



MACCABI FC CAULFIELD



COACHES' HANDBOOK SEASON 2025



Coaches Handbook

Girls and Boys Teams U8 – U18

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EQUIPMENT

Equipment coaches will have access to:

Football Bag Guidelines

- **Ball Sizes:** We provide bags of soccer balls in sizes 3 (U8-U9), 4 (U10-U13), and 5 (U14+).
- **Storage:** These bags, along with bibs and cones, are stored in the Beehive's designated ball storage cage for each age group.
- **Taking Bags Home:** Coaches or Team Managers can request to take ball bags home, ensuring their proper care.
- **Hive Usage:** Bags left at the Beehive become communal resources. They are sorted by size:
 - Size 3: Yellow
 - Size 4: Red
 - Size 5: Blue
- **Personalized Bags:** For a team-specific, labelled bag, please keep it with you and bring it to all training and matches.
- **Coach Uniform Policy:** Coaches are required to wear their designated green uniform during all training sessions and matches. This ensures easy identification for players, parents, officials, and other attendees.
- A coach's bag consisting of:
 - **A ball pump; 2 x training balls for warm-ups; A stack of cones; A coaching board**

You may wish to add spare shin guards, tape and ice packs to your bag. Please make sure you return all the equipment to the club at the end of the season.

Note: In your Team Manager's kit there will be:

- **2 x Match Balls (Do not loose these balls, they are expensive and your responsibility)**
- **A medical kit; Ice packs; A referee whistle; Ground marshal vest x 2**

FUNDAMENTALS

Club requirements from a coach of any team at MFCC:

- Working with Children Card
- Bank details for payments
- Signed up-to-date Coach Agreement
- A high level of commitment to the team and club
- Be on time for all sessions, games and events.
- Work harmoniously with your Team Manager.
- Work harmoniously with the club coaching coordinator.
- Work harmoniously with the club coach administrator.
- Complete club's Member Protection Plan course.

Coaching Guidelines: Ensuring a Safe and Successful Season

1. Preparation and Knowledge:

- **Understand the Game:** Familiarize yourself with the specific format and rules for your age group.
- **Prepare Your Coaching Kit:** Ensure you have a well-stocked coaching bag ready for each session.

2. Equipment Management (The Beehive):

- **Organized Storage:** Please do not leave ball bags or other equipment on the floor in the Beehive.
- **Communal Ball Bags:** Ball bags in the Beehive are organized by size (3, 4, and 5) and are not team-specific.
- **Separate Equipment:** Cones and bibs are stored in separate bags.
- **Personalized Bags:** If you require a team-specific ball bag, please store it personally and return it at the season's end.
- **Equipment Return:** After each session, please return all equipment to its designated place in the Beehive.
- **Agility Poles:** Agility poles with springs are available for training. Please instruct children not to play with them to prevent damage.

- **Corner Flags:** Corner flag poles and flags are for match use only and should not be used in training.

3. Field and Ball Management:

- **Ball Retrieval:** After training and matches, ensure all team balls are collected. Encourage players to participate in retrieval.
- **Match Ball Care:** Exercise caution with match balls, as they are more expensive.
- **Field Safety:** Report any potholes or obstructions to the groundsman immediately.
- **Goal Net Safety:** Instruct children not to hang on goal nets.

4. Safety and First Aid:

- **First Aid Kit:** A medicine cabinet is located on the right-hand wall upon entering the Beehive, containing band-aids, cold packs, etc. Contact the Hive attendant or groundsman if supplies are needed.
- **Emergency Contact:** In case of an emergency, call Hatzolah first responders at 03 9527 5111.

Match Day Essentials: Ensuring a Smooth Game

- **Field Allocation Updates:**
 - While Football Victoria provides initial field allocations for Caulfield Park, please be aware that changes may occur due to scheduling conflicts or field conditions.
 - Always confirm your assigned field by checking:
 - Team App for the most up-to-date information.
 - The ground allocation sheet posted outside the Beehive (Building 3).
 - The ground allocation sheet posted at the main pavilion kiosk.
- **Match Day Preparedness:**
 - Ensure you have all necessary equipment ready before the game commences.
 - Team Managers are responsible for providing the referee with two match-ready balls.
- Always think - Safety First
- Ask for help, if required.
- Bee confident
- Bee respectful
- Bee FUN

COACH PLANNING

Training Policy

Mandatory Adult Supervision for Training Sessions

For the safety and well-being of our players, we require a minimum of two adults, including the coach, to be present at every training session. This ensures adequate supervision in case of injuries, bathroom breaks, or other situations that might distract the coach. If two adults are not present, the training session will be cancelled. This policy is in place to prioritize the safety and security of your children.

Training Sessions

Training Session Best Practices: Ensuring a Productive and Safe Environment

1. Communication and Preparation:

- **Timely Communication:** If you will be late or absent from training, please notify your club coach coordinator promptly.
- **Curriculum Adherence:** Utilize the Football Victoria (FV) curriculum coaching manual, provided by the club coaching coordinator, to plan your sessions.
- **Punctuality is Key:** Arrive at the training field at least 10 minutes before the session to set up efficiently.
- **Equipment Readiness:** Ensure all equipment, including properly inflated balls, is prepared and checked before the session begins. An electric ball pump is available in the centre bunker.

2. Field and Facility Management:

- **Designated Training Area:** Set up your team's allocated training area on Caulfield Park: approximately $\frac{1}{4}$ of a field for Mini Roos teams and $\frac{1}{2}$ of a field for Junior teams.
- **Designated Toilet and Change Room Use:** For safety and supervision, please direct players to use the monitored toilets and change rooms within the Beehive. Other park facilities are not monitored by the club.

3. Player Safety and Supervision:

- **Supervised Toilet Breaks:** Children must be escorted by an adult when using the toilet. This highlights the importance of having at least two adults present at each training session. Collaborate with your Team Manager (TM) to create a supervision roster, if necessary.
- **Supervised Departure:** Children must not leave the training area unaccompanied after training.
- **Continuous Supervision:** Coaches are responsible for ensuring that no child is left unattended on the park at any time.

Training Plans

Creating a Positive and Productive Training Environment

- **Coaching Support:**
 - For training plan ideas, samples, or assistance, please consult with the club coach coordinator. We are here to support your development.
- **Field Management:**
 - Minimize training activities within the penalty area.
 - Adhere to your team's designated training area on Caulfield Park. Any changes must be approved by the coaching coordinator.
 - Respect the training areas and equipment of other coaches.
- **Safety First:**
 - Prioritize player safety by ensuring the training area is free of hazards. Remove, mark, or relocate any debris that could cause injury. Spare sand and dog waste collection bags are available at the Beehive.
- **Equipment Responsibility:**
 - At the end of each session, ensure all equipment is collected and properly stored. Engage players in a fun and collaborative equipment retrieval process.

Matchday Preparation

Match Day Preparation and Conduct: Ensuring a Positive Experience

- **Timely Communication:** If you anticipate being late or unable to attend a game, please inform your Team Manager (TM) and the coach admin coordinator in advance.
- **Pre-Game Readiness:** Arrive at all games with sufficient time to conduct a thorough warm-up and organize the team effectively.
- **Equipment and Compliance:** Verify that the team is fully prepared and that all player gear complies with Football Federation guidelines.
- **Respectful Conduct:** Maintain respectful interactions with all officials, players, parents, supporters, and opposition teams.

Matchday Conduct

Match Day Principles: Fostering Sportsmanship and Growth

Pre-Game:

- 1. Welcome with Respect:**
 - Remember, it's a game! Greet the opposing team warmly. They are young players, just like yours.
- 2. Coach to Coach Courtesy:**
 - Shake hands with the opposing coach before and after the game. Regardless of personal feelings, acknowledge their commitment to youth soccer.
- 3. Shared Leadership:**
 - Rotate team captains to give all players the rewarding experience of leadership.

During the Game:

- 4. Empower Player Decisions:**
 - Allow players to make their own choices on the field. Mistakes are learning opportunities. Resist the urge to micromanage.
- 5. Silent Support:**
 - Refrain from constant shouting of instructions. Encourage parents to do the same. Let players develop their own game sense.
- 6. Balanced Attention:**
 - Avoid repeatedly calling out the same player's name. Distribute your attention evenly to prevent embarrassment or perceived favoritism.
- 7. Positive Reinforcement:**
 - Limit sideline comments to positive encouragement: "Well done," "Nice pass," "Relax."
 - Praise good plays from both teams, especially goalkeepers. Support them through mistakes and celebrate their successes.

Game Review: Thoughtful Reflection and Constructive Feedback

- 8. Acknowledge Emotions:** Begin by being mindful of the players' emotional state after the game, whether it's elation, disappointment, or fatigue.
- 9. Celebrate Successes:** Identify and highlight what went well, both as a team and for individual players. Reinforce positive actions and strategies.
- 10. Identify Areas for Growth:** Discuss areas that need improvement, focusing on collective team performance and individual development opportunities. Frame these points constructively, emphasizing learning and future progress rather than dwelling on mistakes.

Player Rotations

Mini Roos U8 – U11

- In general all players in all Mini Roos teams should get equal playing time over the length of a season.

Junior teams U12 – U14

- In general all players should be getting at least 50% playing time over the length of a season.

Junior Teams U15 – Senior Women

- Teams playing in each age group in the highest section will be as competitive as possible. Player rotation during the game remains the coaches' prerogative. There is no guarantee of equal time for all players.
- Age groups in which we only have one squad will also be as competitive as possible. The strongest available team will be selected for matches. Player rotation during the game remains the coach's prerogative. There is no guarantee of equal time for all players.
- In all other teams' rotation is prescribed. It is impossible to provide all players with equal game time.

MFCC FOOTBALL PHILOSOPHY

Winning is the purpose of football but it is the manner and importance that differ.

To take our Club to the highest level, we focus on:

- Development rather than results
- The skilful instead of the powerful
- Mistakes being learning moments instead of mistakes being punished
- Encouraging individual play instead of forbidding individual play
- Encouraging taking initiatives / risks instead of forbidding taking initiatives / risks
- Playing out purposefully instead of the long ball.

MFCC CODES OF CONDUCT

It is vital that everyone involved in sporting activities, whether they are athletes, coaches, parents, officials or supporters understand their responsibilities to ensure that all participants enjoy the sport.

The codes of conduct below have been incorporated into FV Rules of Competition and all members of our club including spectators and parents are to abide by these codes of conduct.

This Policy applies to FFA, FV, Member Federations, District Associations, Competition Administrators, Clubs, Officials, Agents and Players. To the fullest extent possible, it also applies to parents and guardians of Players and to Spectators at Matches. This Policy will continue to apply to a person, even after they have stopped their association or employment with MFCC, if disciplinary action against that person has commenced.

General Code of Behaviour

We expect every person involved in the game, in Maccabi FC, in opposition teams and anyone representing Football Victoria to be treated with respect at all times.

For a full list of Codes of Conduct go to

<https://www.mfcc.com.au/mfcc-codes-of-conduct>

Anyone at the club or associated at the club that breaches these codes can be suspended and/or have their membership cancelled with no refunds.

Notifications

Please note that the club will put out notifications about cancelled sessions due to weather extremes via club email and club social media pages.

It is your responsibility to keep up with anyone of these.

GAME FORMAT

The following aspects of MiniRoos Club Football are common across all age groups from Under 6 to Under 11.

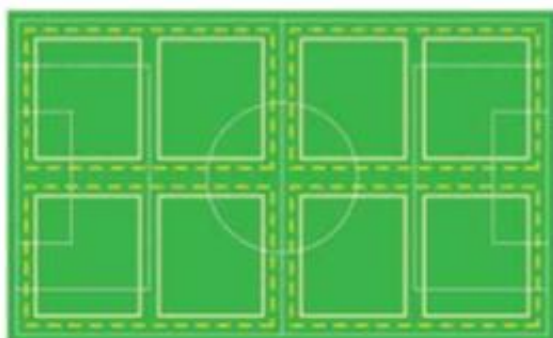
Field Layouts

MiniRoos fields are easy to set-up and only take a few minutes.

The below diagrams outline how MiniRoos pitches should look when set-up on a full-size football field:

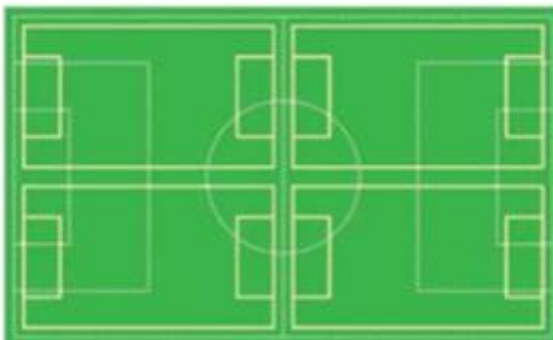
Under 6 & 7

Up to 8 pitches on a full-size football pitch



Under 8 & 9

Up to 4 pitches on a full-size football pitch



Under 10 & 11

Maximum of 2 pitches on a full-size football pitch. Alternatively 1 pitch can be set-up penalty box to penalty box.



Field Markings

Cones, markers or painted line markings are suitable.

This includes the penalty areas in the U8 – U11 age categories.

Start of play and re-start after a goal

Pass to a team mate from the middle of the half way line. All players must be in their own half of the field of play. Opponents must be at least 5 metres away from the ball until it is in play. The ball must touch a team mate before a goal can be scored.

Ball in and out of play

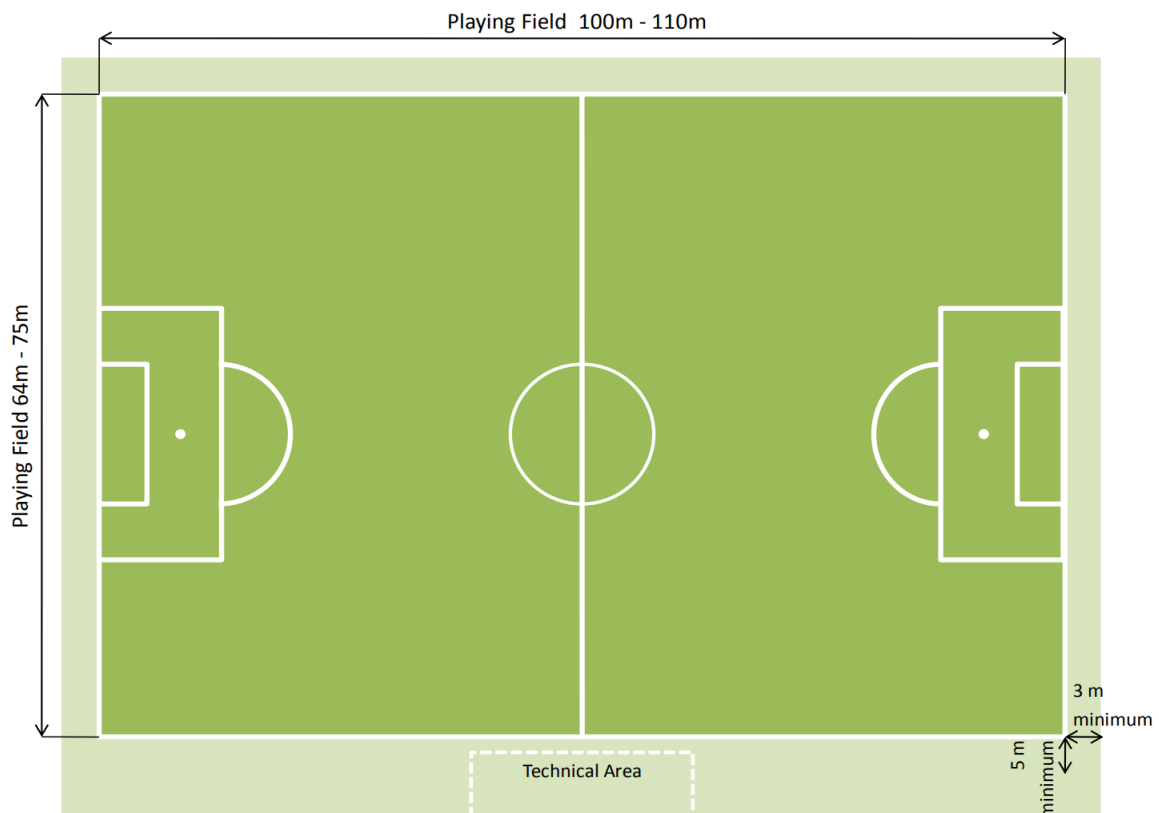
The ball is out of play when it has wholly crossed the goal line or the touch line on the ground or in the air, or when play has been stopped by the Game Leader.

Field Layout

Corner flags are compulsory and are required at the junction of the touch line and goal line on every field.

Half way flags are optional and should be located no less than 1 metre off the touch line directly in-line with half way.

Flag posts are to be no less than 1.5 metres high and adhere to the requirements listed in the FIFA Laws of the Game.



In Case of any Medical Emergency

Call Hatzolah 1800 6138



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TELL THEM MACCABI FC SENT YOU



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