We recommend using the Heja App which can be found at this link <https://heja.io/>
- Heja is a free sports team app designed to streamline scheduling, and enhance communication for teams, coaches, and parents.
- Parents add themselves to the app upon receiving an invitation code.
- The committee is happy to assist with setup if Coaches or Managers need assistance.
- Other options for communication include Facebook Messenger or WhatsApp.

Home Teams

The Home Team is the team that is listed first in the fixtures.

Balls

- Training balls cost \$30 each and game balls cost \$45 each. This is a significant expense for a club with over 20 teams. Please treat the equipment with care.
- All balls and equipment provided must be returned to the club at the end of the season in good condition, so it can be stored appropriately and reused for next season.
- Please take special care with the balls. We recommend counting them out and in at each training session. Do not let the children stand or sit on the balls. This damages their structure and could render them inadequate for play.
- Lost, stolen, or misplaced balls will not be replaced. To replace a ball due to wear and tear, please arrange to do this with a committee member at a home game.

Equipment Shed

- We have a range of training equipment available to all teams in the equipment shed.
- All coaches and managers have access to the equipment shed. This access comes with the responsibility of ensuring the shed is kept **locked at all times** when not in use, to ensure equipment is not stolen or damaged.
- The equipment stored within the shed is intended for use during training sessions. While equipment can be taken onto the fields for training purposes, it is strictly prohibited to remove any equipment from the fields.
- After each training session, all equipment must be returned to its designated location within the shed.
- If you encounter any issues with the shed's lock or notice any equipment damage, please report it immediately via the Heja app or by emailing unitysoccerclub@gmail.com.
- Proper care and management of our shared equipment ensures that all players can benefit from a productive training environment.

First Aid Kit

A first aid kit is located in the equipment shed for all Coaches and Managers in the event of an injury or emergency. Please notify the committee via the Heja app or email unitysoccerclub@gmail.com if you notice supplies in the first aid kit are becoming low.

Defibrillator

In the event of an emergency, there is a defibrillator located in the equipment shed. Signage has been placed on the shed door to ensure visibility. Please familiarise yourself with the instructions on how to use the Lifepak CR2 defibrillator at this [link](#). The defibrillator is a very expensive piece of equipment, and is essential to the club. Please avoid turning it on unnecessarily, as this will drain the battery and shorten its lifespan.

Injuries

Where any injury occurs (whether or not it could lead to a possible insurance claim), the Coach or Manager MUST complete an [Incident Report Form](#) within ONE (1) WEEK of the incident and email to admin@sccsa.org.au and cc unitysoccerclub@gmail.com.

If an injury results in medical treatment which incurs, or will incur non-Medicare expenses, then an insurance claim may be made, and the claimant needs to complete an [Insurance Claim Form](#). Once the form has been completed, forward onto SCCSA Admin admin@sccsa.org.au for completion of SCCSA's part of the claim. This form must be fully completed and lodged within 120 days with the Insurance Provider. Do not wait until the start of treatment before submitting!

Unity Soccer Club uniform requirements

All players are required to have Unity Soccer shorts and socks. Shorts and socks are available for purchase from the Unity Soccer Club canteen. A free training shirt is included with all player registration fees. Please ensure your team has collected their free training shirt prior to the first game of the season. **For player safety, all players are required to wear shin guards and soccer boots.**

Game Day Shirts

- Game Day Shirts are in Manager Bags (2 sizes per bag, 1 shirt per player).
- Larger sizes to larger players, and smaller sizes to smaller players.
- There are limited spare Game Day Shirts at the canteen, which you can swap where sizing is an issue. Please note, each player must have a unique number, with no playing jersey number duplicated within a team.
- Coaches or Managers must collect Game Day Shirts at the last game of the season for washing, and return them clean to the club in the Manager's Bag. We recommend advising families to bring their child a spare shirt to the last game of the season, for ease of collecting these back from families.
- Game Day Shirts have a three-year lifespan, and should only be worn during fixtures. Please remind your families not to wear them at any other time.

Canteen

- Our club is 100% volunteer staffed. Our club is reliant on profits from our canteen (home games only), merchandise sales, donations and grants to operate.
- Assisting in the canteen is a fantastic way to meet new people, and support both your club and your children.
- During the season, there will be 8 home game rounds, and we need your help as each home game presents a valuable fundraising opportunity for our club.
- We kindly request that each team provide at least two volunteers on home game days to assist with setup, pack-up, and canteen duties.
- Before each home game, the 'Sign Up' link is shared with all families, allowing them to choose a time that suits them. Please obtain commitments for these positions from your team, and encourage them to sign up.

- Please remind all parents in your team that they are expected to contribute to volunteering at the club.

Sponsors

- Unity Soccer Club relies on the generosity of our sponsors. This sponsorship allows us to offer free training shirts, player awards, and host various events and celebrations throughout the year.
- Some sponsors enter into three-year agreements for shirt sponsorship, and we ask that coaches and managers ensure players wear their training shirt to each training session. This visibility is crucial for our sponsors, who have invested significantly in our club.

Opposing Team Awards – Home Games

On home game days, coaches or managers can collect a voucher from the canteen to give to the opposing team's best and fairest player.

Player of the Match Awards

At the beginning of the season, each Manager and Coach will receive Player of the Match awards to distribute to players throughout the season. **Please pay close attention to the voucher expiry date and prioritise distributing the vouchers that are expiring soonest.**

Playing Up

- Players need written permission from the Association to play up more than two age divisions or down a division. Age Dispensation approvals (or copies) must be available if requested by the Referee on game day.
- Players must be 9 or older in the current year to play in fixtures competitions.
- "A" division players cannot play down in a "B" division game in the same age group, or cross-play.
- Players must play 4 fixtures in the same team to be eligible for finals, and 6 fixtures in a higher division to remain in that division for the rest of the season.
- A player may only play in the finals series in one team and one age group.

Representative Players

Only 5 representative players are allowed in one club team unless all the Representative players are 'homegrown'.

Forfeit

- In the event that your team does not have the sufficient number of players to field a team, it's recommended that you reach out to the age group below and enquire if any players are willing to "play up" and join your team for the game. You can do this via the Heja app as well.
- However, if all attempts to field a team have been exhausted, and forfeiting the game is the only remaining option, please ensure that you promptly notify the Unity Soccer Committee of the forfeit. You can do this by sending an email to unitysoccerclub@gmail.com or by contacting one of the Unity Soccer Committee Members.
- The forfeiting team must notify both the SCCSA Match Controller by 5pm on the day preceding the fixture. The Match Controller will notify the Referee. The forfeiting team will be responsible for the Referee's fee if insufficient notice is given. The opposing team will receive 3 goals and 3 points for a forfeit.

Wet Weather

- SCCSA uses social media to communicate weather-related game cancellations. [Follow them here](#).
- For Unity Soccer Club, poor weather decisions are made by approximately 6:30am on game days, after an inspection and discussion with Unity College. [Follow Unity Soccer's Facebook page](#) for the most current information, as games are not cancelled simply due to rain.
- A message will also be posted to the Heja app via the Coaches & Managers group.

Team Officials

- For U9+ teams, only two designated team officials, a Coach and a Manager, are allowed in the marshalling area. Both Coach and Manager will receive a free Unity Soccer Official Shirt to wear throughout the season for easy identification.
- We appreciate that our club has many volunteers who assist with various tasks. While these helpers are always welcome, they won't hold official team positions due to SCCSA restrictions. Thank you for your understanding.

Grounds Officials

Grounds officials assist with the smooth running of games, and resolve any issues that may arise. They must be adults, not be involved in coaching, managing, canteen duties or other club matters, and must wear the SCCSA vest for visibility.

Field Marshals

Field marshals are responsible for maintaining peace and good order at the fields, and should be readily available and identifiable with a supplied vest. Field Marshals primarily stay on the parent sideline and support the officials during the game. Parents are to watch their player and enjoy the game. They should be respectful at all times.

Team Sheets

- Coach and Manager online team sheet instructions can be found [here](#).
- Online team sheets are open 24 hours before the game, and close 3 hours after the game. If team sheets remain incomplete 2 hours after the game, managers will get an email.
- Team sheets must be completed [online](#) five minutes before the scheduled kick-off time. In the event of internet failure, complete a 'paper' sheet. Blank team sheet can be found [here](#).
- If a paper team sheet is completed, photograph and email through to SCCSA Admin admin@sccsa.org.au
- If a player is late, they may be entered onto the online team sheet if they arrive at the game before half-time.
- After the game, the team managers shall check with the Referee to confirm the results. For U11+ (competitive) age groups, the coach or manager will inform the referee of their choice for the best and fairest player from the opposing team.
- **Nomination of the OPPOSITION'S Best and Fairest:** When requested by a Match Referee, the Coach or Manager must nominate a player from the opposing team (by their shirt number) who they believe performed the best during the match.
- **Best and Fairest (U11+) for YOUR TEAM:** Coaches of U11+ teams are required to select the Best and Fairest player for each game. An idea is to use a simple points system (e.g. 3, 2, 1) after each game to track performance throughout the season for this award.

Trophies

- Every child will receive a participation medal on Presentation Day.
- Additionally, each team will have three special awards:
 - Coaches Award
 - Most Improved
 - Players' Player
- Club Awards
 - Volunteer Spirit Award
 - Junior Unity Soccer Team of the Year
 - Senior Unity Soccer Team of the Year
 - Sportsperson of the Year
 - Golden Boot, Silver Boot, Bronze Boot **[U11+ ONLY]**
 - 1 goal = 1 point
 - Golden Glove, Silver Glove, Bronze Glove **[U11+ ONLY]**
 - 2 points per clean sheet, 1 point per clean half.
 - If 2 goalies share a clean sheet (ie. a different goalie played each half), they each get 1 point.
 - No clean sheet = 0 points for goalies
- **IMPORTANT: To maintain the spirit of these awards, players should not be given results or scores until the end of the season.**

Volunteers

- Unity Soccer Club is 100% volunteer staffed. Volunteers are the backbone of our club, providing essential support that enables the club to function and thrive. Without our volunteers, there would be no club.
- Volunteering is managed via the 'SignUp' link which is emailed regularly to all families and posted on social media. Volunteering can be in the form of helping in the canteen, field set up and pack down, working bees, building and maintenance, marketing and administration.
- We ask each team to provide at least two volunteers per home game for field set-up, pack-down or canteen. Managers, please coordinate this amongst your teams.

Soccer Rules

- [Laws of Rooball U6 to U8](#)
- [Laws of Rooball U9 to U10](#)
- [Competitive Age Groups \(U11 and older\) Laws of the Game](#)

Smoking

Smoking is banned within 10 metres of viewing and playing areas.

Alcohol

Under the SCCSA By-Laws, no alcohol is to be consumed at Association sanctioned games or training.

Dogs

NO DOGS are permitted on site at Unity College, Unity Soccer grounds, or SCCSA controlled grounds.