



# **Tuggeranong United Football Club**

## **2015 JUNIORS TEAM MANUAL For Managers and Coaches**

**as at 30 May 2015**

Tuggeranong United Football Club is an incorporated community organisation registered under the Associations Incorporations Act. A copy of the Club's Constitution is available from the Club on request. TUFC colours are bottle green, gold and white.

TUFC is an affiliate of Capital Football which has responsibility for organising football (soccer) in the ACT, under the authority of the Football Federation of Australia (FFA) and FIFA, the international body.

The Juniors teams and competition are based at the Wanniasa playing fields, Hyland Place.

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## Introduction

Thank you for volunteering as a team official. People like you are the backbone of this Club, and without you, TUFC could not operate. The Committee is very appreciative of your support.

If you notice any errors or confusing information in this Manual, please let us know so that we can improve future editions. Email [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com) . Thanks.

This Team Manual outlines what a Manager might expect to do during a season, and also provides information which may be of interest to Coaches and Managers.

## ROLE OF THE MANAGER IN BRIEF

1. Miniroos (U5-U9) teams may or may not have a Manager. If not, the Coach fills both roles. It is essential for U12 and older teams to have a Manager, because of the responsibility for Match Cards. The Club prefers U10-U11 teams to have a Manager responsible for paying the Referee at away games, organising field dressing, and managing the playing shirts. The Manager's role can be shared between several people, if desired. The Club requires the name of one contact person per team, who is responsible for handling Club messages to teams. Team Managers have the following roles attending to administrative matters so that Coaches can devote their time to coaching, ie:
  - to pass information from the Club to players' families via email (this role will be minimal, as the Club will generally contact families direct);
  - to collect the kit bag with playing shirts and match ball (and match cards for U12-U18 teams) from the Club, and return at the end of the season;
  - to manage playing shirts during the season, and return them to the Club at the end of the season;
  - except for Miniroos teams, to collect money from the Club and pay half of the Referee's fees for away games (the other half is paid by the opposing team) – and to organise a "Club" referee from players' families if an official Referee is not appointed;
  - for U12 teams and older, to ensure the Match Card is provided to the Referee prior to the match, that all boxes are filled in and it is signed, and to deposit it in the box in the gear container at Wanniasa before 5pm on Saturdays;
  - to roster families to assist with running the sideline (U10+), washing the shirts, and dressing/undressing pitches;
  - for U12 teams and older, to organise the selection of the team's Players' Player award which is presented at the end of the season.

More detailed guidelines on the role of the Manager follow.

## ROLE OF THE COACH IN BRIEF

2. The Coach runs a training session(s) for the team each week, and coaches the team on Match Days. This involves placing players in positions, and substituting players during the game. Coaches should devote their time to training and coaching, rather than carrying out administrative tasks (except for Miniroos).

## SECTION 1: BEGINNING OF THE SEASON

3. The Club will email families direct with messages, rather than asking Managers to distribute information to their teams, thus relieving a major part of the Manager's role. However, Managers will still be responsible for passing on messages generated by the team officials to their players. Please encourage families to regularly check the TUFC website at [www.tufc.org.au](http://www.tufc.org.au), Juniors tab. Another means of keeping up-to-date with Club news is to "follow" *Tuggeranong United Football Club* on Facebook.
4. Coaches and Managers should be aware of the sources of information listed in *Attachment A*. For U10-U18 teams, the 2015 Competition Rules are important. A copy is on the Capital Football website, see *Attachment A* for link. See also *Attachment I* for summaries of game information by age groups.
5. The Secretary (email [secretary@tufc.org.au](mailto:secretary@tufc.org.au)) should be your first point of contact. On Match Day mornings, a rostered Committee member will be at the Club Shop, Wanniasa playing fields, Hyland Place.
6. TUFC has three categories of age groups:
  - Miniroos (U5 – U9) non-competitive small-sided games played at Wanniasa, organised by the Club;
  - SSF (small-sided football) (U10 – U11) non-competitive small-sided games played at home and away, organised by Capital Football; and
  - Youth Football (U12 - U18) competitive full-sized games, organised by Capital Football.

*Note 1: "competitive" means that match results are recorded and Capital Football maintains a ladder. At the end of the season Premier and Runner-up teams attend the Junior League Presentations and receive Capital Football medals for each player and a Capital Football Perpetual Trophy which has to be returned to the Club the following August.*

*Note 2: Capital Football now describes U5-U11 as MiniRoo, but for clarity, TUFC refers to the U5-U9 age groups as Miniroos.*
7. Playing times at Wanniasa playing fields for Miniroos in 2015 are planned to commence:
  - U5 - U7: 30 mins training starts at 9:15am, games kick-off at 9:45am
  - U8 – U9: no training, games kick-off at 10:30am.

Capital Football has advised 2014 kick-off times for U10-U18 games are:

  - U10: 11.30am kick-off, warm-up beforehand
  - All U11 and U13: 12.30pm kick-off, warm-up beforehand
  - U12, U14, U15G/2 & U15G/3: 1.45pm kick-off, warm-up beforehand
  - U15 Open, U15G/1 & U16; U17 and U18 Open: 3.10pm kick-off, warm-up beforehand.
8. The Club's colours are dark green, gold and white.
  - Players wear dark green shorts and dark green long socks which must cover shinpads. Two types of socks are acceptable: green socks with

yellow hoops around the top; or green socks with white Tuggeranong lettering down the side.

- Playing shirts are loaned to teams by the Club for the season. They come in various combinations of the Club's colours. An alternate coloured strip may be borrowed from the Club when required, or when playing in a tournament.
9. Capital Football's three-hour Grassroots Coaching Certificate course is available free to all U5-U11 coaches.
  10. The Club will refund the cost of the Capital Football Junior or Youth Licence coaching course to TUFC coaches of Junior teams over a two year period, i.e. half the costs will be refunded at the end of the first season of coaching for the Club, and the second half will be refunded at the end of the second season. Apply in writing to the Secretary, providing evidence of completion of the course (e.g. copy of receipt and/or certificate). The Junior Licence is aimed at U10 to U12 coaches, and the Youth Licence at U13 and older.
    - The Club will consider refunding the cost of a Senior coaching course for TUFC coaches on a case by case basis, for coaches of an U16 or U18 team.
  11. A player may "play up" one or two age groups without limit, and a girl may "play down" an age group if she is playing in a Open team. Clubs may apply to Capital Football for exemptions (2014 Competition Rules, Section 2.5).

## **DRAWS AND GROUNDS**

12. There is a link to the Fox Pulse Fixtures and Results (draws) for U10-U18 teams on the Capital Football website (see *Attachment A* for URL). Managers should ensure that their players know where to find their draw online, and make arrangements for those families without access to the internet. Be aware that CF may change draws, especially during the first few weeks of the season. Managers should remind players to check the draw online early each Saturday to discover whether there are last-minute changes. The *Notes on the 2014 Junior League Draws* provides useful background to draws, and are available from the Player Registrar (tujfc.registrar@gmail.com). There may be draws for non-competitive games between teams with byes on the JL website. The Miniroos draws are posted on the Club's website.
13. Managers of U10 and older teams playing away from Wanniasa should ensure that the Coach and players have the addresses of the relevant ACT grounds (see *Attachment E*).
14. The Club's home grounds are at Wanniasa 2 playing fields, parking at Hyland Place or St Anthony's Primary School. Please tell your families NOT to park on the nature strips on the corners coming into Hyland Place, as it creates a traffic hazard. There is parking on the edges of the field parallel to Athllon Drive, or at St Anthony's school (except on their Fete day on Round 3).
15. Diagrams of the Wanniasa pitch layouts for all age groups are on the Juniors website.

16. The weekly Pitch Allocation list with appointed referees will be posted on the notice board at Hyland Place each week. The Miniroos pitch allocations will be as per the draws on the Club's website, and will also be posted on the notice board each week. The pitch layouts will be on the notice board.

## INVOLVEMENT OF PLAYERS AND FAMILIES

17. Managers should have received contact details for players from the Club. Please confirm a current email address and mobile phone for all families, as this makes communication easier. Provide *changes* only to the Player Registrar before Round 3. Don't share contact information with members of the team unless the players' parents consent to it. Once consent has been provided, circulate each family with a list of players, their phone numbers, their residential suburb, and parents' names. This helps families to get to know each other, and facilitates transport-sharing arrangements.
18. TUFC is a community-based voluntary organisation, and depends on family involvement for the successful organisation of the season to keep the registration fees low. Usually families help out willingly, but if not Managers may like to draw up rosters so that all families share the tasks.
19. Managers should prepare a playing shirt washing roster, particularly for all Miniroos (U5-U9) teams. This avoids players taking their shirts home, and the possibility that they will be lost, not returned at the end of the season, or be worn at times other than club matches and thus have a shorter life than the rest of the team's shirts.
20. Managers of U10 and older teams may also draw up a roster for families to share responsibility for running the sideline (linesperson), unless there is a keen person who is prepared to do it each week. A roster helps parents to know when it is their turn. The Coach and the Manager cannot be a linesperson as they have other roles during the game.
21. If the team does not have a designated Goalkeeper, Managers may wish to draw up a roster of the weeks that players will be the Goalkeeper. Designated Goalkeepers in younger age groups (ie U12s and younger) should play only half a game in goals each week, so that they can keep developing their field skills. It is not appropriate to specialise players in one role until U13.
22. Different age groups have different pitch dressing requirements. The Club needs the help of families with dressing and undressing the pitches, as indicated on the weekly Pitch Allocation list on the notice board. Managers may wish to roster their families for this task. Managers and Coaches cannot be rostered, as they will be busy prior to the game.
23. All players will receive a participation trophy at the end of the season. In the competitive age groups (U12-U18), the Club will also provide one team award, a Players' Player Award. Managers and Coaches should agree the arrangements for selection of the Players' Player award for their team. Options include a players' vote in early August, or voting weekly after each game, ending in early August. Managers need to advise the Club of their team's

nominated Players' Player by mid August, to enable trophies to be engraved in time for Presentation Day.

24. Coaches and Managers may provide weekly encouragement awards to individual players. Team Officials will have to obtain their own sponsorship for such awards, as the Club does not have the resources to do so. Some teams have a small trophy which gets passed to the recipient each week.
25. If you are fund-raising to participate in tournaments, you may approach the club in writing to [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com) requesting support.

## SPECTATORS

26. Managers should advise families that there is a "technical zone" for players and team officials on one side of the field. Spectators should be on the other side of the field. Don't be confrontational about enforcing this, but explain to families at the beginning of the season that this Capital Football guideline is designed to assist players and team officials to concentrate on the game, as well as helping with "crowd control". As younger players like to be with their family while not on the field, this guideline may not be practical in the Miniroos age groups, but it should be implemented in the Youth teams (U10 and older).
27. If any spectators are demonstrating unsportsmanlike behaviour, have a quiet word with them in private to remind them to set a good example to the players. Capital Football can and does impose financial penalties on Clubs whose members are exhibiting unacceptable behaviour. Set an example:
  - Parents, players and officials are all recommended to shake hands with the opposing side at the end of the game, and to thank the Referee.
  - If your spectators are "coaching" players, remind the team that it is the Coach's job to coach, and that players cannot listen to two sets of instructions. Spectators should not coach players, but their encouragement and support is welcome.
  - Spectators are not allowed behind the opponent's goalposts. This places pressure on the goalkeeper and is not in the spirit of fair play. No one should be behind the goalposts except perhaps the Goalkeeper's parent in the U8-U9 age groups.
28. Keep team equipment at least four metres from the field, and encourage spectators to stand back at least two metres from the field, using cones if possible. This will give everyone a better view and allow the linespersons to do their job. Spectators and teams should not congregate or place their equipment near the goal line or corner flags. Each team should be on either side of the halfway line on the "technical zone" side of the field.

## MEMBER PROTECTION

29. Managers should draw players' and their families' attention to Capital Football's Members Protection Policy (see link at *Attachment A*). The Club has a Member Protection Officer.
30. The Club requires Coaches and Managers to sign the FFA Member Protection Declaration (see *Attachment F*) and the Club's Code of Conduct (*Attachment*

G), and to undertake online awareness courses concerning anti-discrimination and harassment at the “Play By the Rules” website. Please read the forms and commit to implementing the undertakings. Bullying, verbal threats, abuse and aggression are not appropriate behaviours for a Coach or a Manager. They constitute harassment, which is illegal.

31. From 2014, it is mandatory for all team officials to register in accordance with Working with Vulnerable People legislation. The Player Registrar will have already advised you how to do so. Further information is online at [http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp)
32. If your team is playing any games in New South Wales (eg Yass, Goulburn, Cooma, Queanbeyan), then all team officials must complete the NSW Government Volunteer/Student Declaration, which is available online at <https://check.kids.nsw.gov.au/#are-you-volunteer> (click on the link to Volunteer Declaration) and reproduced at *Attachment M*. It is advisable to also keep a copy of the completed Declaration to take with you to the NSW game.
33. Do not allow non-financial players to train or play. This rule is for the protection of the coach, the manager and the Club. All may be liable if a non-financial player suffers an injury.
34. All players must have fair time on the field, in accordance with point 7 of the TUFC Code of Conduct (*Attachment G*), which reads: “I will avoid overplaying the talented players; the ‘just average’ need and deserve equal time.” Coaches of teams playing non-competitive games, in particular Miniroos coaches, should aim to have equal-sized teams on the field to the extent possible – this means offering your players to the other team when they are short.
35. Team Officials may decide to ask the team players to sign a Code of Conduct declaration if they consider it necessary. If so, a sample is at *Attachment L*.

## **GEAR**

36. Team kit bags with playing shirts (called “strip” in soccer jargon) and a match ball should be collected from the Club. Miniroos teams (U5-U9) have two strips in case of a colour clash – so Coaches should bring both sets to all games. Miniroos teams are also provided with cones to assist with their training. Keep these separate from the cones which are in the container and are for setting up pitches. Match Cards are provided for U12-U18 teams. Coaches of U10 and older teams who require bibs and cones should request them, as they are not provided automatically.
37. Playing shirts remain Club property and it is Club policy that they should NOT be issued to individual players to keep for the season. The purpose of this policy is help ensure that all shirts are returned at the end of the season. A missing shirt means that the team’s strip (the replacement value for 15 shirts is about \$600) cannot be issued to a full team of players the following year. The Club realises that Managers of some teams allow players to take their shirts home (otherwise why would they be missing!), and asks Managers NOT to allow this to happen.

- However, older female players are exempt from this rule, as it is unreasonable to expect teenage girls to swap shirts in public. Managers of Girls teams need to be vigilant in ensuring that their players return their shirts at the end of the season.
- Please ensure that players are aware that the shirts can be worn only at TUFC games. They should not be worn to training or elsewhere.
- Managers must keep a list of shirt numbers issued to players, and if a shirt is not returned, that player will be invoiced for the replacement cost of a shirt, ie \$40. Please warn your players of their responsibility if you allow players to retain a shirt for the season. Explain to players that it is not just a shirt they are stealing when they don't return it, it is making the whole strip useless.

38. The Club does **NOT** provide specialist Goalkeeper gear, other than a Goalkeeper shirt. You may request a second goalkeeper shirt from the Club if you change Goalkeepers each half. If your team doesn't have a dedicated Goalkeeper, the Manager may wish to discuss with the team whether families will contribute to the purchase of goalkeeper gloves for the team to share.
39. Be aware that Referees *may* refuse to allow goalkeepers to wear plain black as the Referee uniform has a plain black shirt. If you have a plain black GK shirt, consider decorating it with other colours (sewing, gluing, painting).

## TRAINING

40. Training ground booking requests should be made in writing (email) to Andrew Stephens at [stepsy62@gmail.com](mailto:stepsy62@gmail.com) . Note that training ground bookings do not include School Holidays UNLESS specifically requested. Bookings should be made in 30 minute blocks only (ie: no quarter hour bookings). Generally speaking, Division 1 teams are expected to train twice a week, although this is not compulsory. The grounds are owned by the ACT Government, and teams are prohibited from using them unless a booking has been made at least two business days in advance.
41. The Committee has agreed guidelines on the maximum hours of training for each team. These take account of equity (i.e. the number of grounds available and the number of teams); cost (training under lights is significantly more expensive than training during daylight); and safety (players should not over-train at a young age). Furthermore, the Club recognises that many of its elite players are already undertaking extra training with the Capital Football Academy in addition to Club training. With these considerations in mind, the general guidelines for the **maximum** training under lights (ie after 5pm) are:

- U5, U6/U7 – 30 mins pre-game
- U8/U9 - 1 hour on a week-night if desired
- U10/11 - 1 hour twice a week for Red Div; other Divs 90 mins per week
- U12 - 1 hour twice a week for Div 1 and 2; 90 mins a week for Div 3
- U13 - 90 mins twice a week for all
- U14 - 90 mins twice a week for all
- U15/U18 - up to 2 hours twice a week.

Note, these are the maximum training times – they are **not** the mandatory amounts of time.

42. The Club's duty of care responsibility means that the Coach and/or Manager should ensure that a responsible adult stays with players after training and matches until they are all collected. Players who live locally may walk home, if allowed to do so by their parents. Emphasise to parents that it is their responsibility to turn up EARLY to collect their children from training. It is disrespectful to the Coach to turn up even one minute late.
43. Remind players of their obligation to wear shinpads covered by long socks, and bring a water bottle to training. They must have warm clothes when the weather is cold, including a jacket and long pants. No jewellery may be worn at training.
44. Remind players to bring their own ball to training, and a bag to secure it in when it is not in use. This policy is designed to encourage players to practice at home, to learn to look after their balls, and to keep Club fees low. Don't use the Match Ball at training.
45. Ensure that everyone is aware that balls must not be pumped up too hard. For Junior Football, balls should be at the lower level of allowable pressure range for safety reasons, particularly when players are "heading" balls. Aim for a quarter rebound from the height the ball is dropped onto grass. Players and officials may use the electric pump when the shop is open.
46. Please minimise use of the goal-mouth at training, except for when Coaches are demonstrating where players should stand for corners and free kicks just outside the box. Using the goals for shooting and goalkeeping practice wears out the goal-mouth unnecessarily. Consider marking the width of the goal-posts elsewhere on the field for goalkeeper practice.
47. Training is cancelled automatically when the grounds are closed by the ACT Sportsgrounds Office (usually as a result of heavy rain). Coaches may decide to cancel training due to wet weather, even if the grounds are not officially closed. There is no obligation to cancel training because of rain alone, but under no circumstances should training continue if there is a threat of lightning strikes. Take shelter at the pavilion if necessary. Team officials must advise their players when training is cancelled.

## SECTION 2: MATCH DAYS

48. Cancellation of games due to wet weather can happen in various ways. You will need to listen to the local radio news and also check the TUFC website on Saturday mornings if it has been raining.
- All games (and training) are automatically cancelled if the grounds are closed by the ACT Sportsground Office. A recorded message advising whether grounds are closed due to wet weather is available at 6207 5957.
  - Capital Football can cancel the Small-sided Football (U10-U11) games, even if the grounds are not closed by the Government. This will be broadcast on local radio after the 8.30am news.
  - Very rarely, Capital Football may cancel Youth (U12-U18) games without the grounds being closed, and this will be broadcast on local radio after the 11am news.

- TUFC and other Clubs may cancel their own U10-U11 games depending on the state of their playing fields. These cancellations will be broadcast on local radio.
  - TUFC will cancel U5-U9 Minirooms games if the weather is very wet, by posting a notice online at [www.tufc.org.au](http://www.tufc.org.au), JUNIOR CLUB tab, and sending an SMS advice to Minirooms families whose current mobile phone numbers are known. The majority of Minirooms parents don't want their young children to play in wet conditions. The Club is therefore more inclined to cancel Minirooms than Youth games.
  - Capital Football and Clubs are reluctant to cancel U12-U18 competitive games as they are not likely to be rescheduled, with a draw being awarded to non-played games.
  - Finally, a Referee can decide to cancel or abandon a game depending on local conditions. This decision may be made just prior to kick-off, or even after a game has started.
49. Managers may wish to take some extra supplies to each game for the injured and the forgetful. Some suggestions include: two cold packs wrapped in cloths, band-aids, extra water bottle, shinpads, green tape for shoes and shinpads, a rug to keep injured players warm, hand-pump for balls, and clean cloths to mop up blood.
50. For competitive games (U12s and above), teams receive three (3) points for a win and one (1) point for a draw. No points are awarded for a bye.
51. You are the Home team when your team appears first on the draw, ie Tuggeranong vs Majura. In this example, Majura is the *Away* team. In the event of a clash of strip colours, the Home team must change. This is most likely to happen if you have a White TUFC strip. Request an alternative strip or bibs from the Club Shop. The Home team has final responsibility for providing the match ball.
52. If you need help, ask at the Shop at the Wanniasa pavilion, Hyland Place. The shop phone is 6231 7009, and the Club's mobile is 0431 419 821.
53. Managers have a duty of care for the players, so regularly remind them:
- **zero jewellery. Remind players not to get piercings during or prior to the season if it means that studs etc cannot be removed for six weeks**
  - zero tolerance for swearing – yellow card offence if self-directed; red card offence if directed at others, which means missing games
  - bring bags to training and games to keep their gear safe and dry
  - look after training balls, write name and phone number on them, keep secure in bags when not in use
  - bring jackets to wear while on sidelines, secure in bag when not in use
  - shin pads must be fully covered by long green socks
  - tuck-in shirts ('players must be tidy' Rule)
  - apply sunscreen when appropriate, and
  - bring water-bottles and drink water.

54. Remind families who may be rostered the following week (eg washing shirts, linesmen, goalkeepers etc).
55. Managers may assist Coaches with player substitutions, if required. Some Coaches prefer to manage the substitutions themselves. It is a good idea to keep records, to help ensure that players get equal time on the field, and to provide proof when parents feel their child is being disadvantaged.
56. Some knowledge of first aid is useful. Remember - do not move a player; wait for players to move themselves. If they cannot move, call 000. An ambulance **MUST** be called whenever a player is concussed. The Club Shop has a phone in the unlikely event that a mobile phone is not immediately available. At all grounds, ensure that the Ambulance Gates are open (they should be, but get someone to check anyway). For less serious injury, most grounds have a First Aid kit at their canteen. The Club Shop at Wanniasa has small bags of ice and First Aid kits.
57. Referees will stop play in non-competitive games (U5-U11) while a player is down. For U12 and older games, Referees assess the situation while the game is continuing to determine the seriousness of an injury. Referees will immediately stop any game if they consider the injury to be serious enough. Team officials should not come onto the field until called on by the Referee, and then only two officials unless the player needs additional attention.
58. If a player is injured during a game, or if an injury becomes apparent after the game, the Manager or Coach should fill in the Player Injury Report Form, *Attachment H*, and forward it to the Club. This Report Form may assist the injured person to make an insurance claim, should it become necessary.
59. Capital Football is responsible for the insurance coverage of all registered players and officials. Refer families to Capital Football's "Insurance" website for a link to insurance details and a claim form.

## **PITCH DRESSING**

60. As the field size and goals change between Miniros, Small-sided Football and Youth age groups, pitch dressing and undressing will need to be carried out by teams. The weekly Pitch Allocation list will indicate if you are required to dress or undress your pitch. This list will be displayed on the notice board on the wall of the toilet block at Hyland Place. If your team typically has to dress a field, organise families to arrive earlier than usual in order to help.
61. Dressing pitches for Miniros and Small-sided Football (pitch diagrams are on the TUFC Wanniasa website and will be on the notice board):
  - U5, U6 and U7 games have small pop-up goals and 30m x 20m fields marked by soft cones (do not use witches hats). This gear is stored in the container furthest from the pavilion in Hyland Place, and the pop-up goals must be returned after the U6 and U7 games as they are no longer required.
  - U8 to U9 games have portable goals 5m wide and 2m high, small nets with clips stored in net bags, 40m x 30m fields marked by corner flags, half-way lines marked by cones, and penalty areas marked by cones

outside the field of play. This gear is stored in the container furthest from the pavilion at Hyland Place.

- U10 to U11 games have portable goals 5m wide and 2m high, small nets with clips stored in Net bags, 60m x 40m fields marked by corner flags, half-way lines marked by cones, and penalty areas marked by cones outside the field of play. This gear is stored in the container furthest from the pavilion at Hyland Place.
- U12 to U18 games have full-sized permanent goals, large nets with clips, corner posts and half-way flags. This gear is stored in the container closest to the pavilion at Hyland Place at W2, and near the carpark off Sternberg Cr at W1.

62. Please take the time to ensure that the portable goals are secured by the yellow-painted U-shaped pegs. Your attention could help avoid injury to a young player or spectator. Keep children away from the goals during and after games. Managers and families must be vigilant to ensure that children do NOT swing on any goalposts at any time.
63. Undressing after the last SSF game - four corner flags and two half-way flags (if used) are to be left on each pitch for full-field games. Other flags, portable goals and small nets must be returned to the container furthest from the pavilion and not left on the playing fields. All portable goals must be removed after the U11 games finish at 1.30pm. Pegs have been painted bright yellow. Please ensure that no metal pegs are left on the grounds as they can be lethal when picked up by mowers. Furthermore the Club will be fined by the ACT Government.
64. The first full-field home team on a pitch must dress the fields, ie put up the large nets using the clips attached to the nets, peg down the back of the nets, and ensure that the 4 corner and 2 half-way flags are in place. Half-way flags should be a metre outside the line; the corner flags are placed on the corner. The net bag should be securely tied to the rear of the net. Small stepladders are available to help reach the top of the goalposts. The nets have clips to make it easier to attach them to the posts.
- The last full-field home team on a pitch must undress the fields, ie take down the nets and collect all pegs, put them in the net bag and collect all flags. It is essential that no pegs are left on the grounds, as they will be a hazard when the grounds are mowed.

## REFEREES

65. Clubs appoint registered Referees for their Home games. The Referee Appointment Officer (see *Attachment D*) allocates Referees to each game to the extent possible, drawing on a list of registered Referees who have indicated their availability. Be aware that there is always a shortage of Referees in the 1.45pm and 3.10pm timeslots.
66. Please be polite and respectful to the Referee, and encourage others to be likewise. Abuse towards Referees and Assistant Referees may result in fines from Capital Football. If Coaches or Managers have any issues regarding refereeing they should contact the Referee Appointments Officer, see *Attachment D*.

67. Referees often receive negative criticism from well-intentioned spectators, which can cause young learning Referees to lose interest. Please encourage and support our young Referees. If you have constructive advice for them, do it via the TUFC Referee Appointments Officer (RAO). It is the RAO's role to provide guidance to our Referees, **not** spectators or team officials. Of course, compliments on a good job are allowed. Support your Referee if the other team is being abusive.
68. Each week, the Manager should watch for the Referee's arrival, and make yourself known. The Referee won't recognise YOU, but they will be wearing a uniform. Introduce your linesman to the Referee, who will give him/her a flag and brief him/her about the offside rule and other matters.
69. If you suspect that a Referee is not registered, you should record their name and FFA number, advise the TUFC Referee Appointments Officer (see *Attachment D*) about your concerns, and consider making a report to Capital Football. The relevant Club (whether TUFC or another Club) may be fined if it is proven that it deliberately attempted to appoint a non-registered Referee.
70. Before the start of the game, Managers of U12s and older teams fill in the names of players on the same Match Card provided by the Home team, then provide it to the Referee. See the *Match Cards* section below for more details.
71. Referees at Wanniasa are paid at the Canteen by the Club. However, Managers of U10-U18 teams will still need to pay Referees at away games. The Club will provide funds to Managers at the C&M Briefing. Pick up your envelope from the shop at Hyland Place if you did not attend the Briefing.
72. The Club will provide Managers of U10 and older teams with Referees fees for the season's away games at the start of the season, together with a sheet to record fees paid to Referees. If you require additional funds because official linesmen have been appointed to your Away games, please make a written request to the Club at [tuftc.juniors@gmail.com](mailto:tuftc.juniors@gmail.com), explaining why you need additional funds (typically Managers should have sufficient funds if they have had some games without an official Referee). At the end of the season return un-used money (ie for those games where there was no officially appointed Referee) together with your record sheet to the Club Shop or with your Team Kit bag.
73. Managers of U10 and older teams pay the official Referee at Away games prior to the commencement of the match. The amount varies for each age group, and may vary between Divisions of the same age group (see *Attachment J* for 2014 fees). Each team pays the Referee half the total fees due to him/her.
74. It is a good idea to have an extra amount of money on hand, in case one or two official Assistant Referees (linespersons) have been appointed to your game. Official Assistant Referees must be wearing their Referee uniform, otherwise they should not be paid. They each get paid half the amount that is paid to the Referee. If there is only one official Assistant Referee, the Home team pays the Assistant Referee and does not provide a linesman but the

Away team still has to provide an unofficial linesman. If an official Assistant Referee is appointed to a Wanniasa game, he/she will be paid by the canteen.

75. Sometimes there will be no official Referee. This is most likely to occur in the 1.45pm and 3.10pm matches where there is usually a shortage of suitably qualified Referees. In this case, the Away team has the **first** option of nominating a Referee, who is called a “Club Referee”. If the Away team declines, the Home team is obliged find someone. If your team is the Away team and has the right to appoint a Referee, it is advisable to make a serious attempt to appoint someone, because it is to **your** advantage to have your own Referee.
- Consider including a whistle with your gear, for the unofficial Referee to use. Find out in advance who is willing and able to referee among your team supporters.
  - The Club will attempt to give TUFC teams and the Club of the relevant Away team a couple of days notice if it seems unlikely that an official referee will be available for a TUFC home game.
76. Do not pay unofficial “Club” Referees, and do not pay Referees who are not in uniform.

77. Once someone has been nominated as an unofficial or “Club” Referee, then that person is in charge of the ENTIRE game and has the same powers and rights as an appointed Referee.

### **RED/YELLOW CARDS; INCIDENT REPORTS; FORFEITS**

78. If requested to do so by the Referee at the end of the match, the Manager must provide the name, shirt number and FFA ID number of any player given either a yellow or red card.
79. Referees must note the Match Card if they show a red card to a player. The Referee must then submit a report on the incident to Capital Football within two working days of any U12 or older match. If the Referee does not submit a report, then no disciplinary action is taken by Capital Football.
80. There is an automatic one match suspension for being sent off during a game (ie a red card offence). The sent-off player must leave the fields altogether. The player must not play the next programmed game for his or her team. Capital Football may also decide to impose additional penalties, depending on the offence. However the player should not miss a game due to suspension until the Club receives formal advice from Capital Football and forwards it to the team coach.
81. Two cautions (yellow cards) in a match results in a red card. Four cautions (yellow cards) in a season, not counting the ones that resulted in a red card, also result in a one game suspension. Wait for formal advice from Capital Football before serving the suspension. There is no appeal for this process.

82. Send-off reports and any consequent protests and appeals are dealt with by a hierarchy of authorities; as are Incident Reports from Clubs. Team officials must convince the Club that an appeal is warranted and has a reasonable chance of being successful, given the expense of making such appeals. An apparently unfair situation will not necessarily be successfully appealed unless it is obviously contrary to the Laws of the Game.
83. If you want to learn more about the Disputes and Disciplinary process, read the *Disciplinary Regulations* at Capital Football's website.
84. In the event that an U5-U11 player is sent off for a serious offence, the Club is responsible for administering and applying disciplinary action. The Referee Appointments Officer will address a report to the TUFC Secretary in the first instance.
85. If you have to forfeit a game, or your opposing team forfeits, read Section 4.4 of the 2014 Rules. Try to give as early notice as possible. A fine applies for less than 3 days notice of a forfeit. Clubs need notice because Referee appointments need to be cancelled.
- On Match Day, a forfeit applies if a team has less than 7 players ready to play within 15 minutes of scheduled kick-off time. The Referee must be paid, and the Match Card submitted. Capital Football may impose a fine on the defaulting Club.
  - A match may be abandoned by the Referee because of the behaviour of individuals, or elements of nature.
  - If an U10-U18 team wishes to reschedule a game, see Section 4.9 of the 2014 Competition Rules concerning variation of fixtures.

### **MATCH CARDS – U13s AND OLDER**

86. The Junior competition uses Match Cards, see Attachment K for an example. The Match Cards comprise three copies of an A4 sized form – a white original for Capital Football, a blue copy for the Home Club and a green copy for the Away Club. The Home team provides the Match Card, and fills in their players in the left-hand column. The Away team fills in their players in the right-hand column of the Home Team's Match Card. By necessity, the Away team must do this in the field, prior to the game. Home Managers are advised to fill in their part before leaving their own home to give the Away team plenty of time on the field.
- Consider wearing a bib or some distinctive clothing to help the Away Manager recognise you when you have a Home game. Good luck with finding the Manager when you have an Away game!
87. Section 6.6 of the 2014 Competition Rules concerns Match Cards. The Club is financially penalised for any single error or omission relating to the Match Cards. Take your time and fill in ALL (that means ALL) details on the Match Card carefully and fully using a ballpoint pen (NOT pencil which may be altered, or ink or a felt pen which will run if the card gets wet). This includes **all** the following details:
- date of game, round number
  - name of both Clubs (e.g. TUFC for our Club);

- the team name, which INCLUDES whether Girls or Open, the age group, the division number;
  - if your Division is split and also has a colour name, the colour MUST be included, this is crucially important;
  - print each player's name, shirt number and FFA identification number;
  - do NOT sign Match Cards in advance.
88. Managers may wish to fill out the Match Card in advance (excepting your signature) for Home games. Remember to cross out players who were not present at the match. Obviously this needs to be done before copies are split between the two Managers. Players not crossed out are considered to have played, which will cause your team to forfeit if that player is under suspension! If you think a borrowed player will turn up late, add their name to the Match Card before the game starts, and cross it out at the end of the game if they don't turn up. You cannot add players to the Match Card once the game has started.
- Filling out Match Cards in advance is not an option for Away Games.
89. Only 15 players can be recorded on Match Cards, including four (4) interchange players. Do NOT put 16 names on a Match Card, and do not have 16 players playing in the same game. Do not allow non-registered players to play with your team, or players from a higher Division in a lower age group. These will incur a fine AND forfeiture of the match.
90. After the game, check that the results have been entered correctly on the Match Card (inexperienced Referees make mistakes!), then sign in the correct place on the Match Card in front of the Referee. Ensure that the Referee and the opposing Manager have signed, and that you have crossed out absent players, before taking your copy/copies of the Match Card (original plus blue if you are the Home team; green only if you are the Away team).
91. Deliver your white or green Match Card to the locked box inside the container near the pavilion at Hyland Place, Wanniasa, BEFORE 5.30 pm on Match Day.
92. If you are late and the container is closed when you arrive at Wanniasa, you will need to **phone your results** to the Points Registrar David De Silva, phone 0431 703 358, before 6.00 pm on Saturday. You will also need to deliver your white or green Match Card to his letterbox at 8 Hingston Close Bonython BEFORE 6 pm on Sunday. The Points Registrar has to forward the results of 15 competitive games to Capital Football by 6.30 pm each Saturday, so don't expect him to have time to correct your errors or omissions. He also has to deliver the Match Cards to Capital Football on Tuesday. Capital Football will fine the club for any results/cards that have not been submitted on time. The offending team(s) may be required to pay these fines. Please make the Points Registrar's job easy and do the right thing.
93. It is advisable to keep your own record of results. If you find an error on Sporting Pulse website, advise the TUFC Points Registrar. Do not contact Sporting Pulse or Capital Football direct.

94. If you decide to formally protest, please advise the Club as soon as possible at [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com) . Prepare a letter/report explaining the protest and forward it to the Club for consideration and transmission to Capital Football on Club letterhead by the close of business on the Wednesday following the game. The protest must be based on the Laws of the Game, not on a sense of injustice.
95. Players do not have an official ID card. However, the Manager must record each player's FFA ID number and shirt number on the Match Card. Players should consider bringing their school photo ID card to games, especially if they look older or larger than their actual age, to help settle any potential disputes at an early stage.

### **SECTION 3: DISSEMINATING INFORMATION TO PLAYERS/FAMILIES**

96. The Club will distribute information to players families via email. If a family does not have an email which is regularly checked, they need to let Managers know, and Managers should be responsible for passing on Club messages to them, either by phone if the matter is urgent, or with a printed copy of the email at the next opportunity (training or Match Day). Filling these gaps in email distribution is an important part of the Manager's role. Of course, if all your players have email addresses that they check regularly, there is nothing for Managers to do.
97. The Club also prepares a regular newsletter for players and families called the *Striker*, which is published on the TUFC website and the link circulated by email.
98. Managers are encouraged to contribute brief match reports (or maybe even a player profile) to the *Striker*. It gives the players a thrill to see their names in print! For privacy, players' family names should not be included. Reports should be one to four paragraphs long.
- An article about your preparations for the season would be interesting. Why not write something now! Forward your contributions to [tufc.registrar@gmail.com](mailto:tufc.registrar@gmail.com).
99. The TUFC website attempts to keep up-to-date with news. Forward suggestions to the Club. Photos are very welcome for the website.
100. Team photos are planned. A team photo schedule will be distributed after Round 1. Managers should hand out photo envelopes to players before the "shoot" and check that the names in the caption are correct against the proof of the team photo. This is a commercial arrangement, with the photographer paying a small commission to the Club for each sale.

### **SECTION 4: KANGA CUP & OTHER TOURNAMENTS & FUND-RAISING**

101. Sometimes a different person to the Manager will coordinate a team's participation in tournaments perhaps because the Manager is unable to attend the tournament. This is something for each team to work out for itself. Tournaments include Kanga Cup, Merimbula, Eden, Young, Cowra, Gold

Coast. Tournaments may involve fund-raising, collecting entry money from each player, picking up the participation kits, circulating advice of the draw, coordinating travel arrangements, etc. Managers, a word of advice. Do not pay the entry fee until you are sure you have a sufficient number of players, or alternatively collect contributions towards the entry fee. You won't get the entry fee back if you end up without enough players to participate in the tournament.

102. Participation in a tournament requires Capital Football sanction, so don't forget to advise the Club at [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com) when you enter a competition.
103. Players may wear the TUFC strip when participating in tournaments. The Club will also lend an alternate strip to teams on request to [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com).
104. TUFC encourages teams to enter the local annual Kanga Cup (5-10 July 2015). It is an enjoyable experience for the players during the first week of the school holidays. Check the website at [www.kangacup.com](http://www.kangacup.com). Teams need to decide at the beginning of the season if they are going to enter. Entries close on 30 May 2015. U10 and U11 teams play 9-a-side games. There are several levels of competition. TUFC teams often include players from more than one team, and sometimes from other Clubs with their permission.
105. Teams may wish to raise funds for the cost of entering the Kanga Cup. Contact the Club at [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com) for more details.

## **SECTION 5: END OF SEASON**

106. U12 and older team Managers should advise the Club at [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com) of their team's nomination for the Players' Player award by mid August, so that the nameplates can be prepared for the trophies. Coaches of U12 and U13 Girls and Open teams should be prepared to nominate players for the Most Promising Player of the Year for their age group at the end of the season. Nominations must come from teams playing in the relevant age group. For example, if a girl is playing in an Open team, she cannot be nominated for the Girls award, only the Open award. Similarly, if a player is playing up an age group, he or she can only be nominated for the age group he or she is playing in. Typically, the Player of the Year will come from the Division 1 team, but nominations from other Divisions will also be considered by the Committee. If a Coach cannot decide who to nominate, the Committee will not be in a position to determine the recipient.
107. The Club also seeks nominations from Managers for TUFC Coach of the Year. The TUFC winner will be nominated for the ACT Junior Coach of the Year, if he/she fulfils criteria established by Capital Football.
108. The Club will circulate team lists to Managers, seeking confirmation of each player's preferred name for engraving on their participation trophy. Minirooms teams sometimes change players without the Club being formally advised, so please advise the Club of changes. It is very sad when a Minirooms player doesn't receive their trophy on Presentation Day.

109. The Club has several different presentation functions. Arrangements for 2015 will be advised in due course. If you would like to be involved in organising presentations and/or organising the trophies, the Committee would love to hear from you! In 2015:
- U5-U9 final games followed by Presentations: Wanniasa playing fields
  - U10-18 Presentations: To be advised
110. Teams often organise their own break-up party in addition to the Presentation function. The Club prefers teams to also attend the Club Presentations to receive their trophies, in order to foster a Club spirit.
111. Miniroos team officials must collect all playing shirts after the last game of the season. The Managers of older teams can collect their shirts after Presentation Day. Ensure the shirts are clean (ie washed), and return them to Club Shop together with the kit bag, match ball and any un-used referee money, cones and bibs. Please return all shirts – we would prefer you return all the shirts late, than returning them on time with missing shirts. If this is not possible, please provide the Club with the names, emails and phone numbers of players who have not returned their shirt.
112. U12-U18 teams who are Capital Football Premiers or Runners-up should wear a green playing strip to the CF Presentation Day tentatively scheduled for Saturday 29 September 2014 (time and venue to be advised closer to the date). If a Premiership team does not have a green playing strip, they should request one from the Club. Teams who receive a Capital Football Perpetual Trophy from Capital Football in September 2014 must return it to TUFC no later than 30 July 2015.

## **VOLUNTEERS ALWAYS WELCOME**

The Committee has several vacant positions and is always keen to hear from people interested in volunteering.

\* \* \* \*

**WEBSITES – USEFUL SOURCES**

**Tuggeranong United FC (TUFC)** homepage - [www.tufc.org.au](http://www.tufc.org.au)

There are separate tabs for the Men's, Women's and Junior clubs, as well as the Summer Sixes.

**CAPITAL FOOTBALL** homepage - [www.capitalfootball.com.au](http://www.capitalfootball.com.au)

[www.capitalfootball.com.au/competition/actewagl-junior-league](http://www.capitalfootball.com.au/competition/actewagl-junior-league)

- Fox Sports Pulse – Fixtures and Results
- 2015 Competition Rules
- 2015 Kick-Off Times

[www.capitalfootball.com.au/spectator-code](http://www.capitalfootball.com.au/spectator-code)

[www.capitalfootball.com.au/suspensions-tribunals](http://www.capitalfootball.com.au/suspensions-tribunals)

[www.capitalfootball.com.au/rules-regulations](http://www.capitalfootball.com.au/rules-regulations)

[www.capitalfootball.com.au/content/coaching](http://www.capitalfootball.com.au/content/coaching)

<http://www.capitalfootball.com.au/insurance>

[www.kangacup.com](http://www.kangacup.com)

**FFA** - Football Federation of Australia - [www.footballaustralia.com.au/](http://www.footballaustralia.com.au/)

Click on links to “Inside FFA”, then “Statutes & Regulations” for the following:

- National Registration Regulations
- National Disciplinary Regulations
- National Grievance Resolution Regulations
- National Code of Conduct
- National Member Protection Policy
- National Privacy Policy
- National Spectator Code of Behaviour

FFA MiniRoos - [www.miniroos.com.au](http://www.miniroos.com.au)

This website includes stuff for U5 to U11 players, parents and coaches.

MyFootballClub – [www.myfootballclub.com.au](http://www.myfootballclub.com.au) (to register online)

**OTHER SOUTH CANBERRA CLUBS**

Woden Valley Soccer Club - [www.wvsc.canberra.net.au/](http://www.wvsc.canberra.net.au/)

Weston Creek Soccer Club - [www.westoncreeksoccer.org.au/junior/](http://www.westoncreeksoccer.org.au/junior/)

Brindabella Blues FC - [www.bbfc.org.au/](http://www.bbfc.org.au/)

**SCHEDULE 1 FEES AND FINES**

Unless otherwise specified in these Rules, CF may impose a fine for misconduct for such amount as it sees fit.

In the case of breaches of these Rules these fines are in addition to any penalties or consequences set out in these Rules, the CFDDR or which are imposed as a consequence of any other charges which may arise from a breach of these Rules.

**BREACHES OF RULES OF COMPETITION**

(1 Penalty Unit shall be:

\$25.00)

Offence Code	Penalty Units	Penalty Units	Penalty Units
	First Offence in relation to a Relevant Team in a Competition Season or Finals Series	Second Offence in relation to a Relevant Team in a Competition Season or Finals Series	Third or subsequent Offence in relation to a Relevant Team in a Competition Season or Finals Series
BR 1	1	2	4
BR 2	2	4	8
BR 3	3	6	12
BR 4	4	8	16
BR 5	6	12	20
BR 6	12	24*	48*
BR 7	20	40*	80*

Note

\* in addition to the penalties above, CF may deduct 3 championship points from an offending team

**Source: 2015 Competition Rules, Capital Football**

**RED & YELLOW CARDS - 2014**

*From Schedules 1 & 2 of Capital Football Disputes & Disiplinary Regs*

**Yellow Card Offence**

Y1, is guilty of unsporting behaviour.

Y2, shows dissent by word or action.

Y3, persistently infringes the Laws of the Game.

Y4, delays the restart of play.

Y5, fails to respect the required distance when play is restarted with a corner kick, free kick or throw-in.

Y6, enters or re-enters the field of play without the Match Official's permission.

Y7, deliberately leaves the field of play without the Match Official's permission.

<b>Code</b>	<b>Red Card Offence</b>	<b>Grade of offence</b>	<b>Penalty</b>
R1	Serious foul play	Tackle endangering an opponent e.g., over the ball tackle or tackle from behind not trying to play the ball	Auto plus one match
		Tackle endangering an opponent coming from distance; involving sped or brutality	Auto plus three matches.
		Tackle inflicting injury on an opponent.	Auto plus four matches.
		Elbow to the face in contest for the ball	Auto plus Tribunal
		Any other more serious offence	Auto plus Tribunal
R2	Violent conduct	Attempts to kick, strike or stomp	Auto plus one match
		Pushes or throws to the ground or up against an object or fixture or rugby style tackle	Auto plus two matches
		Violent charge or body contact	Auto plus two matches
		Strikes with the ball or other object	Auto plus three matches
		Kicks, strikes, elbows or stomps	Auto plus six matches
		Holds by the throat or genitals	Auto plus six matches
		Against a Match Official and/or a Club Associate	Auto plus Tribunal
Any other more serious offence	Auto plus Tribunal		
R3	Spitting at an opponent or any other person	Spits at a player not hitting the player	Auto plus two matches
		Spits on a player making contact	Auto plus four matches
		Spits at or on a match official; or in the face of a person or at a match official or in the vicinity of a match official	Auto plus Tribunal
R4	Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball	Nil	Auto
R5	Denying an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick	Nil	Auto
R6	Using offensive, insulting or abusive language and/or gestures	Directed at a player	Auto plus two matches
		Swearing or offensive gestures (i.e. As a result of frustration and not maliciously directed personally at a Match Official).	Auto plus two matches
		Directed at a match official (including calling the referee a cheat).	Auto plus Tribunal
		Making discriminatory, racist, religious, ethnic or sexist remark and/or gesture	Auto plus Tribunal
		Threaten by word or action	Auto plus Tribunal
R7	Receiving a second caution in the same match	Nil	Auto

**2015 TUFc COMMITTEE**

- Postal Address: PO Box 285, Erindale Centre, ACT 2903
- Phone Enquiries:
  - 6231 9007 (ONLY Saturdays during the season, 3 May-6 Sep 2014, 10am-5pm)
  - 0431 419 821
- Email Enquiries: [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com)
- Website : Junior Club tab at [www.tufc.org.au](http://www.tufc.org.au)

**Executive Committee**

<b>Title</b>	<b>Name</b>	<b>Surname</b>	<b>Mobile</b>	<b>Email</b>
President	Jon	Thiele	0413563099	jonpthiele@gmail.com
Treasurer	Andrew	Stephens		treasurer@tufc.org.au
Secretary	Rosa	Ruiz		secretary@tufc.org.au
Miniroos Director (U5-U9)	Tatum	Spencer		tufc.rooball@gmail.com
Player Registrar & Striker Editor	Matt	Carling		tujfc.registrar@gmail.com

**Volunteers**

Referee Development Officer	Susan	Nichols	0466771007	
Points Registrar	David	De Silva	0431703358	
Grounds & Fixtures Officer	Andrew	Stephens	0423456653	stepsy62@gmail.com
Trophy Coordinator	<vacant>			
Team Kit Manager	Michaela	Marquardt		

**Appointments**

Youth Development Director	Tony	Olivera		
Canteen/Shop Supervisor	<vacant>			

### Junior League Ground Locations

<b>Field</b>	<b>Address</b>
AIS Multi-purpose fields	Leverrier Crescent, Bruce
AIS Track	Masterman St Bruce
Amaroo	Horse Park Dr, Amaroo
Braidwood Recreation Ground	Keder St, Braidwood
Burgmann Anglican School	Forde campus, Cnr Francis Forde Blvd & Hurrell St, Forde
Calwell	Were Street, Calwell
Cookbundoon, Goulburn	Cookbundoon Park, Racecourse Drive, Goulburn
David Madew Oval	Bayside Ct Jerrabombera
Deakin Stadium	Grosse St, Deakin
Dickson	Antill Street, Dickson
Giralang	Canopus Cres, Giralang
Boys Grammar, Flinders Oval	Monaro Cr & Flinders Way, Red Hill
Boys Grammar, P&F Oval	Mugga Way & Flinders Way Red Hill
Boys Grammar, Jnr School Oval	Mugga Way & Alexander St Red Hill
Girls Grammar, Jnr School	Grey St, Deakin (U11 and below)
Girls Grammar, Snr School	Melbourne Ave, Deakin (U12+) (off Gawler Cres)
Harrison	Katoomba Street, Harrison
Hawker	Murranji Street, Hawker
Hawker Enclosed	Walhallow Street, Hawker
High Street Oval	High Street, Queanbeyan
Kaleen	Birie Place, Kaleen
Kambah 1	Reynell Place or Chirnside Cct, Kambah
Kambah 2	Laidlaw Place, Kambah
Kambah 3	Kett St or Summerland Circuit, Kambah
Lambert Park	Anne Street, Queanbeyan
Latham	Macrossan Crescent, Latham
Letchworth	Off Lanyon Drive/McCrae Rd to Maloney Street, Queanbeyan
Marist	Marr Street, Pearce
Mawson 1	Beasley Street, Mawson
Mawson 2	Heard Street, Mawson
Narrabundah 1	Kyeema St Narrabundah
Narrabundah 2	Jerrabombera Oval, Captain Cook Crescent, Narrabundah
Nicholls	Clarrie Hermes Drive, Nicholls
Nijong, Cooma	Nijong Oval, Barrack Street, Cooma
Palmerston	Off Kosciusko Avenue, Palmerston
Pearce	Off Hodgson Crescent, Pearce
Phillip	Ainsworth Street, Phillip
Prell Oval, Goulburn	Goldsmith St, Goulburn
Radford College	College Street, Bruce
Riverside	Carinya St Queanbeyan
Scullin	Broadsmith Street, Scullin
St Edmunds	Canberra Avenue, Griffith
Strikers Park, Goulburn	PCYC Building, Avoca Street, Goulburn
Uni of Canberra	Allawoona Street (off Ginninderra Drive), Bruce
Walker Park, Yass	Merriman Drive, Yass
Wanniassa 1	Sternberg Crescent, Wanniassa
Wanniassa 2	Hyland Place, Wanniassa
Waramanga	Badimara Street, Waramanga
Yarralumla	Off Meuller Street, Yarralumla

**Capital Football MEMBER PROTECTION DECLARATION**

As a requirement of FFA’s Member Protection Policy, a Member must enquire into the background of those applying for, undertaking or remaining in any work (paid or unpaid) that involves direct and unsupervised contact with persons under the age of 18 years.

I, ..... (name) of .....

..... (address) date of birth ...../...../..... and FFA number ..... sincerely declare:

- 1.1 I do not have any criminal charge pending before the courts.
- 1.2 I do not have any criminal convictions or findings of guilt for offences involving sexual activity, acts of indecency, child abuse or child pornography, the use of narcotics or other offences relevant to persons under 18 years.
- 1.3 I consent to FFA or its relevant Member conducting a police clearance check or any other probity check.
- 1.4 I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
- 1.5 I have never been sanctioned for an anti-doping rule violation under any Anti- Doping Policy applicable to me nor have I participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or FFA’s Anti- Doping Policy.
- 1.6 To my knowledge there is no matter that FFA or its State Federations may consider constituting a risk to children by engaging me.
- 1.7 I agree to comply with FFA’s Rules and Regulations, including the Member Protection Policy and Code of Conduct (copies of which are available on [www.footballaustralia.com.au](http://www.footballaustralia.com.au)).
- 1.8 I will notify the CEO of the organisation engaging me immediately on becoming aware that any of the matters set out above have changed for whatever reason.

Declared in the Australian Capital Territory on ...../...../ 2015

Signature .....

**Parent/Guardian Consent (in respect of person under the age of 18 years)**

I have read and understand the Declaration provided by my child. I confirm and warrant that the contents of the Declaration are true and correct in every particular.

Name:..... Date:...../...../2015 Signature: .....

**CODE OF CONDUCT – TUFUC COACHES**

In applying for registration as a Coach with the Tuggeranong United Football Club, I accept responsibility for complying with this Code of Conduct in all respects. I also agree that any breach of the Code of Conduct may result in sanctions being imposed upon me.

Whilst performing my duties, as well as adhering to the rules and regulations of the Club and of Capital Football:

1. I will attend training sessions and matches at times advised by the Club. If unable for a valid reason to do so I will inform the relevant people as soon as is practical.
2. I will respect the rights, dignity and worth of all players and ensure that everyone is treated equally.
3. I will ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
4. I will encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
5. I will operate within the rules and spirit of the game and encourage my players to do the same.
6. I will respect the facilities and equipment of my own and opposing Clubs.
7. The ability of all players will be respected and the players will receive equal game time across the course of the season.
8. I will ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of each of the players.
9. I will abide by the Constitution and Rules & Regulations of the Club and the rules of Capital Football.
10. I will ensure that all players in my charge are made aware of their responsibilities under the Club's Code of Conduct and take all reasonable steps to ensure that players adhere to it.
11. I will not abuse my position as Coach to seek financial gain or pursue other business interests.
12. I will act respectfully toward the players, referees, officials and spectators of any team.
13. I understand that verbal abuse, violent behaviour towards any player, referee, Club official or spectator is at all times unacceptable and would make me liable to serious consequences (as is any sexual, racial or other form of harassment, as described in Capital Football's Member Protection Policy)

I, \_\_\_\_\_, FFA number \_\_\_\_\_ in applying for registration as a coach at Tuggeranong United Junior Football Club, acknowledge that I have read and agree to comply with the above Code of Conduct and to accept that breaches of the Code carry consequences under the Code, and the Constitution and Regulations of Capital Football and of its Members and affiliated Clubs.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ /2015

Accepted by Tuggeranong United Junior Football Club.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ /2015



## TUFC – PLAYER’S CODE OF CONDUCT

**As a player with Tuggeranong United Football Club - I agree that:**

1. I will play by the rules of the game as set down by Football Federation Australia (FFA), Capital Football and Tuggeranong United Football Club.
2. I will cooperate with and respect my coach, parents and team mates at all times.
3. I will arrive ready to start training and will arrive at matches at the time instructed to me by my coach and/or manager.
4. I will never argue with an official. If I disagree with a decision I will inform the coach or manager during a break or after the match.
5. I will not abuse officials, players or spectators – either verbally or physically.
6. I will work equally hard for myself and my team - at training and on match day.
7. I will show sportsmanship and acknowledge good plays whether they are made by my team or the opposition.
8. I will respect the rights, dignity and worth of all participants regardless of their gender, skill level, physical appearance, cultural background or religion.
9. I will display modesty in victory and graciousness in defeat.
10. I will thank the opposition and officials at the end of the match.
11. I understand that any penalties imposed upon me as a result of a breach of this code, including any loss of match time, does not entitle me to any refund or partial refund of fees paid or owing.

**If my coach decides that I have broken this Code of Conduct at training, or on match day, I understand that one or both of the following consequences could be applied:**

1. Exclusion from the match or training session in which the code break has taken place for a period of time determined by the coach
2. Attendance at the next training session and/or match may require me to be accompanied by a parent/guardian.
3. In extreme cases or continued breaches, dismissal from the club at the discretion of the executive committee

Name: .....Signed: ...../...../2015

Parent/Guardian.....Signed: ...../...../2015

### TUFC MiniRoos Football Guide

	Under 5, 6 & 7	Under 8 & 9	Under 10 & 11
No. of Players on the pitch <sup>1</sup>	4 max, 3 min, max 3 subs	7 max, 5 min, max 4 subs	9 max, 7 min, max 4 subs
Max no. of Players per team	7, 6 preferred	11, 10 preferred	13, 12 preferred
Goalkeeper <sup>2</sup>	No	Yes	Yes
Interchange <sup>3</sup>	Unlimited, any time	Unlimited, any time	Unlimited, any time
Field Sizes <sup>4</sup>	30m x 20m	¼ Full Size Pitch Length: 40m Width: 30m	½ Full Size Pitch Length: 60m Width: 40m
Field Markings	Cones	Flags	Flags
Goal Size <sup>5</sup>	Width: 1.5m Height: 1m	Width: 5.0m Height: 2.0m	Width: 5.0m Height: 2.0m
Goal Type	Pop-up goals	Portable goals	Portable goals
Goal Area	Not required	Not required	Not required
Penalty Area	Not required	5m depth x 12m width	5m depth x 12m width
Centre Circle	5m radius	5m radius	5m radius
Game Duration	2 x 15 minutes	2 x 20 minutes	2 x 25 minutes
Half Time Break	5 minutes (max)	5 minutes (max)	5 minutes (max)
Ball Size	Size 3	Size 3	Size 4
Match Cards	Not Required	Not Required	Not Required
Numbered Shirts	Not Required	Not Required	Not Required
Kick-off <sup>5</sup>	From centre, cannot score directly	From centre, cannot score directly	From centre, cannot score directly
Ball Crossing the Touch Line <sup>7</sup>	Kick-in, dribble or kick	Throw in - Two attempts by player	Throw in - One attempt only
Ball Crossing Goal Line Touched by Attacker last	Goal Kick, goal line, dribble or kick, opposition halfway, cannot score <sup>8</sup>	Goal Kick <sup>8</sup>	Goal Kick <sup>8</sup>
Ball Crossing Goal Line Touched by Defender last	Goal Kick, goal line, dribble or kick, opposition halfway, cannot score <sup>8</sup>	Corner Kick	Corner Kick
Offside <sup>9</sup>	No offside	No offside	No offside
Free Kicks <sup>10</sup>	Indirect	Indirect, except penalty kicks	Indirect, except penalty kicks
Restarts	Opposition retires 5m from the ball	Opposition retires 5m from the ball	Opposition retires 5m from the ball
Penalty Kicks <sup>11</sup>	No	Yes	Yes
Misconduct: cautionable <sup>12</sup>	Coach talk, player replaced	Coach talk, player replaced	Coach talk, player replaced
Misconduct: send off <sup>13</sup>	Send player off, player replaced	Send player off, player replaced	Send player off, player replaced
Goalkeeper walking into own goal with the ball	Not applicable	A goal shall <b>not</b> be awarded	A goal <b>shall</b> be awarded
Referee <sup>14</sup>	Coaches (Game Leaders)	Instructing Referee	Instructing Referee
Start times	9:15am training 9.45am game kick-off	10:30am kick-off	U10: 11.30am kick-off U11: 12.30am kick-off

#### Notes:

- 1. Players Equipment:** A player taking the field of play should not wear anything that is dangerous to another player or themselves. Boots or training shoes and shin pads must be worn. Socks must be worn on the outside and fully cover the shin pads. No jewellery.
- 2. Goalkeepers:** Goalkeepers must throw or roll the ball to release it, or play it on the ground with their feet within 6 seconds from receiving the ball. Goalkeepers may not punt kick or drop kick the ball directly from their hands. Attacking players must remain 5m outside the penalty area until the ball is in play. The ball is in play when the ball leaves the penalty area. The 6 second count should only start when the attacking players have retired the required distance. Try to coach goal keepers to release the ball early rather than penalise them.
- 3. Interchange:** Unlimited, from near halfway, any time during play, but must wait until the substituted player has left the field.
- 4. Field Sizes:** Clubs may use the penalty area to penalty area to donate the length of the field, with markers to donate the width for U11.
- 5. Goal Sizes:** Use portable goals provided by the Club (U5-U7 use pop-up goals).

6. **Kick Off:** All kick-offs taken from the centre of the field, must pass the ball, cannot score directly from a kick-off, opposition 5m away.
7. **Ball Crossing Touch Line.** 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. For U5, U6 & U7 a player from the opposing will place the ball on the touch line and pass or dribble the ball into play.
8. **Goal Kick.** For U5, U6 & U7 taken from goal line, may kick pass or dribble the ball, opposition to retire to the halfway line and the ball must touch a team mate before a goal can be scored. For U8 and above taken from anywhere in penalty area, cannot touch twice, opposition retires 5m outside penalty area until the ball is in play. The ball is in play when it leaves the penalty area.
9. **Offside:** Coach and instruct players to move out of offside positions. Do not penalise them.
10. **Free Kicks:** Indirect free kicks for offences occurring within 8m of the goal shall be taken 8m from the goal.
11. **Penalty Kicks:** For any offence under Law 12 that would normally result in a direct free kick. To be taken from 8m directly in front of goal. All other players to be outside the penalty area and at least 5m behind the penalty mark. Coaches should rotate penalty takers through their respective teams. The penalty area can be marked through the use of marked lines, flat or soft markers or cones.
12. **Misconduct – cautionable:** Have the coach talk to the player off the field about the infringement, the player may be replaced.
13. **Misconduct – send off:** Send the player off for the remainder of the match, the player may be replaced. Referees should forward the report to their Referee Coordinator for distribution to the player's club. The player's club is to take action deemed appropriate.
14. **Referees Role:** Referees introduce players to a slightly more formal approach but still adopt a Game Leader approach - fun, relaxed, explaining rules as required and allowing games to flow.

## 2015 JUNIOR FOOTBALL GUIDE

<b>Under 12</b>	
Game duration	2 x 30 minutes
Half Time break	5 minutes (max)
Max interchange players	4
Ball size	4
<b>Under 13</b>	
Game duration	2 x 30 minutes
Half Time break	5 minutes (max)
Max interchange players	4
Ball size	4
<b>Under 14</b>	
Game duration	2 x 35 minutes
Half Time break	5 minutes (max)
Max interchange players	4
Ball size	<b>5 (new)</b>
<b>Under 15</b>	
Game duration	2 x 40 minutes ( <b>boys</b> ), 2 x 35 minutes ( <b>girls</b> )
Half Time break	5 minutes (max)
Max interchange players	4
Ball size	5
<b>Under 16 – Open only</b>	
Game duration	2 x 45 minutes
Half time break	5 minutes (max)
Max interchange players	4
Ball size	5
<b>Under 17 – Girls only</b>	
Game duration	2 x 40 minutes
Half time break	5 minutes (max)
Max interchange players	4
Ball size	5
<b>Under 18 – Open only, U18 Girls competition is in the Women's League</b>	
Game duration	2 x 45 minutes
Half time break	5 minutes (max)
Max interchange players	4
Ball size	5

**2014 REFEREE FEES – CAPITAL FOOTBALL  
(2015 Fees to be advised)**

<b>Age Group</b>	<b>Referee Fee</b>	<b>Assistant Fee</b>
Under 18	\$44	\$22
Under 17	\$40	\$20
Under 16	\$38	\$19
Under 15	\$34	\$17
Under 14	\$30	\$15
Under 13	\$26	\$13
Under 12	\$22	\$11
Under 11	\$16	\$8
Under 10	\$14	\$7
Under 9	\$12	\$6
Under 8	\$10	\$5

*\* NB Linesmen/Assistant Referees are paid half the amount as the Referee for the same age group. If another Club appoints one or two Official Assistant Referees (linesmen) at an away game, the TUFC manager is required to pay half their fees, and subsequently claim the money from the Club via the Canteen if necessary.*

*No referees are appointed for U5, U6 and U7 games, which have only 4 players on the field. These games are managed by the Team Coaches.*

EXAMPLE OF MATCH CARD 2015



Football House, Unit 2/3  
Phillips Close, Deakin ACT 2600  
PO Box 50 Curtin 2006  
Phone (02) 6260 4000  
Fax (02) 6260 4999

## ActewAGL Junior League Match Card

**ActewAGL** *For you*

**Best Playing Fields**

Date: <b>01 / 01 / 2001</b>	Age Group: <b>U 17</b>	Comp: <b>Girls</b> Open	
Kick off: <b>2pm</b>	Division: <b>1</b>	Ground:	

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

**TUGGERANONG UNITED FOOTBALL CLUB (TUFC)  
PLAYER INJURY REPORT FORM**

Player's name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Email address of Parent/Guardian \_\_\_\_\_

Player's Age Group, Division, Team (at time of injury) \_\_\_\_\_

Date of Injury \_\_\_\_\_ Time of Injury \_\_\_\_\_ FFA \_\_\_\_\_ MALE/FEMALE

Location (eg field/street) of Player When Injured: \_\_\_\_\_

Nature / Extent of Injury (circle)

Location of Injury (Specify Body Part)

- Bruise Sprain
- Scrape Fracture
- Cut Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain fully what player/s was/were doing when injured, write on back of form if necessary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was injury due to defective equipment? If yes please explain.

\_\_\_\_\_

Names & Phone Numbers of witnesses

\_\_\_\_\_

Signature of Reporting Person \_\_\_\_\_ Date \_\_\_\_\_

Name & Phone Number of Reporting Person

\_\_\_\_\_

**Mail ASAP to: Secretary, TUFC, PO Box 285, Erindale Centre ACT 2903, or  
email [tufc.juniors@gmail.com](mailto:tufc.juniors@gmail.com)**

**NSW GOVERNMENT - VOLUNTEER/STUDENT DECLARATION**

An easier way? Complete this form online at [check.kids.nsw.gov.au](http://check.kids.nsw.gov.au)

Name in full:	
Previous names/aliases:	
Address:	
Suburb: State: Postcode	
Phone:	
Mobile:	
email:	
Date of birth:	
Gender:	
Place of birth: Town/ State/ Country	

**Identifying document (you will need to show one of these Photo IDs to TUFC):**

Driver's License – Number and State	
Other ID – Type, number and Issuing agency	

Title of child-related position	Coach / Manager (circle) of a Junior Football/Soccer team
Name of organisation	TUGGERANONG UNITED FOOTBALL CLUB (TUFC)
Address	PO Box 285, ERINDALE ACT 2903; <a href="http://www.tufc.org.au">www.tufc.org.au</a> , click on JUNIOR CLUB; and TUFC Shop, Hyland Place, Wanniasa ACT 2903

I am a parent or guardian of a participating child [OR] I am a volunteer (circle one)

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

Details of these offences can be found online at Working With Children Employer Guidelines Fact sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

**Declaration:**

I have read and understood the information above about prohibited persons. I am aware that it is an offence to make a false statement on this form.

I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998*.

I consent to the Commission for Children and Young People checking my relevant criminal records, to verify these statements. I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature:

Date:

*Employer to Complete: I have sighted photo identification for this person*

Signature:

Date:

Name:

Position:

**What should I do next?**

Once you have completed your details, you will need to sign the printed form and provide the signed form to your employer/volunteer organisation. You may also wish to retain a copy for your records.