

# UNITY SOCCER CLUB



## COACHES & MANAGERS HANDBOOK

# 2025

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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 honoured to have you as part of our team.

## Unity Soccer Committee 2025

Name	Position	Email
James Hempsted	President	<a href="mailto:unitysoccerpresident@gmail.com">unitysoccerpresident@gmail.com</a>
Stephen Hoad	Vice President	<a href="mailto:unitysoccervp@gmail.com">unitysoccervp@gmail.com</a>
Jenny Bajada	Secretary	<a href="mailto:unitysoccerclub@gmail.com">unitysoccerclub@gmail.com</a>
Kathy Stroud	Treasurer	<a href="mailto:unitysoccertreasurer@gmail.com">unitysoccertreasurer@gmail.com</a>
Tahlia Gibbs	Registrar	<a href="mailto:unitysoccerclub@gmail.com">unitysoccerclub@gmail.com</a>

## 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.
  - **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 is shared via the Heja app (for Coaches and Managers) Unity Soccer Facebook page, 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 also available on the SCCSA website and Facebook page.
- **Volunteering reminder for home games:** Remind families to sign up for volunteering during home games, and remind families that the \$75 Family Volunteering Levy will only be refunded at the conclusion of the 2025 season upon volunteering a minimum of 3 hours.
- **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

## Blue Cards

- It is a mandatory requirement from Sunshine Coast Churches Soccer Association that all coaches and managers hold a valid Blue Card.
- To apply for a Blue Card or Exemption Card, click [here](#).

## 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.
- Other options for communication with your team 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 or contact the committee via the Heja app.

## 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](mailto: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](mailto:unitysoccerclub@gmail.com) if you notice supplies in the first aid kit are becoming low.

## Defibrillator - Lifepak CR2

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](mailto:admin@sccsa.org.au) and cc [unitysoccerclub@gmail.com](mailto: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](mailto: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 are available for purchase from the Unity Soccer Club canteen. Free socks (first pair only) and a free training shirt are included with all player registration fees. Please ensure your team has collected their free training shirt and free pair of socks 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 at the end of the season. 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, socks, 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.
- 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 via the Heja app or by sending an email to [unitysoccerclub@gmail.com](mailto:unitysoccerclub@gmail.com).
- The SCCSA Match Controller [Ph: 0467 936 208] must then be notified by 5pm on the day preceding the fixture. The Match Controller will then 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. **Only one phone call to the Match Controller is to be made by one person.**



## Wet Weather

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

## 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 **Unity Soccer Official shirt** to wear throughout the season for easy identification.

## 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](mailto: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 must inform the referee of their choice for the **Best and Fairest Player from the opposing team** (by their shirt number). This nomination contributes to the SCCSA Evan Adermann Award.
- **Evan Adermann Award:** This award commemorates the Sunshine Coast Churches Soccer Association patron, and is presented to the player that accumulates the most votes for being the best and fairest player during the fixtures part of the season. Best and fairest medals are also awarded in each competitive age group. Points are awarded during each game with the final tally announced at the SCCSA Presentation Evening.

## 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
  - Junior Unity Soccer Team of the Year
  - Senior Unity Soccer Team of the Year
  - Golden Boot, Silver Boot, Bronze Boot **[U11+ ONLY]**
  - Golden Glove, Silver Glove, Bronze Glove **[U11+ ONLY]**
- **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.
- In order to encourage volunteering, a \$75 Family Volunteering Levy was payable with 2025 registration fees, and will be refunded to families at the conclusion of the 2025 season upon volunteering a minimum of 3 hours.
- All volunteering hours will be accrued and 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.
- Money accrued via the bond which is not refunded is used by the club to ensure all aspects of running a non-profit sporting club are maintained. **No volunteer hours = no refund = no exceptions.**
- We ask each team to provide two volunteers per home game for field set-up, pack-down or canteen. Managers, please coordinate this amongst your teams.
- Please note, the Family Volunteering Levy is reimbursed to all Coaches and Managers at the end of the season for their generous contribution to the club.

## Youth Volunteer of the Month Program 2025

- SCCSA has introduced the Youth Volunteer of the Month Program in 2025 to increase volunteer retention, boost volunteer morale and attract new volunteers.
- Nominees must be under the age of 18 and contribute a minimum of 2 - 3 hours volunteering in the month. Please email your nomination to the Unity Soccer inbox for consideration [[unitysoccerclub@gmail.com](mailto:unitysoccerclub@gmail.com)] and include nominee's name, contact information, reasons for nomination, and any supporting evidence.
- Nominations for each respective month will close on the last day of each month at 4pm (except August). March deadline: 31 March 2025, April deadline: 30 April 2025, May deadline: 31 May 2025, June deadline: 30 June 2025, July deadline: 31 July 2025, August deadline: 20 August 2025.
- Monthly nominees will be recognised and rewarded by receiving the choice of a SCCSA Cap, SCCSA Bucket hat or SCCSA Scarf.
- Volunteer of the Month will be recognised and rewarded by a certificate of appreciation, \$50 Rebel Sports voucher, invited to attend the SCCSA Adermann Awards Night, and feature their story via SCCSA social media.
- Volunteer of the Year will be recognised and rewarded by a trophy and \$250 Rebel Sports voucher.

## **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.