



GUFC Coaches & Managers

HANDBOOK 2021 v2 – 19 April 2021

TABLE OF CONTENTS:

Contents

GUFC VALUES STATEMENT	4
SECTION 1 – INTRODUCTION	5
OVERVIEW	5
RESOURCES	5
COACHING COURSE & SUPPORT	5
SECTION 2: 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	8
EQUIPMENT	9
CLUB COLOURS AND PLAYING STRIPS.....	9
APPROPRIATE WEAR AND PROTECTIVE EQUIPMENT	9
AWARDS.....	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	14
TEAM SHEETS AND REPORTING RESULTS FOR U10 & OVER.....	15
PLAYER INJURIES.....	17
SECTION 6 – JUNIOR LEAGUE REGULATIONS.....	18
OVERVIEW	18
BREACHES	18

SECTION 7 – REFEREES..... 19

APPOINTMENT OF REFEREES19

ASSIST THE REFEREES19

REFEREE MATCH FEES.....19

QUALIFIED REFEREES19

REFEREE PAYMENTS PROCESS.....19

APPENDIX A: SAMPLE LETTER TO PLAYERS AND PARENTS 20

APPENDIX B: CAPITAL FOOTBALL CIRCULAR 2021 WINTER FOOTBALL REFEREE MATCH FEES..... 21

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:

- [2021 ActewAGL Junior League and MiniRoos Competition Regulations](#)
- [2021 ActewAGL Junior League and MiniRoos Competition Regulations - Amendments](#)
- [GUFC's policies](#),
- [GUFC Values](#), 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.***

SECTION 2: OVERVIEW OF THE COMMUNITY JUNIORS' COMPETITION

The Community Juniors' Competition is made up of several 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 a 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 is 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) / Miniroos 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 2021 ActewAGL Junior League and MiniRoos Competition Regulations .

COMPETITION RULES

All games from U5 to U11 are played according to the FFA Small Sided Games / Miniroos 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.

- [2021 Kick-off times](#)
- [MiniRoos Resources](#)
- [MiniRoos Rules](#)

SECTION 3 - CODES OF CONDUCT

OVERVIEW

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

- 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 an identifiable vest provided by GUFC and represents GUFC. They are a complaints receiver and listener. They will issue warnings the first time a person breaches GUFC and/or CF codes of conduct on the sideline. They are to report off-field inappropriate behaviour that contravenes 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.

[See para. 6 of the CF Competition Regulations 2021 ACTEWAGL Junior League & Miniroos \(Feb 21\).](#)

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. For U8s games, the coach, manager and players should arrive at the game location at least 30-45 minutes prior to the commencement of the game to prepare the field (if required), get prepared/kitted-up, discuss positions and warm-up. **See outside wall at the Harrison Clubhouse on setup and pack-up of equipment.**
8. 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. **See outside wall at the Harrison Clubhouse on setup and pack-up of equipment.**
9. The players are the responsibility of the Coach and Team Manager at training/games and must always be supervised. Do NOT leave any players alone after any training session or game until a parent or guardian arrives to pick-up the child.
10. 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.
11. Coaches MUST be on time for any training session or game. If you cannot attend, 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).

PRACTICE MATCHES

If you want to organise a practice/friendly match, then a minimum of 5 working days before is required, 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.

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 GUFC Director Community (insert name) 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:

- GUFC's Property & Equipment Manager (jeremy.czoban@gufc.org.au), or
- a GUFC 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 to the GUFC at the Harrison Clubhouse or as advised.

MISSING OR DAMAGED EQUIPMENT

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

CLUB COLOURS AND PLAYING STRIPS

The club's colours are a black and white shirt, black shorts, and black socks. Our alternate shirts are yellow with black shorts and black 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 items are located at the 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 a pattern/colours which are 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 – players of the same team must wear the same colour.

ALL referees that have been appointed to Full Field Games only, have been instructed by the Referees Coordinator to adhere to the [2020-21 FIFA Laws of the Game \(LoTG\)](#), **Law 4**.

APPROPRIATE WEAR AND PROTECTIVE EQUIPMENT

In accordance with [2020-21 FIFA Laws of the Game \(LoTG\)](#) 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 can 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	Game Day through Capital Football.
Home fixtures	Harrison Club House on Game Day (outside wall)

GUFC HOME FIELDS

The table below shows details of GUFC home fields.

Field	Address
Harrison District Playing Fields	Katoomba Street, Harrison
Perce Douglas Memorial Playing Fields (prev. Nicholls Playing Fields)	Off Clarrie Hermes Drive, Nicholls
Nicholls Synthetic Soccer Football Field	Off Kelleway Ave, Nicholls
Palmerston District 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	GameDay through Capital Football

WET WEATHER

ACT Government sports fields are subject to closure at the discretion of ACT Sportsgrounds with advice generally provided to the GUFC before the weekend if fields are to be closed. If no advice has been received, with bad weather conditions experienced prior to game days, field closures will be determined by the GUFC Referee Co-ordinator and GUFC club officials (President) based on player and match official safety to continue with scheduled games.

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. **See outside wall at the Harrison Clubhouse on setup and pack-up of equipment.**

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 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 scheduled 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" data-bbox="539 786 1455 1543"> <thead> <tr> <th data-bbox="539 786 703 875">For ALL Teams</th> <th data-bbox="703 786 1075 875">Before the Game</th> <th data-bbox="1075 786 1455 875">After the Game</th> </tr> </thead> <tbody> <tr> <td data-bbox="539 875 703 1084">U8</td> <td data-bbox="703 875 1075 1084">Set up quarter fields with small cones only, side goal frames and 4m goals crossbars (including nets inside container #2).</td> <td data-bbox="1075 875 1455 1084">Leave in position.</td> </tr> <tr> <td data-bbox="539 1084 703 1285">U9</td> <td data-bbox="703 1084 1075 1285">If not already set up, as per U8 set up.</td> <td data-bbox="1075 1084 1455 1285">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 data-bbox="539 1285 703 1420">U10</td> <td data-bbox="703 1285 1075 1420">Setup 6m crossbars and increase the field size to half-field layout.</td> <td data-bbox="1075 1285 1455 1420">Leave in position.</td> </tr> <tr> <td data-bbox="539 1420 703 1543">U11</td> <td data-bbox="703 1420 1075 1543">If not already set up, as per U10 set up.</td> <td data-bbox="1075 1420 1455 1543">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.
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.															
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. 															

COACH/MANAGER MATCH DAY CHECKLIST

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-U9 <u>only</u> <ul style="list-style-type: none"> • The Home team to pay 100% the referee’s match fee. <input checked="" type="checkbox"/> For U10-U11 <u>only</u> <ul style="list-style-type: none"> • The Home team to pay 100% the referee’s match fee. • Team managers are to ensure the Team Sheet is completed with all players details (FFA numbers and name). • The Home team is to record the scores and <u>not</u> the referee. • There is <u>no requirement</u> for the referees to sign the Team Sheet. <input checked="" type="checkbox"/> For U12-U18 <u>only</u>: <ul style="list-style-type: none"> • Team managers are to ensure the Team Sheet is completed with all players details (FFA numbers and name) and handed to the referee. • The home team will pay 100% of the match to the referee and any assistant referee(s) • The home team is to provide the referee with a match ball, and • Hand the referee, the completed Team Sheet and a Team Officials List at least 10 minutes before KO. <input checked="" type="checkbox"/> Check players are correctly equipped and attired (correct clothing, boots and shin-guards and no jewellery. <ul style="list-style-type: none"> • If you notice a clash of strips, arrange for bibs or an alternate GUFC strip well in advance of the KO. <input checked="" type="checkbox"/> Have the players ready to take the field a couple of minutes before the designated KO <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 sideline 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) and/or a GUFC official. <input checked="" type="checkbox"/> If you observe an injured player in need of assistance, alert the referee and <u>wait</u> for 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	<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 set-up and start on time <input checked="" type="checkbox"/> U12–U18 only: <ul style="list-style-type: none"> • Team Manager to check the referee has filled in the Team Sheet 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 Team Sheet their own FFA number and to sign accordingly. • For home games deliver the completed Team Sheet to the letter box outside the Harrison Club House by 5.00pm on MATCH DAY for collection by the Points Registrar.
----------------	---

TEAM SHEETS AND REPORTING RESULTS FOR U10 & OVER

Managers of teams playing in the MiniRoos U10 and U11, Junior League U12 to U18 and Senior competitions are required to complete electronic Team Sheets prior to each game through Game Day (formerly SportsTG). To do this, you will require access to Game Day. The links below will take you to Capital Football’s Competition Management Guides for MiniRoos and Juniors. These ‘How To’ guides provide step-by-step instructions for gaining access to Game Day, completing Team Sheets, etc.

- [Competition Management Guide - MiniRoos](#)
- [Competition Management Guide - Junior League](#)

Please note that GUFC will not require you to enter match results, update team details after the game or send Team Sheet copies and Team Officials lists to Capital Football this year. This will remain the responsibility of the GUFC Points Registrar for the 2021 season, so you do not need to do anything post game other than what is shown in the table below.

DO's
<ul style="list-style-type: none"> ✓ The Away team needs to make their player selection in STG by 2:00pm on the Friday prior to the weekend fixture or 2:00pm the day prior to a midweek match. The Home Club is required to enter their player selection in STG and then print it out to take along on match day as per the instructions in the above Competition Management Guides. ✓ For U12 to U18 teams Team Officials details also need to be included at the bottom of the team sheet (Name & FFA number for both coach & manager are required).
<ul style="list-style-type: none"> ✓ Prior to the match, a Team Official from each team is required to double-check the information on the Team Sheet and correct any errors. (incl. adding & removing player and correcting shirt numbers). Names of Club Vested Officials also need to be noted on Team Sheets. ✓ For U12 – U18 teams the Team Sheet should be provided to the referee prior to kick-off.
<ul style="list-style-type: none"> ✓ For U10 & U11 teams the Team Sheet should be retained by the Home Team (not the referee) and the match result (half and full-time scores) noted on it at the conclusion of the game. The Team Sheet should then be signed by both team managers and submitted to the GUFC Points Registrar as per the instructions below for U12 – U18 teams. Please note that referees for these age groups are not required to have any involvement in the completion and signing of Team Sheets.
<ul style="list-style-type: none"> ✓ For U12 – U18 teams at end of a match, check details as completed by the referee and discuss/correct if incorrect (score, offences, significant injuries, and referee details).
<ul style="list-style-type: none"> ✓ 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 do not sign the Team Sheet. Provide details of the issues along with a copy of the Team Sheet to the GUFC Points Registrar on 0406 375 732 or sharon.brennan@gufc.org.au

- ✓ Each team should take a photo of the signed Team Sheet with the Home team retaining the paper copy.
- ✓ Send a copy of the Team Sheet to the GUFC Points Registrar by SMS or email (0406 375 732 or sharon.brennan@gufc.org.au) ASAP after the game as match results have to be entered within 90 minutes of the conclusion of the final match of the day.
- ✓ For 'Home' games the hard copy of the Team Sheet should be dropped in the letter box outside the Harrison Club House after the conclusion of the game.
- ✓ You do not need to email a copy of the Team Sheet to Capital Football as the GUFC Points Registrar will do this.
- ✓ Any issues or concerns with any of this should be referred to the GUFC Point Registrar on 0406 375 732 or sharon.brennan@gufc.org.au

DONT's	Breaches Result In
× Sign the Team Sheet prior to the game.	Possible points loss
× Add additional players to the Team Sheet after the start of the game.	Fine
× Write more than 16 players on a Team Sheet.	Possible points loss
× Submit a Team Sheet with an incorrect result.	Fine
× Provide an incorrectly filled out or incomplete Team Sheet to Capital football	Fines, forfeiture of match points or a report to the CF.
× Submit the Team Sheet and/or 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 President (neil.harlock@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 the President (neil.harlock@gufc.org.au), as soon as possible. Before declaring a forfeit GUFC please try and organise players within your age group from other teams and/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 all U8 to U18 (Girls & Open) 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 [2021 ActewAGL Junior League and MiniRoos Competition Regulations \(see Section 6\)](#).

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 or call on 0439 384 175 or send 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 [2021 ActewAGL Junior League and MiniRoos Competition Regulations \(see Section 6\)](#).

REFEREE MATCH FEES

Referee fees are set by Capital Football.

See: Appendix B 2021 Capital Football Referee Match Fees – Junior Community

QUALIFIED REFEREES

Referee and assistant referee match fees are now the responsibility of the home club/team involved at the GUFC. 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 and level of qualification.

REFEREE PAYMENTS PROCESS

Capital Football has determined that payment to referees and assistant referees that are appointed to their respective home games will be paid directly by the home team. The GUFC will pay the referees directly into their personal bank accounts.

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 2021 WINTER FOOTBALL REFEREE MATCH FEES



Football House
 Unit 2 / 3 Phipps Close
 Deakin ACT 2600
 PO Box 50 Curtin ACT 2605
 (T) +61 2 6260 4000
 info@capitalfootball.com.au
 ABN: 16 413 452 268

CAPITAL FOOTBALL CIRCULAR 2021 WINTER FOOTBALL REFEREE MATCH FEES

3 December 2020

Following are the football referee match fees for the 2021 winter season:

Age Grade / Division		Match Total <i>(no 4th official)</i>	Referee	Assistant Referee 1	Assistant Referee 2	4 th Official <i>(finals only)</i>
NPLW	NPL1 & NPLY					
	1 st Grade	\$252.00	\$126.00	\$63.00	\$63.00	\$63.00
1 st Grade		\$208.00	\$104.00	\$52.00	\$52.00	\$52.00
Res Grade	U23	\$164.00	\$82.00	\$41.00	\$41.00	\$41.00
U17	U18	\$140.00	\$70.00	\$35.00	\$35.00	\$35.00
U15	U16	\$110.00	\$55.00	\$27.50	\$27.50	\$27.50
	U14	\$84.00	\$42.00	\$21.00	\$21.00	\$21.00
U13	U13	\$84.00	\$42.00	\$21.00	\$21.00	\$21.00
NPL2						
	1 st Grade	\$164.00	\$82.00	\$41.00	\$41.00	\$41.00
	U23	\$140.00	\$70.00	\$35.00	\$35.00	\$35.00
Women's & Men's Senior League						
	State League 1 and 2	\$132.00	\$66.00	\$33.00	\$33.00	\$33.00
	Community League & State League 3 and below	\$120.00	\$60.00	\$30.00	\$30.00	\$30.00
	Masters	\$116.00	\$58.00	\$29.00	\$29.00	\$29.00
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	\$72.00	\$36.00	\$18.00	\$18.00	
	U13	\$64.00	\$32.00	\$16.00	\$16.00	
	U12	\$56.00	\$28.00	\$14.00	\$14.00	
MiniRoos						
	U11	\$17.00	\$17.00			
	U10	\$15.00	\$15.00			
	U8 & U9	\$13.00	\$13.00			
	U6 & U7	\$11.00	\$11.00			

PROUDLY
SUPPORTED BY

