



MEMO 74-2025

DATE: Friday 5th December
TO: NNSWF Premier Clubs
FROM: Football Operations Officer
SUBJECT: Team Staff Information

For Information or Action	Action required	When	NNSWF Contact	Total Pages
Action	Confirm Coaching Staff for 2026 & Premier Club Key Contacts 2026	19 th January 2025	Ruby Charge	2

Technical Area Passes (All Football)

Attached to this email is a [JotForm](#) for you to confirm your team staff and get the appropriate technical area passes for them. Please note that every nonplaying person in the technical area will be required to wear a pass.

- Team Officials need to be registered in Play Football prior to participating in Competition Fixtures and will not be permitted access to the technical area without a pass.
- Also, a reminder that anyone requiring Media passes must be registered in Play Football as well.
- Information on pass collection will for sent to all clubs in the coming weeks.

Coaching Database (All Football)

In the process of acquiring information for technical area passes, we will also be requesting relevant information regarding the highest levels of coaching qualifications of coaches within your club.

We will be keeping and maintaining a coaching database. This will ensure clubs are in compliance with the expected level of qualifications for all their premier coaching staff.

Please note, to be clear, passes will not be issued to anyone not registered in PlayFootball and not confirmed in the attached sheets, or in writing if there are changes after this date. Passes will not be issued to coaches who are not accredited in accordance with the minimum standards for their listed positions. Coaches that are not appropriately accredited or provided dispensation will not be permitted to enter the Field of Play or Technical Area, actively coach (during any Competition Fixture) and / or enter the change rooms at half-time of any Competition Fixtures.



Premier Club Key Contacts (All Football)

Attached to this email is a [JotForm](#) for you to confirm your clubs key contacts for 2026.

The Key Club Contact for your club will be the primary contact for communication relating to the NNSWF Premier Competitions in which your club participates.

First Grade coach contact details will be given to media who may from time to time contact the coach. NNSWF correspondents will also make direct contact with First grade coaches for pre- and post-match interviews used to promote matches and competitions. We understand that head coaches have numerous responsibilities and commitments beyond the role with the club. Consequently, we acknowledge that their availability may be limited at times. However, it is important for us to adhere to our schedule of delivering high-quality content to our audience. To ensure a consistent flow of engaging content and to explore different viewpoints as the season progresses, we kindly request that each club provide us with a secondary contact. This individual can be either be the team captain or the assistant coach who is available for correspondents to reach out to in cases where direct contact with the first-grade coach is not feasible.

Should any of the positions on the form currently be vacant please type vacant in the Name field and advise as soon as the position is filled.

Likewise, please ensure that should there be any changes to your clubs' key personnel during the year that NNSWF are advised as soon as possible.

Kind regards,

Ruby Charge
Football Operations Officer