

Coach – Application and Availability Instruction Sheet (Web version)



Introduction

This instruction sheet is for use by Coaches to apply for a coaching role, indicate their availability and review what teams or events they have been allocated to (including viewing their shifts).

Note: The app is supported in the following browsers – Chrome (preferred), Firefox and Safari. **Microsoft Internet Explorer is not supported.**

How to Apply

- Apply using this public link provided by the club.

https://teamgrader.com.au/TGPublic_1.html#public/coachApply/iuLFrdgOme

- Select the “Coaching” tab and then “Apply to be a Coach”.

They will be presented with the following Web Page :-

Apply to be a Coach

If you have previously been a coach with this club, select Yes to the question below & enter your login id

Returning Coach NO Login Email

- If they are already a club coach, then they can enter their current login email to reconfirm that they wish to continue as a coach.
- If they are a new coach and have selected “No” in the initial page above, they are then presented with the coach details screen (see below).

Apply to be a Coach

If you are an existing club member, enter your FFA Id below to retrieve your details

FFA Id

First Name Last Name FFA Id

Date of Birth Gender Male Female

Primary Email Mobile Ph

Working With Children Check (required for coaches 18 years or older)

WWC Number WWC Expiry Date

Coaching Qualification(s) Coaching Experience (years)

Club/School(s) where you have coached

The coach can use their FFA ID to retrieve their current details, or apply by entering the details in the web page.

Updating Coach Details

Details can be updated by coaches themselves or by a coach with “Coach Admin” access.

When coaches login they see the following screen which they can use to update their details. Coaches can update these details and press “Save”.

The screenshot shows a web form titled "My Details" for a coach named Paul Grundy. The form is divided into several sections:

- Personal Information:** First Name (Paul), Last Name (Grundy), FFA ID (11111111), Date of Birth (01/08/1966), Age Group (2021 - Winter - Football - U08,2021 - ...), Gender (Male).
- Contact Information:** Primary Email (pgrundy9@gmail.com), Alternate Email, Mobile Ph (0400 226411), Alternate Ph.
- Member Roles & Access:** Login Email Id (pgrundy9@gmail.com), Coach Status (Active), and various roles with toggle switches: Assoc Admin (YES), Finance Admin (YES), Assoc Coach Admin (YES), Coach/Grader (YES), Master Admin (YES), Coach Admin (YES), Lights Admin (YES), Association Coach (NO), Club Admin (YES), Booking Admin (YES), View Club data (YES). A "Set inactive" button is also present.
- Coach Details:** Coach Level (Head Coach), Agreed Rate (\$50.00), WWC Number (WWC0785126V), WWC Expiry Date (13/02/2021), Current Coaching Qualification(s) (C-Licence), Coaching Experience (years) (15), and Club/School(s) where you have coached.

A "Save" button is located at the bottom right of the form.

NOTE: the Member Roles and Access and Coach Level and Rate cannot be updated by coaches unless they have “Coach Admin” access.

For Coach Admin, these details may be accessed by selecting the coach from the Club Coaches or Association Coaches list (see below). This screen can be access from “Coaching” – “Association Coaches” or “Coaching – “Club Coaches”.

Club Coach List

Coaches Coach Applications

New Coach Export Coach List Hide Inactive Coaches Set Coaches Inactive

<input type="checkbox"/>	Name	Date of Birth	Status	Level	WWC Number	WWC Expiry
<input type="checkbox"/>	Adam Cloughton	01/01/1900	Active	Senior Coach		
<input type="checkbox"/>	Aidan McCloskey	10/02/2003	Active			
<input type="checkbox"/>	Alessandro Pierangeli	01/01/1900	Active	Head Coach		
<input type="checkbox"/>	Andrew Jenkins - AC	01/01/1900	Active			
<input type="checkbox"/>	Cameron Boyd	01/01/1900	Active	Coach		
<input type="checkbox"/>	Chris Deblaere	01/01/1900	Active			
<input type="checkbox"/>	Chris Habib	01/01/1900	Active			
<input type="checkbox"/>	Christopher Allen	01/01/1900	Active			
<input type="checkbox"/>	Ciara Gregory	01/01/1900	Active			
<input type="checkbox"/>	Connor Hassan	08/09/2004	Active			
<input type="checkbox"/>	Craig Pearce	01/01/1900	Active			
<input type="checkbox"/>	Dominic Johns	01/01/1900	Active			
<input type="checkbox"/>	Emily Brown	01/01/1900	Active			
<input type="checkbox"/>	Fergus Williams	16/01/2006	Active	Assistant Coach		

Powered by Team Grader

The “My Details” view also show key information about the teams that a coach has been assigned to, their availability and the shifts that they have been assigned. (Refer to the appropriate section in this instruction sheet for more details on these features).

My Teams My Availability My Shifts My Clubs

Hide inactive teams Filter Age

Season	AgeGroup	Name	Assigned Grade	Division	Feedback Status
2021 - Winter - Football	G14	A	A		0% complete

Feedback

For Association Coaches, the Clubs tab allows the coach to switch between clubs.

Recording Availability for Coaching / Grading

Coaches record availability In Team Grader for two reasons:-

- 1) To assist in assigning them to a team to coach on a regular basis during preseason or during the regular season; and
- 2) To assist in assigning them to a an event e.g. a grading event or running a course.

The demand for coaches may vary at different times of the season / preseason so availability is captured for a speciiic period which setup by the coach admin. e.g. during the first month of preseason the training times for a team may be different to the regualt season. To cater for this you would set up a separate period for preseason month 1 and another period for the regular season.

To record availability, coaches must follow the following steps:-

- 1) Login to Team Grader which will then display the “My Details” view
- 2) Select the “My Availability” tab at the bottom of the “My Details” view
- 3) The “My Availability” view shows any availability that has already been entered this is stil current as shown below.

Season	Period Name	Days of Week	Start Time	End Time	Start Date	End Date	
2021 - Winter - Football	Preseason - Feb	Tuesday,Wednesday	17:00	21:00	Mon Feb 01 2021	Sun Feb 28 2021	Delete
2021 - Winter - Football	Preseason - Feb	Monday,Thursday,Wednesday	18:00	20:30	Mon Feb 01 2021	Sun Feb 28 2021	Delete

4) To enter availability select “New Availability” and the following view will be displayed.

New Availability Record

Select a period and one or more days of the week. Enter more than one row for different times you are available e.g. one row for Mon 6-8pm and one for Tues 4-5pm.

Period: Season:
 Start Date: End Date:
 Days of Week (select all that apply): Start Time: End Time:
 Comments:

5) Complete the availability details as follows and press “Save”:-

Period – select a period. If you are available at the same time across more than one period, you must create a row for each period. The start and end date for that period will be displayed automatically.

Days of the Week – you can select multiple days of the week, if you are available at the same time on each Day. If you are available at different time on each day, then you need to create a new row for each day e.g.

- Row 1 - Monday 5pm-7pm
- Row 2 - Wednesday 6pm – 8pm.

Viewing Assigned Teams and Shifts

Team Coaching Assignments

You will be notified by the club if you have been assigned a team to coach. You can view details of the team and when you are training as follows:-

- 1) Login to Team Grader which will then display the “My Details” view.
- 2) Select the “My Teams” tab at the bottom of the “My Details” view.
- 3) The “My Teams” view shows any team that you have been assigned to coach.

Season	AgeGroup	Name	Assigned Grade	Division	Feedback Status	
2021 - Winter - Football	G14	A	A		0% complete	Feedback

4) If you select the Season, age group or team, you can view the details of the team including team members and the training and event scheduled (under “Schedule” tab) for the team.

Age Group	Purpose	Team	Event	Ground	Field/Court	Start Date	Day	Repeats	Start Time	End Time	Status	Allocation	Fiel
G14	Training	A		Charles Bean		01/02/2021	Monday	3	17:00	18:00	Publish to AC	1/4 Field	1
G14	Training	A		Koola	Koola 4	04/02/2021	Thursday	3	17:45	19:00	Publish to AC	1/2 Field	1
G14	Training	A		Charles Bean		01/03/2021	Monday	4	17:00	18:00	Publish to AC	1/4 Field	1
G14	Training	A		Koola	Koola 4	04/03/2021	Thursday	3	17:45	19:00	Publish to AC	1/2 Field	3
G14	Away Game	A	Friendly vs Gladesville Ravens	Christie Park		14/02/2021	Sunday	0	10:30	12:00			

Event Assignment and Shifts

If you have been assigned to support a grading event oru assist in running a course then this will appear as a shift (together with all of your training shifts – if you have been assigned to a team to coach).

1) The “My Shifts” view shows all shifts assigned to you (as shown below).

Club	Date	AgeGroup	Start Time	Team	Event	Status	Location	Ground Status
Lindfield FC	Mon Feb 01 2021	U12	19:00	A		Draft	Charles Bean	Open
Lindfield FC	Mon Feb 01 2021	U12	17:30		First Trial	Draft	Charles Bean	Open
Lindfield FC	Wed Feb 03 2021	U12	15:00	A	Friendly vs	Draft	Primula	Open
Lindfield FC	Thu Feb 04 2021	U12	16:30	A		Draft	Charles Bean	Open
Lindfield FC	Thu Feb 04 2021	U12	16:30	A		Draft	Charles Bean	Open
Lindfield FC	Sat Feb 06 2021	U12	15:00	B		Draft	Primula	Open
Lindfield FC	Mon Feb 08 2021	U12	19:00	A		Draft	Charles Bean	Open
Lindfield FC	Mon Feb 15 2021	U12	19:00	A		Draft	Charles Bean	Closed
Lindfield FC	Mon Feb 22 2021	U12	19:00	A		Draft	Charles Bean	Open

The view above shows thre different types of shifts:-

- 1) Shifts for training (where you have been assigned as a coach;
- 2) Shift got a grading event (where you have been assigned as a coach; and
- 3) A pre season friendly macth for the team that you are coaching.