



GUFC Coaches & Managers

HANDBOOK 2019 V2 – 22 APRIL 2019



TABLE OF CONTENTS:

GUFC VALUES STATEMENT.....	4
SECTION 1 – INTRODUCTION.....	5
OVERVIEW	5
RESOURCES	5
GUFC POLICIES	5
COACHING COURSE & SUPPORT.....	5
SECTION2: OVERVIEW OF THE COMMUNITY JUNIORS COMPETITION	6
COMPETITION RULES.....	6
SECTION 3 - CODES OF CONDUCT.....	7
OVERVIEW	7
CLUB VESTED OFFICIALS	7
SECTION 4 - GENERAL RESPONSIBILITIES & INFORMATION	8
HELPFUL TIPS FOR COACHES.....	8
WORKING WITH VULNERABLE PEOPLE	8
PRACTICE MATCHES.....	8
CARNIVALS.....	9
EQUIPMENT.....	9
<i>Issuing of Equipment.....</i>	9
<i>Return of Equipment</i>	9
<i>Missing or Damaged Equipment.....</i>	9
<i>Club Colours and Playing Strips</i>	9
<i>Appropriate Wear and Protective Equipment.....</i>	9
<i>Awards</i>	10
<i>Liaison with Players and Parents</i>	10
SECTION 5 – MATCH DAY	11
FIXTURE LISTS.....	11
GUFC HOME FIELDS.....	11
AWAY GAMES	11
WET WEATHER	11

FIELD SETUP.....	12
COACH/MANAGER MATCH DAY CHECKLIST.....	13
MATCH RECORDS AND REPORTING RESULTS FOR U12 OVER.....	15
PLAYER INJURIES.....	16
<i>First Aid</i>	16
<i>Suspected Fracture</i>	16
<i>Insurance</i>	16
SECTION 6 – JUNIOR LEAGUE REGULATIONS	17
OVERVIEW	17
BREACHES.....	17
SECTION 7 – REFEREES	18
APPOINTMENT OF REFEREES.....	18
ASSIST THE REFEREES.....	18
REFEREE MATCH FEES	19
QUALIFIED REFEREES	19
REFEREE PAYMENTS PROCESS.....	19
APPENDIX A: SAMPLE LETTER TO PLAYERS AND PARENTS.....	20
APPENDIX B: CAPITAL FOOTBALL CIRCULAR 2019 WINTER FOOTBALL REFEREE MATCH FEES	21
APPENDIX C: 2019 CAPITAL FOOTBALL REFEREE MATCH FEES – JUNIOR COMMUNITY	22

GUFC VALUES STATEMENT

Our community will be guided and informed by our beliefs and commitments to the following values:

RESPECT

A respect for, and expect respect from, players, families, coaches, volunteers, officials and spectators.

PROFESSIONALISM

A professional and transparent approach to the operation of Gungahlin United Football Club, the way we coach, the way we play, the way we officiate and the way we support from the sidelines.

COMMITMENT

To create an environment where we are committed to our game, our community, our training, player development and to match days as players, families, coaches, volunteers, officials and supporters.

INCLUSIVENESS

To respect people, value diversity and show a commitment to equality.

COMMUNITY

To build a culture of teamwork, collaboration and build a sense of community through a unified approach.

ENJOYMENT

To ensure our players, families, coaches, volunteers, officials and spectators continue to enjoy their sport and their membership of Gungahlin United Football Club.

SECTION 1 – INTRODUCTION

OVERVIEW

The Gungahlin United Football Club (GUFC) welcomes all coaches, managers and referees who have offered their assistance for the coming season. Your services are invaluable with enabling GUFC to organise and run games of community football.

Copies of Position Description for Coaches and Team Managers can be found on the GUFC Website. This manual provides detailed guidance on both roles.

RESOURCES

In addition to this handbook produced by the Club, you should also read the following which are all available on the GUFC website:

- [Community League and Junior League Competition Regulations](#)
- Capital Football Referees (CFR) Junior Handbook
- GUFC's policies, and
- Code of Conduct.

GUFC POLICIES

GUFC has a range of policies, which govern how the club is to be run. These can all be found on the GUFC website or you can contact the Secretary secretary@gufc.org.au to find out more. All players, coaches, managers and officials are subject to these policies and are expected to act accordingly.

COACHING COURSE & SUPPORT

A range of coaching courses and support is available:

- It is highly desirable for all new coaches to complete the [Miniroos Certificate](#). This course is free of charge, takes a few hours and is a practical introduction to coaching young players.
- Capital Football provides other FFA approved coaching courses that provide accreditation at junior, intermediate and advanced level.
- It is recommended that Division 1 coaches are qualified to an appropriate level for their age group.
- The GUFC Technical Committee will facilitate a range of courses for all levels of experience.
- There are coaching support tips and resources on the capital football website.

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

***If you need help, please ask;
don't leave it until the end of the season,
we're here to help you.***

SECTION2: OVERVIEW OF THE COMMUNITY JUNIORS COMPETITION

The Community Juniors' Competition is made up of a number of programs. The table below provides a brief description of each program.

Program	Description
MiniRoos U5-U7	A non-competitive introduction to football for children. Each Saturday at Harrison, teams participate in a structured internal program that includes training weeks.
MiniRoos U8-U9	<p>Friendly games with no competition points or tables for children to have fun whilst developing their skills. The teams are generally based on friendship groups and the current criteria used to place children in teams may include: previous year's team, requests where possible or the player's school.</p> <p>A local competition with other North-side clubs including Belwest, Belsouth, Belnorth, Radford and Yass.</p>
MiniRoos U10 – U11	<p>U10's are the first age group at which teams are formed based on a player's skill level and this determination of player skill will continue right up to U18's. As such it is important to start grading players and placing them in teams and divisions that best suit their ability. Whilst grading begins in U10's and occurs in U11's, these are non-competitive age groups i.e. no points, no player ID cards, no competition tables, and no premierships.</p> <p>A round robin series with other clubs across the ACT region. The games are played in accordance with the FFA Small Sided Games (FFA SSG) Rules and the FIFA Laws of the Game (LOTG).</p>
Junior League U12 – U18	A competitive league that is organised by Capital Football on an ACT Region wide basis, however, in some divisions this may also involve travel to Yass, Goulburn or Cooma. Players are graded to place them in teams in a division that best suits their skill level. The games are played in accordance with FIFA LOTG with some <u>minor modifications</u> in accordance with the Community League and Junior League Competition Regulations

COMPETITION RULES

All games from U5 to U11 are played according to the FFA Small Sided Games Rules that can be found on the GUFC and Capital Football websites. For U8-U18 teams, on average half the games are played at home and half away.

2019 Kick-off times: [Click Here](#)

Miniroos detailed rules: [Click here](#)

SECTION 3 - CODES OF CONDUCT

OVERVIEW

The [Codes of Conduct](#) have been adopted for use by the all members i.e. players, coaches, managers and officials of GUFC at apply at:

- Games
- Training sessions, and
- Social occasions.

Please make sure you are familiar with them.

CLUB VESTED OFFICIALS

Club Vested Officials (CVOs) are responsible for managing sideline (off field) behaviour. They support and uphold the principles of fair play. They wear a vest and represent the GUFC. They are a complaints receiver and listener. They will issue warnings the first time a person breaches the GUFC and/or CF codes of conduct on the sideline. They are to report off-field inappropriate behaviour that contravenes the GUFC and/or Capital Football codes of conduct using formal incident recording and reporting processes. They will also facilitate the removal of people where appropriate. With the assistance of committee members/referees they will involve the Police if the situation escalates beyond their control.

For any GUFC member that contravenes the GUFC Codes of Conduct, the GUFC Executive reserves the right to suspend, cancel a registration, and/or restrict access to game days or events

SECTION 4 - GENERAL RESPONSIBILITIES & INFORMATION:

HELPFUL TIPS FOR COACHES

Prior to the commencement of the season, ensure you:

1. Send an introductory email or letter to your team. **See:** Appendix A.
2. Have a Team Manager.
3. Read the Club's super-squadding notice on the website to see when your team's age group is training.
4. Collect your team's equipment or have the team manager collect it from the GUFC Property Manager.
5. Make sure that all players show up wearing the correct equipment and attire for the conditions. Players that attend training wearing inappropriate clothing during winter get sick and miss games.
6. Provide parents with written information of what is required of them. **See:** Appendix A
7. U10's and up the coach, manager and players should arrive at the game location at least 45-60 minutes prior to the commencement of the game to prepare the field (if required), get prepared/kitted-up, discuss positions and warm-up.
8. The players are the responsibility of the Coach and Team Manager at training and games and must be supervised at all times. Do NOT leave any players alone after any training session or game until a parent or guardian arrives to pick-up the child.
9. GUFC has a 'Duty of Care' policy for its players. Coaches are advised (for your own protection) that wherever possible you should have your Team Manager or another parent present for all club activities.
10. Coaches MUST be on time for any raining session or game. If you can't make arrangements ahead of time for the Team Manager or a parent to be there. Most parents drop off their children at the field in the belief that the Coach will take care of them.

WORKING WITH VULNERABLE PEOPLE

All Coaches, Managers and GUFC officials, who are 16 years and over, must have a Working with Vulnerable People (WWVP) card by law. The [Working with Vulnerable People \(Background Checking\) Act 2011](#):

- Working with vulnerable people (WWVP) registration
- Working with vulnerable people (WWVP) registration renewal

Please provide your WWVP card identification number to the GUFC WWVP Coordinator (childwelfare@gufc.org.au sean-jenkison@gufc.org.au).

PRACTICE MATCHES

If you want to organise a practice/friendly match, then a minimum of 5 working days before, contact the GUFC Grounds Coordinator email. If a team from another club is involved, this must be sanctioned by Capital Football to ensure that:

- referees are appointed if required, and
- that players are covered by insurance. A minimum notice of five (5) working days is required to setup any practice match.

CARNIVALS

The club encourages teams to enter carnivals to further develop players and strengthen ties with other football clubs. The club has previously been involved in the Woden Valley Lightning Tournament in April, Kanga Cup Tournament in July, Cowra Cup in August, the Young Lions Soccer Carnival in August, and Gold Coast Champions Cup in October.

If you are considering entering a carnival, first contact the G UFC Director Community (derek.moir@gufc.org.au) as there are approval processes that must be adhered to for legal and insurance purposes.

EQUIPMENT

ISSUING OF EQUIPMENT

Equipment will be issued to the team's coach or manager for the duration of the season. Each manager/coach is responsible for the custody, maintenance of their equipment. It is the coach's responsibility to ensure that equipment does not go missing or get damaged as far as can reasonably be expected.

For any enquiries Contact:

- G UFC's Property Manager (jeremy.czoban@gufc.org.au), or
- a G UFC Official at the Harrison Clubhouse on a Saturday game day.

RETURN OF EQUIPMENT

At the end of the season return all equipment and spare jerseys G UFC at the Harrison Pavilion or as advised.

MISSING OR DAMAGED EQUIPMENT

Report any missing or damaged equipment to the G UFC Property Manager (jeremy.czoban@gufc.org.au). Replacement equipment can be organised if appropriate.

CLUB COLOURS AND PLAYING STRIPS

The club's colours are a yellow shirt, black shorts and black socks. Our alternate shirts are white with black shorts and socks. All U5 to U18's teams are required to wear the club's shorts and socks, which can be purchased through the club's supplier.

- If there is a clash of shirt colours with an opposing team, the home team must wear the alternate strip (generally U10 – U18) or bibs (generally U5 – U8). These are located in the containers at Harrison Clubhouse and must be washed and returned by the next game day.
- For all Full Field Games for U12s to U18s:
 - If undershirts are worn they must be the same colour as the main colour of the shirt sleeve.
 - If undershorts/tights are worn they must be the same colour as the main colour of the shorts or the lowest part of the shorts.

ALL referees allocated for Full Field Games only have been instructed by the Referees Coordinator to adhere to the [FIFA Laws of the Game \(LoTG\)](#), **Law 4**.

APPROPRIATE WEAR AND PROTECTIVE EQUIPMENT

In accordance with [FIFA LOTG](#) and a Capital Football regulation that all players taking the field of play, including training, must not wear anything that is dangerous to them and/or any other player. This includes, but is not limited to:

- caps or hats with hard brims. Exception: use by goalkeepers.
- plaster or fibreglass casts, and
- any jewellery which must be removed, not taped. Exception: Medi-Alert bracelets which must be taped.

Footwear and shin-guards must always be worn and the shin-guards must be fully covered by socks. Shin-guards must be the correct size for the player otherwise they do not provide adequate protection.

Referees WILL check these and will stop players from playing until these conditions are met.

AWARDS

At the end of the season all U12–U18 teams will be asked to nominate a player for the ‘Best & Fairest’ and ‘Most Improved’ trophies. Monitor players during the season to ensure they are in a position to provide this information at the appropriate time.

LIAISON WITH PLAYERS AND PARENTS

Team Managers are the first point of contact for the players and parents in their respective teams. The most common communications include:

- parents or players informing managers that they cannot attend training or games, and
- managers notifying parents or players of wet weather conditions and disseminating information such as a grounds list and contact details for players or officials (please ensure all appropriate privacy issues are addressed before distribution).

SECTION 5 – MATCH DAY

FIXTURE LISTS

The table below shows where to find details of fixtures.

Age Group	Published
U5 - U9 draws	GUFC Website
U10 to U18 fixtures	SportsTG through Capital Football.
Home fixtures	Harrison Club House on Game Day

GUFC HOME FIELDS

The table below shows details of GUFC home fields.

Field	Address
Harrison Playing Fields	Katoomba Street, Harrison
Nicholls Playing Fields	Off Clarrie Hermes Drive, Nicholls
Nicholls Synthetic Oval	Off Kelleway Ave, Nicholls
Palmerston Playing Fields	Kosciusko Avenue, Palmerston
Gungahlin Enclosed Oval	Warwick St, Gungahlin

AWAY GAMES

Away games are against other clubs in the ACT and/or surrounding regions.

Age	Location of Game
U8 – U9	Identified on the draws provided to coaches/managers by the Club.
U10 – U18	SportsTG through Capital Football

WET WEATHER

ACT Government sports fields are subject to closure at the discretion of the ACT government. This will depend on the condition of the field. Generally, on weekend's field closures will be at the discretion of the GUFC Referee Co-ordinator and HOME team's club officials (Principle Executive or Director Football)

If you think games may be cancelled check the:

- GUFC website news (<http://www.gufc.org.au>) and/or Facebook page, and
- listen to the various radio stations for a public announcement.

As the Coach/Manager, inform all players/families if you have been made aware that the game/training has been cancelled.

If in doubt, it is better to assume the game / training is still on.

FIELD SETUP

The club needs the help of all teams in setting up the fields for play. This will assist in the smooth scheduling of games, ensuring they start on time and protect club property. Please make sure you get your team parents to assist in set up/pack up as it is imperative that these tasks be done so you have time to coach and so that other age groups do not start late.

If it is your team's responsibility to return goals (sides and crossbars), nets and cones, please ensure they are stacked away neatly, otherwise it makes it difficult to get them out the following week.

Be aware that setting up of nets is mandatory and will take some time. You are advised to make sure you/your parent assistants have sufficient time to do so before your game. **ALL** referees have been instructed by the Referee Coordinator (Gavin Hopman, referees@gufc.org.au) to reduce game times accordingly to ensure the next games are not impacted and can start on time.

Diagrams of field locations and the appropriate set up of fields are on the GUFC website, and will also be placed on the display boards on the outside wall of the Harrison clubhouse for viewing every Saturday morning.

Age	Equipment Location	Instructions															
U5's U6s U7's	Container #1.	Set up and pack down fields.															
U8s U9s U10s U11s	Containers #1 & #2 and inside the fenced area for U8 - U11.	<p>Teams are required to collect and return the goals (sides and crossbars)</p> <p>Small Sided Goals (SSG) nets and cones are in Container #2. Nets in this age group are tagged in the colour YELLOW.</p> <ul style="list-style-type: none"> Place all cones <u>only</u> on the pitch in their correct positions (half-way and corners). <u>Do not</u> use nets and poles from the green garbage containers as these are for use for <u>Full Field Games (FFG)</u>. Only <u>CONES</u> are to be used to mark fields for these age groups. <table border="1"> <thead> <tr> <th>For ALL Teams</th> <th>Before the Game</th> <th>After the Game</th> </tr> </thead> <tbody> <tr> <td>U8</td> <td>Set up quarter fields with small cones only, side goal frames and 4m goals crossbars (including nets inside container #2).</td> <td>Leave in position.</td> </tr> <tr> <td>U9</td> <td>If not already set up, as per U8 set up.</td> <td>Immediately pack away the 4m <u>crossbars only</u> or as per the instructions on the information board. Leave the sides, net and cones.</td> </tr> <tr> <td>U10</td> <td>Setup 6m crossbars and increase the field size to half-field layout.</td> <td>Leave in position.</td> </tr> <tr> <td>U11</td> <td>If not already set up, as per U10 set up.</td> <td>Immediately pack away all the equipment on the field i.e. their goals and cones.</td> </tr> </tbody> </table>	For ALL Teams	Before the Game	After the Game	U8	Set up quarter fields with small cones only, side goal frames and 4m goals crossbars (including nets inside container #2).	Leave in position.	U9	If not already set up, as per U8 set up.	Immediately pack away the 4m <u>crossbars only</u> or as per the instructions on the information board. Leave the sides, net and cones.	U10	Setup 6m crossbars and increase the field size to half-field layout.	Leave in position.	U11	If not already set up, as per U10 set up.	Immediately pack away all the equipment on the field i.e. their goals and cones.
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U11	If not already set up, as per U10 set up.	Immediately pack away all the equipment on the field i.e. their goals and cones.															
U12 - Seniors	Container # 2	<p>The first home team to play on <u>each</u> full field must:</p> <ul style="list-style-type: none"> put up the nets, and ensure that the corner flags (centre line flags are optional and should be 1 metre from the sideline) and technical areas (with referee assistance) are in place. <p>The last home team to play on <u>each</u> full field must:</p> <ul style="list-style-type: none"> take down the nets, put them in the bin provided collect all pegs, corner flags and cones, and return to the storage containers. 															

When	Checklist
Before the game	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Check the field is correctly set up (have the parents help you). <input checked="" type="checkbox"/> Receive a flag from the referee and arrange a volunteer to run a line (unless an assistant referee is available or it is unnecessary – U7 and below). <input checked="" type="checkbox"/> For U8-U18 <u>only</u> – pay ½ the referee’s match fee. <input checked="" type="checkbox"/> For U12-U18 <u>only</u>: <ul style="list-style-type: none"> • Team managers are to ensure the match card is completed with all players details (FFA numbers and name) and hand to the referee. • pay ½ the referee and any assistant referee(s) match fee, and • hand the referee, the completed match record and a match ball. <input checked="" type="checkbox"/> Check players are correctly equipped and attired (correct clothing, boots and shin-guards and no jewelry. If you notice a clash of strips, arrange for bibs or an alternate GUFC strip. <input checked="" type="checkbox"/> Have the players ready to take the field a couple of minutes before the designated kick-off <input checked="" type="checkbox"/> Ensure you are positioned in the technical area and that your spectators are in the spectators’ zone.
During the Game	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Request the parents of young players to keep all other children away from the goals during and after games and do not allow any child to swing from a goal as there have been serious injuries from this in the past. <input checked="" type="checkbox"/> For ALL U8-U18 ensure spectators to stay away from the goals (and do not stand behind the goal line) and at least 1 metre behind the side line in the spectator area. <input checked="" type="checkbox"/> Encourage the players to play fairly and in the spirit of the game. <input checked="" type="checkbox"/> Make sure any spectators stand back from the sideline (~1 metre) to help the assistant referee/s. <input checked="" type="checkbox"/> Discourage any poor behaviour at the field. If help is required seek out a Club Vested Official (CVO). <input checked="" type="checkbox"/> If you observe an injured player in need of assistance, alert the referee and <u>wait</u> for them to call you onto the field. <input checked="" type="checkbox"/> If the injury is serious: <ul style="list-style-type: none"> • inform the referee and they <u>WILL</u> stop the game • seek out a club official immediately, and • if required call an ambulance.
After the game	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Participate in any sportsmanship shown by teams e.g. handshakes etc. <input checked="" type="checkbox"/> Hand flags back to the referee and collect your match ball. <input checked="" type="checkbox"/> Ensure all rubbish is deposited in the green bins provided around the grounds. <u>Note</u>: ACT Government will apply Fines to the Club for rubbish that is not disposed of. <input checked="" type="checkbox"/> Vacate the playing area <u>immediately</u> after the game is over so the next game can be set-up <input checked="" type="checkbox"/> U12–U18 only: <ul style="list-style-type: none"> • Team Manager to check the referee has filled in the match card correctly and signed it. If incorrect inform the referee and have it fixed immediately. • It is the responsibility of all officials (Coach or Manager) of both teams to record on the Match Card their own FFA number and to sign accordingly. • Deliver the completed match to the letter box outside the Harrison Club House by 6.00pm on MATCH DAY. This will be collected by the by the Points Registrar.

MATCH RECORDS AND REPORTING RESULTS FOR U12 OVER

Managers of teams playing in the Junior (U12 to U18) and Senior competitions are required to complete match card records. These are available at the Harrison Clubhouse.

Match Cards must be filled out in accordance with the *Capital Football Regulations* that are outlined in the table below. Failure to do so could result in an incorrect score be officially recorded for your match and the club could be fined.

DO's		
✓	'Home' teams need to fill out a match record for every match with the: Age Group, Division, Round N ^o , Date of the Match, Clubs competing, the 'Home' team, the 'Away' team and the Printed Names of the players fielded and their shirt & FFA numbers.	
✓	Give the filled-out match record to the manager of the 'Away' team for inclusion of their player details.	
✓	Give the filled-out match record to referee <u>prior</u> to commencement of the match.	
✓	At end of a match, check details as completed by the referee and discuss/correct if incorrect (score, offences, significant injuries and referee details).	
✓	Sign the match record and have the other team manager sign it if details are correct. If there is a dispute, resolve it if possible, if not sign it and note it was 'signed under protest'.	
✓	Provide the 'Away' team with the green copy. As the 'Home' team keep the blue copy.	
✓	Photograph or scan the match record and either SMS or email it to the GUFC Points Registrar on 0406 375 732 or sharon.brennan@gufc.org.au as soon as possible after the game for entering of results on the Sporting Pulse database. <u>Note:</u> SMS and/or email reminders WILL be sent to teams for any match records not received electronically by 6:00pm on match day.	
✓	Deliver the hard copy (either green or blue & white) of the match record to the letter box outside the Harrison Club House by 9:00am on the day after match day.	
DONT's	Breaches Result In	
×	Sign the match record prior to the game.	Possible points loss
×	Add additional players to the match record <u>after</u> the start of the game.	Fine
×	Write more than 16 players on a match record.	Possible points loss
×	Submit a match record with an incorrect result.	Fine
×	Provide an incorrectly filled out or incomplete match record to the <i>CF Points Registrar</i> .	Fines, forfeiture of match points or a report to the CF.
×	Put the match card and results late.	Fine

PLAYER INJURIES

FIRST AID

Coaches and Managers are encouraged to undertake a basic first aid course. There are first aid kits available at our home grounds. There are some Club officials who are first aid qualified or sports trainers.

Coaches and managers are reminded of the following:

Generally, players will get up off the ground by themselves after a hard tackle however, if they remain still or cry out in pain:

- DO NOT pick them up and carry them from the field.
- DO NOT manipulate or try to straighten a limb. If a limb is broken this will likely cause more damage and/or more pain.

SUSPECTED FRACTURE

If you suspect a fracture, leave the player where he/she is, and:

- Send someone to ring for an ambulance - make sure they know what the suspected injury is, the precise ground location and the best access to the ground.
- Clear the immediate area of spectators.
- Have someone stay with the injured player to reassure them and have someone at the access point to the ground to direct the ambulance to the scene.
- Keep the injured player as comfortable as possible - protected from direct sunlight, rain/wind.
- If a neck injury is suspected – **DO NOT** move the player until an experienced person can fit a suitable neck brace without moving the head.
- Record all injuries of a significant nature in the appropriate section on the match card by the Coach or Manager.

INSURANCE

All players are covered by a player insurance policy if they are injured during an official game or official training. However, the insurance coverage does not include all costs and parents should consider whether they need ambulance cover, other medical and hospital insurance. Details are available at:

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

SECTION 6 – JUNIOR LEAGUE REGULATIONS

OVERVIEW

Coaches and Team Managers are obliged to adhere to the rules and regulations of the Junior League that are set out in the Junior League Regulations which can be found on the Capital Football and GUFC websites. The Junior League imposes financial penalties on clubs who do not comply with these regulations.

BREACHES

The table below lists common breaches and guidance on how to prevent.

Breach	Guidance
Playing an unregistered or otherwise ineligible player	If in doubt about the status of any of your players, please contact the GUFC Registrar – Andrew Tarnawskyj at andrew.tarnawskyj@gufc.org.au .
Walk-off by a team before the completion of a game	<p>Sometimes it may seem appropriate to walk off the field prior to the end of the game, particularly if players appear to be in physical danger. However, except in the most extreme circumstances <u>do not</u> remove your team from the field as you will not be able to have the match replayed and the Club will incur a fine.</p> <p>If you are dissatisfied with the conduct of a game, you must still complete the game. Immediately after the game, document your reasons for your dissatisfaction and lodge an appeal or protest through the Director of Community (Derek.moir@gufc.org.au). Any appeal must be lodged within 48 hours of the event.</p>
Late or lost match records or failure to report match results	This offence incurs a financial penalty. GUFC has an excellent record on this and we need your help to keep it.
Forfeit of a game	If it becomes apparent that you are unable to field a team for a game e.g. through illness or injury of a number of players, contact Director Community (derek.moir@gufc.org.au) as soon as possible. Before declaring a forfeit GUFC will if this can be avoided by organising players in your age group from other teams or from a younger age group.

SECTION 7 – REFEREES

APPOINTMENT OF REFEREES

The Referees Coordinator within the GUFC appoints qualified and accredited referees to junior home games for U8 to U18 and U7-U9 Girls only competitions. If an official referee is not available, then the **visiting** team should be invited to nominate a suitable person (both parties should agree on the best person to officiate the game). If you are not satisfied with the referee nominated you can:

- refuse to play the game and notify Capital Football immediately (through the Club's Junior League Representative or President) or
- you can play the game. In this case, you need to be prepared to accept the result.

***Once you have agreed to accept someone as the referee,
then that person is in charge of the ENTIRE game.***

For further information procedures for appointing non-qualified referees to matches are outlined in the [Community League and Junior League Competition Regulations](#).

Note: U5/U6/U7 Teams are **NOT** allocated Game leaders/Referees at GUFC.

ASSIST THE REFEREES

Coaches, managers and CVOs are asked to give full assistance to referees, both on and off the field. This is especially important in the early age groups (below U12) where the referees are usually from the junior playing ranks. Remember - referees are a vital part of our game and we seek your support in encouraging them to continue and develop.

Do not criticise decisions with the referees or with officials of opposing teams at the field.

If you have:

- any feedback (including complaints or disputes) on the performance of junior referees at GUFC home games, provide it in person to the Referee Coordinator, Gavin Hopman on 0439 384 175 or sent to referees@gufc.org.au. A report will be sent through the appropriate channels if required.
- an issue with a referee refer to the dispute resolution guidelines in the [Community League and Junior League Competition Regulations](#).

REFEREE MATCH FEES

Referee fees are set by Capital Football.

See: Appendix B Capital Football Circular 2019 Winter Football Referee Match Fees

QUALIFIED REFEREES

Referee and assistant referee match fees are the **JOINT** responsibility of each club/team involved. Only pay officially qualified game appointed referees and assistant referees who:

- are wearing the official Capital Football referee uniform, and
- able to provide you with their name & FFA number

REFEREE PAYMENTS PROCESS

To reduce player fees in season 2019, the GUFC Executive have determined that payment to referees and assistant referees that are appointed to games will be paid directly by the home and away teams.

All GUFC teams are to collect funds from parents for the duration of the season (16 Rounds) and preferably in advance of the season, noting the following:

- All Division 1 teams – three (3) referees are likely to be assigned
- All Division 2 & 3 teams – two (2) referees are likely to be assigned

The Referee Coordinator has advised all referees that 'no pay' means 'no play'. Please ensure the correct cash is made available to the referee and any assistant referee(s).

See: Appendix C 2019 Capital Football Referee Match Fees – Junior Community

APPENDIX A: SAMPLE LETTER TO PLAYERS AND PARENTS

Dear Players and Parents,

Hi,

My name is and I am the coach of the Under **(Team name)** for this year. With a little help from you I will do my best to ensure that this year is a great one for the players.

Our first training session will be on (Day) **(Date)** at

..... **(Time)** at the **(Location)**.

Please ensure that your child is on time, dressed for the conditions, wearing soccer boots, shin guards and has a bottle of water.

On game day, all players are required to attend the venue at least half an hour prior to the start of the game.

One of the things the club has suggested is the appointment of a Team Manager. The Team Manager would take care of such issues as:

1. Correspondence
2. Match encouragement award
3. Organise volunteers for setting up or packing away the goals/nets after a home match.

I would greatly appreciate someone filling this position, so that I can devote all my time to the players.

Thanks

(Name)

(Phone number)

APPENDIX B: CAPITAL FOOTBALL CIRCULAR 2019 WINTER FOOTBALL REFEREE MATCH FEES

CAPITAL FOOTBALL CIRCULAR 2019 WINTER FOOTBALL REFEREE MATCH FEES

Age Grade	Match Total (no 4 th official)	Referee	Assistant Referee 1	Assistant Referee 2	4 th Official (finals only)
National Premier Leagues – Men and Boys					
NPL1 – 1 st Grade	\$252.00	\$126.00	\$63.00	\$63.00	\$63.00
NPL1 – U20	\$164.00	\$82.00	\$41.00	\$41.00	\$41.00
NPL2 – 1 st Grade	\$164.00	\$82.00	\$41.00	\$41.00	\$41.00
NPL2 – U20	\$132.00	\$66.00	\$33.00	\$33.00	\$33.00
NPLY – U18	\$140.00	\$70.00	\$35.00	\$35.00	\$35.00
NPLY – U16	\$110.00	\$55.00	\$27.50	\$27.50	\$27.50
NPLY – U14	\$84.00	\$42.00	\$21.00	\$21.00	\$21.00
NPLY – U13	\$72.00	\$36.00	\$18.00	\$18.00	\$18.00
National Premier Leagues – Women and Girls					
1 st Grade	\$168.00	\$84.00	\$42.00	\$42.00	\$42.00
Reserve Grade	\$132.00	\$66.00	\$33.00	\$33.00	\$33.00
U17	\$112.00	\$56.00	\$28.00	\$28.00	\$28.00
U15	\$80.00	\$40.00	\$20.00	\$20.00	\$20.00
U13	\$64.00	\$32.00	\$16.00	\$16.00	\$16.00
Men's State League					
State League 1 and 2	\$132.00	\$66.00	\$33.00	\$33.00	\$33.00
State League 3 and 4	\$120.00	\$60.00	\$30.00	\$30.00	\$30.00
State League 5 and below	\$116.00	\$58.00	\$29.00	\$29.00	\$29.00
Masters	\$116.00	\$58.00	\$29.00	\$29.00	\$29.00
Women's State League					
State League 1 and 2	\$116.00	\$58.00	\$29.00	\$29.00	\$29.00
State League 3 and below	\$104.00	\$52.00	\$26.00	\$26.00	\$26.00
Masters	\$104.00	\$52.00	\$26.00	\$26.00	\$26.00
ActewAGL Junior League					
U18	\$100.00	\$50.00	\$25.00	\$25.00	
U16	\$88.00	\$44.00	\$22.00	\$22.00	
U15	\$80.00	\$40.00	\$20.00	\$20.00	
U14	\$70.00	\$35.00	\$17.50	\$17.50	
U13	\$64.00	\$32.00	\$16.00	\$16.00	
U12	\$56.00	\$28.00	\$14.00	\$14.00	
Age Grade	Match Total (no 4 th official)	Referee	Assistant Referee 1	Assistant Referee 2	4 th Official (finals only)
ALDI MiniRoos					
U11	\$17.00	\$17.00			
U10	\$15.00	\$15.00			
U8 & U9	\$13.00	\$13.00			
U6 & U7	\$11.00	\$11.00			

APPENDIX C: 2019 CAPITAL FOOTBALL REFEREE MATCH FEES – JUNIOR COMMUNITY

<div style="background-color: yellow; text-align: center; padding: 20px;"> <h1>TABLE A</h1> </div>				Per Game if a Referee, AR1 & AR2 are allocated for either a: Division 1 Division 2 Division 3 (No AR1 or AR2 for SSG ¹)		Per Game if a Referee and AR1 are allocated for either a: Division 1 Division 2 Division 3 (No AR1 or AR2 for SSG ¹)		Division 1 or (SSG Black/Red/White/etc.) 16 Rounds - Home & Away Games GUFC Team Season Total			Division 2 or (SSG Black/Red/White/etc.) 16 Rounds - Home & Away Games GUFC Team Season Total			Division 3 or (SSG Black/Red/White/etc.) 16 Rounds - Home & Away Games GUFC Team Season Total		
				A1		A2		A3								
Age Grade	Referee	Assistant Referee 1 (AR1)	Assistant Referee 2 (AR2)	Match Total	Match Total	Referee, AR1 & AR2	Referee & AR1	Referee only	Referee, AR1 & AR2	Referee & AR1	Referee only	Referee, AR1 & AR2	Referee & AR1	Referee only		
U18	\$ 50.00	\$ 25.00	\$ 25.00	\$ 100.00	\$ 75.00	\$ 800.00	\$ 600.00	\$ 400.00	\$ 800.00	\$ 600.00	\$ 400.00	\$ 800.00	\$ 600.00	\$ 400.00		
U16	\$ 44.00	\$ 22.00	\$ 22.00	\$ 88.00	\$ 66.00	\$ 704.00	\$ 528.00	\$ 352.00	\$ 704.00	\$ 528.00	\$ 352.00	\$ 704.00	\$ 528.00	\$ 352.00		
U15	\$ 40.00	\$ 20.00	\$ 20.00	\$ 80.00	\$ 60.00	\$ 640.00	\$ 480.00	\$ 320.00	\$ 640.00	\$ 480.00	\$ 320.00	\$ 640.00	\$ 480.00	\$ 320.00		
U14	\$ 35.00	\$ 17.50	\$ 17.50	\$ 70.00	\$ 52.50	\$ 560.00	\$ 420.00	\$ 280.00	\$ 560.00	\$ 420.00	\$ 280.00	\$ 560.00	\$ 420.00	\$ 280.00		
U13	\$ 32.00	\$ 16.00	\$ 16.00	\$ 64.00	\$ 48.00	\$ 512.00	\$ 384.00	\$ 256.00	\$ 512.00	\$ 384.00	\$ 256.00	\$ 512.00	\$ 384.00	\$ 256.00		
U12	\$ 28.00	\$ 14.00	\$ 14.00	\$ 56.00	\$ 42.00	\$ 448.00	\$ 336.00	\$ 224.00	\$ 448.00	\$ 336.00	\$ 224.00	\$ 448.00	\$ 336.00	\$ 224.00		
U11	\$ 17.00	NA	NA	\$ 17.00	\$ 17.00			\$ 136.00			\$ 136.00			\$ 136.00		
U10	\$ 15.00	NA	NA	\$ 15.00	\$ 15.00			\$ 120.00			\$ 120.00			\$ 120.00		
U9	\$ 13.00	NA	NA	\$ 13.00	\$ 13.00			\$ 104.00			\$ 104.00			\$ 104.00		
U8	\$ 13.00	NA	NA	\$ 13.00	\$ 13.00			\$ 104.00			\$ 104.00			\$ 104.00		

Notes
1. SSG = Small-Sided Games

No. Players:	Division 1 or (\$SG Black/Red/White/etc.)			Division 2 or (\$SG Black/Red/White/etc.)			Division 3 or (\$SG Black/Red/White/etc.)			
	Avg per Player:			Avg per Player:			Avg per Player:			
	B1			B2			B3			
U18	11	\$ 72.73	\$ 54.55	\$ 36.36	\$ 72.73	\$ 54.55	\$ 36.36	\$ 72.73	\$ 54.55	\$ 36.36
	12	\$ 66.67	\$ 50.00	\$ 33.33	\$ 66.67	\$ 50.00	\$ 33.33	\$ 66.67	\$ 50.00	\$ 33.33
	13	\$ 61.54	\$ 46.15	\$ 30.77	\$ 61.54	\$ 46.15	\$ 30.77	\$ 61.54	\$ 46.15	\$ 30.77
	14	\$ 57.14	\$ 42.86	\$ 28.57	\$ 57.14	\$ 42.86	\$ 28.57	\$ 57.14	\$ 42.86	\$ 28.57
	15	\$ 53.33	\$ 40.00	\$ 26.67	\$ 53.33	\$ 40.00	\$ 26.67	\$ 53.33	\$ 40.00	\$ 26.67
	16	\$ 50.00	\$ 37.50	\$ 25.00	\$ 50.00	\$ 37.50	\$ 25.00	\$ 50.00	\$ 37.50	\$ 25.00
U16	11	\$ 64.00	\$ 48.00	\$ 32.00	\$ 64.00	\$ 48.00	\$ 32.00	\$ 64.00	\$ 48.00	\$ 32.00
	12	\$ 58.67	\$ 44.00	\$ 29.33	\$ 58.67	\$ 44.00	\$ 29.33	\$ 58.67	\$ 44.00	\$ 29.33
	13	\$ 54.15	\$ 40.62	\$ 27.08	\$ 54.15	\$ 40.62	\$ 27.08	\$ 54.15	\$ 40.62	\$ 27.08
	14	\$ 50.29	\$ 37.71	\$ 25.14	\$ 50.29	\$ 37.71	\$ 25.14	\$ 50.29	\$ 37.71	\$ 25.14
	15	\$ 46.93	\$ 35.20	\$ 23.47	\$ 46.93	\$ 35.20	\$ 23.47	\$ 46.93	\$ 35.20	\$ 23.47
	16	\$ 44.00	\$ 33.00	\$ 22.00	\$ 44.00	\$ 33.00	\$ 22.00	\$ 44.00	\$ 33.00	\$ 22.00
U15	11	\$ 58.18	\$ 43.64	\$ 29.09	\$ 58.18	\$ 43.64	\$ 29.09	\$ 58.18	\$ 43.64	\$ 29.09
	12	\$ 53.33	\$ 40.00	\$ 26.67	\$ 53.33	\$ 40.00	\$ 26.67	\$ 53.33	\$ 40.00	\$ 26.67
	13	\$ 49.23	\$ 36.92	\$ 24.62	\$ 49.23	\$ 36.92	\$ 24.62	\$ 49.23	\$ 36.92	\$ 24.62
	14	\$ 45.71	\$ 34.29	\$ 22.86	\$ 45.71	\$ 34.29	\$ 22.86	\$ 45.71	\$ 34.29	\$ 22.86
	15	\$ 42.67	\$ 32.00	\$ 21.33	\$ 42.67	\$ 32.00	\$ 21.33	\$ 42.67	\$ 32.00	\$ 21.33
	16	\$ 40.00	\$ 30.00	\$ 20.00	\$ 40.00	\$ 30.00	\$ 20.00	\$ 40.00	\$ 30.00	\$ 20.00
U14	11	\$ 50.91	\$ 38.18	\$ 25.45	\$ 50.91	\$ 38.18	\$ 25.45	\$ 50.91	\$ 38.18	\$ 25.45
	12	\$ 46.67	\$ 35.00	\$ 23.33	\$ 46.67	\$ 35.00	\$ 23.33	\$ 46.67	\$ 35.00	\$ 23.33
	13	\$ 43.08	\$ 32.31	\$ 21.54	\$ 43.08	\$ 32.31	\$ 21.54	\$ 43.08	\$ 32.31	\$ 21.54
	14	\$ 40.00	\$ 30.00	\$ 20.00	\$ 40.00	\$ 30.00	\$ 20.00	\$ 40.00	\$ 30.00	\$ 20.00
	15	\$ 37.33	\$ 28.00	\$ 18.67	\$ 37.33	\$ 28.00	\$ 18.67	\$ 37.33	\$ 28.00	\$ 18.67
	16	\$ 35.00	\$ 26.25	\$ 17.50	\$ 35.00	\$ 26.25	\$ 17.50	\$ 35.00	\$ 26.25	\$ 17.50
U13	11	\$ 46.55	\$ 34.91	\$ 23.27	\$ 46.55	\$ 34.91	\$ 23.27	\$ 46.55	\$ 34.91	\$ 23.27
	12	\$ 42.67	\$ 32.00	\$ 21.33	\$ 42.67	\$ 32.00	\$ 21.33	\$ 42.67	\$ 32.00	\$ 21.33
	13	\$ 39.38	\$ 29.54	\$ 19.69	\$ 39.38	\$ 29.54	\$ 19.69	\$ 39.38	\$ 29.54	\$ 19.69
	14	\$ 36.57	\$ 27.43	\$ 18.29	\$ 36.57	\$ 27.43	\$ 18.29	\$ 36.57	\$ 27.43	\$ 18.29
	15	\$ 34.13	\$ 25.60	\$ 17.07	\$ 34.13	\$ 25.60	\$ 17.07	\$ 34.13	\$ 25.60	\$ 17.07
	16	\$ 32.00	\$ 24.00	\$ 16.00	\$ 32.00	\$ 24.00	\$ 16.00	\$ 32.00	\$ 24.00	\$ 16.00
U12	11	\$ 40.73	\$ 30.55	\$ 20.36	\$ 40.73	\$ 30.55	\$ 20.36	\$ 40.73	\$ 30.55	\$ 20.36
	12	\$ 37.33	\$ 28.00	\$ 18.67	\$ 37.33	\$ 28.00	\$ 18.67	\$ 37.33	\$ 28.00	\$ 18.67
	13	\$ 34.46	\$ 25.85	\$ 17.23	\$ 34.46	\$ 25.85	\$ 17.23	\$ 34.46	\$ 25.85	\$ 17.23
	14	\$ 32.00	\$ 24.00	\$ 16.00	\$ 32.00	\$ 24.00	\$ 16.00	\$ 32.00	\$ 24.00	\$ 16.00
	15	\$ 29.87	\$ 22.40	\$ 14.93	\$ 29.87	\$ 22.40	\$ 14.93	\$ 29.87	\$ 22.40	\$ 14.93
	16	\$ 28.00	\$ 21.00	\$ 14.00	\$ 28.00	\$ 21.00	\$ 14.00	\$ 28.00	\$ 21.00	\$ 14.00
U11	8		\$ 17.00	\$ 17.00		\$ 17.00	\$ 17.00		\$ 17.00	\$ 17.00
	9		\$ 15.11	\$ 15.11		\$ 15.11	\$ 15.11		\$ 15.11	\$ 15.11
	10		\$ 13.60	\$ 13.60		\$ 13.60	\$ 13.60		\$ 13.60	\$ 13.60
	11		\$ 12.36	\$ 12.36		\$ 12.36	\$ 12.36		\$ 12.36	\$ 12.36
	12		\$ 11.33	\$ 11.33		\$ 11.33	\$ 11.33		\$ 11.33	\$ 11.33
U10	8		\$ 15.00	\$ 15.00		\$ 15.00	\$ 15.00		\$ 15.00	\$ 15.00
	9		\$ 13.33	\$ 13.33		\$ 13.33	\$ 13.33		\$ 13.33	\$ 13.33
	10		\$ 12.00	\$ 12.00		\$ 12.00	\$ 12.00		\$ 12.00	\$ 12.00
	11		\$ 10.91	\$ 10.91		\$ 10.91	\$ 10.91		\$ 10.91	\$ 10.91
	12		\$ 10.00	\$ 10.00		\$ 10.00	\$ 10.00		\$ 10.00	\$ 10.00
U9	8		\$ 13.00	\$ 13.00		\$ 13.00	\$ 13.00		\$ 13.00	\$ 13.00
	9		\$ 11.56	\$ 11.56		\$ 11.56	\$ 11.56		\$ 11.56	\$ 11.56
	10		\$ 10.40	\$ 10.40		\$ 10.40	\$ 10.40		\$ 10.40	\$ 10.40
	11		\$ 9.45	\$ 9.45		\$ 9.45	\$ 9.45		\$ 9.45	\$ 9.45
	12		\$ 8.67	\$ 8.67		\$ 8.67	\$ 8.67		\$ 8.67	\$ 8.67
U8	6		\$ 13.00	\$ 13.00		\$ 13.00	\$ 13.00		\$ 13.00	\$ 13.00
	9		\$ 11.56	\$ 11.56		\$ 11.56	\$ 11.56		\$ 11.56	\$ 11.56
	10		\$ 10.40	\$ 10.40		\$ 10.40	\$ 10.40		\$ 10.40	\$ 10.40
	11		\$ 9.45	\$ 9.45		\$ 9.45	\$ 9.45		\$ 9.45	\$ 9.45
	12		\$ 8.67	\$ 8.67		\$ 8.67	\$ 8.67		\$ 8.67	\$ 8.67

TABLE B

