

2018

MAJURA FC COACHES AND MANAGERS HANDBOOK



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INTRODUCTION AND WELCOME

Thank you for volunteering your time to be a team coach or team manager with Majura Football Club this season. When you decided to become a coach or manager, you took up a vital role within the Club.

Coaches and managers play a key role in providing all players with the skills and knowledge needed to gain confidence, have fun, develop, improve and succeed in the world game. Coaches and managers are also mentors. It is also important to understand, that building confidence in playing the sport does not just finish at football but extends into other aspects of a player's life. As a coach and manager, you are influencing young lives as a role model. How many adults still remember our sporting mentors who influenced us so much in our younger years?

Not only have you volunteered your time to be involved in junior football, you are also an extension of the Club, everywhere you play. How people view the Club, its culture and reputation is yours to uphold.

Remember that there is a team of dedicated people that are ready to support you and the players in your team. It is essential that we work together to provide our players with the best possible football experience. This will increase their enjoyment, increase your enjoyment and ensure continued participation in football and/or sport in general. Sport teaches us so much and is what I view as an essential part of social life.

I encourage you to take advantage of the training opportunities Majura FC will be offering and I urge you to upskill where you can. I also encourage you to ask questions if you are unsure as Majura FC as a Club, does have a depth of knowledge that can be tapped into.

This handbook contains some valuable information that will assist you with coaching and managing your team; use it as a guide and to get help when you need it.

Finally, I wish you and your team the best of luck this season, thankyou again for your time and dedication in taking up vital volunteering roles within your Club.

Yours in football,

Peter Docherty
President
Majura Football Club

SECTION 1 GENERAL INFORMATION

REGISTRATION

Majura Football Club like every other club in Australia, uses www.myfootballclub.com.au for all registrations. The governing organisations for registrations are Capital Football in the ACT and surrounds and Football Federation of Australia (FFA).

Majura FC registrations open in January and usually close in March or when teams fill. Once the advertised registration period has closed, all new registrations must be conducted through the Age Group Coordinator. No new registrations will be accepted without the age group coordinator's approval.

ROLE OF AGE GROUP COORDINATORS

The role of Age Group Coordinator (AGC) at Majura FC is an important one. They link the Majura committee with coaches, managers, parents and players. They organise teams, coaches and managers. They coordinate the resolution of any issues. They find answers to any questions that may arise from coaches or parents. If you are a coach or manager and have any questions regarding procedure or protocol, then they should be directed to the age group coordinator initially. If your AGC can't answer or resolve the issue, then they will pass it onto the committee.

ROLE OF THE COACH

Briefly, coaches are responsible for the conduct of training and coaching and organising the team on match days, including ensuring the team is properly prepared and warmed up, game strategy and managing substitutions to ensure equal playing time for all players, and assigning positions. Teams are welcome to have co-coaches and assistant coaches as necessary.

The role of the team coach includes:

- Display team leadership and is a mentor and role model to junior players.
- Motivate the team during the season.
- Conduct training sessions, that develop general football skills appropriate to the age group and playing Division
- If appropriate, involve players in game day tactics and plays and consider the best way to approach each match game.
- Coaches generally choose the number of players and the substitutes for each game and rotate the start-up squad and substitutions each week.
- Ensure equal game time between players.
- Manage off field substitutions during games.
- Manage any problems that arise between players and/or parents and deal with issues as they arise.
- Coordinate with other coaches in line with Capital Football policy, any player that is being loaned from another team whether it be from Majura FC or Olympic.

ROLE OF THE TEAM MANAGER

Briefly, the role of the team manager is to support the coach. This includes:

- passing on information from the club to families as the primary communication channel between the club and families;
- collecting money from parents to pay the referees and paying the referee prior to the game;
- ensuring your team has a linesperson to support the referee (where required, generally for u10 games and above);
- ensuring the playing shirts are looked after and washed (usually through preparing a team washing roster);
- coordinating half time fruit (again, usually through a roster);
- completing the match card (for u12's and above) and ensuring the completed card is provided to the club;

- ensuring attendance when the team is rostered onto BBQ, canteen or set up duties, or for team photos; and
- organising the selection of the team's player awards (for u12 and above).

PLAYER ELIGIBILITY

The age group in which a player is eligible to play shall be determined by his/her age during the year of play. For example, a player who will turn 13 years old between 1 January and 31 December (inclusive) in that year is classified as an Under 13 player. Females playing in mixed gender or open teams may register for a team in an age group that is one (1) chronological year below their actual age group. No player shall play in any age group below his/her actual age group, except with the permission of the Junior League Manager at Capital Football. No player shall play more than two years above their correct age without the permission of the Junior League Manager and medical approval.

Only players who are registered, paid and accepted by Majura FC can train and play for Majura FC. There are no exceptions to this rule.

AGE GROUPS

Majura FC recommends that all players play in their own age group. However, in line with Capital Football's Junior League Rules players may play in an age group up to two (2) chronological years above his/her actual age group. Girls playing in open (mixed gender) teams may trial for a team in an age group that is one chronological year below their actual age group.

If a player decides to trial in a higher age group, they must notify the relevant [Age Group Coordinator](#) for the higher age group prior to trials. If a player trials in a higher age group, they must accept the selector's decision and cannot revert to their own age group unless they have also trialled in that age group.

MAJURA FC CONTACTS

In the first instance, players and parents should approach the team coach or manager when they have questions or comments regarding team and club business. If the team coach or manager needs to seek further advice or pass on information this should be done through the age group coordinator. If warranted, the Age Group Coordinator will contact the appropriate committee member(s).

Again, Majura Age Group Coordinator and committee contacts can be found [here](#).

INJURIES AND FIRST AID

The words 'duty of care' must be taken seriously by all coaches, managers and club officials. Team coaches and managers have a legal obligation to exercise reasonable care to ensure players under their control are not injured. Below are some things to consider when exercising your duty of care:

- **At all times use common sense and give absolute priority to safety.** This is an overarching rule intended to cover situations not explicitly anticipated below.
- **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 ability to observe will be diminished and you may cause injury. Junior League regulations preclude children playing more than two years above their true age group - for safety reasons.
- **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 and must be given absolute priority. This is extremely important when a possible concussion is suspected.
- **If a player is injured, priority is to be given to obtaining appropriate medical attention and informing her/his parents or guardians.** On Saturday's Majura FC tries to have a qualified first aid person or sports trainer on duty at Dickson and has ice and a first aid kit at the canteen and in the clubhouse. Grounds at which you play your away games should also 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. If an injury is serious, don't hesitate to call an ambulance.

- **If you do not hold a current first aid qualification, do not offer to provide first aid other than ice or a band aid.** If the injury requires treatment have the child's parent or guardian take the child away for treatment; or if deemed serious enough call for an ambulance. If an ambulance is called, please inform a committee member as soon as possible.
- **Please notify the club if you have a player suffer a severe injury.** This will assist in the event of an insurance claim. There is an injury report form available from the clubhouse and on the Majura website for use if required. Once the form is completed, please forward it to the Administration Officer.

Majura FC has developed a series of guidelines we ask all coaches and managers to familiarise themselves with, observe, and where appropriate promote among others associated with their teams. All clubs are required to have first aid kits and ice available at match fixtures. At Majura FC you will find the first aid kit and ice in the canteen and in the clubhouse. For away games please ask an official from the home club if any first aid supplies or ice are needed.

INSURANCE

Majura FC asks that you visit the Capital Football web site and take the time to read the insurance information [here](#) and encourage your player's parents/guardians to do the same. It is most important all are aware of the coverage provided and the procedure to follow in the event of a claim prior to an incident arising. Failure to be aware of the extent of coverage and procedures to follow often leads to unnecessary delays and, in some cases, disappointment.

The insurance provided by Capital Football only provides 'In respect to the Personal Accident coverage the schedule of benefits should be considered as basic and entry level. Capital Football encourages all players and others covered by this policy to take out private health insurance'.

Please do not allow children other than registered members of your team to participate in training activities or games.

Should an accident occur to a registered player (including an injury to a registered player inflicted by an 'outsider'), insurance cover is again liable to be compromised. Also, don't allow players who are registered with Majura FC, 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.

Do not allow training activities to occur on grounds not properly booked for the purpose by Majura FC.

Should accidents and injuries occur on grounds where these formalities have not been completed insurances may be compromised and liabilities may be incurred by both you and the Club. Information on training on other grounds is contained in Section 3.

USE OF SMART PHONE APPS

While Majura FC does not have an official club app, it encourages its team coaches and managers to use apps for managing parents / the team that best suit the needs of the coach/manager and the team. These apps may significantly reduce the workload involved in communicating with parents and organising the team.

Some useful free apps for communicating with parents and scheduling training and games include: [Teamstuff](#), [TeamSnap](#) and [Teamer](#).

There are also numerous apps (both free and paid) available to coaches to plan training sessions, and to manage team formations and playing time for each player. The club can provide advice on these apps if required. Some training session builders can also be found at the bottom of the Majura FC [Documents](#) page.

TEAM EQUIPMENT

Each team can expect to be issued training equipment and, if your team is U/7 and above, playing shirts. Equipment will be issued at the coaches and managers meeting held at the start of the season. In exceptional circumstances equipment may be issued prior to that meeting - please contact the Equipment Officer on equipment@majurafc.org.au. All coaches must provide the club with their Working with Vulnerable People card (or their application receipt) to be issued with any team equipment.

Playing shirts are provided for game day use only and **are not be used** during training.

Please ensure you take care of the equipment the club provides you. Please **do not** write the team name on, or otherwise mark, the balls or other equipment.

Team equipment and playing shirts must be returned clean and intact the Saturday following the last fixture of the season. Players, coaches and managers may be invoiced for missing equipment and/or playing shirts.

Please remember that the job of retrieving missing shirts is the responsibility of the team manager and coach. Missing shirts can render entire strips (worth around over \$500 for 11-a-side team squads) unusable, so please take this matter seriously.

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.

If you are personally unable to return equipment at the nominated time, 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 times.

BBQ, CANTEEN AND SET UP ROSTER

Majura FC can keep registration fees to a minimum by supplementing fees with proceeds from the canteen and BBQ. The Majura FC volunteer committee give up many hours of their own time to manage the administration and operations of the club; it is unreasonable to expect them to also carry out the tasks associated with the BBQ and Canteen.

Teams in the u7 – u18 age group can expect to be rostered to carry out BBQ, canteen or set up or pack up duty. This duty is not arduous and normally only happens once a year and the club will not accept a team failing to meet its duty. It is expected that one parent, other family member or even a family friend for every child in the team will attend to assist with the duties. It is the responsibility of the team manager (if there is no team manager then the coach) to organise parents to cover the duty and ensure they arrive on time and stay to the end of the rostered period. If a family is unavailable on the day and unable to assist, then it is expected that they find a replacement, including by swapping their duty with another family from a different team – a family simply declaring that they are unavailable is not accepted by the club.

Further details and full instruction on the duties associated with each task will be provided on the day. The BBQ, Canteen and Set up Roster, and the BBQ duty layout can be found [here](#).

PRESENTATION DAY

Presentation Day is normally scheduled to coincide with the last round of the season.

Players from the Miniroos to u10s age groups will receive their trophies immediately following their games. The trophies will be distributed to each team following a short presentation by the Club President to all teams in that age group. The coach of each team may be invited to provide a short speech about their team when receiving their trophies. All teams are requested to stay at the presentation area until all teams have received their trophies. Following the presentation, the coach may choose to distribute the trophies to their players as they see fit.

Players in the u10 and older age groups do not attend Presentation Day as approximately half the teams will be playing away from Dickson oval, on the final day of the season. Team coaches or managers from those teams can collect the trophies on the morning of the final round and may choose to distribute as

they see fit. Players up to the u11 age group usually receive a trophy, while players in the u12 and older age group are issued with medallions.

Each team in the u12 and above age groups are also issued with a Player's Player award. As its name suggests, the Players Player award is chosen by the players themselves. Note that this award is not necessarily a best and fairest award, and each team may adopt their own criteria to determine who should receive the award. The team coach or manager of each team should provide the names of each award winner to the club Administration Officer by the second last round.

Also, note that Majura FC is a Level 2 Good Sports Club and as such, the Club does not encourage the giving of alcohol as a present for team coaches and managers.

PETS

Majura FC encourages responsible dog ownership, and please be conscious that some young children may be frightened by dogs and so please ensure you retain control over your dog always. And in line with being a responsible owner please remember that it is an offence not to pick up your dogs' poo. The Club asks to owners to be aware of other people.

ACT Government policy is that dogs are not permitted on the field when formal sport (whether training or formal games) is being conducted. Dogs on a leash may be taken onto the grounds, provided they are kept well away from the sidelines.

GOOD NEWS STORIES

The club is always seeking good news stories for our newsletters and Facebook page. If your team has a wonderful story you wish to tell or a great photo, we'd love to share it with the rest of our club. Please send all contributions to info@majurafc.org.au

SECTION 2 COACH DEVELOPMENT

Majura FC encourages all team coaches to obtain the appropriate coaching qualifications. These qualifications are invaluable in increasing your knowledge and ability to prepare, organise and administer safe, age-related training sessions.

In general, while the ideal is that the coach be an experienced ex-player and have some prior knowledge of training procedures, history has shown that these qualities are not essential. Many team coaches start with a young team and gradually learn the relevant skills themselves as the team develops. The Club is available to provide support to new and experienced coaches.

CAPITAL FOOTBALL COACHING COURSES

Capital Football provides a range of [training courses](#) to suit coaches of all age groups and the Club encourages coaches to upskill where appropriate

The Miniroos certificate (formerly known as the Grassroots course) is an entry level course primarily aimed at coaches in the u5 – u9-year age groups, although it is still very useful for older age groups. Completing this course will provide coaches with the ability to plan and conduct training for the entire season. This course is free, and Capital Football regularly conducts these short (3 hour) courses at various locations across Canberra.

The Skill Training Certificate course (9 -13 years) and Game Training Certificate courses (13-17 years) are also available and do not involve any form of assessment. There is a cost associated with these courses, however, to support our coaches the club will reimburse coaches who complete the course.

Course dates and registration information is available [here](#).

COACHING RESOURCES

There are a wide variety of online resources available to coaches. Some useful starting points are:

<https://capitalfootball.com.au/coach/resources/>

<http://www.ffacoachingresource.com.au/>

There are numerous free football skills sites such as Soccer Expert which are searchable via Google. YouTube is also a valuable resource to obtain resources for specific drills that you might want to take your team through and concentrate on specific issue areas.

SECTION 3 CODES OF CONDUCT AND CHILD PROTECTION

BEHAVIOUR

Unfortunately, misbehaviour at junior sport appears to be more prevalent than ever. To stamp out such behaviour, government and sporting bodies are implementing codes of conduct. What is the fundamental aim of these codes being to provide an environment that is safe for the children and their families and free of discrimination, harassment and offensive or violent behaviour.

As a junior sports club, a member of Capital Football (CF), and in turn Football Federation Australia (FFA), all Majura FC members must abide by these codes including the FFA *Football Code of Conduct*. Majura FC has also developed its own codes of conduct which are available on the Majura website.

Coaches and managers should note that Capital Football competition regulations include a schedule of fines for rule infringements and spectator misbehaviour. Note, that fines for misbehaviour by club officials and spectators can be substantial, and the utmost restraint should be exercised always, especially when dealing with referees.

Majura FC is held responsible for the behaviour of its players, coaches and spectators. Majura FC prides itself on providing a positive and welcoming environment for all participants. The club will take swift action on bad behaviour and if appropriate, it will be reported to the appropriate Club, Capital Football or Police for further action if need be.

We rely on coaches and managers to protect the club's interests and should a Majura FC spectator at one of your games become abusive or otherwise misbehave, the coach and/or manager should attempt to verbally restrain the person. We don't expect you to place anyone in physical danger, but often a quick word can defuse a situation and avoid a game being abandoned. At no time are spectators or officials associated with your team allowed to engage in negative or provocative banter with opposition's officials or supporters, or the referee(s).

If a player, coach or spectator associated with your team is regularly a problem, please alert the Majura FC committee.

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 Majura FC should protest, please contact the club immediately. Whether the blame lies with Majura FC or an opposing club, the Committee needs to know about incidents to be able to protect the club's interests. We should hear about them from team officials on game day, not days later via referee reports and protests from other clubs.

At some grounds you may find ropes erected to keep spectators back from pitch sidelines which may double as a technical area for coaches and players only. If you do, please educate your spectators to respect them (and, of course, respect them yourself). If no ropes are present, ask your players and spectators to remain at least one metre from the sideline to give players space to take throw-ins, and assistant referees an unobstructed view of the sideline.

Certain fields at Dickson fields adjoin each other and share a common sideline. It is a Capital Football requirement that only linespersons are permitted to stand on those sidelines. This is to avoid injury to players and spectators.

CODES OF CONDUCT

PLAYERS

- ☉ Respect other players, including the opposition. Applaud good play. Do not abuse or bully a team mate, whether at training, games, or outside of Club environs. Respect match officials, regardless of your opinion of their decision. Get on with the game.
- ☉ Respect your coach. Be punctual for training and conduct drills as directed without complaint and to the best of your ability. Recognise that coaches are volunteers and are giving up significant amounts of their own time. Be polite when interacting with your coach.
- ☉ Respect Club officials. The club is staffed entirely by volunteers. Without volunteers, the Club ceases to function and your opportunity to play football is compromised.
- ☉ Play to the best of your ability in every game. Don't let down your team mates.
- ☉ Play by the rules regardless of provocation.
- ☉ Majura Football Club has a zero-tolerance policy on swearing or use of abusive language at officials, coaches, players or spectators. This includes any sexist, racist or ethnic slurs. Swearing or abuse will result in immediate withdrawal from the day's activity and repeat offenders will face a Majura Football Club disciplinary hearing.
- ☉ Do not post derogatory comments relating to any Majura Football Club activities (including games) on social media such as Facebook and Twitter. This includes comments on opposition players, teams and clubs, and match officials.
- ☉ Play to enjoy the game, not just to please parents and coaches.

COACHES

- ☉ I will remember that the children play for pleasure and that winning is only part of the fun.
- ☉ I will remember that I am a role model. I will set an example of fair play at all games and training.
- ☉ I will not ridicule or verbally abuse a child for any reason.
- ☉ I will only make reasonable demands on the player's time, energy and enthusiasm.
- ☉ I will teach my players to abide by the rules of the game.
- ☉ I will respect match officials and their decisions. I will discuss with my team that officials may be learning too, and that they will make mistakes. Reacting badly to a controversial decision changes nothing, and reflects poorly on the individual, the team and the club. I will encourage them to ignore a perceived injustice and focus on the game.
- ☉ I will not use intimidating or threatening behaviour towards players, coaches, officials, parents/guardians or spectators.
- ☉ I will not use foul or abusive language, or racial, ethnic or gender-based slurs while at any activity associated with Majura Football Club. I will not condone the use of same by my players.
- ☉ I will condemn the use of violence in any form by players, spectators, coaches or officials.
- ☉ I will ensure that all players, regardless of ability, receive equal playing time during games and throughout the season.
- ☉ I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- ☉ I will follow medical advice in deciding when a player is ready to return to training or competition.
- ☉ I will endeavour to keep current with the latest coaching practices and utilize facilities and coaching development opportunities provided by the club.
- ☉ I understand that smoking, the consumption of alcohol, or the use of illicit drugs at any Majura Football Club activity is unacceptable.

PARENTS, CARERS AND SPECTATORS

- ☉ I will remember that the children play for their enjoyment, not mine.
- ☉ I will remember that I am a role model. I will set an example of fair play at all games and training.
- ☉ I will recognise the value and importance of volunteer coaches and managers. If I choose not to volunteer for either position, then I agree to support to those who do, regardless of my opinion of their ability.
- ☉ I will leave the coaching to the coach at training and on game days. However, if asked to assist by the coach, I will do so if able.

- ☉ I will focus on the children's efforts, rather than a result. I will not ridicule or abuse a child for making a mistake or losing a game. I will only shout encouragement from the sideline.
- ☉ I will applaud good play by either team.
- ☉ I will respect match officials and their decisions. I will discuss with my child that officials may be learning too, and that they may make mistakes. Reacting poorly to them changes nothing. I will encourage them to ignore a perceived injustice and focus on the game.
- ☉ I will not use intimidating or threatening behaviour towards players, coaches, officials, parents/guardians or spectators.
- ☉ I will not use foul or abusive language, or racial, ethnic or gender-based slurs while at any activity associated with Majura Football Club.
- ☉ I will condemn the use of violence in any form by players, spectators, coaches or officials.
- ☉ I understand that my child's team will be rostered for Club support duties such as BBQ or canteen duty, or field set up duty, and that I am expected to assist on those days.
- ☉ I will advise any spectators associated with my child of the requirement to abide by the Code of Conduct.
- ☉ I understand that smoking, the consumption of alcohol, or the use of illicit drugs at any Majura Football Club activity is unacceptable.
- ☉ If I disagree with a coaching or managerial decision, I will allow a suitable cooling off period before raising the issue with the relevant party. I will do so in a polite, non-confrontational manner.
- ☉ If I cannot resolve my complaint, I will advise a MFC Committee member as soon as possible. Complaints should be brought to the Committee's attention within 2 weeks of the incident concerned.
- ☉ I will accept any decisions made by the Majura Football Club Committee after due process, including disciplinary action resulting from failure to abide by this Code of Conduct.

RESPECT REFEREES

At all times show respect for officials and referees. Like junior players, many junior referees are young and inexperienced and are also learning. Referees make 7 – 10 decisions a minute during a game, up to 900 decisions per game for older children. If they only make 5 – 10 mistakes per game that is a success rate greater than 99%. Encourage players to respect the referee's decisions by your own actions. New referees are hard to come by and easily lost if ill-informed adults give them a challenging time. Referees are people and people make mistakes, learn 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 to the referee abandoning the game, this guarantees that your team will lose any points gained (under-12 to under-18 age groups) and Majura FC will be heavily fined by Capital Football. It may also see the abuser suspended or further disciplinary action taken.

If control of a game by a referee has been seriously deficient, exercise restraint, report the matter to the club President, Administration Officer or the Referees Coordinator and if judged appropriate it will be reported to Capital Football or an available Committee member.

Majura FC highly values its junior and senior referees which the club views also as leadership development roles and the work they carry out as an official of the club. The club will take a very dim view of **anyone** abusing or otherwise disrespecting the club's referees.

CHILD PROTECTION

If you engage in regulated activities or services with vulnerable people you will need to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* (WWVP Act). Coaching or managing teams, or volunteering with the club in other capacities where you will encounter children, is a regulated activity and so you will need to be registered under the WWVP Act.

ACT Government inspectors regularly conduct spot checks during training sessions and game days, to ensure coaches and managers are registered. Failure to be registered is an offence, and both you and the club may be fined.

The club website contains information on how to apply for WWVP registration, which is free for volunteers.

At the beginning of each season you will need to show your WWVP card to the club's WWVP Officer. It is an ACT Government and Capital Football requirement that the club see your card each season.

Coaches or managers will not be able to make bookings of a training field, nor pick up the team training kit or playing shirts, unless the club has proof of your current WWVP registration, or evidence that you have applied for WWVP registration (via your receipt received when your application is lodged).

TIPS FOR COACHES TO PROTECT CHILDREN

There are actions a coach can take to ensure children feel safe and protected when participating in sport. These good coaching practices include the following:

- Use positive reinforcement and acceptable language when talking about or to a child.
- Develop a calm and non-confrontational behaviour management style.
- Make any physical contact with children and adults in a way that makes them feel comfortable, for example, shaking hands and a congratulatory pat on the back. If a coach must make physical contact with participants as part of an activity, then they should explain the activity and what they will do and ask for the participant's permission.
- When children need to be transported ensure there is more than one child (and if possible, more than one adult) in the vehicle.
- Manage allegations (disclosures) of child abuse through established processes and reporting lines to ensure there is due process and natural justice.
- Document all incidents involving physical restraint of children or violence involving children.
- Document all incidents that seem to be unusual or 'out of the ordinary'.
- Coach children to be a 'good sport', recognise that they have a right to feel safe, and know what they can do if they do not feel safe (if they are abused, harassed or discriminated against).

Child protection information relevant to the sports industry is available from the Australian Sports Commission http://www.ausport.gov.au/participating/coaches/tools/coaching_children

CHILD SUPERVISION

The safety of our players is paramount including before, during and after training and games. There are several child protection and supervision laws and regulations that the club must abide by. The comments in this section are certainly not designed to frighten away potential coaches and managers, the aim is to give you some common-sense tips and make you better aware of what is expected of a coach or manager.

Ideally, you should avoid direct and unsupervised contact with persons under the age of 18 years always. Another adult should always be present.

- Majura change rooms and toilets on training nights are no longer available at Majura to make sure children are appropriately supervised always. The ACT Government toilets at the western end of the grounds may be open. Please ensure that children do not go to these toilets alone. They should either go in a group or with an adult. Coaches need to be aware of children going to the toilet and of the time they are away.
- Always have at least one parent or the manager at training.
- Strongly advise parents to remain at training and matches as you are not providing a babysitting service
- If a player's parent is late collecting them at the end of training or after a match, ask the manager or a parent to stay with you and the player until the child is collected by a parent or guardian

- If you have any concerns you should seek out the information on the laws and regulations regarding contact with children. The committee will assist you with this.

SECTION 4 FOOTBALL OPERATIONS

TRAINING

PLANNING TRAINING

Planning is the key to successfully conducting training. A simple plan will mean that your players are never bored, and you are never caught wondering what to do next. When you are planning training drills things to think about include:

- ☉ Is the environment safe and suitable for the session objective (topic)?
- ☉ How easily can I implement the session plan?
- ☉ Is it likely that the session will commence quickly (within 2 minutes) (Well organised, easy to explain)?
- ☉ What instructions and demonstrations do I need to clearly communicate the rules and objective?
- ☉ Will the activity “look” like football? That is – area of play, rules, goals, objectives, opposition?
- ☉ Do I have a couple of modifications to make the activity easier or harder depending on how the team reacts that will retain the objective of the session?

Ensure your players arrive at training ready for football, with shin pads, boots and water bottles.

MAJURA GAME FORMATIONS

Attachment 2 shows the Majura FC and FFA game formations recommended for Majura teams. In u8-9 age groups the formation recommended is 1-3-3. In u10-11 it is 1-3-2-3 and for u12-18 it is 1-4-3-3.

INCLEMENT WEATHER

Training in inclement weather is at the discretion of the coach and parents, remembering that the safety of the players is paramount. The exception to this is where the sports grounds are closed by ACT Sportsgrounds or the club, at which time no training can take place. Please respect any ground closure and do not train on the fields whilst closed. Even if it is not currently raining at the time of your training, the grounds may be closed to ensure they are in a suitable state to allow games to proceed on Saturdays.

Grounds closures for Dickson oval on both weekdays and weekends are advertised on the Majura FC Facebook page. Information is also placed on the Wet Weather Hotline which is updated every weekday at 9.00am, number to call is 62075957. For weekend closures please see the Majura FC Facebook page, or only if you are unable to access that page, contact the Majura FC Clubhouse 61623632.

We will attempt to update the Facebook page with ground closures at other venues, however if you are, uncertain it is recommended you contact the home club directly, usually through their Facebook page.

Do not allow a training session or game to continue if there is any threat of a lightning strike.

Get your players as quickly as possible to a safe environment. During a game, call the referee over, ask for the game to be abandoned and if the referee declines, call your players from the pitch. In line with FFA guidelines, a match or training may not resume until 30 minutes after lightning has stopped.

TRAINING LOCATIONS

All Majura FC team training must take place at the Dickson Playing Fields during the times booked for your team. Each team is generally allocated half a field for their training – see the u8-11 Field Layout at Attachment 6 for a map of training locations.

If you wish to train away from Dickson Playing Fields – such as on a school oval – you must first notify the Majura Admin Officer info@majurafc.org.au for insurance purposes. You should obtain the permission of the school principal prior to training on school ovals, and our insurance details are available should the principal wish to see them.

TRAINING TIMES

Dickson Playing Fields are generally available for booking on Monday to Friday between 4pm to 7pm for junior teams and 7-9pm for senior teams.

As a guide, training for age groups u7 – u11 should be conducted on Mondays, Wednesdays, or Fridays. Tuesdays and Thursdays should be left for the competitive age groups u12 – u18. Training for the younger teams may also occur on Saturday morning. Saturday training is not booked, and team's training then must not interfere with the Miniroos or any other scheduled games.

Training bookings will be displayed on the club noticeboard outside the canteen. Once booked in teams will use the same field and train at the same time for the whole of the season. As a courtesy to other teams that may have a booking immediately after yours, please ensure your training finishes on time. Please also do not begin to set up on a field until the previous team has finished.

Please minimise the use of the goal mouth when training to avoid unnecessarily wearing out the goal area. Cones and witches' hats are provided to all teams to avoid the unnecessary use of the goal area.

FIELD SETUP

Teams from u11 to u14 can be rostered to complete field setup. The rostered team is to complete field setup in accordance with the directions given on the day. The team must arrive by no later than 7:30am, although teams are free to start earlier if desired. The more the better, and the quicker the job is completed; as a minimum the field setup team should comprise one adult for every player in your team. Extreme care is to be exercised transporting, erecting, disassembling and storing pitch equipment. Adults only are permitted to carry, erect and store aluminium goalposts and corner flags steel pegs. Ensure that others in your team also know not to let children carry the aluminium goalposts or corner flags steel pegs– the danger they pose is obvious.

Don't carry too much equipment or allow others to do so.

It isn't the end of the world to have to make two trips 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 goalposts and corner flags in a confined space needs to be done carefully, and if you're impatient it maybe you who is injured.

Hammer net pegs right into the ground so they can't be tripped over, and ensure **all** pegs are removed when taking nets down. You should expect to retrieve 7 pegs per main goal net. If you find fewer, have a careful look around for others. This should rarely be a problem. All pegs should be attached to rope. **Please do not unattach.** On no account are nets to be attached to, or removed from, crossbars by a person lifted on another's shoulders.

If your team is **highlighted** on the pitch allocation sheet which will be located on a board in front of the Club House on game days, please ensure your team packs up the goals for your pitch. For u9 games and below where both teams are highlighted, each team is expected to put away one goal. It is not the job of the committee members to go around after matches are complete and pack up all the equipment.

GAME DAY

GAME DAY CHECKLIST

Below is a simple checklist of things to think about prior to match day. This list is not exhaustive and should be used and adapted by each coach to suit his/her needs:

- ✓ Ensure the team manager has all the necessary details for the match card (players full name, jersey number and FFA number)
- ✓ Ensure you have your team shirts (if playing at home, do you need an alternate strip?)
- ✓ Ensure players are dressed in the correct uniform
- ✓ Ensure players have enough drink (particularly early and late in the season when the weather can be hot)
- ✓ Ensure players are not wearing jewellery of any kind
- ✓ Do you have your player positions planned?

- ✓ Have you planned your interchange rotation?
- ✓ Have you planned your warm up exercises?
- ✓ Check if players have sustained any injuries or contracted any illness prior to playing

PLAYER GAME TIME

Please remember this is junior amateur football and all players have registered and paid for the privilege to play and therefore deserve a fair go. As a team coach or manager, you should always ensure each player gets a fair share of playing time across all positions no matter what the age group, division, or ability of the player.

MINIMUM NUMBERS FOR GAMES

There may be occasions where you are short of players. Teams are required to play unless they have less than the minimum required (5 players for u10 and u11, and 7 players for u12 and above).

The club does not support teams forfeiting a game except in exceptional circumstances, and the club may be fined by Capital Football if it occurs. If you are short of players, you may seek to borrow players from other Majura FC teams. Players from the next youngest age group usually welcome the opportunity to play in a higher age group and to play more football. If you are short of players, then contact your age group coordinator to seek some replacement players for the game.

There are protocols in place surrounding the use of Premier League players. Up to two Premier League players may play in a junior league team each week. Players from NPL18/WNPL17 down can play in any age eligible competition at the Division 1 level. There is no limit to the number of times a player can be dropped into a junior league during the season (excluding any finals).

Coaches must contact the club's Administration Officer by no later than the Thursday of the week of a game if they wish to play a Premier League player, to allow Capital Football to be notified in accordance with the Competition Regulations.

PLAYING UNIFORMS

All teams will play in the approved Majura Playing Strip provided. Playing in an unapproved strip places Majura in contravention of Capital Football policy and the Club will be subjected to penalties.

It is the player's responsibility and compulsory for all Majura team members to be dressed in Majura playing uniform for all games.

All junior players play in white Majura socks, royal blue shorts and the playing shirt provided by Majura. Socks, shorts and shin pads may be purchased from the club shop which is open each Saturday morning, as well as Tuesday to Thursday nights the week prior to the first game of the season.

Alternate playing jerseys are available from the clubhouse for use for u10 teams and above when there is a clash of colours, although this now occurs relatively infrequently. This is only required when playing at Dickson fields, as it is the responsibility of the home team to use the alternate jersey. You should be vigilant of the possible need for an alternate jersey when your team is playing Gungahlin United or Southern Tablelands United. Alternate jerseys are not to be taken home and washed but are to be returned immediately to the clubhouse after use

For teams in the Miniroos program (u9 and below), bibs are available from the clubhouse for use in the event of a clash of colours. These are to be returned to the clubhouse after use.

MATCH BALL

For games in the u10 and over age groups, it is the responsibility of the home team to provide a match ball, although it is good practice to bring your match ball to away games in case the referee does not wish to use the home team's match ball. A match ball is provided for these teams as part of their training equipment. Please do not use the match ball during training and keep it with the playing strip bag as it is considerably more expensive than training balls.

TECHNICAL AREAS

For the 2018 season Majura FC will endeavour to have technical areas reserved for the use of coaches and substitutes, particularly for the older age groups. Non-coaching parents are not to be permitted in

that area, as they may interfere with the ability of the coaches and players to concentrate on the game. To assist the referee in managing substitutions, both coaches should be positioned on the same side of the field. Please encourage parents and supporters to stand back at least 2 metres from the field. This will give everyone a better view, allow linespersons to do their job and provide a safer environment for players.

ADJOINING FIELDS

Certain fields at Dickson fields adjoin each other and share a common sideline. It is a Capital Football requirement that only linespersons are permitted to stand on those sidelines. This is to avoid injury to players and spectators.

INTERCHANGE

Up to and including U/11, a team can have as many players as they like, and interchange can occur at any time in accordance with the Laws of the Game. **u12 and above must complete a match card that has a maximum of 16 players per team**; these are the only players eligible to play on the day and interchange occurs in accordance with the Laws of the Game. There are no limits on the numbers of substitutions that can be made between those 16 players, although referee permission need to be sought prior to any substitution being made (commonly done by calling “ref, sub” and waiting for their acknowledgement and agreement).

KICK OFF, PLAYING TIMES, REFEREE FEES, BALL SIZE

Age Group	Game Time	Game Duration	Team Size	Ball Size	Referee Fees (each team pays half)
Miniroos (U5/6)	8.45am	15 min halves	4v4	3	N/A
U7 Open	9.45am	20 min halves	4v4	3	\$11
U6-7 Girls	9.45am	20 min halves	4v4	3	\$11
U8 Open	10.30am	20 min halves	7v7	3	\$13
U8-9 Girls	10.30am	20 min halves	7v7	3	\$13
U9 Open	11.30am	20 min halves	7v7	3	\$13
U10 Open and Girls	11.30am	25 min halves	9v9	4	\$15
U11 Open and Girls	12.30am	25 min halves	9v9	4	\$17
U12 Open and Girls	1.45pm	30 min halves	11v11	4	\$28
U13 Open	12.30pm	30 min halves	11v11	4	\$32
U14 Open and Girls	1.45pm	35 min halves	11v11	5	\$35
U15 Open	3.10pm	40 min halves	11v11	5	\$40
U16 Open	3.10pm	45 min halves	11v11	5	\$44
U16 Girls	3.10pm	40 min halves	11v11	5	\$44
U18 Open	3.10pm	45 min halves	11v11	5	\$50

If there is an official assistant referee provided (only for U12 and above), they are paid half the referee rate i.e. \$14 for an u12 game.

Referees and Assistant Referees at Junior Games must be paid *prior* to the commencement of the game, with each competing team paying half the fee(s) due. The referee receives full payment while any qualified assistant referee receives half payment.

Managers should collect referee fees from all families at the start of the season. A simple practice is to multiply the referee payment by the number of games in the season (16) and divide that by the number of players in the team. The manager can then ensure the referee is paid prior to the start of the match.

MATCH CARDS

Match cards must be completed for all games in the u12 and older age groups. The home team will provide the card and the away team will need to fill it out before the game commences. A sample match card is provided in Attachment 3.

Team managers must arrive early for games – either to make the card available to the opposition to fill out well in advance of the scheduled kick-off time after having filled out your own section (home games), or to receive it from the opposition and fill it out on the sideline before the scheduled kick-off time (away games).

Match cards are in triplicate. Post-match delivery is as follows:

- **White (top) copy** is sent to Capital Football via the home team. When playing at home deliver to the clubhouse with the blue copy.
- **Blue copy** is kept by the home team.
- **Green copy** is kept by the away team.

Completed match cards must be delivered to the Majura FC Clubhouse on match day as soon as possible after the completion of the match. The Administration Officer cannot be expected to chase managers who fail to deliver cards to the Majura FC Clubhouse.

Majura will be fined for failure to notify results and submit match cards on time.

The two team managers fill out a match card prior to the game and hand it to the referee before kick-off. The referee retains it during the game, to enable him/her to check on interchanges/substitutions, fill in the result, complete the section for yellow and red cards, etc.

When filling out a match card, please pay attention to detail. Once again Majura will get fined for any mistakes

The procedure with match cards is as follows:

- **Fill in all the details** asked for which are known prior to the game and are not the referee's responsibility to fill in. Match cards with date, age group, division, round number, etc. missing cause confusion (and attract fines).
- **Do not sign the card before the game.** Your signature shows your agreement with the result on the card.
- Complete your part of the card **neatly in BLOCK LETTERS** and complete it **yourself**. Don't allow players to write in their own names, and **don't use a felt pen** – if the card gets damp, felt pen ink runs, yielding an illegible mess. Someone must check hundreds of cards each week; so, in consideration of him/her they need to be neat and legible.
- Make sure that beside each player's name is shown **the number on his/her shirt, and his/her FFA Number**. It is important that shirt numbers are accurate, otherwise yellow and red cards, and suspensions, can be recorded against the wrong players.
- Please distinguish clearly between
 - **your team's name** (e.g., 'Majura FC')
 - **age group** (e.g., 'Under 13')
 - **division** (e.g., 'Division 3').
- Please note, **a colour is always a divisional identifier. It is not part of your team's name.** Filling out these three details accurately on your card will greatly assist the club Points Registrar.
- If your team is a girls' team, please **add the word 'Girls' to your division identifier** (e.g. 'Division 1 Girls')
- **Please do not use the acronym MFC or MJSC on match cards.** The Club's name is Majura FC, and it should be spelled out in full wherever you are asked for your team name or club name.
- Please note that **it is not permitted to enter more than 16 players on a match card.** Having more players listed renders you liable to losing the points for a game. If you have a squad larger than 16 you will need to roster players to stand down each week.
- At the end of the game the two managers meet the referee, who fills in the result of the game and his name and signs the card. After checking that the referee has recorded the correct result. Each manager then signs the match card. When you sign you are indicating agreement with the result shown on the card. **It pays to check the result.**

- You retain your copy(s) of the card and deliver it to Majura FC Clubhouse ASAP on match day if you are playing at Dickson.

Should the result or conduct of a game occasion controversy, there may be a box on the match card to tick to indicate that you are signing 'under protest'. In these circumstances, tick the box and advise the opposing manager you are doing so. However, don't take this action lightly. It is for situations where you believe the result recorded is incorrect, or that there was something seriously amiss with the conduct of the game. Disagreeing with a referee's decision, or being dissatisfied with his performance overall, do *NOT* qualify. The Laws of Football say that a referee is the sole judge of fact. His/her decisions are never subject to appeal, so official protest over them in the hope of having a game replayed is pointless.

If you believe a referee's performance was such that it should be brought to the attention of Capital Football Referees, this can be done by submitting a written account of their performance to the President, who will decide in consultation with other committee members whether the Club should lodge an official complaint. This, however, is a separate process from signing a match card under protest.

If you sign a card under protest you must contact the President, let him/her know the nature of the problem and provide him/her with a written account of the matter. No notice is taken of match cards signed 'under protest' unless followed up with an official letter on club letterhead.

A FINAL HINT ON FILLING OUT MATCH CARDS

You should have sufficient shirts to allocate each player a shirt number for the season. It is unwritten club policy that you do this, because it helps in tracking down missing shirts at the end of the season. This also enables you to fill out a season's home match cards in advance. That way you spend a couple of hours on the job one night and save yourself having to do it every other Saturday.

Do not enter the names of players not playing, **especially if you have a suspended player**. If a player appears on a match card, as far as the Junior League is concerned that player played. If you forget and add a suspended player who did not participate in a game, that player is likely to be convicted of playing while suspended. Points will be lost, the player will be further suspended, and the Club will be fined.

WHAT HAPPENS IF THE REFEREE IS ABSENT?

Majura FC rosters referees for all home games. However, sometime due to illness or transport delays there may be occasions that the rostered referee is not present.

For internal Majura games (u9 and below), it is important to start the game at the scheduled time, so please do not wait for the referee to turn up. One parent volunteer should be found to begin referring the match, while another parent should be sent to the clubhouse to see if a replacement referee is available. The replacement referee can replace the parent volunteer once they arrive.

For games in the u10 and above age groups where no official referee is present, and a replacement referee is not available from the clubhouse, coaches need to negotiate with the opposing team's manager over who should act as referee. The Competition Regulations state it is the right of the visiting team to nominate a referee. If the visiting team's manager or coach declines; then the home team can nominate a referee. A referee so nominated has the full authority of an official referee and decisions made must be supported. Do not be party to arrangements that one team will referee the first half and the other the second half. Such arrangements have in the past led to unsavoury incidents as a second half referee tried to compensate for perceived bias in the first half. The substitute referee **MUST** complete the full game unless there is a need to replace him/her due to injury etc. Substitute referees do not receive payment.

ROLE OF THE ASSISTANT REFEREES (LINEPERSONS)

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 u11s, 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 u12 to u18 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.

In these older age groups, the referee will require the assistant 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.

The linesperson positions themselves to be always level (square) with the second-last defender in the team defending their half of the pitch. This means constant sideways movement along your half of the sideline. This positioning best enables them to judge whether attackers are offside.

The referee will want the linesperson's assistance with three types of decisions:

- ⦿ Ball out of play. If the whole ball crosses completely over the sideline, the linesperson should raise the flag above their 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 the flag above their 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 the linesperson's end of the pitch, point the flag to the goalmouth if the attacking team last touched it (goal kick) or to the nearest corner if the defending team last touched it (corner).
- ⦿ Offside. 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. More details on the offside rule is provided later in this handbook in the section on the Laws of the Game.

Always remember that the linesperson is an assistant to the referee. If the referee overrules them, don't spit the dummy! The referee is entitled to, even if the linesperson is right and the referee is wrong. The laws of football say that the referee is the sole judge of fact and their decision should be respected.

RED AND YELLOW CARDS

Should one of your players in the u12 to u18 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 on the incident is supposed to come to Majura FC which takes whatever disciplinary action the club considers warranted. This may entail a suspension of at least one week.

It is important that you make sure automatic suspensions are served. Ignorance is no excuse, and in the u2 to u18 age groups your team stands to lose points for playing an ineligible player if an automatically suspended player plays the following week. Make sure in these age groups that a suspended player does not appear on the match card.

Automatic suspensions are designed to deal with less serious offences and ensure penalties are invoked promptly. They also adhere to the 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, particularly for more serious breaches of misconduct or violence. 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.

Should you believe a red card, and hence an automatic suspension, is unjustified it is vital to contact the President 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.

In the u12 and older age groups, records are also kept of yellow card offences. Players who accumulate two yellow cards incur a one-game suspension. **If you have a player who has received two yellow cards in the one season, do not have them miss a game until Majura FC is notified by Capital Football of the suspension.**

LAWS OF THE GAME

This section will provide some general guidance on some of the Laws of the Game as they apply to Majura FC. Attention is paid to Law 4 and Law 11 to ensure coaches and managers understand the law and how it is to be applied. Miniroos to u11 players play football in accordance with the rules of the FFA Miniroos program. An extract from the Miniroos guide outlining player numbers, field sizes, ball sizes, etc is at Attachment 4, with the rules at Attachment 5.

For all U/12 and above age groups Majura FC, like FFA and Capital Football, plays under the FIFA Laws of the Game and the Capital Football Competition Regulations 2018, both of which are available on the Capital Football website.

LAW 4 - THE PLAYERS' EQUIPMENT

Law 4 is outlined below so that there can be no confusion around what is acceptable attire and what is not. A player must not use equipment or wear anything that is dangerous to himself or another player (including any kind of jewellery).

Basic Equipment

The basic compulsory equipment of a player comprises the following separate items:

- a jersey or shirt with sleeves – if undergarments are worn, the colour of the sleeve must be the same main colour as the sleeve of the jersey or shirt
- shorts – if undershorts are worn, they must be of the same main colour as the shorts, Goalkeepers may wear tracksuit pants.
- stockings (socks)
- shin guards
- footwear

Shin Guards

- Are covered entirely by the stockings (socks)
- are made of rubber, plastic or a similar suitable material
- provide a reasonable degree of protection

Colours

- The two teams must wear colours that distinguish them from each other and the referee and the assistant referees
- Each goalkeeper must wear colours that distinguish him from the other players, the referee and the assistant referees

Jewellery

All items of jewellery (necklaces, rings, bracelets, earrings, leather bands, rubber bands etc.) are strictly forbidden and must be removed. Using tape to cover jewellery is not acceptable. Referees are also prohibited from wearing jewellery (except for a watch or similar device for timing the match). Things that the coach and manager can look for include:

- earrings
- rings
- bracelets (soft or hard)
- metal or rigid plastic hair clips

- visible compression clothing (skins, etc) must be the same colour as the shorts or the predominant colour of the shirt
- tape for socks must be the same colour as the sock
- steel or plastic studs that are sharp or dangerous.

LAW 11 - OFFSIDE

<https://www.youtube.com/watch?v=FKTOEHvr3aM>

Under 12 and above age groups are subject to Law 11 – Offside. To help coaches train players and parents who want to be an assistant referee the law is explained below.

Please see this [YouTube video](#) for a visual explanation of Law 11 – Offside Rule.

It is not an offence in itself to be in an offside position.

A player is in an offside position if he is nearer to his opponents' goal line than both the ball and the second-last opponent (i.e. the last field player, not the goalkeeper).

A player is **not** in an offside position if:

- he is in his own half of the field of play
- he is level with the second-last opponent
- he is level with the last two opponents

A player in an offside position is only penalised if, at the moment the ball touches or is played by one of his team, he is, in the opinion of the referee, involved in active play by:

- interfering with play, by touching or taking possession of the ball.
- interfering with an opponent (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),
- gaining an advantage by being in that position (such as playing a ball that rebounds off a post, a crossbar or an opposing player)

There is no offside offence if a player receives the ball directly from:

- a goal kick
- a throw-in
- a corner kick

There is also no offside if the ball is passed to the player backwards, as the receiving player is not nearer to the goal line than the ball). Finally, remember that the benefit of that doubt is given to the attacking player.

You should instruct your parents acting as assistant referees to simply stay in line with the last defender, between the goal line and half way to the right-hand end of the field as they look at it. That way they can see across the field and provide accurate judgments and assistance to the referee. Remember, it is assistance only and the final decision rests with the referee.

PLAYING FIELD LOCATIONS

The layout of all Dickson Oval field configurations for all age groups is at Attachment 6.

For away games, a complete list of playing field locations for other clubs is shown at

<https://capitalfootball.com.au/clubs/facilities/>

ATTACHMENT 1 TRAINING AND GAME DAY TIPS

Best Practice Training Tips

Plan each session - simple sessions usually works best.	Be prepared – balls pumped up, bibs and cones available	Arrive early to set up
Make sure you have parent contact information from all players	Stay positive	Keep the players active
Set the task and get playing as soon as possible	Give the players only enough information to get the game going: aim of the game, how to score, basic rules and conditions	Small sided games only – maximises involvement, more touches, frequent ball contact, constant repetition
Let players make decisions on the field. Try to refrain in providing a running commentary	Less instruction and more observation	Allow players to take risks, have a go and make mistakes
Limit intervention	Provide plenty of encouragement and specific praise. E.g. Good pass, I noticed you used the inside of your foot – well done!	Have fun!

Best Practice Game Considerations

Rotate your players through positions	Equal time to all players
Coach at training, before the game or at half time – NOT DURING THE GAME!	Try not to have the same players off at the beginning of every game

Coach and manager as leader of your Parents

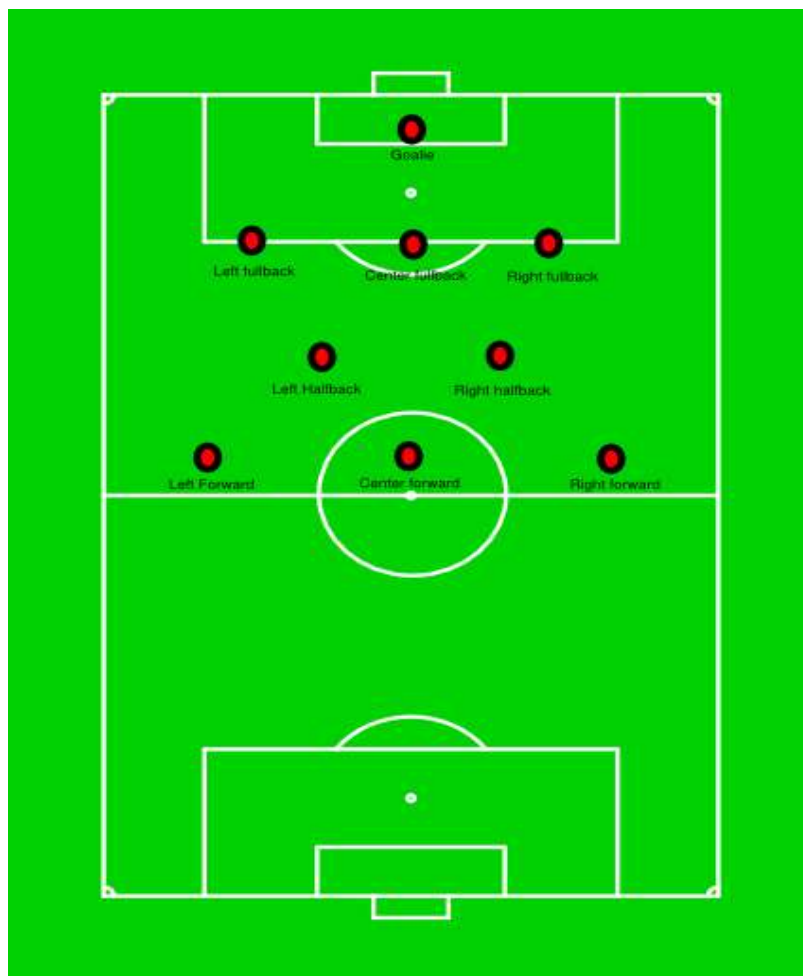
Set guidelines by providing information to all parents before the start of the season
☺ Playing times and when players need to be at the game
☺ Training times
☺ Players to bring their own water bottles, shin pads and boots
☺ Contact details of the coach and manager
Stress to Parents:
☺ The emphasis on playing, learning, enjoying and not winning at all cost
☺ Praise and encouragement is always welcome, but coaching is only done by the coach
☺ To always inform the coach and manager when the player is unable to attend
☺ Inform the coach if a player has been unwell or injured
☺ The importance of <u>not</u> yelling at the players especially general statements such as 'just kick it' or 'big kick' players need to be able to take a touch, relax and make their own decision.

ATTACHMENT 2 MAJURA FC AND FFA GAME FORMATIONS

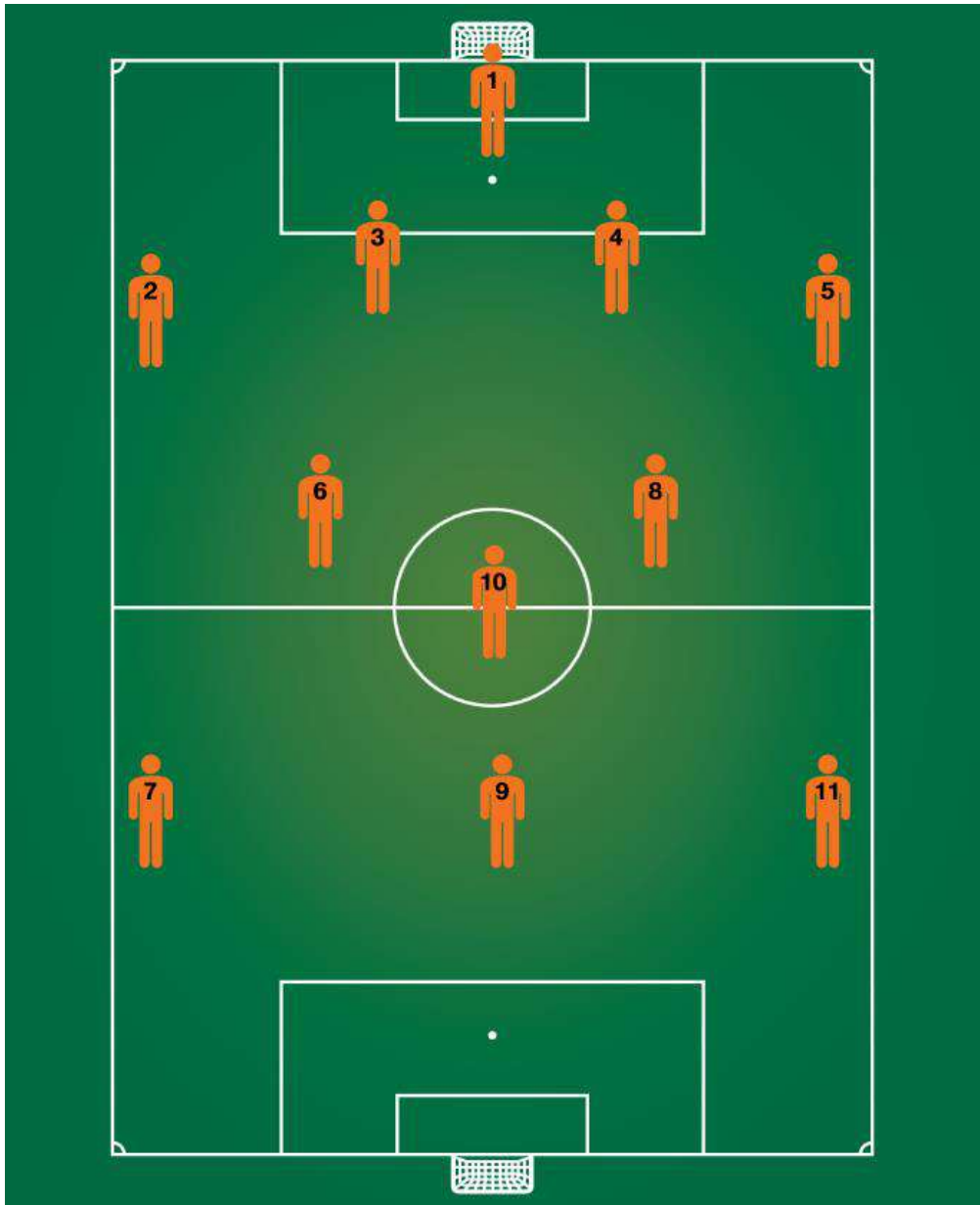
7v7 Formation 1-3-3



9v9 Formation 1-3-2-3



11v11 Formation 1-4-3-3



ATTACHMENT 3 SAMPLE MATCH CARD



Football House, Unit 20
 Pitsea Close, West Acton
 PO Box 20 Quins 2000
 Phone (02) 9290 4000
 Fax (02) 9290 1000

ActewAGL Junior League Match Card



Date	01 / 01 / 2001	Age Group	U 17	Comp	Girls / Open
Kick-off	2pm	Division	1	Ground	Best Playing Fields

HOME TEAM					Score		AWAY TEAM				
Football FC					example: (Home)		Soccer SC				
FFA#	Surname	Initial	Shirt #	Offence	Half Time		FFA#	Surname	Initial	Shirt #	Offence
54992313	JONNY	P	10		Home	Away	56493297	MAGIC	C	7	
					3	2					
					Full Time						
					Home	Away					
					3	5					
					Referee Details						
					Referee's Name:						
					Nick Roberts						
					FFA#:						
					25464894						
					Referee's Signature:						
					<i>Nick Roberts</i>						
					Assistant Referee 1:						
					FFA#:						
					Assistant Referee 2:						
					FFA#:						
					Inspector:						
					FFA#:						
Coach/Manager:							Coach/Manager:				
Brett Kewell							Daniel Castle				
Coach/Manager Signature to confirm match result:							Coach/Manager Signature to confirm match result:				
<i>Brett Kewell</i>							<i>Daniel Castle</i>				
Comments:							Comments:				

Match cards are to be received by Capital Football by COB two working days after the match. Result to be entered online by midnight Sunday by HOME TEAM.
 WHITE COPY to Capital Football via HOME TEAM / BLUE COPY to HOME TEAM / GREEN COPY to AWAY TEAM

HOME team to fill out RED parts

REFEREE to fill out BLUE parts

AWAY team to fill out GREEN parts

National Playing Formats and Rules

ALDI MiniRoos Club Football



Playing Formats

The table below summarises the national playing formats for boys and girls aged Under 6 & 7:

The number of players	4-a-side with <u>no</u> goalkeeper Maximum of three substitutes
The field of play	30m x 20m
Goal size	2m wide x 1m high
Ball size	Size 3
Duration of the game	20 min halves Minimum 5 min half-time break
Penalty area	No penalty area required

Goal type

It is preferable that pop-up style portable goals are used where possible however, the use of poles or markers as goals is also suitable.

To comply with Australian Safety Standards, portable goals must be anchored securely to the ground. The use of sandbags or pegs is recommended when using pop-up style portable goals.

For more information on Australian Safety Standards please visit the Product Safety Australia website: www.productsafety.gov.au

Goalkeeper

There are no goalkeepers in ALDI MiniRoos Under 6 & 7.

It is the responsibility of the Game Leader to discourage children from permanently standing in front of the goal.

Ball crossing the touch line

There is no throw in.

A player from the opposing team to the player that touched the ball last before crossing the touch line will place the ball on the touch line and pass or dribble the ball into play. Opponents must be at least 5m away from the ball until it is in play. The ball must touch a team mate before a goal can be scored.

Ball crossing the goal line

There is no corner kick.

Regardless of which team touched the ball last, a player from the team whose goal line the ball has crossed will place the ball anywhere along the goal line and pass or dribble the ball into play. Opponents must retreat to the half way line and can move once the ball is in play. The ball must touch a team mate before a goal can be scored.

Offside

There is no offside rule in ALDI MiniRoos Under 6 & 7.

Game Leaders should strongly discourage children from permanently standing in blatant offside positions.

Fouls and misconduct

Indirect free kicks are awarded for all acts of handball or fouls and misconduct. Opponents must be at least 5m away from the ball when the indirect free kick is taken. (An indirect free kick is where a goal can be scored only if the ball subsequently touches another player before it enters the goal).

Most acts of handball or fouls and misconduct at this level are caused by a lack of coordination, with no intent. In this case try and give the advantage to the attacking team and continue play. If you decide a deliberate or serious act of handball, foul or misconduct has occurred, explain to the child they have done the wrong thing and that they should not do this again. Free kicks should be awarded as appropriate.

Match results and points tables

The recording of match results should be conducted for the purpose of assigning teams to appropriate leagues, ensuring the most enjoyable experience for all players.

Under no circumstances will match results be published publicly by Member Federations, Local Associations or local clubs.

Points tables are not applicable in Under 6 & 7 football and do not exist.



National Playing Formats and Rules

ALDI MiniRoos Club Football

UNDER 8 & 9

Playing Formats

The table below summarises the national playing formats for boys and girls aged Under 8 & 9:

The number of players	7-a-side including a goalkeeper Maximum of four substitutes
The field of play	Minimum: 40m long x 30m wide Best Practise: 45m long x 35m wide Maximum: 50m long x 40m wide
Goal size	3m wide x 2m high
Ball size	Size 3
Duration of the game	20 min halves Minimum 5 min half time break
Penalty area	5m deep x 12m wide

Goal type

It is preferable that portable goals are used where possible however, the use of poles or markers as goals is also suitable.

To comply with Australian Safety Standards, portable goals must be anchored securely to the ground. The use of sandbags or pegs is recommended when using portable goals.

For more information on Australian Safety Standards please visit the Product Safety Australia website: www.productsafety.gov.au

Offside

There is no offside rule in ALDI MiniRoos Under 8 & 9.

Game Leaders should strongly discourage children from permanently standing in blatant offside positions.

Goalkeeper

The goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet, within 6 seconds.

The goalkeeper is not allowed to kick or drop kick the ball directly from their hands. Opponents must be at least 10 metres outside the penalty area and cannot move inside the penalty area until the ball is in play. The ball is in play once it moves out of the penalty area.

An indirect free kick is awarded if the goalkeeper touches the ball with their hands after it has been deliberately kicked to them by a team mate.

Ball crossing the touch line

Throw in.

Player faces the field of play, has part of each foot on the ground either on or behind the touch line, uses both hands and delivers the ball from behind and over his or her head. The thrower must not touch the ball again until it has touched another player. Opponents must be at least 5 metres away from the ball until it is in play.

The ball is in play once it enters the field of play.

A goal cannot be scored directly from a throw in.

Ball crossing the goal line after touching the defending team last

Corner kick.

A player from the attacking team places the ball inside the corner arc nearest to the point where the ball crossed the line. Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play when it is kicked and moves.

A goal may be scored directly from a corner kick.

Ball crossing the goal line after touching the attacking team last

Goal kick from anywhere within the penalty area. Opponents remain at least 10 metres outside the penalty area until the ball is in play. Game Leaders should not restart play until they are satisfied all opposition players are at least 10 metres outside the penalty area. The ball is in play once it is kicked directly out of the penalty area.

Fouls and misconduct

Indirect free kicks are awarded for all acts of handball or fouls and misconduct. Opponents must be at least 5 metres away from the ball when the indirect free kick is taken. An indirect free kick is where a goal can be scored only if the ball subsequently touches another player before it enters the goal.

For deliberate or serious acts of handball or fouls and misconduct in the penalty area, a penalty kick is awarded from an 6 metre penalty mark with only a goalkeeper in position. All other players must be outside the penalty area and be at least 5 metres behind the penalty mark.

Fouls and misconduct are:

- kicks or attempts to kick an opponent;
- trips or attempts to trip an opponent;
- jumps at an opponent;
- charges at an opponent;
- strikes or attempts to strike an opponent;
- pushes an opponent;
- tackles an opponent from behind to gain possession of the ball;
- makes contact with the opponent before touching the ball;
- holds an opponent;
- spits at an opponent;
- handles the ball deliberately;
- plays in a dangerous manner; and
- impedes the progress of a player.

Match results and points tables

The recording of match results should be conducted for the purpose of assigning teams to appropriate leagues, ensuring the most enjoyable experience for all players.

Under no circumstances will match results be published publicly by Member Federations, Local Associations or local clubs.

Points tables are not applicable in Under 8 & 9 football and do not exist.

National Playing Formats and Rules

ALDI MiniRoos Club Football

UNDER 10 & 11

Playing Formats

The table below summarises the national playing formats for boys and girls aged Under 10 & 11:

The number of players	9-a-side including a goalkeeper Maximum of five substitutes
The field of play	Maximum: 70m long x 50m wide Best Practise: 65m long x 45m wide Minimum: 60m long x 40m wide
Goal size	Maximum: 5m wide x 2m high
Ball size	Size 4
Duration of the game	25 min halves Minimum 5 min half time break
Penalty area	10m deep x 20m wide

Goal type

It is preferable that portable goals are used where possible however, the use of poles or markers as goals is also suitable.

To comply with Australian Safety Standards, portable goals must be anchored securely to the ground. The use of sandbags or pegs is recommended when using portable goals.

For more information on Australian Safety Standards please visit the Product Safety Australia website: www.productsafety.gov.au

Goalkeeper

The goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet, within 6 seconds. The goalkeeper is not allowed to kick or drop kick the ball directly from their hands. Opponents must be at least 10 metres outside the penalty area and cannot move inside the penalty area until the ball is in play. The ball is in play once it moves out of the penalty area or when the goalkeeper places the ball on the ground.

An indirect free kick is awarded if the goalkeeper touches the ball with their hands after it has been deliberately kicked to them by a team mate.

Ball crossing the touch line

Throw in.

Player faces the field of play, has part of each foot on the ground either on or behind the touch line, uses both hands and delivers the ball from behind and over their head. The thrower must not touch the ball again until it has touched another player. Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play once it enters the field of play.

A goal cannot be scored directly from a throw in.

Ball crossing the goal line after touching the defending team last

Corner kick.

A player from the attacking team places the ball inside the corner arc nearest to the point where the ball crossed the line. Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play when it is kicked and moves.

A goal may be scored directly from a corner kick.

Ball crossing the goal line after touching the attacking team last

Goal kick from anywhere within the penalty area. Opponents remain at least 10 metres outside the penalty area until the ball is in play. Game Leaders should not restart play until they are satisfied all opposition players are at least 10 metres outside the penalty area. The ball is in play once it is kicked directly out of the penalty area.

Offside

The official offside rule (Law 11, FIFA Laws of the Game) does not apply to ALDI MiniRoos Under 10 & 11. Goals can be scored from the offside position.

Game Leaders should direct players permanently standing in blatant offside positions to move into onside positions.

Children should be made aware of the official offside rule during training and be encouraged to adopt this philosophy during the game at all times.

Fouls and misconduct

Indirect free kicks are awarded for all acts of handball or fouls and misconduct. Opponents must be at least 5 metres away from the ball when the indirect free kick is taken. (An indirect free kick is where a goal can be scored only if the ball subsequently touches another player before it enters the goal).

For deliberate or serious acts of handball or fouls and misconduct in the penalty area, a penalty kick is awarded from an 8 metre penalty mark with only a goalkeeper in position. All other players must be outside the penalty area and be at least 5 metres behind the penalty mark.

Fouls and misconduct are:

- kicks or attempts to kick an opponent;
- trips or attempts to trip an opponent;
- jumps at an opponent;
- charges at an opponent;
- strikes or attempts to strike an opponent;
- pushes an opponent;
- tackles an opponent from behind to gain possession of the ball;
- makes contact with the opponent before touching the ball;
- holds an opponent;
- spits at an opponent;
- handles the ball deliberately;
- plays in a dangerous manner; and
- impedes the progress of a player.

Match results and points tables

The recording of match results should be conducted for the purpose of assigning teams to appropriate leagues, ensuring the most enjoyable experience for all players.

Under no circumstances will match results be published publicly by Member Federations, Local Associations or local clubs.

Points tables are not applicable in Under 10 & 11 football and do not exist.



National Playing Formats and Rules

Method of scoring

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar. When goal posts are not available and cones are used for goals, a goal is scored when the ball passes between the cones without touching them, below shoulder height of the player.

Shin guards

Shin guards must be worn by all players without exception.

Concussion

Any player suspected of suffering from concussion should be examined by a medical practitioner before returning to play. As a general rule; "If in doubt, sit it out".

Substitutions

Players may be rotated on and off the field at any time during the game. A coach/parent may make substitutions while the ball is in play, ensuring the player is off the field before the substitute goes on. Equal playing time should be a priority ensuring all players regardless of age, gender and/or ability get to take the field.

Regular rotation of players is key. Kids don't register to watch football – they just want to play! If there is space on the sidelines, substitutes should be encouraged to set up small-sided games or practice their skills in a designated area, not interfering with play.

Game Leaders

Each game is to be controlled by one Game Leader.

The main role of the Game Leader is to keep the game moving fluently, limit stoppages and assist players with all match re-starts. Most importantly, they must make every effort to create an environment that ensures that all players have fun, are learning the game and have maximum involvement.

The Game Leader can be a club official, parent, older child/player or beginner referee and should always be enthusiastic and approachable. Most importantly, remember the children are learning the game – be flexible and patient.

The Game Leader should:

- Encourage all children to have fun and different children to take re-starts;
- Ensure the correct number of players are on the field;
- Discourage players from permanently over-guarding the goal;
- Check all players are wearing shin guards;
- Use a "Ready, Set, Go" prompt to encourage quick decisions when restarting play;
- Encourage children to dribble or pass ball to team mates rather than kick the ball long;
- Ensure the opposing team is at least 5 metres outside the penalty area for all goal line restarts;
- Ensure team officials and parents create a safe, enjoyable and positive playing environment for the children;
- Encourage children to be involved in all aspects of the game, attacking and defending;
- Award free kicks as appropriate to help children learn the rules and consequences of committing fouls;
- Explain the rules to players and why a free kick has been awarded;
- Let the game flow and give instruction to all players on the run where you can;
- Praise and encourage both teams; and
- Be enthusiastic and approachable.

Game leaders are encouraged to undertake a free FFA ALDI MiniRoos Certificate prior to start of the season.

ATTACHMENT 5 DICKSON PLAYING FIELDS LAYOUT

Under 6/7 Field Layout



Under 8 – 11 Field Layout



Under 12 and above Field Layout



Majura Training Fields Map

