

Celebrating 25 years

GUFC

Team Officials

HANDBOOK 2022 v1 – 4 April 2022

COMMUNITY



TABLE OF CONTENTS:

Contents

GUFC VALUES STATEMENT 4

SECTION 1 – INTRODUCTION 5

OVERVIEW5

RESOURCES5

COACHING COURSE & SUPPORT5

SECTION 2: OVERVIEW OF THE COMMUNITY JUNIORS’ COMPETITION 6

COMPETITION RULES.....6

SECTION 3 - CODES OF CONDUCT 7

OVERVIEW7

CLUB VESTED OFFICIALS.....7

SECTION 4 - GENERAL RESPONSIBILITIES & INFORMATION: 8

HELPFUL TIPS FOR COACHES.....8

WORKING WITH VULNERABLE PEOPLE9

PRACTICE MATCHES9

CARNIVALS9

EQUIPMENT9

CLUB COLOURS AND PLAYING STRIPS.....10

APPROPRIATE WEAR AND PROTECTIVE EQUIPMENT.....10

AWARDS.....10

SECTION 5 – MATCH DAY..... 11

FIXTURE LISTS.....11

GUFC HOME FIELDS.....11

AWAY GAMES11

WET WEATHER11

FIELD SETUP12

ELECTRONIC TEAM SHEETS AND REPORTING RESULTS FOR U10 & OVER (through Dribl).....15

PLAYER INJURIES.....16

SECTION 6 – JUNIOR LEAGUE REGULATIONS..... 17

OVERVIEW17

Celebrating 25 years

BREACHES	17
SECTION 7 – REFEREES.....	18
APPOINTMENT OF REFEREES	18
ASSIST THE REFEREES	18
REFEREE MATCH FEES.....	18
ACCREDITED REFEREES.....	18
REFEREE PAYMENTS PROCESS.....	18
APPENDIX A: SAMPLE LETTER TO PLAYERS AND PARENTS	19
APPENDIX B: CAPITAL FOOTBALL CIRCULAR 2022 WINTER FOOTBALL REFEREE MATCH FEES.....	20

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 Match Officials 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 Team Coaches and Managers can be found on the GUFC Website. This handbook 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:

- [2022 ActewAGL Junior League and MiniRoos Competition Regulations](#)
- [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 [community coaching courses](#) that provide accreditation at junior, intermediate and advanced levels.
- It is recommended that Division 1 coaches are accredited to an appropriate level for their age group.
- The GUFC Technical Committee will facilitate a range course 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	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. A local competition with other North-side clubs including Belwest, Belsouth, Belnorth, Radford and Yass.
MiniRoos U10 – U11	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. 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).
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 2022 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.

- [2022 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. Work together with the CVO from the opposing Club to deal with any disturbances that may arise, assist with the welfare of the Match Officials and escort dismissed Players from the pitch exclusion zone.

CVOs are to ensure the [FA Spectator Code of Behaviour](#) is being adhered to by their own Club Associates. If a Club Associate is not behaving in accordance with this code, the CVO may approach the person/s and remind them of their obligations:

- If the matter is unable to be addressed, or the CVO is concerned for their own safety and wellbeing, contact needs to be made with the Match Officials who may take the appropriate action, including stopping the Match until the incident has been dealt with satisfactorily, or
- If the matter is unable to be addressed, or the CVO is concerned for their own safety and wellbeing, contact needs to be made with the Match Officials who may take the appropriate action, including stopping the Match until the incident has been dealt with satisfactorily.

CVOs must have their name correctly and clearly listed within the DRIBL Team sheet, they must not remain in or around the Technical Area (TA), or inside the pitch perimeter fence, unless directed by the Match Officials and CVOs may report incidents to Capital Football as necessary ([Incident Report](#)).

[See Section 5, para. 6 of the CF Competition Regulations 2022 ACTEWAGL Junior League & Miniroos \(Mar 22\).](#)

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. The Game Leader will call both teams' captains 2 minutes before the scheduled start of play for the coin-toss to determine kick-off. **See outside wall at the Harrison Clubhouse on setup and pack-up of equipment.**
 - NB: Players can be interchanged at any time, with the exiting player to leave the field first. Interchanges do not require Game Leaders approval and in sporting fairness, should occur from their defending team's half.
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. The Match Official will call both teams' captains 2 minutes before the scheduled start of play for the coin-toss to determine kick-off. **See outside wall at the Harrison Clubhouse on setup and pack-up of equipment.**
 - For U10/11 games, where possible, please have both the Home and away teams at the centre line of a full field, with parents/supporters to remain on the goal line of a full field. This will allow coaches to interchange players easily, ensuring players leave the field of play first.
 - ✓ NB: Players can be interchanged at any time, with the exiting player to leave the field first. Interchanges do not require Match Official approval and in sporting fairness, should occur from their defending team's half.
 - For U12 to U18 games, both teams are to remain within the cricket pitch area between the two full fields, with TAs clearly marked. Please ensure parents/supporters remain either on the other side of the TAs or on the other sideline of the field of play.
 - ✓ NB: There is unlimited interchange, but interchanges are to only occur when there is a stop in play and acknowledgement from the Match Official has occurred, i.e. see LoTG 3.3 (Substitution procedure).
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 (childwelfareofficer@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:

- Accredited Referee(s) 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 President (neil.harlock@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:

- GUFC's Property & Equipment Manager (jeremy.czoban@gufc.org.au), or a
- GUFC Executive (usually wearing GUFC gear) 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. **Please seek GUFC Executive support (usually wearing GUFC gear).**
- 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 or a pattern/colours which exactly replicate(s) 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 accredited Referees that have been appointed to Full Field Games only, have been instructed by the Club Referees Coordinator to adhere to the [2021-22 FIFA Laws of the Game \(LoTG\), Law 4](#).

APPROPRIATE WEAR AND PROTECTIVE EQUIPMENT

In accordance with [2021-22 FIFA Laws of the Game \(LoTG\), Law 4](#) 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 to the body.

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.

Match Officials 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	DRIBL 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	DRIBL 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 President, and Club Referee Co-ordinator 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, i.e. for Miniroos U5-7s small, white-framed goals with nets and cones or for Miniroos U8 to U11; 'A-frames', 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** appointed Game Leaders and accredited Referees have been instructed by the Club 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 #4.	Set up and pack down fields.															
U8s U9s U10s U11s	Containers #1 & #2 and inside the caged area for U8 - U11.	<p>Teams are required to collect and return the Small Sided Goals (SSG) goals (A-frames and crossbars)</p> <p>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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">For ALL Teams</th> <th style="width: 45%;">Before the Game</th> <th style="width: 40%;">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 5m 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 5m 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 #1	<p>The first Home team to play on <u>each</u> full field must:</p> <ul style="list-style-type: none"> setup the nets, and ensure that the corner flags (centre line flags are optional and should be 1 metre from the sideline) and TAs (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 green 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 Match Official and arrange a volunteer to run a line (unless accredited Assistant Referees are appointed, or is unnecessary, i.e. 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% of the accredited Game Leaders match fee. • This will be reciprocated at Away team venues by the Home team. <input checked="" type="checkbox"/> For U10-U11 <u>only</u> <ul style="list-style-type: none"> • The Home team will pay 100% of the accredited Referee's match fee. • Team managers are to ensure the DRIBL 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 with DRIBL. • There is <u>no requirement</u> for the Match Official to sign the DRIBL Team Sheet, with their names pre-allocated. <input checked="" type="checkbox"/> For U12-U18 <u>only</u>: <ul style="list-style-type: none"> • Team managers are to ensure the DRIBL Team Sheet is completed with all players details (FFA numbers and name) before {insert time/day}. • The Home team will pay 100% of the accredited Referee's match fee and any accredited Assistant Referee(s). • The Home team is to provide the Match Official with a match ball. • The completed DRIBL Team Sheet should be advised to the Match Official at least 10 minutes before the scheduled kick-off. <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 kick-off. <input checked="" type="checkbox"/> Have the players in readiness to take the field, with the Match Official to call both teams' captains 2 minutes before the scheduled start of play for the coin-toss to determine field position and/or kick-off. <input checked="" type="checkbox"/> Ensure you are positioned in the TA and that your spectators are outside of the TA or on the other sideline.
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 stay away from the goals (and do not stand <u>behind</u> 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 any Assistant Referee(s) and/or Linesperson(s). <input checked="" type="checkbox"/> Discourage any poor behaviour at the field. If help is required seek out a CVO and/or a GUFC Executive. <input checked="" type="checkbox"/> If you observe an injured player in need of assistance, alert the Match Official 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 Match Official and they <u>WILL</u> stop the game. • seek out a GUFC Executive immediately, and • if required, call an ambulance.

After the game	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Participate in good sports behaviour shown by teams e.g. handshakes etc.<input checked="" type="checkbox"/> Hand flags back to the Match Official and collect your match ball.<input checked="" type="checkbox"/> Ensure all rubbish is deposited in the green bins provided around the grounds. <p><u>Note:</u> ACT Government will apply Fines to the Club for rubbish that is not disposed correctly.</p> <ul style="list-style-type: none"><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
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ELECTRONIC TEAM SHEETS AND REPORTING RESULTS FOR U10 & OVER (through Dribl)

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 (ETS) prior to each game through DRIBL. DRIBL is a cloud-based platform which removes the need for paper match cards. These will now be done electronically through DRIBL which allows managers & coaches to use the DRIBL app on their phone/iPad/tablet to:

- Prepare and submit a team
- Confirm opposition team
- Add Officials
- Scores
- Disputes

You will need to be registered through [Play Football](#) as a MiniRoos/Junior/Pathways Coach or Manager in order to be allocated to your team as a Team Reporter and Team Recorder. This will then allow you to perform the above functions.

The following link will take you to the Capital Football website [Dribl for Competition Management - Capital Football](#) which should provide you with all of the information that you need to get started and to use Dribl. Please ensure that you review all of the Dribl tutorials thoroughly, with particular emphasis on the Home and Away submittal/confirmation process and times, with failure to comply potentially delaying and/or impacting the game to not be played.

Prior to the commencement of the season your Age Group Coordinator will ensure that all of our players are 'mapped' to your team so that they are available to be selected on the DRIBL App. Once this has been done Capital Football will need to make the players 'match sheet available' before you can select them. This should be done during the week prior to Round 1.

Any Match Official appointed to an U10 or U11 game will not be required to action anything within Dribl through their personal electronic device.

Retention of scores is a Home team option with concurrence with the Away team.

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 accredited 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	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. 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 GUFC President (neil.harlock@gufc.org.au). Any appeal must be lodged within 48 hours of the event.
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 GUFC 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 Club Referees Coordinator within the GUFC appoints accredited Game Leaders and Referees to MiniRoos and Junior Home games for all U8 to U18 (Girls & Open) only competitions. If an accredited 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, i.e. the 'Match Official'). If you are not satisfied with the nominated Match Official, 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

For further information procedures for appointing non-accredited Referees to matches are outlined in the [2022 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 Match Officials, both on and off the field. This is especially important at the early age groups (below U12) where these Game Leaders/Referees are usually from the junior playing ranks. Remember – young Game Leaders and accredited 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 [2022 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

ACCREDITED REFEREES

Accredited Referee and Assistant Referee match fees are now the responsibility of the Home club/team involved at the GUFC. Only pay officially accredited 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 accredited Referees and accredited Assistant Referees that are appointed to their respective Home games will be paid directly by the Home team. The GUFC will pay these accredited

Referee(s) 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 2022 WINTER FOOTBALL REFEREE MATCH FEES



APPENDIX 2: 2022 FOOTBALL REFEREE MATCH FEES

Following are the football referee match fees for the 2022 Football season:

Age Grade / Division		Match Total (no 4 th official)	Referee	Assistant Referee 1	Assistant Referee 2	4 th Official (finals only)
Women	Men	National Premier Leagues - Senior				
1 st Grade	1 st Grade	\$252.00	\$126.00	\$63.00	\$63.00	\$63.00
Res Grade	U23	\$164.00	\$82.00	\$41.00	\$41.00	\$41.00
Women	Men	Capital Premier League - Senior				
N/A	1 st Grade	\$164.00	\$82.00	\$41.00	\$41.00	\$41.00
N/A	U23	\$140.00	\$70.00	\$35.00	\$35.00	\$35.00
Girls	Boys	National Premier Leagues - Youth Capital Premier League – Youth				
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	U14	\$84.00	\$42.00	\$21.00	\$21.00	\$21.00
	U13	\$84.00	\$42.00	\$21.00	\$21.00	\$21.00
Women and Men		Senior Leagues				
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
Girls and Boys		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	
Girls and Boys		MiniRoos				
U11		\$17.00	\$17.00			
U10		\$15.00	\$15.00			
U8 & U9		\$13.00	\$13.00			
U6 & U7		\$11.00	\$11.00			