



EXPRESSION OF INTERSET
COACHES AND MANAGERS

2016

MENS Premier and Reserve Grade

Youth (U 17 Boys)

Women's 1st and 2nd Division

Expression of Interest for the role of: Coach or Manager or Assistant Coach

(Response to this EOI must be received before 15 December 2015)
Submit to Secretary, Urunga Football Club PO Box 173 URUNGA 2455 or
secretary@urungafootball.com)

This form must be completed as a cover page to the Response.

I, (full name) _____

Of (address) _____

D.O.B: _____ Ph: _____ Mobile: _____

Email: _____

I am seeking appointment as **coach / manager / assistant coach** (*strike through non applicable roles*) for the following team _____ and submit my application for consideration by UFC.

Acknowledgements

1. I understand that the Club and its volunteers have responsibilities under the Child Protection (Working with Children) Act 2012 to protect the welfare of children and that it is an offence for a Prohibited Person to apply for, or otherwise attempt to obtain, undertake or remain in child related employment. I have completed the attached Prohibited Employment Declaration as an interim to the new Working With Children Check that will start in NSW from 11 February 2013. Under the new check workers and volunteers will apply for their own check once every five years and UFC will be required to verify my clearance number.
2. I have read and understand the UFC Memorandum Of Understanding for Coaches and Managers.
3. I have read & agree to abide by the Coaches Code of Ethics and Code/Role of Team Manager.
4. I have read and commit to implement the FFA National Curriculum. (Refer http://www.a-league.com.au/site/_content/document/00001254-source.pdf)
5. I understand that the UFC and North Coast Football is required to implement a complaint handling procedure in accordance with the principles of natural justice, in the event of an allegation against me. As such, I acknowledge that UFC and or NCF may impose penalty on me or rescind my appointment as coach or manager by resolution of the NCF and or the Committee.
6. I agree to abide by the directives of the UFC Management Committee who will abide by the applicable Rules and Regulations and Codes of FFA and or NCF
7. I submit my response in the attached format for evaluation by the Selection Committee

Applicant Signature

Date

PROHIBITED EMPLOYMENT DECLARATION

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment, see the *Working With Children Employers Guidelines* on www.kids.nsw.gov.au.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence involving sexual activity or acts of indecency committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence involving sexual activity or acts of indecency committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under the *Commission for Children and Young People Act 1998*:

- it is an offence for a Prohibited Person to apply for, or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child related employment to declare if they are a Prohibited Person or not;
- all people in child-related employment must inform their employers if they are a Prohibited Person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

Continued over page

Declaration

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.

All fields must be completed. Please use block letters.

Note: Seek legal advice if you are unsure of your status as a Prohibited Person.

Name: _____

Aliases (previous/other names) _____

Date of Birth _____

Signature: _____

Date _____

Memorandum of Understanding

UFC Coaches and Managers

1. Reporting and communication:

The UFC Mens Premier Division and U21's Youth Grade Coach and U17's Coach, Assistant Coach and Team Manager report to the UFC Management Committee.

The Premier Division Coach has a leading role for coaching and managing staff and must attend Committee meetings as required by the Committee.

2. Term of position:

Coaches and Team Managers will be engaged as volunteers by UFC on a one year appointment.

3. Payment:

The Premier Division Coach will be paid a sum of money to be agreed by the Committee of Management being an amount to defray costs incurred.

No other position is entitled to any payment but may make claims for reimbursement of costs for approval by the Committee prior to expenditure.

4. Responsibilities - Men's Premier Division Coach (Head Coach)

- Implement coaching programs and coach / manage in accordance with national curriculum, Coaches Code of Ethics and any local objectives directed or agreed by the Committee.
- Lead, prepare and deliver structured high performance training programs for the Men's Premier Division.
- Integrate training and development programs with the Youth Grade squad/s in collaboration with the Youth Grade Coach/es.
- Participate in the selection process for Talented Player coaching program for junior age groups
- Provide direction to any underpinning talent development / emerging talent programs that are implemented by the Committee.
- Work collaboratively with the Team Manager
- Provide feedback to the Committee on initiatives and issues of concern.

6. Selection Criteria:- Coaches

Qualifications:

Essential

1. Applicants must hold a current Senior Licence, or be committed to undertake a Senior Licence; and
2. Applicants must be committed to uphold the FFA Coaches Code of Ethics

Desirable

1. Preparedness to undertake FFA C License when available;
2. Experience in coaching and/or managing a range of adult, youth and junior football players;
3. Demonstrated understanding of the needs of football players;
4. Demonstrated skills in administration and organisation including computer literacy;
5. Knowledge and understanding of relevant sports science (specifically football conditioning) requirements and their application to football;
6. Demonstrated high level of written and oral communication skills;
7. Proven ability to work independently and as a member of a team;
8. Demonstrated understanding of the structure of national and state sporting organisations including the role of Institutes/Academies of Sport within the FFA National Talented Player Pathway.
9. Demonstrated knowledge of the FFA National Curriculum.

Selection Criteria:- Managers

Desirable Qualifications

1. Experience in managing sports teams at youth and junior levels
2. Demonstrated understanding of the Team Managers Roles
3. Demonstrated understanding of the needs of football players;
4. Demonstrated skills in administration and organisation including computer literacy;
5. Good level of written and oral communication skills;
6. Proven ability to work independently and as a member of a team;
7. Understanding of the structure of football in NSW
8. Demonstrated knowledge of the FFA National Curriculum.

FFA Coach's Code of Ethics

This code is designed:

1. To emphasise the elements of enjoyment and satisfaction to players and coaches involved in soccer (Football).
2. To make adults including parents and coaches aware that all players play soccer (Football) to satisfy themselves and not necessarily to satisfy adults or member's of their own peer group.
3. To improve the overall health and fitness of Australia's youth by encouraging participation in soccer (Football) and making it attractive, safe and enjoyable for all to play.
4. To remind administrators, coaches, referees and parents that soccer must be administered, taught and provided, for the good of young people who wish to play soccer, as ultimately "It is their game".

Declaration

- I will respect the rights, dignity and worth of all players and ensure that everyone is treated equally.
- I will ensure that the players are involved in a positive environment, and that the game and training is a positive and enjoyable experience.
- I will respect all player's individuality and help them reach their own full potential.
- I will be fair, considerate and honest with all players.
- I will be professional and accept responsibility for my actions and encourage players to demonstrate the same qualities.
- I will make a commitment to my team, and myself that I will continue to improve my own knowledge of the game through coach education and various training programs. I will coach my player's to play within the rules and in the spirit of the game of soccer (Football).
- I will avoid any physical contact with the players and should it be required it would be appropriate to the situation and necessary for the player's skill development.
- I will refrain from any form of personal abuse towards my players. Also be aware to any form of abuse directed towards my players from other sources whilst they are in my care.
- I will refrain from any form of harassment towards my players.
- I will provide a safe environment for training and competition, by ensuring the equipment and facilities meet safety standards.
- I will show concern and caution towards sick and injured players and allow for further participation in training and competition only when appropriate.
- I will not engage in the use of crude, foul or abusive language that may be determined offensive or engage in any conduct detrimental to the image of the game when on or off the field.
- I will refrain from arguing with the referee and / or assistant referees regarding decisions they make.
- I will treat participants, officials and spectators with courtesy and respect.
- I will not smoke or consume alcohol before and during training or game.
- I will work cooperatively with the Committee of Management to develop and grow football in the Urunga District

Adhering to this Code will ensure enjoyment and satisfaction to players involved in soccer (football) as ultimately "it is their game".

Code/Role of Team Manager

1. Promote positive relations within the team and the Club.
2. Represent the team by liaising with the Club and the families.
3. Ensure that team list is current at all times and the Club is kept informed of any changes.
4. Distribute fixture to families and communicate any changes.
5. Facilitate communications within the team, e.g. fixtures, friendship lists and functions.
6. Collect registration fees and other payments due to the Club.
7. Ensure all players are wearing correct attire to games.
8. Liaise with football sub-committee about any sponsorship opportunities.
9. Organize ID cards.
10. On match day ensure that :
 - a. Pitch is ready for play i.e. risk assessment, nets, flags, promotional hoardings, bins etc
 - b. Match cards are prepared and submitted as required
 - c. ID cards are checked and made available
 - d. Officials cards and match report completed
 - e. Prepare water bottles
 - f. Check that first aid kit is available
 - g. Check that all required equipment is available e.g. whistle, balls etc and return after use
11. Be responsible for distribution of balls, cones, bibs, first aid equipment and ensure that it is returned to the Club in good condition for the next team.
12. Prepare trophy list.
13. Promote and arrange tickets for all team/club functions.
14. Other duties as required by the Committee of Management during the season.

Commitment to the team and the Club is the key to success.

URUNGA FOOTBALL CLUB

EXPRESSION OF INTEREST FOR COACHES AND TEAM MANAGERS

RESPONSE SCHEDULE

Name	
Dob	
Role applied for	

Information required	Response please provide attachments if insufficient space
Please describe why you want to apply for this role	
Please list any relevant qualifications you hold and the date you attained them	
Please describe your experiences that are relevant to the role	
Please describe any particular skills or capabilities you have that are relevant to the role	

Attach to your response the following

1. Cover Page completed and signed
2. Prohibited employment declaration, completed and signed