



Tuggeranong United Football Club

2019 JUNIORS TEAM MANUAL For Managers and Coaches

(as at February 2019)

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 TUFC Board 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 secretary@tufc.org.au.

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

ROLE OF THE MANAGER IN BRIEF

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:

- to pass information from the Club to players' families via email (this role will be minimal, as the Club will generally contacts families directly);
- to collect the kit bag with playing shirts and match ball 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;
- to be the contact for the referee and make payment where applicable
- 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 canteen at Wanniasa before 5pm on Saturdays where applicable;
- to roster families to assist with running the sideline, washing the shirts, and dressing/undressing pitches;
- to organise the selection of the team's Players' Player award (where applicable)

More detailed guidelines on the role of the Manager specific to the age group for the team to follow.

ROLE OF THE COACH IN BRIEF

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 where possible.

SECTION 1: GENERAL INFORMATION

The Club will email families directly 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, Juniors tab. Another means of keeping up-to-date with Club news is to "follow" *Tuggeranong United Football Club* on Facebook.

Coaches and Managers should be aware of the sources of information listed in **Attachment A**. See also **Attachment I** for summaries of game information by age groups.

The Secretary (email 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.

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.

The Club's colours are green, gold and white. Players wear green shorts and green long socks, which must cover shin pads. The Club loans playing shirts to teams 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.

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 an Open team. Clubs may apply to Capital Football for exemptions (2017 Competition Rules, Section 2.5).

The Club’s home grounds are at Wanniasa 2 playing fields, parking at Hyland Place or St Anthony’s Primary School (except on their Fete day). Please tell your families NOT to park on the nature strips on the corners coming into Hyland Place, as it creates a traffic hazard.

Diagrams of the Wanniasa pitch layouts for all age groups are on the Juniors website.

The weekly Pitch Allocation list with appointed referees will be posted on the notice board at Hyland Place each week.

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. Do not share contact information with members of the team unless the players’ parents’ consent to it. Once consent has been provided, circulate to each family a list of players, their phone numbers, their residential suburb, and parents’ names. This helps families to get to know each other and can help to facilitates transport arrangements.

TUFC is a community based voluntary organisation, and depends on family involvement for the successful organisation of the season and to keep the registration fees low. Usually families help out willingly, but if not Managers may like to draw up a roster so that all families share the tasks for the team such as dressing the fields, fruit roster and washing of shirts.

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.

All players will receive a participation trophy/medal at the end of the season.

Coaches and Managers may provide weekly encouragement awards to individual players. The Club will endeavour to provide a voucher that can be used for this purpose. It will be up to the individual Coaches and Managers for each team to determine how this is managed.

SPECTATORS

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).

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.

Keep team equipment at least four metres from the field, and encourage spectators to stand back at least two metres from the field. 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

Managers should draw players’ and their families’ attention to Capital Football’s Members Protection Policy (link at **Attachment A**). The Club has a Member Protection Officer.

The Club requires Coaches and Managers to sign the FFA Member Protection Declaration (**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.

From 2016, it became mandatory for all team officials to register in accordance with Working with Vulnerable People legislation. This is a simple process that can be undertaken in the same manner as registering a player with the club. Further information about how to obtain a Working with Vulnerable People card is online at http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

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.

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.

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

Team kit bags_with playing shirts (called "strip" in soccer jargon) and a match ball should be collected from the Club.

Playing shirts remain Club property and it is Club policy that they are 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 16 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 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 \$50. 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.

The Club does **NOT** provide specialist Goalkeeper gear, other than a Goalkeeper shirt and gloves. You may request a second goalkeeper shirt from the Club if you change Goalkeepers each half.

Be aware that Referees *may* refuse to allow goalkeepers to wear plain black as the Referee uniform has a plain black shirt.

TRAINING

Training ground booking requests must be made in writing (email) to Andrew Stephens at stepsy62@gmail.com. Andrew will advise you of whether your requested time is available and which field you will be allocated. Please 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.

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 late.

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.

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.

Ensure that everyone is aware that balls must not be pumped up too hard. 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.

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.

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.

MATCH DAYS

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 Facebook page 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.

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.

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.

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. Request an alternative strip or bibs from the Club Shop. The Home team has final responsibility for providing the match ball.

If you need help, ask at the Shop at the Wanniasa pavilion, Hyland Place or email the secretary at secretary@tufc.org.au.

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.

Remind families who may be rostered the following week (eg washing shirts, linesmen, goalkeepers etc).

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.

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.

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.

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

As the field size and goals change between 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.

REFEREES

Clubs appoint registered Referees for their Home games. The Referee Appointment Officer (RAO) 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.

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 RAO by emailing secretary@tufc.org.au.

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 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.

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.

If you suspect that a Referee is not registered, you should record their name and FFA number, advise the TUFC RAO 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.

SECTION 2: MINIROOS – U5 TO U9

BEGINNING OF THE SEASON

Capital Football's three hour Grassroots Coaching Certificate course is available free to all U5-U11 coaches.

Playing times at Wanniasa playing fields for Minirooms in 2019 are planned to commence as outlined below:

- U5 & U6: 30 mins training starts at 9:15am, games kick off at 9:45am
- U7: 30 mins training starts at 10:30am, games kick off at 11:00
- U8: 15 mins warm up at 10:00 am, games kick off at 10:15 finish time 11:00am
- U9: 15 mins warm up at 9:00am, games kick off 9:15am, finish time 10:00am

DRAWS AND GROUNDS

The Minirooms draws are posted on the Club's website www.tufc.org.au

The Minirooms pitch allocations will be as per the draws on the Club's website, and will also be posted on the notice board each week. Managers should prepare a playing shirt washing roster. 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.

GEAR

Minirooms teams have two strips in case of a colour clash – so Coaches should bring both sets to all games. Minirooms 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.

TRAINING

The Board 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). With these considerations in mind, the general guidelines for the **maximum** training are:

U5, U6 & U7	30 mins pre-game
U8 & U9	1 hour on a week-night if desired

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

MATCH DAYS

TUFC will cancel U5 to U9 Miniroos games if the weather is very wet, by posting a notice online at www.tufc.org.au, JUNIOR CLUB tab, and posting a notice on the Club's Facebook page. The majority of Miniroos parents don't want their young children to play in wet conditions. The Club is therefore more inclined to cancel Miniroos than Youth games.

Referees will stop play in non-competitive games while a player is down.

PITCH DRESSING

When dressing pitches for Miniroos there will be a pitch diagram on the TUFC Wanniasa website and 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.

END OF SEASON

The Club has a presentation function at the end of the season. Trophies will be presented following the final games at Wanniasa playing fields.

The Club will circulate team lists to Managers, seeking confirmation of each player's preferred name for engraving on their participation trophy. Miniroos teams sometimes change players without the Club being formally advised, so please advise the Club of changes. It is very sad when a Miniroos player doesn't receive their trophy on Presentation Day.

The Club 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.

Coaches and Managers must collect all playing shirts after the last game of the season. Ensure the shirts are cleaned and then return them to the Club Shop together with the kit bag, match ball, 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.

SECTION 3: SMALL SIDED FOOTBALL – U10 TO U11

BEGINNING OF THE SEASON

Capital Football's three hour Grassroots Coaching Certificate course is available free to all U5 to U11 coaches.

The Club will discuss the cost of the Capital Football Junior or Youth Licence coaching course for TUFC coaches of Junior teams. TUFC will consider refunding half the costs of the course at the end of the first season of coaching for the Club, and the second half at the end of the second season. In order to enter into these discussions, coaches will need to send an email to secretary@tufc.org.au, providing evidence of completion of the course (e.g. copy of receipt and/or certificate) and discussing refund arrangements. The Junior Licence is aimed at U10 to U12 coaches, and the Youth Licence at U13 and older.

The Club will also consider refunding the cost of a Senior coaching courses for TUFC coaches on a case by case basis, for coaches of an U16 or U18 team.

Playing times:

Capital Football has advised 2019 kick off times for U10 to U18 games are:

U10: 11.30am kick off, warm up beforehand

U11 and U13: 12.30pm kick off, warm up beforehand

Coaches and Managers should be aware of the sources of information listed in *Attachment A*. For U10--U18 teams, the 2016 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.

DRAWS AND GROUNDS

There is a link to the Fox Pulse Fixtures and Results (draws) for U10 to 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 Capital Football (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.

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 (**Attachment E**).

Managers can 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.

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 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.

GEAR

Team kit bags with playing shirts (called "strip" in soccer jargon) and a match ball should be collected from the Club. Coaches who require bibs and cones should request them, as they are not provided automatically.

TRAINING

The Board 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). With these considerations in mind, the general guidelines for the maximum training under lights (ie after 5pm) are:

U10/11 - 1 hour twice a week

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

MATCH DAYS

Capital Football can cancel the Small sided Football (U10 to U11) games, even if the grounds are not closed by the Government. This will be broadcast on local radio after the 8.30am 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.

Referees will stop play in non-competitive games while a player is down.

Referees at Wanniasa are paid by Club officials at the TUC Shop. However, Managers of teams will still need to pay Referees at away games. The Club will provide funds to Managers at the Coaches & Managers meeting. If you do not attend that meeting, you can pick up your envelope from the shop at Hyland Place.

If you require additional funds because official linesmen have been appointed to your Away games, please make a written request to the Club at secretary@tufc.org.au 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.

Managers 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 fees for 2019 are listed at **Attachment J**. Each team pays the Referee half the total fees due to him/her.

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 club at the Shop.

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 not be available for a TUFC home game.

Do not pay unofficial "Club" Referees, and do not pay Referees who are not in uniform.

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.

PITCH DRESSING

When dressing pitches for Small-sided Football, there will be a pitch diagram on the TUFC Wanniasa website and on the notice board:

- 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.

Please take the time to ensure that the portable goals are secured correctly. 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.

Undressing after the last 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. 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.

END OF SEASON

The Club has a presentation functions at the end of each season where trophies will be presented. Details of the presentation will be advised as soon as possible.

The Club will circulate an email to Managers and Coaches, seeking nominations for trophies. 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.

The Managers can collect their team 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 unused 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.

SECTION 4: YOUTH FOOTBALL – U12 TO U18

BEGINNING OF THE SEASON

The Club will discuss the cost of the Capital Football Junior or Youth Licence coaching course for TUFC coaches of Junior teams. TUFC will consider refunding half the costs of the course at the end of the first season of coaching for the Club, and the second half at the end of the second season. In order to enter into these discussions, coaches will need to send an email to secretary@tufc.org.au, providing evidence of completion of the course (e.g. copy of receipt and/or certificate) and discussing refund arrangements. The Junior Licence is aimed at U10 to U12 coaches, and the Youth Licence at U13 and older.

The Club will also consider refunding the cost of a Senior coaching courses for TUFC coaches on a case by case basis, for coaches of an U16 or U18 team.

Playing times:

Capital Football has advised 2018 kick off times for U10--U18 games are:

- | | |
|-------------------|---------------------------------------|
| U12 and U14: | 13:45pm kick off, warm up beforehand |
| U15, U16 and U18: | 15:10pm kick off, warm up beforehand. |

Coaches and Managers should be aware of the sources of information listed in *Attachment A*. For U10-U18 teams, the 2019 Competition Rules are important. A copy is on the Capital Football website (see **Attachment A** for URL). See also **Attachment I** for summaries of game information by age groups.

DRAWS AND GROUNDS

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 Capital Football 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.

Managers of teams playing away from Wanniasa should ensure that the Coach and players have the addresses of the relevant ACT grounds (see **Attachment E**).

Managers can 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.

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 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.

The Club will provide two team awards, a Players' Player Award and a Coaches 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 awards by mid August, to enable trophies to be engraved in time for Presentation Day.

GEAR

Team kit bags with playing shirts (called "strip" in soccer jargon) and a match ball should be collected from the Club. Match Cards are also provided. Coaches who require bibs and cones should request them, as they are not provided automatically.

TRAINING

The Board 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). With these considerations in mind, the general guidelines for the **maximum** training are:

U12	1 hour twice a week for Div 1 and 2; 90 mins a week for Div 3
U13/U14	90 mins twice a week for all
U15 to U18	1 and a half to 2 hours twice a week

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

MATCH DAYS

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.

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.

Teams receive three (3) points for a win and one (1) point for a draw. No points are awarded for a bye.

If a player is injured, 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.

Before the start of the game, Managers 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.

Referees at Wanniasa are paid at the Shop by the Club. However, Managers of teams will still need to pay Referees at away games. The Club will provide Managers 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 secretary@tufc.org.au 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.

Managers 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 2019 fees). Each team pays the Referee half the total fees due to him/her.

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.

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.

Do not pay unofficial "Club" Referees, and do not pay Referees who are not in uniform.

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.

MATCH CARDS

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 at the field, prior to the game. Home Managers are advised to fill in their part early to give the Away team plenty of time at the field.

Section 6.6 of the 2018 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.

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 do not 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.

Only 16 players can be recorded on Match Cards, including four (4) interchange players. Do NOT put more names on a Match Card, and do not have more 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.

After the game, check that the results have been entered correctly on the Match Card (everyone can make mistakes including Referees), 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).

Deliver your white or green Match Card to the locked box inside the canteen near the pavilion at Hyland Place, Wanniasa, BEFORE 5.30 pm on Match Day or before 6:00 pm Sunday.

The Match Cards will be delivered 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.

It is the team manager's responsibility to update the match results on Sporting Pulse as soon as convenient after the match. It is advisable to set this function up on your mobile phone or android device and update straight after the game. If you find an error on Sporting Pulse website, advise the TUFC Junior Coordinator or the TUFC Secretary to follow it up with Capital Football.

If you decide to formally protest, please advise the Club as soon as possible at secretary@tufc.org.au. 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.

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.

PITCH DRESSING

When dressing pitches for Youth Football there will be a pitch diagram on the TUFC Wanniasa website and on the notice board:

- 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.

The first full-field home team on a pitch must dress the fields, ie put up the large nets, peg down the back of the nets, and ensure that the four corner and two 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 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.

END OF SEASON

The Club has a presentation functions at the end of the season. Trophies for players player and coaches award will be presented at the presentation. Details of the presentation will be advised as soon as possible.

The Club 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.

The Managers of 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.

Teams who are Capital Football Premiers or Runners-up should wear a green playing strip to the CF Presentation Day tentatively scheduled for end of September 2019 (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 2018 must return it to TUFC no later than 30 July 2019.

SECTION 5: FUNDRAISING AND TOURNAMENTS

Managers or Coaches will receive raffle tickets for distribution amongst their team at the start of the season. This is the TUFC Major fundraiser for the year and it is **MANDATORY** that these ticket books are distributed to the team.

Whilst we understand it can be difficult for some people to sell raffle tickets, managers are asked to encourage players to sell their raffle ticket book and to come back to the team for support if they are having trouble. Some people are often able to sell more than one book, so teams are encouraged to communicate to see if they can sell the teams raffle ticket books as a collective.

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 may not get the entry fee back if you end up without enough players to participate in the tournament.

Participation in a tournament requires Capital Football sanction, so don't forget to advise the Club at secretary@tufc.org.au when you enter a competition.

Players may wear the TUFC strip when participating in tournaments. The Club will also lend an alternate strip to teams on request to secretary@tufc.org.au

TUFC encourages teams to enter the local annual Kanga Cup tournament. It is an enjoyable experience for the players during the first week of the school holidays. Check the website at www.kangacup.com. Teams need to decide at the beginning of the season if they are going to enter. Entries close end of May 2019. U10 and U11 teams play 9-a-side game. There are several levels of competition. TUFC teams often include players from more than one team, and sometimes from other Clubs with their permission.

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

There are seven separate tabs:

- Home
- Competitions
- TUFC News
- TUFC Shop
- About Us
- Sponsors and Events

CAPITAL FOOTBALL homepage -- www.capitalfootball.com.au

www.capitalfootball.com.au/competition/actewagl--junior--league

- Fox Sports Pulse – Fixtures and Results
- 2019 Competition Rules
- 2019 Kick-Off Times

www.capitalfootball.com.au/suspensions-tribunals

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

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

FFA -- Football Federation of Australia -- 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

This website includes stuff for U5 to U11 players, parents and coaches. MyFootballClub – www.myfootballclub.com.au (to register online)

OTHER SOUTH CANBERRA CLUBS

Woden Valley Soccer Club -- www.wvsc.canberra.net.au/

Weston Creek Soccer Club -- www.westoncreeksoccer.org.au/junior/ Brindabella

Blues FC -- 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: 2016 Competition Rules, Capital Football

RED & YELLOW CARDS -- 2017

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.

Cod	Red Card	Grade of offence	Penalty
R1	Serious foul play	Tackle endangering an opponent e.g., over the ball	Auto plus one match
		Tackle endangering an	Auto plus three
		Tackle inflicting injury on an	Auto plus four
		Elbow to the face in contest for Any other more serious offence	Auto plus Tribunal
R2	Violent conduct	Attempts to kick, strike or stomp	Auto plus one
		Pushes or throws to the ground or up against an	Auto plus two matches
		Violent charge or body contact	Auto plus two
		Strikes with the ball or other	Auto plus three
		Kicks, strikes, elbows or stomps	Auto plus six
		Holds by the throat or genitals	Auto plus six
		Against a Match Official	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	Auto plus two
		Spits on a player making contact	Auto plus four
		Spits at or on a match official;; or in the face of a person or at	Auto plus Tribunal
R4	Denying the opposing team a goal or an obvious goal-	Nil	Auto
R5	Denying an obvious goal-scoring opportunity to an opponent	Nil	Auto
		Directed at a player	Auto plus two

R6	Using offensive, insulting or abusive language	Swearing or offensive gestures (i.e. As a result of	Auto plus two matches
		Directed at a match official	Auto plus Tribunal
		Making discriminatory, Threaten by word or action	Auto plus Tribunal
			Auto plus Tribunal
R7	Receiving a second	Nil	Auto

2019 TUFCC COMMITTEE

- Postal Address: PO Box 1271, Tuggeranong DC, ACT 2900
- Email Enquiries: secretary@tufcc.org.au
- Website: www.tufcc.org.au

Executive Committee and Board

Title	Name	Surname	Email
President	Stan	Mitchell	president@tufcc.org.au
Vice President	Peter	Salapatras	vp@tufcc.org.au
Treasurer	Andrew	Rose	treasurer@tufcc.org.au
Secretary	Nicolle	Sullivan	secretary@tufcc.org.au
Board Member	Matt	Carling	tufcc.registrar@gmail.com
Board Member	Clare	McNamara	
Board Member	Andrew	Stephens	
Board Member	Bayley	Costin	
Board Member	Chris	Doyle	
Board Member	Craig	Toole	

Junior League Ground Locations

Field	Address
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,
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 Mueller 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).
- 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/...../ 2017

ATTACHMENT F

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:...../...../2017 Signature:

.....

CODE OF CONDUCT – TUFC 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: _____ / _____ / 2017

Accepted by Tuggeranong United Junior Football Club.

SIGNED: DATE: / /



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:

ATTACHMENT H

- 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:
/...../2017

Parent/Guardian.....Signed:
/...../2017

TUFC MiniRoos Football Guide

	Under 5, 6 & 7	Under 8 & 9	Under 10 & 11
No. of Players on the field	4 max, 3 min, max 3	7 max, 5 min,	9 max, 7
Max no. of Players per team	7, 6 preferred	11, 10	13, 12
Goalkeeper²	No	Yes	Yes
Interchange³	Unlimited, any time	Unlimited, any time	Unlimited, any time
Field Sizes⁴	30m x 20m	¼ Full Size Pitch	½ Full Size Pitch
Field Markings	Cones	Flags	Flags
Goal Size⁵	Width:	Width:	Width:
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	5m depth x 12m
Centre Circle	5m radius	5m radius	5m radius
Game Duration	2 x 15 minutes	2 x 20	2 x 25
Half Time Break	5 minutes (max)	5 minutes	5 minutes
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--off⁵	From centre, cannot	From centre,	From centre,
Ball Crossing the field	Kick--in , dribble or	Throw in -- Two	Throw in -- One
Ball Crossing Goal	Goal Kick , goal line,	Goal Kick⁸	Goal Kick⁸
Ball Crossing Sideline	Goal Kick , goal line,	Corner Kick	Corner Kick
Goal Line	dribble or kick		
Offside⁹	No offside	No offside	No offside
Free Kicks¹⁰	Indirect	Indirect , except	Indirect , except
Restarts	Opposition retires 5m	Opposition retires	Opposition
Penalty Kicks¹¹	No	Yes	Yes
Misconduct:	Coach talk, player	Coach talk, player	Coach talk,
Misconduct: send off	Send player off, player	Send player off,	Send player off,
Goalkeeper	Not applicable	A goal shall	A goal
Referee¹⁴	Coaches (Game)	Instructing	Instructing
Start times	9:15am	10:20am kick	U10: 11.30am kick off U11:

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 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.

2017 JUNIOR FOOTBALL GUIDE

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

Ball size	5
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2017 REFEREE FEES – CAPITAL FOOTBALL

Age Group	Referee Fee	Assistant Fee
Under 18	\$48	\$24
Under 16	\$42	\$21
Under 15	\$38	\$19
Under 14	\$34	\$17
Under 13	\$30	\$15
Under 12	\$26	\$13
Under 11	\$16	N/A
Under 10	\$14	N/A
Under 9	\$12	N/A
Under 8	\$10	N/A
Under 7	\$10	N/A

** 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, and U6, which have only 4 players on the field. These games are managed by the Team Coaches.

EXAMPLE OF MATCH CARD 2017

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

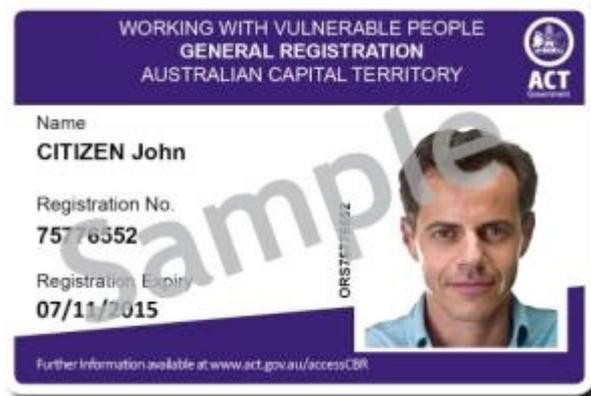
Names & Phone Numbers of witnesses

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 secretary@tufc.org.au**

Form date:
March 2016

WORKING WITH VULNERABLE PEOPLE ACT

**Working With Vulnerable People
What does it mean for you?**

Are you a:

- Coach
- Manager
- Referee/Referee Coordinator
- Committee Member
- Volunteer

Do you have regular contact with vulnerable people including:

What is regular contact?- More than 7 days in a 12 month period or more than 3 days in a 4 week period.

- Minors
- People with a disability
- Elderly
- Socio-economically disadvantaged

If so, **YOU** must apply for a Working With Vulnerable People Card

Step 1: Go to [Access Canberra](#)

Step 2: Take forms to ACT Government Shopfront and have photo taken

Step 3: Receive your card in the main and ensure you advise TUFC by emailing secretary@tufc.org.au

Any queries contact Access Canberra: 02 6207 3000

Capital Football insists that all ACT Card Holders have their cards on them at all times during the competition, in case Government Officials undertake a random ATTACHMENT M