

WODEN VALLEY SOCCER CLUB INC.



Coaches and Managers' Handbook 2024

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INTRODUCTION

This handbook seeks to assist coaches and managers of the Woden Valley Soccer Club with their duties and to provide information on how junior football is organized in the ACT. It is important to emphasize at the outset that ***WVSC's primary concern is that all participants enjoy their football.*** To this end it de-emphasizes the competitive element at younger ages (there is no grading of players up to under-9s, and no competition tables are kept up to Under 11s), and at older ages aims to enable children to play at a level suited to their skills.

Reach your potential

LIST OF OFFICE BEARERS FOR 2024

Committee Members

| Position | Name | Email |
|--------------------------------------|-------------------|-------------------------------|
| President | Mark Stoove | president@wvsc.org.au |
| Treasurer | Janelle Patten | treasurer@wvsc.org.au |
| Assistant Treasurer | Jean Scheckenbach | |
| Marketing and Sponsorship | James McKay | partnerships@wvsc.org.au |
| Operations – Equipment | Vacant | |
| Operations – Match Day Setup Officer | Vacant | |
| Administrator/Public Officer | Shiree Yap | admin@wvsc.org.au |
| Equipment Officer | Aileen Roxburgh | equipment@wvsc.org.au |
| Vice-President (Open U7-9) | Rob Regent | vpopen7to9@wvsc.org.au |
| Vice-President (Open U10-12) | Dave Oates | Vpopen10to12@wvsc.org.au |
| Vice-President (Open U13-18) | Chris Farmer | Vpopen13to18@wvsc.org.au |
| Vice-President (Girls U7-9) | John Coates | vpgirls7to9@wvsc.org.au |
| Vice-President (Girls U10-12) | Tara Soukieh | Vpgirls10to12@wvsc.org.au |
| Vice-President (Girls U14-18) | Sarah Stoove | vpgirls13to18@wvsc.org.au |
| CPL Coordinator | Long Nguyen | premcoord@wvsc.org.au |
| Technical Director | Musimbwa Elongo | technicaldirector@wvsc.org.au |

Other Officials

| Position | Name | Email |
|-------------------------|----------------|---------------------|
| Referees' Coordinator | Robert Nichols | refs@wvsc.org.au |
| Canteen/BBQ Coordinator | Vacant | canteen@wvsc.org.au |

Interested in joining the Committee next season? Please give the President a call.

With the exception of a few roles the Club is a volunteer organisation and needs as many parents as possible to be involved at every level possible.

This handbook should be read in conjunction with the FFA National Curriculum, Capital Football's 'Junior League Competition Rules', and WVSC's 'Objects and Rules'. The rules and regulations in those documents are definitive.

WORKING WITH VULNERABLE PEOPLE (WWVP)

As of November 2015, it is a legal requirement that all WVSC volunteers have a Working with Vulnerable People card.

Application Process

1. Register and complete forms online with Access Canberra.
2. Print and take the forms to Access Canberra Shopfront and have your photo taken. **** Note: The process, which includes a criminal history process, takes up to 20 business days ****
3. You will then receive your card in the mail.
4. Please photograph or photocopy the card and email to admin@wvsc.org.au for our records.
5. The cards expire after three years.

Coaches and Managers will not be allocated to teams, unless they have proof of current WWVP registration

For further details please contact WVSC Administrator admin@wvsc.org.au

COMPETITION ARRANGEMENTS AND PLAYER PLACEMENT

Under-5 to Under-9

WVSC organizes games for the **under-5 to under-9** age groups. **Under-7 to under-9** teams are formed having regard to three criteria: keeping intact teams from the previous season; enabling friends to play together; and grouping children from the same school or geographic locality.

Under-10 to Under-18

Games for age groups **under-10 to under-18** are organized by the Junior League of Capital Football.

Age groups **up to under-11** play modified variants of the game designed to optimise skill development and per player touches on the ball.

The **under-10 and under-13** age groups play 9 v 9 on reduced size pitches with smaller goals. The draws are inter-club and Canberra-wide. The competitive element continues to be de-emphasized in that no competition tables are kept, and colours rather than numbers distinguish divisions. Some grading occurs in an effort to have stronger players play together. Otherwise, similar principles to those used in forming younger teams guide team formation. The Club believes this is beneficial to the development of both more able and less skilled players. The former play with peers of similar ability, rather than dominating; the latter can expect more touches of the ball to help them enjoy the game more and improve their own skills.

The **under-14 to under-18** age groups play on a full-field for points in Canberra-wide competitions. Players are graded into Division 1 and 2 teams. Other players play in Division 3 teams that, if there is more than one in an age group, are formed with a view to keeping friendship groups intact and having all Division 3 teams of similar ability.

Capital Premier League (CPL)

For players wanting to play at a higher level, the Club fields teams for boys in the **Capital Premier League Boys (CPL)**. **Woden Valley** fields teams for **boys** in **Under-14, Under-15, Under-16 and Under 18 CPLY** competitions In 2024.

Seniors

Senior teams are for **players aged 18 and over**. WVSC has teams in **Men's Community League** and **Men's Masters**, and **Women's Community League** and **Women's Masters**.

PLAYING AGE GROUPS AND PLAYER ELIGIBILITY

A player's 'true' age group is the age they turn during the calendar year. A player turning 7 during that calendar year is under-7; a player turning 14 is under-14, etc.

Normally a player's true age group is also his/her 'playing' age group. Dispensation may, however, be granted to play 'up' a year (and if of exceptional ability, two years) above one's true age group, subject to this not creating problems for player numbers in either age group. Girls playing in mixed-sex (or 'open') competitions may also play one year **younger** than their true age group, but other players may do so only with Junior League approval, usually on medical grounds.

There are rules that apply to playing games outside one's playing age group, outside one's nominated team, and when not properly registered. These must be borne in mind when seeking fill-in players if your team is temporarily short, needs longer-term replacements for players who drop out or are injured, or to add newcomers to your team during the season.

1. ***For safety reasons, no player may play in an age group more than two years above his/her true age group.*** Thus, an under-14 team cannot play an under-11 player, or an under-10 team an under-7 player. ***Be careful with players who are already playing 'up' a year.*** The fact that an under-11 player regularly plays under-12s does not allow her/him to fill in for an under-14 team. It is true age group, not playing age group, which counts. And in two-year age groups (e.g., Girls under-14s and under-16s; Open under-18s) you cannot be more than two years younger than the ***oldest*** players in that age group. For example, in the two-year under-18 age group an under-16 player may fill in, but an under-15 player may not (three years younger than under-18 players).
2. ***You cannot play a player who is not formally registered with the Junior League.*** This means ***you must have an FFA Registration Number for that player, AND the player must have registered with FFA through the myfootballclub website to play with WVSC for the current season.*** In the under-12 to under-18 age groups you need to enter all players' FFA numbers on a match card, and detected breaches (no FFA number or player not currently registered) will see your team lose any points gained from the relevant game and the club fined. In younger age groups there are no match cards, but ***a player in any age group who is not properly registered is not covered by insurance, so must not be played.*** If you wish to add a player to your team, contact the Administrator (see List of Office Bearers) and arrange for her/him to be properly registered. After 30th June this can take time, as special approval is required for registrations that late in the season.
3. ***No player may play in an age group younger, OR a division within an age group lower, than the one he/she is registered for.*** Thus, for example, (i) a player eligible to play under-13s but who chose to play in an under-14 team ***cannot*** play under-13s to fill in in a crisis, and (ii) an under-14 division 3 team ***could not*** borrow a player from an under-13 division 1 or 2 team (i.e., you ***cannot*** play in a lower division even if it is an older age group).
4. ***Interchange of players between WVSC teams in the same division of an age group is forbidden,*** without a formal regrading.

Where a **permanent** reallocation of players among teams in an age group seems desirable (one team has 14 or 15 players and another is struggling to field 11), this can be accomplished by seeking a formal regrading of players (including between teams in the same division). Contact the Administrator with any such proposal, but bear in mind this can not be accomplished at a couple of hours notice on match day.

CANCELLATIONS, CLOSURES OF TRAINING GROUNDS AND THE RESCHEDULING OF GAMES

DO NOT continue to play or train if lightning strikes are in the immediate area.

Arrangements for cancellation of games and closure of training grounds are complicated, so please read this section carefully, bearing in mind the age group you are associated with.

Cancellations

Weekend games are cancelled if the ACT Sportsground Office closes **all** grounds. It notifies all radio stations, which broadcast the information at their discretion. Any decision of this nature is made by 5.00pm on Friday. The rain closure information line (telephone 6207-5957) should indicate any cancellations. **DO NOT**, however, call this number before 5.00 pm on Friday, as any message may be about Friday, not Saturday. Also **double check any cancellation with the Administrator** (see List of Office Bearers) **before contacting your team**. It is rare for weekend games to be cancelled this way, and you need to be certain you have the correct information.

Usually, decisions to cancel weekend games are left to the Junior League and clubs, so games might be cancelled even if there is not an 'all grounds closed' message on the Sportsground Office's rain closure information line.

Cancellations at Mawson: Saturday cancellations emanate from either the Junior League or, more commonly, WVSC. **The first place to look for one is the club website (www.wvsc.org.au)**. Any cancellations that are (a) ACT-wide or (b) made by WVSC will be posted prominently as soon as possible after decisions are made. **Please encourage parents to check the club website for cancellations.** Especially for MiniRoos games (under-6 to under-9), if there is no cancellation there by 8.30am, games are on.

Cancellations made by the Junior League or by WVSC are also lodged with radio stations but we cannot guarantee that a cancellation message will be broadcast or when, *the most reliable station to listen to for cancellations, from experience, is ABC Radio 666*.

Cancellations at other grounds: **We only have authority to cancel games at Mawson**, so, if you are playing **away** from Mawson your game is still on, unless there is a cancellation for the other ground.

Sometimes cancellations are advised via an internal network extending from the Administrator through Vice-Presidents and Age Group Coordinators to team Coaches or Managers, who then attempt to contact their players. **This avenue may be particularly important in the case of cancellations associated with other clubs closing their grounds.** Clubs are supposed to notify WVSC if their ground is closed and any WVSC team is due to play there, and when we get that information the Administrator notifies team management either directly or via the appropriate Age Group Coordinator.

There are some principles concerning cancellation policy to bear in mind.

- WVSC has complete control over cancellations for the under-6 to under-9 age groups, because all games are played at Mawson. We tend to cancel games (a) if it is likely to be raining when games are scheduled to be played, or (b) if pitches are so wet that to play on them will adversely affect their condition for the rest of the season.
- A call on whether to cancel games has to be made well before they are due to commence. A decision on MiniRoos games, for example, needs to be made by 7.30-8.00 am, even though your under-9 game may not be kicking off until 10.30 am. We make cancellation decisions having regard to weather conditions at the time they are made and the weather forecast, but it *is* possible to get them wrong – to call games off when the weather subsequently isn't as bad as forecast, or to allow them to proceed and then have it rain unexpectedly. We do our best to get it right, but please be mindful that it is easy to be wise after the event.
- ***There is a greater reluctance***, on the part of both the Junior League and WVSC, ***to cancel games in the under-12 and older age groups than in the under-11 and younger age groups***. This is because from under-12 up teams play for competition points and cancelled games have to be rescheduled, whereas up to under-11s games are non-competitive and cancelled games are not rescheduled. Rescheduling involves inconvenience, for parents as well as club officials, and we try to avoid it. If under-10 and under-11 games are cancelled but older age groups are not, this is the explanation. We're more tolerant of a bit of rain in the competitive age groups, mindful that referees have discretion to call games off or abandon them during play should weather or pitch conditions become dangerous.
- For those reasons, there is ***a two-stage decision-making strategy***. A decision to cancel MiniRoos games, or morning games (which include under-10s), is made around 7.30-8.00 am, but a decision about afternoon games is delayed until mid-morning (perhaps 10.30-10.45 am) to allow further assessment of weather and pitch conditions. Thus, ***if you are associated with an older age group (under-11 and above) remember to check the club website and listen to ABC Radio 666 again later in the morning, in case a later decision has been made to cancel your game.***

Closures of Training Grounds

Closures of training grounds are by the ACT Sportsground Office. You can check by telephoning the rain closure information line (telephone 6207-5957) ***after 10.00 am*** on the day you are scheduled to train (before 10.00 am the recorded message might apply to the previous day).

You can also visit this website: <https://www.sport.act.gov.au/sportsgrounds> and look under the *Wet weather and ground closures* heading.

You can publicize this telephone number and website among parents for checking whether training grounds are closed. Be sure, however, to ***discourage*** its use for checking on ***Saturday*** cancellations. As a coach, please respect ACT Sportsground Office decisions to close training grounds. Such decisions will usually be accompanied by all floodlights being turned off. But if training in daylight hours a dim view is taken if you allow training to proceed contrary to a Sportsgrounds ground closure.

Rescheduling of Games

Cancelled under-6 to under-11 games are not rescheduled as competition points are not at stake.

Coaches and Managers of under-12 to under-18 teams should, however, note that **when competition games are cancelled they do have to be rescheduled**. If **all** junior soccer on a Saturday is cancelled, Junior League competition rules **automatically** reschedule games to **the following Sunday fortnight at the same times and venues**. Variations from this principle may occur, at the discretion of the Junior League Administrator, (i) if results are needed earlier so a new mid-season draw can be prepared, (ii) if the 'following Sunday fortnight' falls in the school holidays or beyond the scheduled end of the season, or (iii) if grounds are not available (e.g., because Women's League games have been scheduled for Mawson). You will be notified should one of these circumstances arise. Otherwise, assume the automatic rescheduling.

Should a cancellation arise from a circumstance **not** affecting **all** afternoon games (closure of a particular ground; a referee declaring a pitch unfit), you need to negotiate an arrangement to reschedule with your opposition. This must have the game played **within fifteen days** (unless that period encroaches on school holidays). If necessary, the Administrator can provide a contact in the opposing club, or negotiate on your behalf. If a home game is involved, contact the Referees Coordinator to arrange a referee. Note that if two teams can't agree when and where to play promptly, the Junior League Administrator is empowered to issue a directive. If this directive is ignored a null result may be declared with neither team awarded points.

SETTING UP FIELDS AND STORAGE OF EQUIPMENT

Extreme Care is to exercise transporting, erecting, disassembling and storing pitch equipment. Equipment must be setup correctly by adults. Adults only are to carry spiked Goal Posts/Corner Flags.

Before games can be played, fields need to be set up, or 'dressed'. After play for the day is over they need to be 'undressed' and equipment returned to storage. ***It is vital to the efficient running of the Club that all teams know, and fulfil, their responsibilities in these matters.***

Fields need to be dressed and undressed **three times** each Saturday, once for under-6 to under-9 games, then for under-10 and under-11 games, and again for older age groups. ***Pitch equipment is stored in two containers, one located just south of pitch 211 (the pitch immediately in front of the Heard Street pavilion) under the trees, and the second behind the clubhouse.*** The former container houses equipment for use on pitches on the lower level of Mawson Playing Fields, except pitch 102, the one at the bottom of the embankment; the latter houses equipment for use on pitch 102 and pitches on the upper level. ***Please be sure to obtain equipment from, AND return it to, the appropriate container.***

Under 6 to Under 9 Pitches

Pitches used for under-8 and under-9 games are approximately 40 x 30 metres and use smaller goals, with cones marking corners and sidelines. **Yellow** cones are used for **corners and goal lines**, and **orange** cones for **sidelines**. There are unmarked penalty areas 12 metres wide (6 metres either side of the centres of the goals) and extending 5 metres from the goal lines.

Under-6 (Pee Wee) and under-7 pitches are smaller and use cone goals or small portable goals. Pee Wee pitches use **yellow** cones for **goals and corners** and **orange** cones for **sidelines**. Under-7 pitches sit within the under-8/9 pitches (two run across each pitch) and use the **orange** sidelines of the under-8/9 pitches to provide **goals and goal lines**. They use **sky blue** cones for **sidelines**. When under-7 games are over, under-8 teams following them simply pick up the blue cones and their larger pitch should be ready to go. When picking up these cones, **please return them to the storage container**; don't just leave them lying around for someone else to put away.

Pitches are set up by volunteers from about 7.00 am on Saturday mornings. ***We are always interested in offers to join this group***, which really should involve more parents of the younger children who benefit from this work (under-6 to under-9 children) than it typically does – contact the 'Operations – Training and Match Day' officer (see List of Office Bearers) to volunteer.

Please note that yellow, orange and sky blue setup cones are all **marked 'Mawson setup'**, and **a very dim view** is taken if they are found in your training equipment. ***They are required for the early morning pitch setup on Saturdays***, and major problems can ensue if supplies dwindle week to week because teams take them, deliberately or inadvertently, rather than returning them to the storage containers. ***Please DO NOT take setup cones with you.***

A map showing the layout of the 10 main pitches at Mawson, and another indicating the layout of pitches used by under-7 to under-9 teams in relation to these main pitches, appear in Layout of Main Pitches at Mawson at the end of this document. The pitches used by under-7 to under-9 teams are identified in draws by the under-10/under-11 pitch on which they are located (see maps in Appendix 1), followed by the letter N, S, E or W. Two of these pitches run across each under-10/under-11 pitch, and these letters indicate whether the under-7 to under-9 pitch lies at the northern (N) or southern (S) end of an under-10/under-11 pitch that runs north-south, or at the eastern (E) or western (W) end of one that runs east-west. To orient yourself, Beasley Street is at the southern end of Mawson Playing Fields; Southlands Shopping Centre is at the northern end.

Under-9 teams should note that at the conclusion of their games they should fold their goals and return them to storage in the relevant container behind the clubhouse. This needs to be done promptly to allow under-10 games to proceed efficiently, so ***please have parents primed to attend to it.*** If yours is an under-8 team and there is no under-9 game following yours on your pitch, please also dismantle your goals and return them to storage. ***Please ensure only adults carry the spiked PVC goalposts.***

Parents of under-6 players do not need to familiarize themselves with the pitch layout for that age group. Teams are formed *ad hoc* each Saturday and directed to a pitch by an assigned mentor. There is no published draw to consult. Simply gather at the base of the embankment separating the upper and lower levels of Mawson Playing Fields at the appointed time. Games are played on the upper level, and occasionally also on the main pitch at the foot of the embankment.

Under 10 to Under 13 Pitches

The under-10 to under-13 age groups play on pitches that are within the range 60 x 40 metres to 70 x 50 metres. We try to make them as close as possible to the former dimensions, but they are set up so as to make optimal use of existing line markings for goal lines and sidelines wherever possible. A map showing the locations of these pitches in relation to the main pitches appears as the maps in Appendix 1, and descriptions of the pitch setups, along with approximate pitch dimensions are on page 18.

Corners are marked by corner flags and sidelines by cones. ***Where an under-10-under-13 pitch runs across a main pitch*** the locations of the corner flags will be marked on relevant main pitch sidelines. Corners on one side will be at ***the intersection of the main pitch sideline and a line through the front of the main pitch six-yard box.*** On the other side they will be at ***the intersection of the main pitch sideline and a line three metres from, and parallel with, the main pitch halfway line.***

The colour coding of cones used for under-8 and under-9 pitch setups facilitates quick conversion from those setups to the ones used by under-10 to under-13 teams. ***Use the yellow cones that define the under-8/9 goal lines to define the sidelines of your pitch.*** In many instances (but not always) you will not even need to move them. ***Pick up the orange cones,*** then use these to ***define goal areas for your pitch.*** Place orange cones (i) ***on each goal line, 3.5 metres outside each goalpost*** (four cones), and (ii) ***on each sideline, 5 metres from each corner flag*** (another four cones). These markers define ***rectangular goal areas*** 12 metres wide (2 x 3.5 metres plus the 5 metre width of the goal) by 5 metres deep. They are areas (i) within which the goalkeeper can handle the ball, and (ii) within which fouls or misconduct offences by the defending team that under the normal rules of football would be punishable by a direct free kick result in a penalty kick (which should be taken from 8 metres out from the centre of the goal line, NOT 5 metres). Note, however, that ***apart from***

penalty kicks, ALL free kicks in the under-10 to under-13 age groups are INDIRECT. Surplus orange cones after marking goal areas should be returned to the relevant storage container. Your cooperation in this matter would be appreciated.

Halfway should also be marked by flags one yard back from sidelines. **Note** that if a pitch extends from a six-yard line at one end of a main pitch to the front of the penalty box at the other end, halfway will **not** coincide with the main pitch halfway – it will lie 6 yards **beyond** the main pitch halfway line towards the goal line that lies on a main pitch 6-yard line.

Please note that when setting up your pitch, **ON NO ACCOUNT should a main pitch goal line be used as a sideline of a smaller pitch.** The reason should be obvious - ***the danger of players running into main pitch goalposts.*** As a general rule, on under-10 to under-13 pitches that run across half a main pitch, ***one sideline should run through the front of the six-yard box on the main pitch,*** well clear of any main pitch goal.

WVSC has **special aluminum goals** for under-10s to under-13s. In relation to them, please note the following.

- While the goals are lightweight, they are reasonably awkward to transport. They consist of two triangular end pieces (the goalposts, with diagonal back braces), a crossbar, and a backbar (that attaches to the back braces at ground level). Erecting them is the job of the first relevant team to play on a pitch. Thus, ***under-10 to under-13 teams need to arrive early enough to collect their goals from one of the containers, transport them to their pitch, and erect them there, before also putting up the nets on them.*** Because they play earlier, this job usually falls to under-10 teams, but under-11 to 13 teams may also have to undertake it if there is no preceding under-10 game on their pitch.
- We have 16 sets of aluminum goals. They are stored 10 sets in the container at the Heard Street end of Mawson Playing Fields and 6 sets in one of the containers behind the clubhouse. ***If you are playing on any pitch on the lower level at Mawson except pitch 102*** (the one at the base of the embankment between the lower and upper levels) you should ***obtain your goals and nets from the Heard Street container. If you are playing on pitch 102 or on any pitch on the upper level at Mawson (103, 104) obtain your goals and nets from the Beasley Street container.***
- The goals are easy to erect, but ***the task is one for TWO people.*** Crossbars slot into the top of goalposts; backbars slot into the base of the back braces. In each case they are then secured by a pin and a split pin (attached to the triangular end pieces), which ***MUST*** be put in place.
- ***VERY IMPORTANT!*** Once goals have been assembled and located appropriately on your goal line ***they MUST be pegged to the ground with U-shaped pegs*** you will also find in the containers. ***This is ESSENTIAL to prevent goals tipping should a child swing from the crossbar.*** Please educate your players ***NOT*** to do this, but some kids will inevitably ignore such instructions and, of course, many players at Mawson on a Saturday will be from other clubs. ***If you are observed by the Mawson Ground Manager to have failed to peg your goals he reserves the right to ask the referee to stop your game until this omission is rectified.***
- The U-shaped pegs are to be placed ***in the extreme back corners of the goals.*** The backbars are made of aluminum tube with cast aluminum fittings on either end. ***The U-shaped pegs should be placed***

over these cast fittings, which are more resilient and will not be as easily damaged by regular pegging as aluminum tubing might be.

- If the goal lines of your pitch coincide with the sidelines of a main pitch (i.e., your pitch runs across a main pitch) you will find the centre points of those goal lines marked. **Centre your goals on these points** before pegging them as described above.
- **A few under-10- under-13 pitches** (on main pitches 211, 212, 102, – see maps in Appendix 1) **run up and down, rather than across, a main pitch**. On these pitches set up your goals on the front of a six-yard box or a penalty box as appropriate and centre them with reference to the centres of the main pitch goals. There are no centre points marked for these pitches.
- Your last task is to erect your nets. These are located in pairs in bags stored in the storage containers. The nets attach to crossbars and goalposts with clips (**wrap the net around the crossbar or post and clip the net to the net**), and have four metal pegs attached to them for pegging back the back corners (two pegs) and the back of the net between those corners (two further pegs). **DO NOT detach the metal pegs from the nets**. We are only allowed to use metal pegs **provided** they are attached to nets, because of the damage unattached pegs left lying around cause to mowers. Furthermore, unattached pegs easily get lost, so that there are not enough of them when someone next comes to use a net.

Under-10 teams always have to erect goals. They **may** also have to dismantle them and return them to storage if there is (i) no immediately following under-11 game on their pitch or (ii) a following full-field game on the main pitch their pitch is located on. **Under-11 to 13 teams may**, as already indicated, have to erect goals if there is no preceding under-10 game. **They will always have to dismantle them and return them to storage**. **Both age groups, PLEASE** do not walk off leaving others to dismantle your goals and return them to storage. It is not appreciated by the committee members who typically land the task. **Under-10 teams**, it will usually be obvious if there is no following under-11 to 13 game – there will be no teams on the sideline waiting for you to vacate the pitch. Concerning following full-field games, the give-away is that towards the end of your game somebody will start erecting nets **on the goals of the main pitch** on which your pitch is located.

The following points need to be noted about dismantling goals and returning them to storage.

- As with erecting goals, **this is a task for at least TWO people** (and that doesn't mean one for each goal). Not observing this instruction leads to damaged equipment.
- Be aware that another game will probably be due to kick off immediately your game ends. To avoid delays, **please have parents primed to remove pitch equipment** (goals, nets, cones, surplus corner flags) **immediately your game ends** and return it to storage. **There will not be time** for a ten minute game debrief before **the coach** performs this task. Get parents to do the job while the coach looks after the players.
- After taking the nets down, **put them in their net bag**, along with **the mallet and pegs** used to peg the goal down. Return to the relevant box in the relevant container – pitches 102, 103, and 104 to the container behind the clubhouse; other pitches to the Heard Street container. Make sure **both** nets are in the bag. It is very annoying to take a net bag out the next week and find it only contains one net.

- **Make sure you don't leave pegs used to peg the goals down out on the turf.** They have the potential to cost the club serious money if they **damage contractors' mowers**, and we will be held liable for such damage.
- After unpegging a goal, **first** remove **the back bar, then the cross bar** before carrying the four components of the goal back to storage.
- **Efficient storage of the aluminum goals is essential** if they are all to fit into the containers along with everything else that needs to go there. The key is **the triangular end pieces**. They need to be stored side by side **longways** down the container **with the diagonal face to the rear of the container**. This will allow them to fit under shelves at the rear of the Heard Street container, which will mean they do not encroach too far forward and leave space at the front for corner flags and main pitch goal nets. **Crossbars and backbars in the storage units** on the right-hand sides of the containers please.

When undressing under-10/under 11 pitches, please pay attention to the following:

- **Corner flags should, as first priority, be transferred to the corners and halfway line** (one metre from the sideline, **not on** the sideline) **of the main pitch on which your modified pitch is located**. They are needed for later games, and there's no point carrying them back to storage for someone else to take out again. Where two under-10 to under-13 pitches are located on one main pitch there may be surplus corner flags. These **will** need to be returned to storage, but check first that flags are in position on the main pitch.
- **You need to return to storage** any **cones** used to mark sidelines and goal areas of your pitch. In doing this, please **segregate them by colour**. This aids those who set up under-6 to under-9 pitches the following week.
- Finally, **IT IS CLUB POLICY THAT**, in dressing or undressing under-10 to under-13 pitches, **SPIKED CORNER FLAGS ARE TO BE CARRIED ONLY BY ADULTS**. Their potential for causing injury if children play with them, are careless with them, or trip when carrying them is obvious, and we ask you to make sure you **and others associated with your team** adhere **strictly** to this policy. **Please also be careful yourself** when carrying these items, **especially within the confines of a storage container**. If a container is crowded **please be patient**, rather than risk injuring yourself or someone else as corner flags are manoeuvred in a confined space.

Under 10 to Under 13 Pitch Setups

(also refer to maps in Appendix 1)

| Pitch | Goal lines | Sidelines | Approximate dimensions |
|-----------|---|---------------------------|------------------------|
| Pitch 211 | 6-yard line one end; front of penalty box other end | sides of penalty boxes | 60 x 40 metres |
| Pitch 212 | 6-yard lines each end | sides of penalty boxes | 63 x 40 metres |

| Pitch | Goal lines | Sidelines | Approximate dimensions |
|-----------------------|--|---|------------------------|
| Pitches 213N and 213S | main pitch sidelines | 6-yard line one side; 3 yards from halfway line other side | 63 x 42 metres |
| Pitches 214N and 214S | main pitch sidelines | 6-yard line one side; 3 yards from halfway line other side | 58 x 38 metres |
| Pitches 215N and 215S | main pitch sidelines | 6-yard line one side; 3 yards from halfway line other side | 68 x 41 metres |
| Pitch 101 | fronts of both penalty boxes | sides of penalty boxes | 66 x 40 metres |
| Pitches 101E and 101W | southern sideline; line 5 metres north of northern sideline | 6-yard line one side; 3 yards from halfway line other side | 60 x 42 metres |
| Pitch 102 | fronts of both penalty boxes | sides of penalty boxes | 66 x 40 metres |
| Pitches 103N and 103S | main pitch sidelines | 6-yard line one side; 3 yards from halfway line other side | 63 x 39 metres |
| Pitch 104 | 6-yard line one end; front of penalty box other end | main pitch sidelines | 66 x 45 metres |

Under 14 to Under 18 Pitches

The task of dressing a main pitch falls to the first team to play on it, while the last team to play on it undresses it. ***Check the allocation of games to pitches on the noticeboard at the clubhouse each week*** to ascertain whether your team falls into either category. Be particularly aware (i) that ***you MAY fall into BOTH categories*** (i.e., have to both dress and undress your pitch) and (ii) that ***the last game on a pitch is not necessarily a 3.10 pm game*** (indeed this is rarely the case on the smaller pitches – 212 and 104, which usually need to be undressed after a 1.45 pm or 12.30 pm game).

- Teams playing at 12.30 pm ***are always responsible for dressing their pitches***. Moreover, if playing on a smaller pitch (e.g., girls' games on pitch 212) they may be the only full-field game on that pitch, and therefore have to undress it as well.
- ***Please be alert to the possibility that you need to undress your pitch after a 12.30 or 1.45 game. Those who clean up at Mawson as darkness descends don't appreciate discovering that a team has walked off leaving the nets up.***
- ***Teams playing at 1.45 pm*** on pitches where under-11-13 games precede theirs will also need to dress their pitches. Again, also ***be alert to the possibility your game is the last game on your pitch***, and you need to ***undress it as well***.
- ***Under-15s, 16s and 18s***, who play at 3.10 pm, are always the last game for the day, so always need to undress their pitch. ***PLEASE NOTE: You are also responsible for cleaning up any rubbish near your***

pitch, putting it in the wheelie bin likely to be located adjacent to your pitch, and RETURNING THAT WHEELIE BIN TO THE HOPPER IN THE CARPARK BEHIND THE CLUBHOUSE. Please also empty the bin into the hopper. It is unreasonable for teams to disappear leaving those who lock up to retrieve 8-10 bins from the four corners of Mawson in semi-darkness and empty them before they, too, can go home.

Beware of getting into a routine with pitch setup and undressing. Sometimes a bye in the age group that normally plays before or after you means you can't rely on another team doing the job. Or inclement weather may lead to games being transferred to pitches other than those they were originally scheduled to. ***Arrive early enough to put the nets up if you have to, and check the noticeboard weekly*** as to whether you need to take them down.

- The major task in dressing a main pitch is putting up goal nets. Corner and halfway flags also need to be set in place. If your pitch does not have an immediately preceding game on it, the last teams that did play on it should have put corner flags in place. 'Glitches' are, however, common, in which case collect flags from the relevant storage container. If there is an immediately preceding game on your pitch that is not a full-field game (usually under-11-13s) it will end about the time you are due to kick off. ***Be ready to quickly transfer flags to the corners and halfway line of your main pitch.*** Remember, ***flags marking halfway*** should be placed ***a metre outside*** the sideline. A ball ***on*** the sideline is ***not*** out of play, so a halfway flag ***on*** the sideline can impede a ball still in play. Halfway flags aren't mandatory under the laws of football, but do help referees.
- ***Goal nets and mallets*** are stored in plastic bins in the storage containers. Collect from the container closest to your pitch (pitches 102, 103, and 104 – container behind the clubhouse; all other pitches – Heard Street container) a bin plus one of the small ladders provided to aid in attaching nets to crossbars (please ***use*** the ladder, unless tall enough to ***comfortably*** reach the crossbar without it – ***one person climbing on another's shoulders is dangerous and not permitted***). ***Metal pegs*** for securing nets to the ground (seven per net) ***are attached to the nets and must NOT be removed from them.*** We are only permitted to use metal pegs ***provided*** they are attached to nets, so loose pegs aren't left lying around to damage mowers. They are located so a net can be pegged at the base of each goalpost, at each rear corner, and at three places across the rear of the net. In putting up nets, be aware the referee should inspect your handiwork, and if dissatisfied can ask you to rectify the problem before allowing the game to begin. Thus, ***it pays to do the job properly.***
- ***Always make sure nets are tightly pegged at the base of each goalpost.*** Nets with the potential to allow a ball passing outside a post to finish in the net, or inside a post to finish outside the net, will in particular attract the ire of referees. If they don't, it may be your team that concedes a goal that wasn't, or is robbed of one that was. ***Peg nets securely at the back as well.*** If a ball can pass through a net, there's little point having it. ***If someone else put up your nets it's a good idea to check them before the game*** to ensure there's no danger of a controversial 'goal' or 'no goal' decision. If you detect a problem at Mawson, rectify it (the referee won't do it for you). If playing away, alert the referee (who should ask the home team to attend to the problem).

- Nets can be erected while under-10 to under-13 games are in progress. Goal lines or sidelines for these age groups are 6 yards from the goal lines of main pitches.

The following are some hints on how to put up nets:

- After unfolding your net, **attach the top corners** to the intersections of the goalposts and crossbar. Hook the net over these and **tie the net to the net**.
- Pull each side of the net **tightly** down its goalpost, wrap it **twice** around the base of the post, and peg securely. Done properly, this obviates the need to tie the net to the goalposts, but this should also be done as added security.
- Fix the net to the crossbar at several points. In doing this, **wrap the net round the crossbar and back through itself before tying the net to the net, rather than to the crossbar**. This should produce a result that ensures a ball driven just under the crossbar can't burst through the net. This may be unlikely in your under-12 game, but older age groups could be relying on your handiwork later in the day. **Note that a referee should reject a net that 'scallops' along a crossbar between points of attachment.**
- Pull back the rear corners of the net **tightly** and peg securely. Then peg the rear of the net between those corners in three places, taking care that the result leaves no chance for a ball to pass through the back of the net.

When taking nets down:

- Please **DO NOT remove the metal pegs from a net**. Remove them from the ground and **fold up the net with the pegs still attached to it**. The aim of this system is to eliminate all chance of metal pegs being left lying around to damage contractors' mowers (rendering WVSC liable for the repair bill) or cause injury. **Clubs are only permitted to use metal pegs provided they are attached to the nets**. Again, **no climbing on shoulders or stretching to reach the crossbar** – use the ladder provided.
- Nets should be returned (with mallet) to their plastic bin, which with your ladder and corner flags should be returned to the relevant storage container. Place corner flags in the boxes provided and store other items neatly please.

Please note that **a referee who presents for a game that ends as a forfeit is entitled to be paid**. If officials of both teams are present they should share the cost. **If your team is the only one present you should pay for BOTH teams, and seek reimbursement for your opponents' share from the Treasurer**. Junior League regulations provide for the team that is present to pay the referee (and any assistant referees) if the opposition doesn't show. The small sums usually involved are not worth the effort chasing the other club.

MATCH ARRANGEMENTS: ALL AGE GROUPS

KICK-OFF TIMES

Kick-off times by age group are listed below.

| | Age Group | Open | Girls |
|--------------------|------------------|---------|---------|
| MiniRoos | U-5 /6 (Peewees) | 9.30am | 9.30am |
| MiniRoos | U-7 | 8.45am | 9.45am |
| MiniRoos | U-8 | 9.40am | 9.40am |
| MiniRoos | U-9 | 10.30am | 10.30am |
| MiniRoos | U-10 | 11.30am | 11.30am |
| MiniRoos | U-11 | 12.30am | 12.30am |
| Junior League | U-12 | 1.45pm | 1.45pm |
| Junior/ SAP League | U-13 | 12.30pm | 12.30pm |
| Junior League | U-14 | 1.45pm | 1.45pm |
| Junior League | U-15 | 3.10pm | N/A |
| Junior League | U-16 | 3.10pm | 3.10pm |
| Junior League | U-18 | 3.10pm | 3.10pm |

LENGTH OF GAMES (HALVES)

Length of games (halves) by age group are listed below.

| | Age Group | Open | Girls |
|--------------------|------------------|------------|------------|
| MiniRoos | U-5 /6 (Peewees) | 20 minutes | 20 minutes |
| MiniRoos | U-7 | 20 minutes | 20 minutes |
| MiniRoos | U-8 | 20 minutes | 20 minutes |
| MiniRoos | U-9 | 20 minutes | 20 minutes |
| MiniRoos | U-10 | 25 minutes | 25 minutes |
| MiniRoos | U-11 | 25 minutes | 25 minutes |
| Junior League | U-12 | 30 minutes | 30 minutes |
| Junior/ SAP League | U-13 | 30 minutes | 30 minutes |
| Junior League | U-14 | 35 minutes | 35 minutes |
| Junior League | U-15 | 40 minutes | N/A |
| Junior League | U-16 | 45 minutes | 45 minutes |
| Junior League | U-18 | 45 minutes | 45 minutes |

BALL SIZE

Size 3 U-6 to U-9

Size 4 for U-10 to U-13

Size 5 for U-14 to U-18

MATCH ARRANGEMENTS: UNDER 6 TO UNDER 13

Woden Valley Soccer Club will be following the FFA National Curriculum guidelines set out in this document, including the playing format for small sided games. An overview is provided below. For more details and any updates see: http://www.footballaustralia.com.au/site/_content/document/FFA_National_Curriculum.pdf

Under 5/6s, and Under 7s to Under 9s

These age groups play **4 v 4 (under-6 and under-7)** and **7 v 7 (under-8 and under-9)** with a **size 3 ball**. Pitches for under-6 and under-7 are approximately 30 x 20 metres. Those for under-8 and under-9 are approximately 40 x 30 metres. Games are non-competitive, in that results are not recorded and no competition tables are kept. Cones are used to mark the corners, sidelines and goal lines of pitches. In **under-6s and under-7s** cones are also used for goals and there are **no goalkeepers**. In **under-8s and under-9s** there are **both goals and goalkeepers**. The aim of these small-sided games is to maximise player participation as measured by the number of touches on the ball per player, and to promote skill development through playing in confined spaces.

- ***In under 5/6s (sometimes known as Pee Wees)***, no set teams are formed. Because most players are new to the game and some are trying it out, player numbers tend to decline over the season. They also fluctuate with the weather. To avoid relatively small squads of players potentially being depleted to unviability on particular days, groups of 8 players are formed *ad hoc* each Saturday. These split into two teams of 4 for their game, which is of **20 minutes duration each way with a 5-minute break at halftime**.
- ***In under-7s to under-9s***, set squads of 6 to 12 players are formed. In under-7s two adjacent small pitches run across an under-8/under-9 pitch and you divide your squad in half to play two 4 v 4 games against your opposition. Each team's coach looks after one game as game leader. The reason for organizing under-7s this way is so that squads formed at under-7s can proceed as a unit to under-8s and under-9s in following years and not have to be re-constituted from scratch at under-8s. If all players in an under-7 squad of 9 are present there will be one interchange player (covering both games) at all times. **Player numbers on the pitch must not exceed 4 per team**. The ninth player should be regularly interchanged during the games, so that **all players receive approximately equal game time**. Interchanges can be made at any time, and it is not necessary for the game to be stopped while this happens. Note, too, that players should take turns from week to week in being the **first** interchange player (i.e., **starting the game should be shared around equitably**). Under-7 games **are of 20 minutes duration each way with a 5-minute break for halftime**.
- ***In under-8s and under-9s, games are 20 minutes each way with 5 minutes for halftime***. They are 7 v 7, and **player numbers on the pitch must not exceed 7**, including your goalkeeper. Depending on whether you have a squad of 8 or 9 players there will be one or two interchange players at any given time, who should be interchanged every 5 minutes or so as described under the previous dot point with a view to **all players receiving approximately equal game time**. As with under-7s, **players should**

take turns week to week in being first interchange player. Changes of goalkeeper should only be made at halftime, to avoid delaying games.

- ***Under-5/6s, under-7s and under-8s operate without referees, but with coaches (or in under-6s, mentors) acting as 'game leaders'.*** This function includes starting play at the beginning and after halftime, and agreeing before the game for one game leader to keep game time and indicate when each half has been completed. ***It is important*** that this be done accurately and that ***games end on time*** (no later than 9.40 am for under-7s; 10.30 am for under-8s), because older age groups will be waiting to start their games and delays can reverberate through the day, leading to late afternoon games ending in semi-darkness. ***Game leaders should ensure that they keep clear of the play so as not to interfere with it.*** Given the small size of pitches this means as far as possible ***keeping to the sidelines.***
- ***At under-9s you may have referees, in which case on-field coaching is no longer permitted.*** These referees will normally be ***young and inexperienced.*** Each year a new batch goes through referees' courses, and they cut their teeth on your games. Please be mindful of this. ***The Club takes a very dim view of people who give young referees a hard time.*** Like players, they are learning, and like players, they make mistakes. If you think a referee is consistently getting something wrong, speak to the Referees' Coordinator (see List of Office Bearers) and the matter can be dealt with in an unobtrusive, constructive manner. But please note, ***and ensure that your team's supporters are aware,*** that sideline criticism of, or argument with, referees ***WILL NOT BE TOLERATED.*** The kids aren't playing for sheep stations, and we expect restraint. If no referee presents for an under-9 game, coaches should adopt the 'game leader' role as applies in under-7s and under-8s.

In age groups under-6 and under-7:

- A game starts, or restarts following a goal or halftime, with a kickoff from the centre of the pitch. All players must be in their own half and the team not kicking off must remain at least 5 metres from the ball until it is in play. The player kicking off (a) must play the ball forward and (b) cannot touch it a second time until another player has touched it (i.e., you can't kick off to yourself). A goal cannot be scored direct from a kickoff.
- Goalkeepers may handle the ball within their penalty area. After making a save they are required to distribute the ball by throwing it, rolling it, or playing it on the ground with their feet. They cannot dropkick the ball or kick it out of their hands. Once a goalkeeper takes possession of the ball opposing players should retire at least 5 metres outside the penalty area until the ball has been released and has passed out of the penalty area.
- A goalkeeper cannot handle a ball deliberately kicked to him/her by a teammate. If this happens an indirect free kick is awarded to the attacking team.
- Current laws do not spell out whether a goal should be awarded if a goalkeeper walks into the goal carrying the ball. In the past a goal was NOT awarded in this circumstance at these ages, and WVSC has decided to institute that rule.

- When the ball **clearly** crosses a sideline (if in doubt let the game flow) there is no throw-in. Instead a player from the team not responsible for the ball going 'out' places it on the sideline and passes or dribbles the ball back into play. Opponents must stay 5 metres away until the ball is back in play.
- There is no distinction between goalkicks and corner kicks. When the ball crosses the goal line outside the goal, regardless of which team touched it last, (a) a defending team player places the ball anywhere on the goal line and passes or dribbles the ball back into play, while (b) the attacking team retires behind the halfway line until the ball is in play again.
- A goal is scored when the ball passes between the cones forming the goal without touching either of them, and below shoulder height for participating players.
- There is no offside.
- Indirect free kicks are awarded for acts of handball or fouls or misconduct – i.e., a goal cannot be scored direct from a free kick. Minor indiscretions displaying lack of intent and attributable to lack of coordination should be disregarded and play allowed to flow. Deliberate or serious indiscretions should be penalized by an indirect free kick, but there are no penalties.

In age groups under 8 and under 9:

- A game starts, or restarts following a goal or halftime, with a kickoff from the centre of the pitch. All players must be in their own half and the team not kicking off must remain at least 5 metres from the ball until it is in play. The player kicking off (a) must play the ball forward and (b) cannot touch it a second time until another player has touched it (i.e., you can't kick off to yourself). A goal cannot be scored direct from a kickoff.
- A ball is out of play when it **clearly** crosses the goal line or a sideline; if in doubt, let play flow.
- When the ball completely crosses a sideline the team not responsible for it doing so is awarded a throw-in. The player taking this must stand at the point where the ball crossed the sideline, and must throw the ball (a) from behind the head, (b) using two hands and equal pressure from those two hands, while (c) keeping parts of both feet on the ground. If all three aspects of this technique are not followed a 'foul throw' is said to have been committed and possession passes to the opposing team to throw the ball in. Opponents must be at least 5 metres away at a throw-in, and a goal cannot be scored directly from a throw-in.
- Goal kicks are awarded when the ball passes wholly over the goal line outside the goal and was last touched by an attacking player. They may be taken from anywhere inside the penalty area (an unmarked rectangle extending 3.5 metres either side of the goal (i.e., 12 metres wide in total) and 5 metres into the field of play). Opposing players must retire at least 5 metres outside the penalty area until the ball is in play (i.e., until it is kicked directly out of the penalty area).
- Corner kicks are awarded when the ball passes wholly over the goal line outside the goal and was last touched by a defending player. They are taken from within a one-metre radius of the corner of the pitch (corner quadrants are not marked), and opponents must be at least 5 metres from the ball until

it is in play. The player taking a corner can only play the ball once before another player touches it, but a goal **can** be scored direct from a corner kick.

- A goal is scored when the ball passes completely over the goal line, between the goalposts and under the crossbar.
- Offside does not apply. **However**, standing or running **blatantly** offside to gain an advantage from a long clearance (referees call this '**loitering**') is considered not in the spirit of the game. Game leaders or referees should instruct offending players to desist, but there is no instruction in the rules to disallow goals scored in such circumstances. WVSC does not approve of coaches seeking to take advantage of this situation.
- Penalty kicks are given for **deliberate** handball or **serious** fouls or misconduct within the penalty area. A penalty is taken from 8 metres out with all other players except the goalkeeper outside the penalty area and at least 5 metres behind the penalty mark.
- All free kicks for handball, fouls or misconduct apart from penalties are indirect (i.e., the player taking the kick cannot score direct from the kick). Indirect free kicks awarded within the penalty area are to be taken with the ball placed on the front edge of the penalty area at the point closest to where the offence occurred. Opposing players at a free kick must be at least 5 metres from the ball.

The pitches used for the under-7 to under-9 age groups run across those used for the under-10 and under-11 age groups. **Numbers identifying these mini-pitches on your draw** have either two or three components:

- The first component identifies the main pitch on which a mini-pitch is located. Possible numbers are 101 to 104 and 211 to 215. See first map in Appendix 1.
- If a main pitch accommodates two under-1 to under-13 pitches (main pitches 211, 212 **do not**, so this component does not apply), these are distinguished as pitch N or pitch S. Where the main pitch runs north-south, 'N' means the pitch closer to the Southlands end of Mawson Playing Fields (the northernmost pitch) and 'S' the one further away (the southernmost pitch). Where the main pitch runs east-west, 'A' means the pitch closer to the storage container under the trees (the westernmost pitch) and 'B' the one further away (the easternmost pitch).
- Once the relevant under-10-under-13 pitch has been identified, the two mini-pitches running across it are distinguished as either (i) pitch N or pitch S (the northernmost or southernmost pitch, where the under-10 pitch runs north-south) or (ii) pitch E or pitch W (the easternmost or westernmost pitch, where the under-10 pitch runs east-west).

Thus, for example, mini-pitch 214SW is located (i) on main pitch 214, (ii) at the end furthest from Southlands (B), and (iii) is the westernmost (W) of the two mini-pitches located at that end of pitch 214. As previously indicated, a diagram showing the locations of pitches used for the under-7 to under-9 age groups appears as the second map in Appendix 1.

Under 10s to Under 13s

As indicated earlier, under-10s to under-13s play on pitches with dimensions between 60 x 40 metres and 70 x 50 metres. Games are **9 v 9**, with **goalkeepers**, using a **size 4 ball**, and comprise **halves of 25 minutes (under-10s and under-11s) or 30 minutes (under-12s and under-13s)** with a 5 minute halftime break. Teams participate in inter-club competitions that entail travelling to other venues across Canberra (some draws may feature Southside teams only). Divisions are known by colours (Red, White, Blue etc.) and games are **non-competitive** (i.e., results are not recorded and no points tables are kept). Team squads in both age groups ideally comprise 12 players, so that if all players are present there are 3 interchange players (the maximum number allowed in a game is 3).

- **Unlimited interchange operates**, and interchanges may be made at any time. They must be made **at the halfway line**, and the player being replaced must leave the field before the interchange player enters it. The referee's consent is not required.
- **Interchange players should be rotated regularly during a game so that all players receive approximately equal game time**. Also rotate, from week to week, the **first** interchange players, so that **starting the game is equitably shared**. Be careful not to become so engrossed in the game that you forget to effect interchanges. The expectation is that all players have one or two short breaks during a game, not that a few (perhaps less able) players miss large chunks of it. If you think you may get so engrossed in the game as to forget to make interchanges on time, pass this task to another person who can concentrate on it.
- Because matches are played on an inter-club basis, if you have fewer than 9 players available you cannot expect the opposition to reduce its player numbers on the pitch to match yours. They are entitled to play a full team.

Matches in the under-10 to under-13 age groups are played according to the FIFA Laws of Association Football with the following modifications:

1. All games are conducted as friendly games with no results recorded and no competition points awarded.
2. At a kickoff, including after a goal has been scored, the ball must be passed forward to a teammate and opposing players must be at least 5 metres from the ball. A goal cannot be scored direct from a kickoff.
3. Goalkeepers, after making a save, are required to distribute the ball by throwing it, rolling it, or playing it on the ground with their feet. They cannot dropkick the ball or kick it out of their hands. Once a goalkeeper takes possession of the ball opposing players should retire at least 5 metres outside the penalty area until the ball has either been released and has passed out of the penalty area or has been placed on the ground by the goalkeeper.
4. A goalkeeper cannot handle a ball deliberately kicked to him/her by a teammate. If this happens an indirect free kick is awarded to the attacking team.

5. Current laws do not spell out whether a goal should be awarded if a goalkeeper walks into the goal carrying the ball. In the past a goal was NOT awarded in under-10s, but WAS awarded in under-11s. However, don't make an issue of this one; accept whatever the referee rules.
6. Goal kicks may be taken from anywhere inside the penalty area (an unmarked rectangle extending 3.5 metres either side of the goal (i.e., 12 metres wide in total) and 5 metres into the field of play). Opposing players must retire at least 5 metres outside the penalty area until the ball is in play (i.e., until it is kicked directly out of the penalty area).
7. Corner kicks are to be taken from within a one-metre radius of the corner of the pitch (corner quadrants also are not marked). Opponents must be at least 5 metres from the ball until it is in play. A goal **can** be scored direct from a corner kick.
8. Offside does not apply. For U10-12 only. **However**, standing or running **blatantly** offside to gain an advantage from a long clearance (referees call this '**loitering**') is considered not in the spirit of the game. Referees should instruct offending players (and coaches who encourage such a tactic) to desist, but there is no instruction in the rules to disallow goals scored in such circumstances. Note, however, that WVSC does not approve of coaches seeking to take advantage of this situation.
9. Penalty kicks are given for **deliberate** handball or **serious** fouls or misconduct within the penalty area. A penalty is taken from 8 metres out with all other players except the goalkeeper outside the penalty area and at least 5 metres behind the penalty mark.
10. All free kicks for handball, fouls or misconduct apart from penalties are indirect (i.e., the player taking the kick cannot score direct from the kick). Indirect free kicks awarded within the penalty area are to be taken with the ball placed on the front edge of the penalty area at the point closest to where the offence occurred. Opposing players at a free kick must be at least 5 metres from the ball.
11. There is to be no marking or obstructing the opposing goalkeeper. This follows from opposing players needing to retire at least 5 metres outside the penalty area when the goalkeeper takes possession of the ball.
12. When the ball completely crosses a sideline the team not responsible for it doing so is awarded a throw-in. The player taking this must stand at the point where the ball crossed the sideline, and must throw the ball (a) from behind the head, (b) using two hands and equal pressure from those two hands, while (c) keeping parts of both feet on the ground. If all three aspects of this technique are not followed a 'foul throw' is said to have been committed and possession passes to the opposing team to throw the ball in. Opponents must be at least 5 metres away at a throw-in, and a goal cannot be scored directly from a throw-in.
13. The current rules do not explicitly address this issue, but in the recent past the rule was that a player sent off for serious misconduct **could** be replaced.

Pitch identifiers on under-10 and under-11 draws have either one or two components.

- The first part identifies the main pitch on which your pitch is located. Possible numbers are 101 to 110 and 211 to 215. See first map in Appendix 1.

- If a main pitch accommodates two under-10 to under-13 pitches (main pitches 103, 213, 214, 215 and possibly 101 do), these are distinguished as pitch N or pitch S. Where the main pitch runs north-south, 'S' means the pitch closer to the Southlands end of Mawson District Playing Fields (the northernmost pitch) and 'B' the one further away (the southernmost pitch). Where the main pitch runs east-west, 'W' means the pitch closer to the storage container under the trees (the westernmost pitch) and 'E' the one further away (the easternmost pitch). See maps in Appendix 1.

MATCH ARRANGEMENTS: UNDER 14 TO UNDER 18

Under-14s to under-18s play full-field football. All the rules of football apply, and full-size goals are used.

Size of Team Squads and Player Participation

The maximum number of registered players in a team squad is normally 16, this being the maximum number who can play in a game. Any larger squad size with all players available for games requires players to stand down on a rostered basis. If squad members are reliable even 16 is too many, and 14 or 13 is a better number. WVSC requires that **every player who presents fit to play in a game must play at least half a game**, so that with 16 players at least 8 play less than a full game each week. We try to avoid this situation, but sometimes player numbers in an age group leave no option. For example, 48 players are three squads of 16, but three squads of 11 plus one of 12 is unviable. If you have a large squad who attend games regularly, and hence several players missing substantial playing time each week:

- **Be as equitable as possible with playing time**, without seriously compromising team performance. You may have one or two specialist (e.g., your goalkeeper) or 'key' players whose absence badly affects performance. WVSC doesn't expect coaches to sacrifice on-field success to absolute equality of playing time. However, even 'key' players should take a turn on the sideline when the opportunity presents (e.g., when you are leading the opposition comfortably), and **there is no excuse for one or two supposedly 'weaker' players to routinely miss more game time than anyone else**. Everybody pays the same fees to participate.
- If confronted with parental complaint about players not getting full games, try to explain the situation in the terms above. If unsuccessful, refer the complainant to the club President.

Please note that the requirement that each fit player must play half a game is a minimum. **It does not mean that players who miss part of a game should routinely miss HALF a game**. If, for example, you have 13 players, it is fairer that eight miss quarter of a game than that four miss half a game each week. Not only does this keep ALL players heavily involved in every game; it makes it easier to rest your better players (because you have to do without them for a shorter period in a given game). This model becomes harder to follow with 16 players. However, even where players DO need to play half games, it is best to split that half game into two or three segments (say, the first half of each half) so that players maintain interest and feel part of the full team performance.

It is also club policy that being part of the starting lineup should be shared equitably among players over the season. It is not acceptable for a particular player or players to constantly be started on the bench.

For the first four weeks of a season, provision exists to transfer Division 2 and 3 players between teams as their abilities become clearer. Thereafter, for the under-14 and older age groups (which play for competition points), the Club has to submit to Capital Football team lists which commit each player to a team. Division 1 team lists are required to be submitted before the season commences, on the same date as team nominations are due. From the point where team lists are submitted, rules governing players playing for teams other than their own (see 'Playing Age Groups and Eligibility of Players', page 9) come into force.

Interchange of Players

In respect of replacement of players during a game, FIFA (the international governing body) distinguishes between 'interchange' and 'substitution' systems. Interchange allows replaced players to return to the game later. A substitution system means that, once replaced, a player cannot resume participation in the game. In the Junior League, interchange applies to all age groups. The following are **key features of the interchange system**.

- A team is permitted up to five interchange players. In other words, in under-14 to under-18 games up to 16 players may participate and appear on a match card.
- There is no limit to the number of interchanges, with the proviso that **if a referee decides that their frequency is disrupting the flow of a game she/he is entitled to say 'no more'**. Please be sensible. Don't make a change every five minutes, and if you have three or four interchange players, make changes two or three at a time, not singly. Also, the practice of making frequent interchanges late in a game to waste time to help preserve a narrow lead is unsporting, and referees may add time on if they suspect coaches of behaving this way.
- **All** interchanges must take place **(i) at the halfway line, (ii) during a stoppage in play, (iii) with the consent of the referee**. Don't ask the referee for an interchange **until the replacement player is ready at halfway to take the field**. Referees don't appreciate stopping the game to find the replacement still 30 metres from halfway with a tracksuit top on. Moreover, a replacement player cannot enter the field until the player being replaced has left it, and **both players must leave and enter at the same point**. Except in the event of injury it is not acceptable for a replaced player to leave on the opposite side of the pitch from where the replacement player will enter it. This allows the referee to be sure, especially with multiple interchanges at the one time, that equal numbers of players leave and enter the game.
- A player replaced by an interchange player becomes an interchange player, and may subsequently rejoin the game as a replacement.
- It is helpful (but not mandatory) to wait until the ball is out of play **around halfway on your side of the pitch** before requesting an interchange. This minimizes disruption to the game. If you make a request when, say, a corner is about to be taken on the far side of the pitch, a player may have to run 60 to 70 metres to leave the pitch, and a replacement likewise to take up position. This consumes playing time. Unless suspecting deliberate time wasting, referees do not add on the time taken to effect interchanges in junior games. **It is easy for a game to effectively be shortened by 10 minutes or so** if coaches make excessive numbers of interchanges, and/or make them when play is distant from the point of interchange.

CONDUCT OF GAMES: ALL AGE GROUPS

Behaviour of Officials/Spectators and Penalty Fines

Coaches and managers should note that Junior League regulations include a schedule of fines for rule infringements and spectator misbehaviour. Note in particular that **fines for misbehaviour by club officials and spectators are substantial** (hundreds of dollars), and **the UTMOST restraint should be exercised, especially when dealing with referees.**

Teams may be asked to pay the fines for misbehavior of players, club officials and spectators associated with the team.

No matter how wrong you believe a referee to be, ***teach your players to accept his/her decision by your own example.*** Many referees are young and inexperienced, and will make mistakes, as players do. They are hard to come by, and easily lost if adults give them a hard time. Realize that ***we simply have to accept refereeing mistakes. It is unheard of*** that a complaint about a referee leads to a game being replayed or a result being altered. On the other hand abuse of a referee, regardless of the provocation, if it leads him/her to abandon the game guarantees (i) that your team will lose any points gained (under-12 to under-18 age groups) and (ii) that WVSC will be heavily fined. It may also see the abuser suspended. ***If control of a game has been seriously deficient*** (and this does happen), exercise restraint, report the matter to the President (see List of Office Bearers) ***in writing***, and if judged appropriate it can be followed up with Capital Football Referees.

- ***WVSC is held responsible for its spectators' behaviour.*** Committee members can't be at every game, especially away games, on the offchance someone will do, or say, something silly. We rely on coaches and managers to protect the Club's interests, and would be grateful if, should a Woden spectator at one of your games become abusive or otherwise misbehave, you would attempt verbally to restrain the person. ***We don't expect you to place yourself in physical danger***, but often a quick word can defuse a situation, and avoid a game being abandoned.
- ***If a spectator associated with your team is regularly a problem***, please alert the President (see List of Office Bearers). We need to try and intervene in such situations to head off serious sideline incidents before they occur.
- ***If your team is involved in a match in which an incident occurs*** that is likely to be the subject of a referee's report, or a protest by another club, or about which you feel WVSC should protest, ***please contact a Vice President or the President immediately*** (see List of Office Bearers). ***Whether the blame lies with Woden Valley or an opposing club, the Committee needs to know about incidents to be in a position to protect the Club's interests.*** We should hear about them from team officials, not days later via referees' reports and protests from other clubs. If you believe WVSC should protest about an incident, provide the President with a ***written*** account of what happened as a basis for the Club to (i) decide whether to protest and (ii) formalize the protest should it be decided to proceed.
- There is also potential for internal incidents that do not involve another club – i.e., incidents at MiniRoos games or Woden v Woden games in older age groups. WVSC is no less concerned that

these be dealt with appropriately, so ***if an unsavoury incident occurs at your match, please also draw it to the attention of the President*** (see List of Office Bearers).

At some grounds you may find ropes erected or lines painted on the ground to keep spectators back from pitch sidelines. If you do, please educate your spectators to respect them (and respect them yourself). They give players space to take throw-ins, and assistant referees an unobstructed view up the sideline. Where ropes/lines are not present you can assist the conduct of a game by educating your interchange players and spectators to keep a couple of metres back from the sideline.

Red and Yellow Cards

Should one of your players in the under-12 to under-18 age groups receive a red card (i.e., be sent off), **he/she incurs an automatic one-game suspension, to be served during your next scheduled Junior League fixture.**

Should a red card be issued in a younger age group the referee's report is supposed to come to WVSC, which takes internally whatever disciplinary action it considers warranted. This would ordinarily entail a suspension of at least one week.

It is important to make sure automatic suspensions are served. ***Ignorance is no excuse***, and in the under-12 to under-18 age groups your team will lose points for playing an ineligible player if an automatically suspended player plays the following week. ***Make sure, too, in these age groups that a suspended player does not appear on the match card.*** This can easily happen if you have filled out home match cards for the season in advance. If you hand in a match card on which a suspended player's name appears, you will have a hard time convincing the Junior League the player didn't participate in the game. Note also that playing a suspended player incurs the club a fine and the player an ***additional*** suspension.

Be aware that if the offence is deemed to merit it, ***the Junior League may also add to an automatic one-game suspension.*** Automatic suspensions are designed to deal with less serious offences and ensure penalties are invoked promptly. They also cater to a FIFA directive that ***any*** player shown a red card ***must*** be suspended. It is common, however, for suspensions beyond the automatic one week to be imposed, especially where indelicate utterances to referees or acts of violence are involved.

Should you believe a red card, and hence an automatic suspension, is unjustified it is vital to contact the Administrator (see List of Office Bearers) immediately to express that view and advise the circumstances. It is possible to challenge an automatic suspension, ***but this must be done in writing, on club letterhead, within two working days.*** Any such letter would need to be accompanied by your ***written*** account of the incident and reason(s) for believing the red card should be set aside.

Players sent off for serious offences may be required to appear at a disciplinary hearing, in which case it is usual for the coach and/or manager to accompany them.

In the under-12 and older age groups, records are also kept of yellow card offences. **Players who accumulate four yellow cards incur a one-game suspension, and a further suspension for every three subsequent yellow cards.**

- **Red card suspensions additional to the automatic one week obviously can't be served until officially advised to you.** You would normally expect to hear of any additional penalty early enough for it to be served immediately following the automatic one week. However, it is possible that a suspension might have to be served in two blocks – the automatic suspension the week following the offence, and any additional penalty after the player has resumed playing, once it has been notified. Every effort is made to avoid such situations, but it can take time to impose sentence, especially if a referee is lax in submitting a misconduct report.
- Likewise, **don't stand a player down for accumulating four yellow cards until officially advised to do so.** Sometimes yellow cards are not reported to the Junior League by referees, so your tally and the official tally for a player may differ.

Language

The Junior League has a policy of **zero tolerance of swearing** by players. Referees have discretion over whether to penalize offenders with a yellow or red card, depending on circumstances, but your players should be instructed that **any** swearing **could** earn them a red card, whether directed at the referee, another player, themselves in frustration, pain or self-admonishment, or anyone else. Discretion is likely to be exercised when swearing is associated with injury and therefore pain, but this cannot be guaranteed and **players should be warned regularly to exercise absolute self-control.** A red card in the under-12 and older age groups, of course, means at least a one-week (automatic) suspension.

To incur a yellow or red card, the swearing must be heard by the referee him/herself, or be reported to the referee by an **official** assistant referee (linesman). Referees will not accept reports of offences from unofficial (i.e., club) assistant referees. Note also that in order to issue a yellow or red card the referee must be able to identify the offender him/herself or with the aid of an **official** assistant referee, not with the aid of team officials and spectators. **WVSC disapproves of coaches or spectators baying at referees in an attempt to have opposing players shown yellow or red cards.**

Forfeiture of Matches and Late Arrival at Games

Occasionally a team may become depleted (e.g., through illness) or some circumstance may develop (e.g., a mix-up over the venue of a game) so that it becomes necessary to forfeit a match. In the case of inter-club games a discretionary fine applies to forfeitures. Whether it is imposed depends on the circumstances, and whether reasonable notice was given to the opposition.

- **Should your team need to forfeit a match with another club in circumstances that allow advance notice to be given to your opposition,** contact the Administrator (see List of Office Bearers), who will advise the opposing club. **If the game is a home game, also contact the Referees' Coordinator** (see List of Office Bearers) so he knows no referee is now required. **Should you forfeit a match due to circumstances that develop on match day,** again contact the Administrator, who can apologise to the affected club and seek to avoid WVSC being fined.

- **MiniRoos teams (under-7 to under-9) that need to forfeit** should also have the courtesy to inform their opponents in advance if time permits. Contact the Vice-President (Boys' MiniRoos), the Vice-President (Girls' MiniRoos), or your Age Group Coordinator (see List of Office Bearers), who can then advise the opposing team. It is extremely annoying, and disappointing for players, to arrive at Mawson keen to play to have the opposition simply not show up. ***If a forfeit becomes necessary at the last minute, the courteous course is for a MiniRoos coach or manager to come to Mawson anyway, and notify and apologise to the opposing team.***
- **Should you win a competitive (i.e., under-12 to under-18) game by forfeit**, the team manager should **complete a match card as usual**, write (or, if present, have the referee write) 'WVSC won by forfeit' in the space where the match result is recorded, and deposit the card in the match card box as usual.

In the **under-10 and under-11** age groups, teams have **10 minutes** beyond the scheduled kickoff time to be ready to commence a game. After 10 minutes the referee should abandon the game and award the non-offending team a win by forfeit, ***provided it has taken the field ready to play***. In the **under-12 to under-18** age groups teams have **15 minutes** grace beyond the scheduled kickoff time. Again, if you are the non-offending team, make sure you take the field ready to play at the scheduled kickoff time. Note also that the maximum halftime break is 10 minutes. If a team is not ready to resume play within this period the referee may abandon the game and award it to the non-offending team by forfeit.

- A reminder that ***a referee (or assistant referee) who presents for a game that ends as a forfeit is entitled to be paid***, and that ***if your team is the only one present you should pay for BOTH teams, and seek reimbursement for your opponents' share from the Treasurer***. Of course, if a forfeit is advised well in advance, neither team will present for the game, ***the referee's appointment should be cancelled***, and payment will not be an issue.
- A game that commences late for any reason should be shortened (with two halves of equal duration – i.e., you don't only shorten one half) if that is necessary for it to be completed before the next scheduled kickoff time. ***You should not play a normal duration game if doing so will delay a following game.***

RUNNING YOUR TEAM

The following notes are a guide. Areas of responsibility may be shared differently from the ways suggested. But however you decide to share them, please remember that ***the primary objective of persons looking after a team should be to facilitate enjoyment of the football season*** by both players and their parents.

Coaches and Managers' Meetings

It is important for a well-functioning club that close communication is maintained between the Committee and team officials. While this is often achieved via email or the pigeonholes in the clubhouse, we occasionally also run coaches and managers' meetings. There is in particular always an inaugural Coaches and Managers' Meeting prior to the season commencing, usually in late March (under-10 to under-18 age groups) or early April (MiniRoos age groups).

It is desirable that every team is represented at these meetings. If neither the coach nor the manager is able to be present, every effort should be made to find another parent to fill in. Please do not complain about lack of communication within the club if your team is not represented at these meetings.

The Coach and Training Arrangements

The coach of a team is very important. It is her/his responsibility to encourage, motivate and hone the skills of team members to enable them to realize their individual and collective potential and enjoy their football. While the ideal is that the coach be an experienced player with formal coaching qualifications, this is not always possible, especially in younger age groups. Many coaches start with a young team and learn relevant skills with the team.

Capital Football holds regular ***coaching clinics***, which help teach coaches how to arrange training sessions. WVSC also has ***Coaching and Development Managers*** responsible for different areas of the Club to assist with this (see List of Office Bearers). Formal coaching clinics are graded in two pathways. Junior coaches generally proceed through ***the Community Pathway***, overseen by Capital Football coaching staff, which begins with the Grassroots Football Certificate (recommended for players aged 4-8) and then progresses to the Junior (players aged 8-11), Youth (players aged 12-15) and Senior (players aged 16 or older) Football Certificates/Licences. ***The Advanced Pathway***, overseen by Football Federation Australia coaching staff, offers C, B and A Licences accredited by the Asian Football Confederation, and can only be entered at the C Licence level, regardless of what qualification you may have under the Community Pathway. As indicated, the Grassroots Football Certificate is generally adequate for MiniRoos coaches, with more advanced Community Pathway qualifications desirable for coaches of older players. ***WVSC also periodically runs its own internal coaching courses***, particularly for coaches of younger players, and may be able to make available training books, videos or DVDs. Contact the Coaching and Development Managers (see List of Office Bearers) for guidance on the availability of such resources and for further information on coaching courses.

The **National Football Curriculum** released by the **Football Federation of Australia (FFA)** is a **practical guide for coaches and players of every age, gender or level as well as their parents**. The Curriculum intends to deliver an Australian playing and coaching philosophy based on analysis of top football and scientific research, taking specific circumstances and characteristics of Australian football into consideration. It is aimed at a fundamental transformation of the way football is played and coached in Australia, especially at youth level, in order to develop future generations of players and teams that will enable Australia to maintain a leading position in world football, particularly within the Asian Football Confederation.

All Coaches and Managers have a responsibility to read The National Football Curriculum and familiarize themselves with the expectations and requirements for the age groups they are involved in. Please note that extracts of the The National Football Curriculum can not be copied into other documents. The document is available in full on the website. The simplest way to find and access the document is to search for 'The National Football Curriculum.'

- **Training arrangements** depend on the coach's available time and access to training venues. Training fields are reserved in a number of Woden and Inner South suburbs, and school-based MiniRoos teams may, **with the School Principal's consent**, train on school grounds. This consent is **vital** so as not to compromise insurance cover. To submit a request for a training venue, please contact the Administrator.
- **Training cannot be held at community ovals that cannot be booked through the ACT Government Sportsground Office**, as the fact an oval is not bookable means it is not considered safe. An example is Chifley Oval, officially a 'low maintenance' (no maintenance?) ground, and grounds such as Farrer and Torrens Ovals, which were allowed to deteriorate in the last drought, currently fall into the same category. If in doubt whether a training venue can be used, contact the Administrator (see List of Office Bearers) to check if it is bookable.
- **You should not use a bookable training venue unless the Administrator has actually made a booking for it.** A booking creates an obligation on the ACT Government to have the ground in a fit state for use; lack of a booking potentially creates **a liability on YOU and the Club** for injuries. Normally training bookings are made for the season, so once in place no weekly check is needed. Where problems can arise is with **special training games or sessions**. It is **vital** for such activities that you **make sure your pitch has been properly booked**, and that you **use the pitch that was booked**. Non-compliance with these requirements places players' insurance cover at risk, including, if playing a practice game at home, that of the opposing team. If playing a practice game away it is wise to check with your opposition that the pitch on which you are playing has been properly booked.
- While on insurance matters, **please do not allow children other than registered members of your team to participate in training activities or games**. Should an accident occur in which they are involved (including an injury to a registered player inflicted by an 'outsider'), insurance cover is again liable to be compromised.

- One training location (Mawson) has several ***pitches equipped with floodlights***. Older age groups have priority in the allocation of floodlit training times. Floodlights are not available for under-6 to under-9 teams; under-10 teams are accommodated as facilities permit. Floodlights are available Monday to Friday evenings, ***but*** on Tuesdays and Thursdays seniors also train, so junior slots are limited. The majority of junior teams need to train on Monday or Wednesday (Friday is available, but rarely popular). There are three training times, 4.00-5.30 pm, 5.30-7 pm and 7-8.30 pm, and ***teams cannot train at times that straddle the divide between these times***, as this clutters training pitches. Be aware also that ACT Sportsgrounds have decreed that senior teams have priority on training grounds after 7.00 pm and juniors have priority before 7.00 pm. ***This means that the 7-8.30 pm training time is only available on a given pitch when it is not required for senior training.***
- In theory up to 14 teams can train at once, each on half a pitch, although Woden senior teams need also to be accommodated and outside clubs may also be allocated floodlit space at Mawson. Ideally younger teams train 4.00-5.00 pm or 5.30-7, and older ones 7-8.30. As floodlights are expensive, ***the Club seeks to utilize pitches as efficiently as possible***, and teams will be encouraged to train at times, and on pitches, conducive to achieving this objective. Lights can be booked for two, three, four, five or seven pitches. This makes 3 or 4 teams, 5 or 6 teams, 7 or 8 teams, 9 or 10 teams, or 13 or 14 teams the ideal numbers to have training at a given time. ***You may be asked to reconsider a preferred training time to facilitate consolidation and rationalization of floodlight usage***, but we endeavour to be as accommodating as possible. Please also note that you will not necessarily be able to choose the particular pitch you train on. There are three sets of floodlights at Mawson, and we will not pay for a larger number of these to be turned on at a given time than is necessary to accommodate the number of teams training at that time.
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- Space permitting, some under-7 to under-9 teams may train at Mawson on Saturday morning before their game. In setting midweek MiniRoos training times for non-floodlit grounds, remember that in mid-June it is dark by 5.15 pm.
- Occasionally a coach may experience ***difficulty with the behaviour of players at training***. We like to think our coaches can enjoy their job, and this becomes difficult if a few players are disruptive. Should you strike this sort of problem there are a couple of courses of action you can take. First, arrange for a parent to assist you at training, with a brief to concentrate on discipline while you concentrate on the football. Second, if you think a 'flea in the ear' from a club official would help, contact your Vice-President or the President and ask him/her, or a delegated Committee member, to attend your next training session and speak to your team.

It is the coach's responsibility to sign for, and look after, the training aids and match ball issued by the Club, and to clean and return them at the end of the season. **Please take seriously the custody of training and match balls.** They are expensive, and we prefer to replace them because they have worn out, not because they have disappeared. Far too many go missing each year. Please make sure your balls are clearly marked with 'WVSC', and renew those markings if they fade during the season. Educate your players to retrieve balls kicked out of the immediate training area at training, and regularly count your balls at the end of each training session. Moreover, ***please do not take more balls to games than you actually need.*** While it is desirable to have a ball per player, or a ball between two players, at training, you do not need anything like as many for a pre-match warm-up on Saturday, and spare balls left lying around have a habit of disappearing. Please **leave unneeded balls at home.** Please ***also ensure balls are only used on grass or a synthetic football pitch.*** Balls kicked around on concrete, asphalt, etc., or against fences or buildings, rapidly deteriorate.

And a special request from the Equipment Officer. **Please educate your team to be careful when putting on and taking off training bibs.** Far too many bibs are returned with side tapes torn off, and this occurs largely because bibs are ***ripped off,*** rather than carefully ***taken off,*** at the end of training.

The Manager and Team Administration

The Manager can greatly assist the running of a team by taking control of administrative matters, leaving the Coach to coach.

The manager receives the issue of team shirts, and ***draws up a match schedule/roster using information extracted from the relevant draw***. This indicates:

- The date, opponent and venue of each match.
- Who is to take the shirts for washing each week, and bring the shirts and any halftime refreshments the following week. Some coaches may, however, wish to make provision of halftime refreshments, in the form of personal water bottles, a responsibility of each player.
- The addresses of venues for 'away' games (under-10 and older age groups). You will find these at www.capitalfootball.com.au under 'About us', 'Ground list'.

It is best to have one person responsible for both shirts and any halftime refreshments each week. That way each responsibility serves as a reminder of the other, and the number of weeks 'on duty' is halved.

With respect to shirts, please pay particular attention to the following:

- Stress to parents and players that they must be washed ***IN COLD WATER*** and ***NOT IRONED***. Ideally they should be ***DRIP-DRIED***, but if a drier must be used it should be on a ***MODERATE TEMPERATURE***. If these instructions are not followed, shirts may be damaged. ***A note making these points should be included on your match schedule/roster.***
- ***IMPORTANT! Shirts are to be kept, and washed, in team sets. They are NOT to be distributed for players to wash their own shirt each week. For boys' teams***, at all ages, this is a Committee ***directive***. The 'wash your own' system makes life easier for the team manager, but ***leads to shirts being lost*** (players leave town, aren't present at the last game, or the manager forgets to collect the shirts). At younger ages, where a wide variety of different shirt designs is used, shirts generally are no longer available and a shirt lost can make the entire set too small for future use. Similarly, with the numbered, sponsored shirts older teams wear, losing a shirt can ruin an entire team set if replacements are no longer available, or the manufacturer won't accept the small orders generated by losses of the odd shirt by the odd team.
- ***Some latitude is allowed with girls' teams*** if it is deemed inappropriate for players to change on the sideline. If you are running a girls' team and consider it necessary to issue shirts to individuals for this reason, it is permissible to do so ***ON THE STRICT UNDERSTANDING that you take special care to retrieve shirts from any players who depart or cease playing during the season, and from all players after the last game***. It is ***A MANAGER'S*** job to retrieve shirts from players, ***NOT*** the job of the Equipment Officer. ***In recent seasons girls' teams***, despite comprising only around 35% of players, ***have accounted for the OVERWHELMING MAJORITY (75% or more) of lost shirts. IT IS VITAL GIRLS' TEAM MANAGERS TAKE THIS ISSUE SERIOUSLY.***

- With a view to further reducing the risk of losing shirts ***it is club policy, in the under-10 and older age groups, that before the first game players be allocated a playing number for the season.*** They should then wear the same number consistently. You will be asked to provide the Administrator with a list of players and the numbers allocated to them to assist in locating missing shirts at the end of the season.
- There has been the odd instance over the years of teams having ***special shirts that are not in club colours and sponsored by other than WVSC's major sponsor*** made for use in a tournament (often the Kanga Cup), then ***using those shirts for Junior League games. This is not permissible.*** Except where a colour clash requires a change strip to be worn (and this ***never*** occurs when playing away, because Competition Rules say the home team changes) ***your team is expected to wear its club-issued shirts in Junior League fixtures,*** for two reasons. First, ***Junior League Competition Rules require clubs to play in their registered colours,*** which in WVSC's case are red and sky blue. Detected breaches attract fines. Second, ***we have a major sponsor,*** the Hellenic Club of Canberra, who since 1999 has poured tens of thousands of dollars into WVSC. We are extremely fortunate to have such a sponsor, and ***the Hellenic Club is entitled to expect our teams to provide it with the exposure it has paid for*** by wearing club Hellenic Club-sponsored shirts at every opportunity. ***This is particularly important at away venues,*** when you might think you are out of sight and can get away with wearing another strip, because unlike at Mawson, you may be the only team providing exposure at that venue. ***It is also very important during the Kanga Cup and any other Canberra tournament,*** as those are times when a major sponsor is especially likely to receive ***exposure through photos in the press and television coverage.***

On match days, the manager ensures that tasks required to conduct the match are attended to, including:

1. Dressing and undressing fields:

- This is a responsibility when playing at home. Please read the sections on 'Setting up Fields and Storage of Equipment' (see Table of Contents) that are relevant to your age group. These tasks can take time, so enlist help from other parents. It is your job to make sure the work is done, but not necessarily to do it all yourself.
- ***'Best and Fairest' points.*** These are awarded by the coach, or coach's nominee, on a '3 for best, 2 for second-best, 1 for third-best' basis.
 - List point-winning players' names and points ***on the back*** of the match card.
 - WVSC's Points Registrar records points each week.
 - It is acceptable to split the 6 points another way (e.g., 3, 3 or 2, 2, 2 or 2, 2, 1, 1), but do this occasionally, not routinely. ***Do not award more than 6 points in total, or more than 3 points to any individual player, for a given game.*** Also, 1 is the minimum number of points a player can be awarded for a game.
 - Don't disclose points to players, and please ***don't keep a running total.*** That way you can't be accused of manipulating the outcome, and everyone discovers who has won on Presentation Night. We have ways of breaking ties at the end of the season, so trying to manufacture a joint

‘Best and Fairest’ won’t succeed. We have to order trophies well before the season ends, and order only one ‘Best and Fairest’ trophy per team. Judge the players on their merits game by game, and let the season outcome take care of itself.

2. Ball care:

- Ensure that a **properly inflated** match ball of the correct size is presented to the referee at the start of the game, and take custody of all balls belonging to the team. Under-7 to under-9 teams should use the best of the balls issued to them as their match ball. Under-10 to under-18 teams are issued dedicated match balls. **These are for games only, and are NOT to be used at training.**
- **Both** teams should provide a match ball, from which the referee selects one. If neither is satisfactory she/he can reject both, or require one to be inflated. Hence, **it is advisable to have a pump on hand.** Teams are issued their own pumps, which should be taken to games in case needed. You cannot rely on one being otherwise available at Mawson or an away ground.
- **Pumps are issued to you to be used!** The Club endeavours to buy training balls that should require minimal maintenance during the season, but teams are often issued a few older balls as part of their training kit. Some balls may, from time to time, require re-inflating, and you are expected to attend to this. **Pump needles are fragile. They should be lubricated prior to use** with linseed oil or cooking oil, but **NOT with vaseline**, as this rots ball bladders.
- Before a game starts, retrieve all practice balls and, if not being used, your match ball. Balls should be brought to your game in a bag, and **should be returned to the bag before the game starts.** Balls left lying loose on the sideline while you’re concentrating on the game are apt to walk, and an unused match ball is a particular temptation.
- If the game is played with your match ball and there is a match card to sign, retrieve the match ball **before** signing the match card. When a game ends, players and the referee quickly lose interest in the ball, and if you also forget about it until after signing the card, it may have disappeared.

Please take seriously the custody of balls – they are expensive, but portable and difficult to recover once out of your sight. In particular, **managers of under-10 to under-18 teams are asked to take special care of their match balls.** Your coach should look after training balls, but it is recommended that the manager takes responsibility for the match ball and brings it to games with the match card as another item of match-day equipment. **Mark balls clearly but ideally unobtrusively** (as they’ll be used by someone else next season), and remember that if someone is intent on stealing a ball, **vigilance is your only real protection.**

3. Players’ equipment:

- Ensure that team members are correctly attired in Club colours, shin pads (which are compulsory) and **boots that are not dangerous.**
- In the under-12 to under-18 age groups, ensure each player's shirt number corresponds with that on the match card.

- **Ensure that shirts are tucked in** (referees should insist on this).
- Referees will disallow boots they deem dangerous. Sharp edges on nylon screw-in studs are the main problem. They can be dealt with using **a file or a piece of coarse sandpaper**, and while players should properly maintain their own boots, it is useful to carry one or other item with you. It saves a player being prevented from playing if the referee objects to his/her boots.
- **Bicycle shorts (skins) and tights** that are visible below a player's shorts may **only** be worn if they are **the same colour as the predominant colour of the team shorts**. Referees can refuse to let a player play until an offending garment is removed. For WVSC, visible bicycle shorts or tights must be **sky blue** (not just blue). A goalkeeper may wear shorts of a different colour (e.g., black), and if doing so any visible under-garment must be the same colour as those shorts.

4. Be alert to colour clashes with your opposition:

- In the under-10 and older age groups, **the home team is required to change**. MiniRoos team strips are generally issued so as to avoid colour clashes.
- Sets of alternative shirts (change strips), and for under-10 and under-11 teams, yellow bibs, are kept in the storage container at the Heard Street end of Mawson District Playing Fields. Where a colour clash occurs **in an under-10 or under-11 game** (it will mainly be games against another WVSC team) **the first-named team in the draw should wear yellow bibs** over their normal playing shirts. **These bibs are kept in green bags and should be returned to the container after use, NOT taken home for washing.** They will be worn over a shirt, not against the skin, and will be laundered as required by the Equipment Officer.
- Under-12 to under-18 teams should anticipate colour clashes, but must **NOT** remove change strips from the Heard Street container **until the day of the game**. If you remove a strip the week before you need it, someone else who requires it in the meantime may be deprived of it.
- The clubs to watch out for are **Canberra FC, Yass** and **Canberra Girls Grammar**, which also wear red, or predominantly red. Some **Belwest** teams have also taken to wearing predominantly red shirts recently. If playing them at home you should use a change strip. You may also need to change shirts if playing **another Woden team**. In this situation the responsibility to change again lies with **the team listed first in the official draw**. That is the 'home' team.
- **MOST IMPORTANT!!! After using a change strip, please wash it and return it to the storage container by 11.00 am the following Saturday.** Another team may need it. Note that it is **NOT ACCEPTABLE to wait until your next home game to return a change strip**. It may be inconvenient to return it the Saturday after you use it, when your team will probably be playing away. But **PLEASE BE CONSIDERATE OF OTHERS**, who on that day may have the same need that your team had the previous week.

- **Girls' teams** – you may not be used to having to collect the shirts after your game. With change strips it is important that you DO collect the shirts, and **make sure no girl wanders off wearing a change strip shirt**. That is how we lose them.
- Note that **change strips are for use ONLY when there is a genuine colour clash**. They are **NOT** for use because you think your team looks nicer in a sky blue strip or a white strip than in its normal red strip. Taking a change strip for that reason may deprive a team that needs it to deal with a genuine colour clash.
- **Do NOT, without permission, remove change strips for use in the Kanga Cup or other special tournaments**. Any use of a change strip other than to cope with a genuine colour clash in a scheduled Saturday game **MUST first be cleared with the Equipment Officer** (see List of Office Bearers). For the Kanga Cup, contact him to arrange to collect a strip for the particular day on which you need it. We have had trouble in the past with teams commandeering change strips prior to tournaments (on the offchance that they 'might' need one), then sometimes not returning them before the regular season recommences. This both denies other team's access to them during the tournament, and creates a regular season problem if the whereabouts of a strip is unknown.
- A reminder that, as previously indicated, should you be involved in **a game that results in a forfeit** where a referee presents, **that referee is entitled to full payment**. If officials of both teams are present they should share payment as usual. However, if no opposition official is present, you are responsible for meeting the full payment due. If caught in such a situation, claim the additional sum paid over what the Club has reimbursed you for from the Treasurer.
- You may have games during the season with no official referee. That will potentially mean not using all the money advanced to you for referee fees (if not consumed paying for assistant referees). Any such surplus referee money should be returned with your team's equipment at the end of the season.

5. If there is no official referee:

- Negotiate with the opposing manager over who should referee. **If mutual agreement can't be reached, Junior League regulations say it is the right of the AWAY team to nominate a referee**. You need to be aware of this rule and insist on your right under it when playing away if you have someone capable of refereeing with your team. If you cede this right to your opposition you will have to accept what you get. If the home team, give your opponent first right to nominate a referee.
- **UNDER NO CIRCUMSTANCES** be party to an arrangement that one team will referee the first half and the other the second half. Such arrangements have a history of producing unsavoury incidents as a second half referee seeks to compensate for perceived first half bias, and the Junior League has outlawed them. **One person should referee the entire game**.
- **It is a good idea for managers to carry a whistle, in case there is no referee**. You may not be competent to use it, but at least have the vital piece of equipment to lend to someone else. **Referees can in particular be scarce for under-12 and under-14 games** because at the time they play (1.45 pm) referees who also play are either playing themselves or travelling/preparing for their own 3.10 pm

games. If you require a whistle for a home game that has no official referee you will probably be able to obtain one from the clubhouse – ask at the canteen.

6. Ensure there is a person available to act as an assistant referee (linesperson):

It is relatively rare to have official assistants, and usual practice is for each team to supply one person to 'run a line'.

It is in your team's interest for that person to have a good grasp of the requirements of the job. Up to under-11s, little more than raising your flag when the ball is out of play and pointing it in the direction the team that should take the throw-in is playing is necessary, although referees may also be interested in your help in judging whether a goal kick (point to the goalmouth) or corner (point to the nearest corner of the pitch) should be awarded.

In the under-13 to under-18 age groups, however, offside becomes a consideration and the requirements are more complex. If you don't have someone competent doing the job you shouldn't blame the referee for missed offsides, etc. No referee can move as fast as the ball, and no referee can see round corners to judge offside! ***Not having a competent 'club' assistant referee can also lead to 'incidents', as opposing teams become frustrated with someone who doesn't know the requirements of the job.*** Therefore, **please don't take this matter lightly.**

The following is an outline of the basic requirements, ***which you should photocopy and encourage any regular team assistant referee to read.***

- a) The referee will require you to patrol **half** of one sideline (normally the righthand half as you face the pitch). You still adjudicate on whether the ball is out of play **the full length** of your side of the pitch, but without physically moving beyond halfway from your half of the pitch. Assistant referees in football do not run the length of the pitch as rugby and rugby league linesmen do.
- b) You should position yourself to be **at all times level (square) with the second-last defender** in the team defending your half of the pitch. This means **constant sideways movement** along your half of the sideline. This positioning best enables you to judge whether attackers are offside, the second-last defender being the player relative to whom such judgments are made. Normally the last defender is the goalkeeper, so the second last defender is **usually the last field player**, although that can change if the goalkeeper has advanced upfield from his/her goal.
- c) The referee will want your assistance with three types of decisions:
 - **Ball out of play.** If the **whole** ball crosses **completely** over the sideline, raise your flag above your head to indicate 'out of play', then point it in the direction the team that should take the throw-in is playing. If unsure who should take the throw, keep your flag above your head. This tells the referee that he/she must make the decision.
 - **Goal kick or corner kick.** If the ball **completely** crosses the goal line at your end of the pitch, point your flag to the goalmouth if the attacking team last touched it (goal kick) or to the **nearest** corner quadrant if the defending team last touched it (corner).

- **Offside.** This is the tricky one. An attacker is in an offside **position** if nearer his/her opponents' goal line than **both** the ball **and** the second-last defender. **HOWEVER, it is NOT an offence to be in an offside position.** To be offside (and liable to be penalised) a player must be in an offside position **AND 'at the moment the ball touches or is played by one of her/his team ... involved in active play'**. Being involved in active play means **'interfering with play', 'interfering with an opponent'** or **'gaining an advantage'** from being in an offside position.

IMPORTANT: FIFA in 2006 clarified the meaning of these three phrases. The key clarification is that **a player cannot be deemed to be 'interfering with play'** (the most common way of being 'involved in active play') **until he/she actually touches, or takes possession of, the ball.** You must **WAIT** until that happens to raise your flag.

The **critical instant** in ruling a player offside is **the instant a teammate passes the ball.** If a player is in an offside position at that instant **AND** subsequently touches or takes possession of the ball, he/she is offside **when the second event occurs.** Note, however, that at that point you should raise your flag and **return to a point level with where the second last defender was when the pass was made.** The free kick is awarded **at this point, NOT** where the player was when touching or taking possession of the ball (which may be many metres further upfield).

It is **VERY** important that you have the 'critical instant' referred to above clearly in mind. A player who is **not** in an offside position at that instant, but **runs into an offside position** between then and when taking possession of the ball, **is NOT OFFSIDE.**

For those familiar with the previous offside law, all that has changed is that a player is not now deemed to be 'involved in active play' unless and until touching or taking possession of the ball. **This means a delay in ruling him/her offside,** but the offence still occurs at the instant the ball is passed by a teammate. Of course, a player in an offside position when a pass is made who never touches or takes possession of the ball is now not ruled offside, where previously he/she would have been. We are thus looking at a situation where the number of free kicks for offside has been reduced to allow games to flow.

You may be interested in the FIFA definitions of the other two, less common, ways of being 'involved in active play' when in an offside position. 'Interfering with an opponent' means **preventing an opponent from playing the ball by obstructing his/her line of vision or movement, or making a gesture or movement that deceives or distracts an opponent.** This typically, though not always, involves obstructing or distracting the goalkeeper. 'Gaining an advantage' by being in an offside position means **playing a ball that rebounds off a post, a crossbar or an opposing player.** Note that, once again, offside does not occur **unless and until** the attacker touches (plays) the ball.

If you consider a player offside and involved in active play in one of the three ways just outlined, **raise your flag above your head level with where the second-last defender was at the 'critical instant', and keep it there until the referee either awards a free kick or waves play on.** If he accepts your signal you can indicate whether the offence occurred on the far side of the pitch, in the middle, or on the near side by pointing your flag across the pitch respectively 45 degrees above horizontal, horizontally, or 45 degrees below horizontal.

- d) A few points to keep in mind with offsides are as follows:

- A player **cannot** be offside from a throw-in, a goal kick, a corner, or in his/her defending half of the pitch.
 - A player **cannot** be offside ***while a teammate is dribbling the ball***. You must wait until the teammate ***passes/shoots*** the ball, and then the offside player takes possession or obstructs/distracts an opponent, to pass judgment.
 - For a player to be offside the ball ***generally*** must be played ***forward***. If a player dribbles to near the goal line, then passes or crosses the ball backwards, or square, to a teammate, the latter, provided he/she was square with or behind the point from which the cross/pass was made, cannot be offside, regardless of where the defenders are. He/she was ***not nearer the opponents' goal line than the ball*** when the teammate played it (even though perhaps nearer to it than the second last defender).
 - Offside is judged at the instant an attacking player passes/shoots the ball forward. Thus, ***if the ball touches a defender en route to a second attacker*** who was in an offside position when the pass was made, the latter ***is still offside***. Upon arrival the ball was last played by a defender, but the attacker was offside ***before*** that – at the instant the ball was played by his/her teammate. He/she gained possession, and therefore an advantage, so the defender's touch is irrelevant.
 - A player ***level*** with the second-last defender when a teammate plays the ball is ***not*** in an offside position and ***should not*** be ruled offside if subsequently taking possession of the ball. He/she was ***not nearer*** the opponents' goal line than that defender when the pass was made.
 - ***If in doubt*** as to whether a player was offside (i.e., whether he/she was level with the second last defender, or beyond that player and thus closer to the opponents' goal line – ***a line ball decision***) FIFA's instruction is that ***the benefit of that doubt should be given to the attacking player***, who should ***not*** be ruled offside. In other words, you should ***not*** rule a player offside ***on suspicion***; only if ***certain*** she/he was offside.
- e) Always remember that you are an ***assistant*** to the referee. If the referee overrules you, don't spit the dummy. He's/she's entitled to, even if you're right and he's/she's wrong. And he/she may disregard an offside so as not to needlessly interrupt the game if the defending team has possession and is under no defensive
- f) ***Match-day checklist: As a well-prepared Manager, have you got?***

| |
|--|
| Properly inflated match ball |
| Pump |
| Practice balls for pre-game warmup (2 or 3 should be adequate) |
| File or coarse sandpaper (for dealing with dangerous boots) |
| Team roster (so you know who should take shirts for washing) |
| Whistle (in case you don't have a referee) |

The Assistant Manager

This person shares managerial duties (especially dressing and undressing fields), and is available to substitute as manager if necessary. ***If asking your Assistant Manager to take over, please ensure he/she is fully briefed.*** in the case of matters such as dressing/undressing pitches.

Pre-season Checklist

The following items are listed to assist with pre-season preparations:

1. Obtain a team list from your Vice-President or Age Group Coordinator (see List of Office Bearers). The team list will contain the names, addresses, telephone numbers and birth dates of all team members.
2. Draws for MiniRoos are compiled by the Vice-President (MiniRoos), Vice-President (Girls' MiniRoos) or relevant Age Group Coordinator, and for the under-10 to under-18 age groups by the Junior League. Obtain your draw and use it to prepare the season match schedule/roster for your team. A reminder that this should include:
 - The date and kickoff time of each game
 - The opposing team
 - The location of the match
 - The name of the parent/player bringing shirts and any halftime refreshments
 - The name of the player to take shirts for washing
 - An instruction to wash shirts in cold water, not iron them, and either drip dry them or, if a drier is used, ensure it is set on a moderate temperature
3. Team equipment supplied by the Club needs to be collected from the Clubhouse and signed for at a time advised by the Equipment Officer. This equipment includes:
 - Under-7 to under-18 teams - one match ball (***not*** to be used for training)
 - Training bag with several practice balls, a supply of cones, a set of training bibs and a small first aid kit
 - Match bag with team shirts, goalie's gloves, pump and adaptor

All equipment needs to be cleaned and returned at the end of the season. Allowance is made for wear and tear, but ***team officials are asked to take steps to minimize the loss of balls, shirts and other expensive items.*** Pump adaptors are fragile, but their life can be prolonged by lubricating them with cooking oil or linseed oil before insertion into a ball. ***Again, please don't use vaseline as a lubricant.*** It rots the bladders of balls from the inside.

DRIBL

All coaches and managers of U10-U18 teams are required to register In Play Football and create an account in Dribl. This app (or website) allows you to view fixtures, matchsheets and player lists. You will also need to use this to assign jersey numbers to players and submit match results.

[Match Sheet Overview – Dribl](#)

[Prepare & Submit Team – Dribl](#)



Unofficial help for getting Dribl App set up for coaches/managers

Accessing Dribl and your team's information

- Make sure you are registered as a coach or manager with WVSC in Play Football
- Download Dribl App
- Make a Dribl account using same email you used to register with Play Football
- Go to **Following** button (bottom of screen) and find your teams using the "**teams**" tab and the plus sign to add your team.
 - Association - Capital Football
 - Club – Woden Valley SC
 - Team – choose as appropriate:

You can also choose to follow the relevant league/s for your team.

Association: Capital Football
League: Junior Leagues Open
Age group/Division: choose as appropriate.

When you select your team, the matches for that team should load. NOTE: this takes several minutes and also seems to benefit from one or several "swipe down"s to refresh the page.

The teams for which you have some ability to edit information should be visible under the **Following/My Hub** tab. Teams for which you can simply view fixtures information will be under the **Following/teams** tab. (Parents that are not officials can use this functionality).

Match Sheet management

The basic process is:

- Navigate to the relevant match
- Confirm your coach, manager and players for the match as available and playing.
- Set/confirm jersey numbers
- Set/confirm goalkeeper and captain (optional)
- Submit the team by FRIDAY
- ON GAME DAY:
 - confirm the team AND confirm the opposition's team at least 10 minutes before game starts.
 - And possibly: add in late (borrowed) players
 - Load scores for own team within 30 minutes of game ending
 - Note Referee will also load scores, goals (goal scorers), cards.
 - If no Referee, home team goes into **officials** tab and adds Non accredited referee, which allows home club to finalise the score.
 - If Ref has incorrectly attributed goal scorers, advise Club/Capital Football

Navigating to the relevant match

Select your team from within the **My Hub** or **Following** tab. Wait for the matches for the team to load. Refresh the page by swiping down if needed.

Once you can see the matches for your team, select one and you should be able to see 3 tabs: Preview, Table and Match Sheet. [If you can't see "Match Sheet" then you need to check with Shiree. She can only add you to the team with Match Sheet viewing & editing capabilities if you are already registered in Play Football.]

Confirm coach, manager and players for the match

Open the Match Sheet tab

Select your team (home or away team for that Match, as appropriate)

The coach/es, manager/s and players for the team should be visible under the **Availability** listing.

Check that all players are visible – if some are not, please advise your VP or Shiree (it's likely to be an incorrect allocation to team within Club's database, Foxtrot).

There are several status steps:

Available – generally available to the team, one of the usual team members, one of the squad (indicted by green tick in right hand of listing in App, by "A" in website version)

Playing – playing in this match. (indicated by 'P' in right hand listing)

Starting – is not needed for Junior or Senior matches so please ignore the "S" in each player's listing.

Coaches and managers should be selected first as **Available** .

Players must be first selected as **Available** before they can be selected as **Playing**.

Set/confirm jersey numbers & captain, goalkeeper

Select and hold down the player's Name/icon. A list of options should appear – Set Jersey number is at the bottom. Choose this, and a dialog box appears for you to enter the number. Press return, and the box should close, and the player's jersey number should now be visible in a circle next to their name.

Jersey numbers will stay with that player in the app unless you choose to change them.

You can also choose to Set players as captain, and as goalkeeper. I understand this is optional.

Submitting and confirming the team

Once you have confirmed the status of all players that will play in the match and their jersey numbers, select "Submit team".

ON game day, just before the match starts, you will required to confirm your team and also confirm your opponents team.

Adding in players after submitting/confirming the team

If you need to add in players late after you've already submitted and confirmed your team (eg when borrowing previously unknown players from another team in the club to make up numbers & they arrive very late), you will need to speak to the opposition team, unconfirm & unsubmit your team, add in the extra players (see below), then resubmit and reconfirm your team.

Borrowing players



Within the Availability listing, touch on the person icon with a plus sign in the top right of the page. You should be able to see a list of the club's players that are eligible to play for your team – eg players that are too old, too young etc should not be visible to you. Select the appropriate player/s and they will now appear in your team Availability list. Set their status (available, playing) and jersey number, and then resubmit your team. You can remove them from the listing by touching & holding their name/icon and then choosing the option "Remove Borrowed Player".

EQUIPMENT RETURN

Toward the end of the season team officials will be advised (through the pigeonholes, by email, or both) of dates and times for returning their team equipment **to the Clubhouse**. Collecting and checking equipment for 200+ teams is a major undertaking, and your cooperation with the following will help make the task as easy as it can be.

- ***If you are associated with a girls' team*** in which players have had custody of their own shirts during the season, ***remind your players at your final training session of the need to bring a change of shirt to their last game***, so that their WVSC shirts can be collected when the game ends. Once you allow players to leave after the last game without retrieving their shirts, recovering them becomes much harder. Usually there is a dressing room or toilet handy in which the necessary switch of garments can take place. ***Make life easy for yourself.***
- Remember that ***the job of retrieving missing shirts is the responsibility of the team Manager and Coach***. It is most definitely ***NOT*** the responsibility of the Equipment Officers. Missing shirts can render entire strips (worth around \$600 for 11-a-side team squads) unusable, so please take this matter seriously.
- ***IMPORTANT:*** If you are personally unable to return equipment at the nominated time(s), ***please arrange for someone else associated with your team to do the job on your behalf. We want ALL equipment from ALL teams returned at the nominated time(s).*** Chasing team officials who have not returned equipment because it was inconvenient for them is a pain in the neck, and has a habit of stretching out over not just weeks but months. The Equipment Officer and the Administrator look forward to enjoying summer as well, and don't want to be spending it chasing recalcitrant team officials. ***Your cooperation would be appreciated.***
- Please make sure that ***shirts and training bibs*** are ***washed*** prior to return. There is no reason why the Equipment Officer should be laundering several hundred smelly training bibs.
- ***MOST IMPORTANT.*** If they are numbered, ***PLEASE ARRANGE YOUR TEAM SHIRTS IN NUMERICAL SEQUENCE BEFORE RETURNING THEM.*** This greatly assists the process of checking that all shirts have been returned. Your taking the time to arrange one set of shirts in sequence avoids an Equipment Officer having to do the job for 70 or 80 sets. ***Don't fold shirts individually.*** Just lay them one on top of the other in sequence, then ***fold the entire pile in half, then half again,*** and place in your shirt bag.
- ***MiniRoos team managers*** should note that particular attention will be paid to their returning ***the same number of shirts (nine)*** as were issued to them. Lost shirts can rapidly render entire strips unusable.
- Every year at equipment return time requests are received for shirts to use in summer Futsal or six-a-side competitions. ***Please note that it is club policy NOT to meet these requests.*** We used to meet them when the Club was smaller, but these days: (i) we risk opening a floodgate, (ii) we cannot afford to risk having shirts returned in late February or March with some missing and insufficient time to replace them for the winter season, and (iii) the task of preparing equipment for 200+ teams is so large that the Equipment Officer does not need the added hassle of having to chase shirts used during summer at precisely the time this task is at its most demanding.

RISK MANAGEMENT AND DUTY OF CARE

In this litigious age the words 'duty of care' are words every coach and manager, as well as every WVSC official, should take seriously.

Coaches and managers have a legal obligation to exercise reasonable care to ensure players under their control are not injured.

To this end WVSC has developed a series of rules that we ask all coaches and managers to (i) familiarize themselves with, (ii) observe and (iii) where appropriate, **promote among others associated with their teams**. Some of these issues are also addressed elsewhere in this handbook, but they are collected together here for ease of reference.

1. **At all times use commonsense, and give absolute priority to safety.** This is an overarching rule intended to cover situations not explicitly anticipated below.
2. **Coaches should not participate in training games or competitive training drills.** The temptation to do so can be irresistible, but it is easy to get carried away and the fact is that players are there to play, and coaches to coach. Your fleeting adrenaline rush could have serious consequences. Junior League regulations preclude children playing more than two years above their true age group - for safety reasons. Adults playing against them also threatens their safety. **Please take this rule seriously, for your own protection.**
3. **Do not allow an injured player to keep playing or training.** No matter how important the game, or how important to the team a player is, her/his physical welfare is **more** important. It **must** be given **absolute** priority.
4. **If a player is injured, absolute priority is to be given to obtaining appropriate medical attention and informing her/his parents or guardians.** Be sure to have your club-issued first aid kit at training sessions – the primary purpose in issuing it is to enable you to deal with minor training injuries. It is also a good idea to have ice at training. On Saturday's WVSC tries to have a qualified first aider or sports trainer on duty at Mawson (not always possible), and has ice and a full sports medical kit at the canteen. Grounds at which you play your away games are also supposed to have a first aid kit and ice available. A canteen is the usual place for them to be located; if not there, or there is no canteen, inquire of your opposition where they are. **Also remember that parents authorize team officials to seek appropriate medical help, and agree to pay the cost, when they register their children.** If an injury is serious, don't hesitate to call an ambulance.
5. **Check if any members of your team have medical conditions of which you should be aware, and ensure appropriate precautions are taken.** Information on medical conditions is collected at registration, and should be forwarded to you with your team list. However, in case the system breaks down it pays to double check with your players and/or their parents. In particular, **watch that players who need to have asthma puffers on hand don't train or play without them.** If you have such a player, routinely inquire if they have their puffer before training or a game starts.

6. ***Do not allow training activities to occur on grounds not properly booked for the purpose (ACT Government grounds) or authorised to be used by a school Principal (school grounds).*** Should accidents and injuries occur on grounds where these formalities have not been completed, insurances may be compromised and liabilities may be incurred by you, the Club, or both. Be particularly vigilant when organizing special training games – make sure your pitch is booked, and that you ***use the particular pitch you booked.*** Booking one pitch and then playing on another is the same as not booking at all! If playing away, check that the host club has booked the pitch you are to play on.
7. ***Don't allow children who are not registered members of WVSC to participate in club activities – including training sessions.*** They are themselves not insured, and should they injure a registered player, that player's insurance is also liable to be compromised. Also, ***don't allow players who are registered with WVSC, but who play in another age group – perhaps a sibling of a team member – to train with your team.*** Again, insurance could be compromised in the event of an injury involving such a player, as either the injured or injuring party.
8. ***Do not allow a training session or game to continue if there is a threat of a lightning strike.*** Get your players as quickly as possible to a safe ***indoor*** environment (***not*** a metal storage container). During a game, call the referee over, ask for the game to be abandoned, and if he/she declines, call your players from the pitch. ***Sheltering under trees when there is lightning around is dangerous and not recommended.***
9. ***Extreme care is to be exercised transporting, erecting, disassembling and storing pitch equipment. Adults only are permitted to carry and store spiked MiniRoos goalposts and corner flags.*** Ensure that others in your team also know not to let children carry these items – the danger they pose is pretty obvious. Also:
 - ***Don't carry too much equipment,*** or allow others to do so. It isn't the end of the world to have to make more than one trip between your pitch and the storage point.
 - ***Don't congest a storage container.*** Be patient, wait your turn, and counsel others to behave similarly. Manoeuvring corner flags or goalposts in a confined space needs to be done carefully, and if you're impatient it may be you who is spiked.
 - Hammer net pegs right into the ground so they can't be tripped over, and ensure ***all*** pegs are removed when taking nets down or disassembling under-10 and under-11 goals. You should expect to retrieve 7 pegs per main goal net; 4 per under-10/under-11 net. If you find fewer, have a careful look around for others. This should rarely be a problem, as pegs should be attached to nets. ***Please do not unattach them.***
 - When erecting and taking down nets, ***use,*** and ensure others use, ***the ladders provided,*** unless tall enough to do the job without stretching. ***On no account*** are nets to be attached to, or removed from, crossbars by a person lifted on another's shoulders.

10. ***If involved with age groups that do not play full-field, NEVER set up a pitch so that the goal line of a main soccer pitch forms the sideline of your modified pitch.*** The reason is obvious – goalposts on your sideline create a danger of serious injury if a player collides with them.

Injuries

As noted above, at home games the Club has a **first aid kit** and **ice** available at the canteen for treatment of minor injuries, and endeavours to have a **trained first aider or sports trainer** on duty. These facilities are for the use of injured opponents as well as your own team, so **please alert opponents to their availability** should an injury occur to them. In addition, each team is issued a small first aid kit to be used for minor injuries at training sessions. It is further recommended that coaches **routinely take ice to training sessions** in case of injury.

We cannot guarantee what first aid facilities opposing clubs will provide when you play 'away', although Junior League regulations require that, as a minimum, they have a decent first aid kit and ice available. It is a good idea to ask the location of these facilities on arrival at an opponent's ground. The canteen is probably the first place to ask, followed by the opposing manager.

Please be sensible with minor injuries. Seek appropriate medical treatment for them promptly, and don't allow players to continue playing or training if there's a chance of infection of an open wound or of making the injury more serious than it already is. It is useful to have a water bucket and 'magic' sponge on the sideline during games.

Should a serious injury occur, team officials (Coach and Manager) are expected to give **ABSOLUTE PRIORITY** to seeking appropriate medical attention for the injured player and to advising her/his parents or guardians if not present at the game. The disclaimer parents accept when registering their children with the Club explicitly empowers club officers (who are defined to include coaches and managers, including persons temporarily acting in those capacities, as well as elected officers) to seek medical attention for injured players.

Team officials should also be aware that **the Club participates in an injured players' insurance scheme** run through Capital Football. To take advantage of benefits available a potential claimant should go to the Capital Football website (www.capitalfootball.com.au), click on 'Insurance', and follow the link to the FFA website where insurance coverage is outlined. **Don't wait until medical treatment is completed and bills are in.** Consult the insurance website above **immediately** and follow the claims procedure outlined there. You should note that the insurer describes the injury benefits available under this policy as 'basic and entry level', and that all players and others covered by it are 'encouraged to take out private health insurance'. So this injury policy is no substitute for having personal private health insurance. Should any problems arise dealing with the insurer, contact the President who will have the matter investigated by Capital Football. **Team officials should note that they MUST immediately advise the Administrator of any injury in their team liable to lead to an insurance claim** (see List of Office Bearers). This enables the Club to advise Capital Football of injuries potentially attracting claims.

As part of the registration process **WVSC asks parents/guardians whether each player has any pre-existing medical condition of which it should be aware**, and the nature of any such condition. If there is any player in your team with a pre-existing condition you should be advised of this. Please take notice of this information, and if you have further questions, follow up with the relevant parents. In particular, follow up situations where

a child may need to have medication on hand before participating in club activities (e.g., asthma sufferers). If medication does need to be on hand, routinely check that the child has it with her/him at both training sessions and games.

Be aware that referees are under instruction that **casts made of hard materials** (plaster, fibreglass, etc.) are regarded as 'dangerous equipment', and **players wearing them will not be allowed to participate in games**. This has been an area of considerable inconsistency in the past, with some referees allowing players wearing casts to play and others not. A few years ago Capital Football Referees took the decision it has to protect young referees, who could be legally liable were a cast to cause an injury, and who in the past have at times been subjected to considerable pressure from parents and coaches to allow cast-wearing players to play. Bottom line: if you're wearing a hard cast, you don't play. **No amount of padding the cast will alter this – you still don't play.**

PARTICIPATING IN TOURNAMENTS AND HOSTING VISITING TEAMS

Teams participating in tournaments, whether in Canberra, interstate or overseas, or hosting teams from outside the ACT need to take note of the following.

- ***Clearance:*** If wishing to participate in a tournament outside Canberra ***your first step***, before doing anything else, is to ***seek approval from the WVSC Committee*** through the Administrator. If approval is forthcoming you should next consult Capital Football's Visiting Teams Policy, available at www.capitalfootball.com.au under 'Policies & rules' and 'Library'. This document needs to be carefully read and its requirements (which include seeking formal clearance from Capital Football) need to be followed to the letter. But please ***do not*** go directly to Capital Football. ***Any documentation required***, including your formal request for clearance to participate in the tournament of interest, ***should be submitted via the WVSC Administrator***. Also, if you are planning an overseas trip it will be expected to occur predominantly during the July mid-season break or out-of-season (i.e., it should not in any major way disrupt the team's participation in regular Junior League competition). You cannot ***expect*** that Capital Football and other clubs will accommodate any request to reschedule regular season competition games; they may, but there is ***no obligation*** on them to do so.
- ***Hosting visiting teams:*** If you are planning to host a team or teams from outside the ACT ***you also need to first seek WVSC Committee approval***, and then consult and comply with Capital Football's Visiting Teams Policy, via the WVSC Administrator. The Visiting Teams Policy covers outside teams coming to Canberra, as well as Canberra teams travelling outside the ACT.
- ***Team names:*** If a WVSC team is entered in a tournament (including one in the ACT), the first part of the team name ***must*** be 'Woden Valley'. The team may add to that a nickname of its choice (e.g., Vipers), provided that this name is not offensive. If wishing to add the name of a sponsor, clearance must first be sought from the Committee, which will consider whether the sponsor is an appropriate one to be associated with a junior sporting team and also whether allowing its name to be part of the team name will conflict with any official club sponsor (e.g., if the Club is sponsored by Sportsman's Warehouse your team cannot be sponsored by Rebel Sport, a direct competitor; more generally it could be considered that ANY sponsor's name would undermine a major sponsorship such as the Club's current sponsorship by the Hellenic Club). ***The proposed team name is to be disclosed in applying for clearance to participate in the tournament to the Club Committee.***
- ***Team uniform:*** Woden Valley Soccer Club teams travelling to competitions either locally, nationally, or internationally ***must*** wear, except in the event of a colour clash, the club colours of red and sky blue. Teams are free to design their own strip, ***provided that the predominant colours are red and sky blue. Proposed strip designs are to be submitted to the Committee for approval prior to arranging for their manufacture.*** We encourage you to be proud of your club and its colours.
- ***Team composition.*** Any proposal to include in a WVSC team travelling overseas or participating in a tournament within Australia players who are not registered with WVSC must be referred to both the President and the relevant Vice-President for approval. These club officials will want to ascertain if there are any registered WVSC players in other teams in the relevant age group who wish to participate in the trip or tournament and have the resources to do so, who will be denied the

opportunity if the 'outside' player(s) is/are included. This policy is of particular concern in the context of the Kanga Cup, where following past complaints the Committee has determined that providing opportunities to participate to WVSC players whose own, possibly lower division, teams have not entered is a higher priority than improving team competitiveness by filling vacancies on teams with more capable outsiders.

- **Equity of player game time and game starts:** Coaches of tournament teams are reminded that it is club policy that (i) every player who presents fit to play in a game must play at least half a game, (ii) all members of a team squad (with the possible exception of a specialist goalkeeper) should receive approximately equal game time over the course of a tournament, and (iii) all members of a team squad should, over the course of a tournament, receive approximately equal opportunities as members of the starting lineup. In short, equity principles that apply during a regular season **do not** go out the window in a tournament setting. ***If anything they may be even more important*** if players and their parents have paid substantial sums of money and/or worked hard fundraising for players to participate. It is understood that absolute equity within individual games may not be possible, and that a tournament squad larger than the number of players permitted to play in individual games may necessitate players being excluded entirely from games. But Coaches should aim to ensure equity of player game time over any two consecutive matches, and should not allow any player to become a regular 'bench' player at the start of games or a regular excluded player where tournament rules require exclusions. Given the length of most tournaments, no player should be an excluded player on more than one occasion.

CODES OF BEHAVIOUR

The following codes of behaviour have been extracted and adapted from a pamphlet issued some years ago by the Australian Sports Commission. Please convey the different codes to relevant groups associated with your team.

Players

- Play by the rules.
- Never argue with an official.
- Control your temper. Verbal abuse of officials or other players is not acceptable.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Be a good sport. Applaud all good play, whether by your team or the opposition.
- Treat all other players as you would like to be treated. Don't interfere with, bully or take unfair advantage of another player.
- Cooperate with your coach, manager, teammates, and opponents. Without them there would be no games.
- Place in a proper perspective isolated incident of unsporting behaviour. Don't make them the highlight of the game or training session.
- Play for the fun of it, and not just to please your parents and coaches.

Coaches

- Remember that children participate for pleasure and that winning is only part of the fun.
- Never ridicule or yell at a child for making a mistake or losing.
- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Teach your players to follow the rules.
- Whenever possible, group players to ensure that everyone has a reasonable chance of success.
- Avoid over-playing talented players. 'Average' players need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and length of training sessions should take into account the maturity level of the children.
- Develop team respect for both the ability of opponents and the judgment of match officials and opposing coaches.

- Follow medical advice in determining when an injured player is ready to resume training or competition.
- Keep up to date with the latest coaching practices and the principles of growth and development of children.

Parents

- Remember children play sport for **their** enjoyment, not yours.
- Encourage children to participate, but don't force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Teach children that honest effort is as important as victory, so that a loss is accepted without undue disappointment.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best by example. Applaud good play by both teams.
- Respect referees' decisions and teach children to do so, too. Referees are no different from players - they do their best but will make mistakes.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Show appreciation of volunteer coaches, officials and administrators. Without them your child could not participate.

Spectators

- Remember that children play sport for **their** enjoyment, not yours.
- Applaud good performance and effort from each team. Congratulate all participants upon their performance, regardless of the game's outcome.
- Respect referees' decisions and teach children to do the same. If they make mistakes they are only being human. Abuse only injects unpleasantness into what is, after all, a game for children.
- Never ridicule or scold a child for making a mistake. Positive comments motivate.
- Condemn the use of violence in any form, be it by spectators, coaches, team officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and accept referees' decisions.
- Do not use foul language or harass players, coaches, team/club officials or referees.

SPECTATOR AND OTHER GUIDELINES TO FOSTER FAIR PLAY

Team Coaches and Managers are asked to abide by ***and encourage team members and spectators*** to observe the following principles at games. They have been recommended by Capital Football in the interests of fostering fair play and an appropriate sideline environment for junior football in the ACT.

- Spectators and teams/team officials should be located on opposite sides of the pitch. The side on which teams/team officials are located is known as the Technical Area.
- A maximum of eight persons (a Coach, Manager, two Assistants and four interchange players) from each team are permitted in the Technical Area.
- Spectators should at all times keep two metres back from the sideline to allow the assistant referee a clear view up that sideline.
- Coaches, officials and spectators are expected to offer encouragement and positive feedback to players to contribute to their enjoyment of playing football.
- At the conclusion of a game, players should shake hands. Technical staff and spectators are encouraged to do the same.

APPENDIX 1 MAPS OF FOOTBALL PITCHES

Layout of Main Pitches at Mawson



Woden Valley Soccer Club

Mawson District Playing Fields



Layout of Main Pitches at Mawson



BE RESPECTFUL

These are **CHILDREN**

This is a **GAME**

Coaches are **VOLUNTEERS**

Referees are **HUMAN**

This is **NOT** the A-League
or the World Cup

