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| Estates Football Club  **Junior Coaches and Managers Role Description** |

The Coach and Manager are responsible for developing players’ skills, implementing training programs, and strategizing game plans. Complete administrative tasks, coordinate team logistics, and foster a positive and supportive environment for the players’ overall development. Effective communication with players and parents is crucial for success in this role.

**BLUE CARD** - Coaches and Managers must obtain or currently have a Blue Card. To be complete prior to ROUND 1 of the season. Once completed email the approval and Blue Card number to [admin@estatesfootballclub.com.au](mailto:admin@estatesfootballclub.com.au) to be recorded. If you already have a valid Blue Card number, please email. **Complete Blue Card here**🡪 [Blue Card](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services)

**MINI ROO’S CERTIFICATE** - Must be completed at least once. The course is run by FQ Northern at Estates, on the 29th Feb, 6-8pm at Victoria Park. **Register here** 🡪 [Mini Roos Certificate](https://footballqueensland.com.au/coaching-courses/)

**Coach**

* progressively and sequentially **develop** each player’s technical **skills**.
* teach players about the importance of **respect and responsibility** towards match officials and opposing teams.
* **liaise** with team **Manager**.
* **liaise** with the **Estates Committee, players, parents, other coaches and supporters.**
* responsible for **team kit bags** (balls, bibs)
* Ensure that all players receive a **fair go with equal game time** and inclusive to all players abilities.
* Any **potential new players** are registered through the committee.
* Keep **up to date** with information provided via Facebook.

**Manager**

* provide **training/game information** to players and parents, including the use of Squadi.
* **Central point** for all information to be dispersed to their team, including the **canteen and meat tray roster.**
* **Forfeit of Games:** completed via Squadi. See notes below under Squadi Information 2025.
* Ensure that all players receive a **fair go with equal game time.**
* Ensure all players have **registered**.
* Set up **communication** with team i.e. Squadi app /messenger group.
* Any concerns or support contact the Junior coordinators on the **Managers and Coaches messenger page.**
* Keep **up to date** with information provided via Facebook.

**Useful Links for Coaches and Managers:**

[Blue Card](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services)

[[About Coaching - Football Queensland](https://footballqueensland.com.au/about-coaching/how-to-become-a-coach/?fbclid=IwAR0itGtCS0HVqxOveaD7LhpOawdcRMrozkVexBMsG-C6FumSF8XojDrfGwg_aem_AQydfERIakQHjIh3orJUQOmI_6StucUZO0Ba71wOP6ZQLvBeNXSV6JMQWFlJfwTGrb0)](https://footballqueensland.com.au/about-coaching/)

[Football QLD Club Support Handbook – including Code of Conduct](https://footballqueensland.com.au/wp-content/uploads/2022/02/FQ-Club-Support-Guide-Club-Support-Handbook.pdf?fbclid=IwAR3dTFdwzvx153mQ3z2YuomO1KXSVmAgzchL9TprgF23AMlC5SAKZgZcS2w_aem_AQzOSA6fT6e9MRlsQH172i4euV7rHBEYTXMFvyP9WQQHicVCPdpHWbf3e6SZPZW8PbI)

[Estates Football 2025 Season Information](https://estatesfootballclub.com.au/2025-registration)

**Squadi: Coaches and Managers Information 2024:**   
  
 **Registrations**

* Registrations for the 2025 season will be handled exclusively by Squadi.
* Participates will register once only, directly in Squadi.
* A passport style photo will be compulsory at the time of registration (See Electronic ID Cards below for more information).
* **Mini Roo’s** - at this stage will need to **travel once during the season.**

**Game Details Tab**

* **The first game you must select and add each player**, *all games after that, simply select the players for the game under the Team Sheet tab*. This is to be **completed at least 15 mins prior to the match**, otherwise it locks.
* Mini Roos, if unsure select all players as this is for insurance.
* Can be completed by either the Coach or the Manager as both as access.
* **Score sheets for Mini Roos DO NOT** need to be completed.

**Team Officials Tab**

* The Coaches and Managers will be assigned to their teams.

**My Team Tab**

* Ability to record any incidents on Squadi (Injuries / discipline) and Estates admin will be notified via dashboard.
* Competitive players - if suspended the system will lock the players and will not be able to be added to a team sheet until the suspension is lifted.

**Electronic ID Cards**

* **Photos are compulsory for all ages,** and this will enable access into the grounds with their Electronic ID cards. All minors will be hidden in the database and only Coaches and Managers have access to these photos.
* **Accessed via the homepage of your profile** (will be live February)

**Gate Fees**

* **Coaches and Managers** will be issued free gate fees for 2024 if the Mini Roo’s Certificate has been completed. This will be linked to the Electronic ID Cards which are scanned on entry into the grounds and enable access.
* Season passes will be available on Squadi via a QR code through the Shop Tab.

**Wet Weather Process**

* Squadi will announce field closures via a notification.

**Forfeiting of Games**

* **Forfeit of Games:** completed via Squadi 🡪 go to Game Details Tab - Forfeit Match Tab. Please **submit it no later than the Thursday before the game.** Coaches and managers will receive a notification stating, *‘Forfeit Pending’*. It is a 2-step verification process that will be approved by the club and then Football QLD. Coaches, Managers and parents will receive a notification stating, ‘*Forfeit Approved’*. Any concerns contact the club via email [admin@estatesfootballclub.com.au](mailto:admin@estatesfootballclub.com.au)