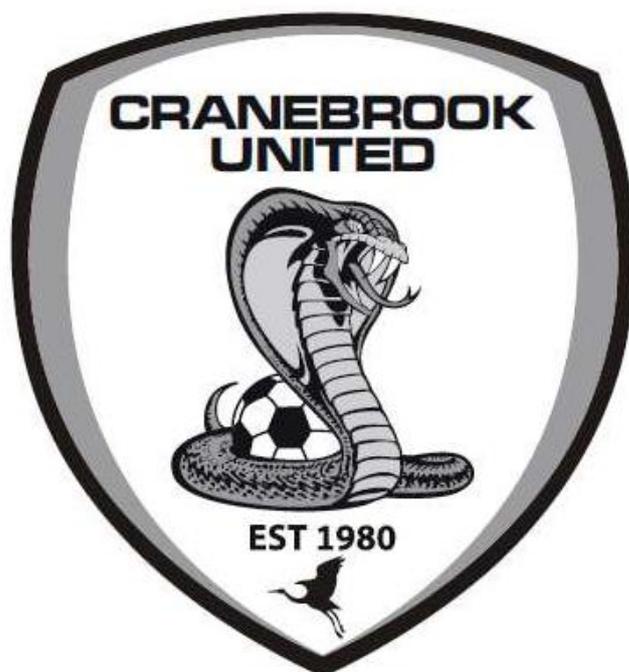


Cranebrook United Football Club



2020 Club Handbook

www.cranbrookunited.com.au

www.facebook.com/cranbrookunited

admin@cranbrookunited.com.au

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Welcome!

To all returning members, and to our new members, welcome to the **Cranebrook United Football Club** football family for the 2020 season.

This season, we're celebrating 40 years!

In order to ensure that everyone gets the information they require, this handbook contains information that is important to each player, coach, manager, parent, spectator and all club members.

The handbook is part of the rules of the Club and anything outlined in here is treated as such. If you are not sure about any of the information contained herein, please contact a Committee member.

Each club and association has rules and regulations that its members are required to follow. As such CUFC has a Constitution and Regulations. There are also a number of policies that outline our commitment and procedures in relation to the safety of all our members, their families and spectators.

<http://www.cranebrookunited.com.au/policies.html>

Our Club is a member club of Nepean Football Association (NFA), Football NSW (FNSW) and Football Federation Australia (FFA) and it is also subject to their Constitution and Regulations. Every member must also abide by them.

Should you have any issues, suggestions, questions - anything at all - please see the Committee. It is best to address any concerns early before they turn into major problems. Remember, the Committee is here to help. Members are also encouraged to attend Club Meetings. Issues and concerns may also be discussed at these meetings.

Senior members please note: from season 2021, match fees will be incorporated into the registration fee for all players! This will see the registration fee for all senior players increase by approximately \$100. Please take note of this now to ensure you are prepared next February.

1. About our Club

Name: Cranebrook United Soccer Club Inc

Trading Name: Cranebrook United Football Club

Founded: 1980

Colours: Shirts: Silver, White and Black

Shorts: Black with Silver trim

Socks: Black with Silver trim

Home Ground: Andromeda Oval. Andromeda Drive, Cranebrook

Website: www.cranebrookunited.com.au

Email: admin@cranebrooksoccer.com.au

Facebook: www.facebook.com/cranebrookunited

The 2020 Committee

Executive Committee:

President: Brendan Kirkland

Vice President: Fiona Bax

Secretary: Terry Massey

Treasurer: Narelle Forth

Competition Secretary: Mathew Forth

General Committee Portfolios:

Registrar: Brendan Kirkland, Leanne Shiagetz

Women's Football: Belinda Flewell-Smith and Vanja Rosic

Men's Football: Miro Slavuljica

Junior teams (U11-U17): Terry Massey

Miniroos (U5-U11): Leanne Shiagetz

Equipment: Mathew Forth

Member Protection Officer: Heike Forth

Social Media & Website manager: Mathew Buttsworth

Sponsorship: Brendan Kirkland

Merchandise: Heike Forth and Narelle Forth

Coaching Coordinator: Miro Slavuljica

Canteen Coordinator: Heike Forth and Narelle Forth

Groundsman: Club members

Presentation and Events Sub Committee: Leanne Shiagetz, Fiona Bax, Narelle Forth and club members

Cranebrook United Football Club is part of NFA and covers an area bounded by Colyton in the east, Wentworth Falls in the west, Warragamba in the south, and Pitt Town and Wilberforce in the North. The playing season for football runs from late March until early September. Games may be played on long weekends and during the school holidays. They are usually scheduled between 9.00 am and 4.00 pm. Playing times are subject to decisions of NFA. Preseason matches will happen from mid-February.

Aim of the Club

The aim of the Club is to promote and maintain, within the boundaries of the NFA, the highest possible standards of sportsmanship in amateur sport whilst providing opportunities for member development.

Club Meetings

Club Meetings are held regularly. Dates and locations are posted on the Club communication systems. All members are welcome and encouraged to attend. Please check details on the club website or contact the Secretary to confirm date, time and location.

Coaches' and Managers' Meetings

From time to time, coaches and managers meetings will be held. These meetings are an important part of Club communication. The first meeting is basically to kick off the season and there will be much important information presented.

Communication

If you have any issues at all throughout the season you are asked in the first instance to discuss the issue with your coach or manager. If you need further information, please contact a Committee member. For more formal communication please contact us by sending an email to admin@cranebrookunited.com.au. Our Communication Policy outlines what is acceptable behaviour in club representation using electronic communication. All communication must be timely, appropriate and related to club business.

Telephone Calls and Emails to NFA and Penrith City Council (PCC)

Members are asked to avoid contacting NFA office or any member of their Board. All enquires to NFA MUST go via our Club Secretary. Similarly, club issues with PCC should be addressed through club channels.

Telephone Calls to CUFC Committee Members:

Whilst email is the preferred communication with our Committee, if you need to call a Committee member between 7 pm and 9 pm is the best time. At other times, please leave a message or send a text message and the committee member will contact you as soon as possible.

Website and Facebook

The Club has developed its own website. Via the website you will be kept up to date on the Club's activities and services. The website contains the following easily accessible information:

- Ground Status. If at any time you are uncertain if the ground is open for training or on match day you should make the website your first port of call.
- Upcoming Events
- News in general
- A link to NFA for draws, game and league table results.

The Club Facebook account is also a valuable source of information and is quite often the first source of updates due to the number of people with access and the ease of use. This can be accessed even without a Facebook account.

Noticeboard

The Club has noticeboards that are displayed near the canteen. Various information is placed on these boards including NFA notices, Club notices, Club events and details of meetings. Please make it a habit to look at the noticeboard. If you have something you wish to place on the noticeboard please see a member of the Committee.

Team Photographs

Team photographs are organized during the year. There is no obligation to purchase team photos. It is however essential that the Club has a high quality team photograph for those who do wish to purchase one and for the Club records. All teams therefore are invited to attend on the day and time allocated to have the team photo taken.

Canteen and BBQ Roster

U5 to U7: 1 person for 45 minutes before your home game as per weekly roster.

U8 to U11: 1 person for 1 hour before your home game as per weekly roster.

U12 to U16: Two people for 1 hour before your home game as per weekly roster. (Last teams on fields may also like to help pack things away after your game too.)

SUNDAY TEAMS: 1 person for an hour before your game AND 1 person for an hour after your game. You will have time to warm up. As most teams stay for a while after their game, the club is asking you to simply move your post game evaluation to the canteen area where you can see the games on the fields, enjoy the awning, mix with other club members, and help at the canteen/BBQ at the same time.

NIGHT GAMES: Generally, our canteen will not be open during night matches. However, a committee member will be present for access to water, ice, first aid etc.

Due to the limited room and for safety and insurance reasons, children under the age of 16 are not permitted to assist where hot food or drinks are involved. The profits from the canteen go towards items the Club provides for its members - trophies, training aids, balls, shirts. Your assistance is always appreciated. Please help yourself to a tea, coffee and biscuits/cakes that are available for our volunteers. This is the Club's small way of showing our appreciation for volunteering your time. Anyone who wishes to help in the canteen/BBQ when not rostered on is most welcome. **When attending for canteen/BBQ duty please sign the attendance book.**

Working Bees

It is necessary to have Club working bees from time to time in order to maintain the Clubhouse, equipment and grounds. These will be advertised on the noticeboard, website and Facebook. Any assistance you can offer on these days is greatly appreciated.

Social Events

There are a number of social events being planned throughout the year. Please check the noticeboard and website for these events and details.

Presentations:

2020 Presentation dates and venues are TBC. Please look out for noticeboard advertisements, emails, and website/facebook updates for more information

Sponsorship:

The Club has worked with local businesses to gain sponsorship and support for the Club. Ideas and introductions along these lines are most welcome and appreciated. The Club encourages all teams to actively source sponsorship for their team. Any form of sponsorship MUST be approved by the committee as there are specifications from our governing bodies which the Club must adhere to as well as Club guidelines. These guidelines are embedded in our Constitution and Regulations. If you are interested in sponsoring a team and/or the club, please send an email to admin@cranebrookunited.com.au.

2. Registration and Fees

Parents of school-enrolled children are reminded to claim the **Active Kids voucher** of \$100. It must be claimed **prior to beginning your online registration** as you will need the voucher code at the registration fee payment screen. Click [here](#) for information and to apply for the rebate.

All registrations are submitted online through the Play Football website. You can head straight to our club registration page [here](#).

| AGE GROUP 2020 | Registration Fee | Match Fees |
|----------------------|------------------|------------|
| Kickoff program (U4) | \$65 | - |
| U5 - U8 | \$135 | - |
| U9 | \$140 | - |
| U10 - U11 | \$150 | - |
| U12 | \$180 | - |
| U13 - U16 | \$185 | - |
| U17 - U18 | \$115 | \$7 |
| All Age and O35 | \$215 | \$7 |

Fees for our governing bodies (NFA, FNSW and FFA) make up the majority of the registration fees. The full breakdown for fees is shown during the registration process.

The total registration fee per player must be paid for a player to register with the club. Registration will not be accepted or activated unless the registration fee has been paid in full. This fee is only refundable if a refund is received by the club from NFA.

Match fees

Match fees for Mini-roo teams and Junior Competition Teams are incorporated into registration fee so should not be collected by managers. Some teams do collect a small weekly amount from each player to save for an end-of-season team event. This would be discussed and managed by each team individually.

Full match fees for senior players are payable whether you have an official referee and assistants for your game or not. Match fees are used to cover not just the costs of referee but also administration of the whole club: equipment, ground hire, power, field lighting, presentation day and many other costs. If your team is regularly not getting any referee at all, please contact the club. Managers should collect the match fees and pay them in to the Club as soon as possible after collection.

Senior members please note: from season 2021, match fees will be incorporated into the registration fee for all players! This will see the registration fee for all senior players increase by approximately \$100. Please take note of this now to ensure you are prepared next February.

3. Equipment

The Basics:

- **Soccer Shirts** - these will be provided to all teams, but remain the property of the Club
- **Soccer Boots** - each player must wear rubber moulded or plastic screw in studs to the game and to training.
- **Shin Pads** - these must be worn for every game and training. No player is allowed on the field, at training or at a game, without them. NO EXCEPTIONS.
- **Shorts/Socks** - purchased from the Club. All players must wear the Club shorts and socks during matches. Any shorts and socks may be worn for training.
- **Drink Bottle** - Each player must have their own personal drink bottle. Do not share drink bottles. This is a FNSW rule for health reasons.

Club Playing Shirts

All Club playing shirts remain the property of Cranebrook United Football Club. Shirts are issued to players at their games and handed back to the Coach or Manager at the conclusion of each game. If for medical reasons, you wish to launder your own shirt, a letter of request addressed to the Secretary must be accepted by the Committee before any Coach can allow this to occur.

Each player will be rostered to launder the team shirts during the season. Please wash them in cold water, fold (preferably in numerical order, face up) and return in the team bag. Please do not iron or put in the dryer.

Jewellery

All jewellery, including body piercings is to be removed at training and at games. Taping is not acceptable or permitted. The ruling also includes wedding bands.

Glasses

Players who must wear spectacles while playing must be photographed wearing their spectacles on their registration card. Their registration medical alert should be noted with 'wears glasses' after documentation has been viewed stating that the glasses are certified sports glasses.

Merchandise

Club merchandise may be ordered or purchased through the canteen or merchandise stall at Andromeda. For specific orders please contact the committee person in charge of merchandise.

Rebel '**Community Givebacks**' program: Members can create a Rebel active membership and link to Cranebrook United Football Club as their club. Our Club then benefits by receiving 5% of all member purchases in the form of instore credits which we use to buy new equipment for all our players.

4. Training and matches

Training

Each team may nominate a training day and time to the club. Under no circumstances are teams to change this allocation without notifying the committee. Training will be at Andromeda Oval and no other venue unless first discussed with the Competition Secretary. This is to ensure appropriate approvals are obtained to use alternate venues so that our players are insured for any injury.

Teams are requested to avoid training on areas that are badly worn or waterlogged and **no team may train in the goal areas at any time**. If teams wish to shoot at the goal, the area behind the goal off the main playing surface is to be used.

It is club policy that each team trains once a week though some teams may train more often. The coach or manager will ensure that no child is left unsupervised after training but parents should appreciate that constant lateness is not appreciated.

As a general rule, all junior teams are asked to conclude their training by 7pm, and all senior teams are restricted to training after 7:15pm.

Wet Weather

During wet weather, local councils' close grounds when they feel it is warranted. The Club is not allowed to use the fields for training or games when they are closed. As soon as the Club is notified of any closures, coaches and managers will be notified, who should then advise all players. Information regarding the status of the grounds is also on the Club website and is regularly posted on the club Facebook page.

The Draw

Details of each teams' matches is to be obtained by each individual team from the NFA website. This website is the sole source of information and is up-to-date at all times. The draw is always subject to change so it is essential that teams check the NFA website (www.nepeanfootball.com.au) on the Thursdays prior to the weekend as changes are embedded into the draw on Wednesday.

Late changes may be made to the draw – including on the day of your scheduled match when wet weather intervenes. Players and parents, please do not contact our club or NFA regarding your matches. Please check the NFA website and only contact your team manager. **As a rule; unless you see on the NFA website that your game has been postponed/cancelled, assume your game is on and go to the ground.**

Postponed games

Games for U11 to O/45s are usually rescheduled. Games for U5 to U10 are not. Make-up games for Saturday Competition are usually played on a Sunday and make-up games for Sunday Competition are usually played on a Saturday. Occasionally these games may be scheduled for a midweek night game.

Match Duration and Ball Size

| Age Group | Game Duration | Ball Size |
|-----------|---------------|-----------|
| U5 – U7 | 20 min halves | 3 |
| U8 – U9 | 20 min halves | 3 |
| U10 – U11 | 25 min halves | 4 |
| U12 | 25 min halves | 4 |

| Age Group | Game Duration | Ball Size |
|-------------------------|---------------|-----------|
| U13 | 30 min halves | 4 |
| U14 | 30 min halves | 5 |
| U15 – U17 | 35 min halves | 5 |
| IM, IW, All age and O35 | 45 min halves | 5 |

Bownets and Nets up

The first team playing at the ground on any field is responsible for “Bownets and Nets Up”. This team is responsible for putting up their Pugs Nets and corner flags or markers (available from the equipment room). It is wise to arrive a little early to do this as not being ready at the start of play may mean that the team could FORFEIT the game.

The last team scheduled to play on the day has “Bownets and Nets down” and is responsible for taking down their Bownets, Nets and returning them and the corner flags and markers to the equipment room.

Modified game rules for Miniroos

The emphasis in Miniroos is on physical development, involvement and enjoyment. These small sided games reduce the number of players on the field with the intention that each player will receive more touches of the ball during a game and improve their skill and technical ability and ultimately have more fun.

| Age | U5 - U7 | U8 - U9 | U10 - U11 |
|--|---|--------------------------|--------------------------|
| Players | 4 v 4 | 7 v 7 | 9 v 9 |
| Field size | 30m x 20m | 40m x 30m | 70m x 40m |
| Penalty Area | None | 12m x 5m | 20m x 10m |
| Goal Size | 2m x 1m | 3m x 2m | 5m x 2m |
| Goalkeeper | No | Yes | Yes |
| Side line | Kick in | Throw in | Throw in |
| Goal line | Goal kicks only | Goal kick or corner kick | Goal kick or corner kick |
| Offside | No (discourage from standing offside blatantly) | | |
| For more game rules, see national Miniroos playing format and rules document | | | |

Junior Football - Under 12 to Under 16

- Junior teams play their games on full size fields with 11 v 11 and up to 5 interchange players
- Matches are played on Saturdays except for U16 Girls who play on Sundays
- All teams are graded based on their previous year's finish.
- Unlimited interchange is allowed and normal rules of Football apply.
- U12 and U13 have modified corners 8 metres out from the edge of the penalty area on the goal line and modified goal kick conditions where opposition players must retreat to a 25m line (marked with poles) and they cannot encroach until a 2nd player has touched a ball after the goal kick.
- All interchange players **MUST** wear training bibs and remain in the interchange area whilst not on the field of play.
- Games may be controlled by an official referee. Please note that the referee cannot be changed during the match. The referee is also the sole timekeeper of the match.
- The only people allowed on the playing pitch during a match are the players and the referee. The referee may call a team official onto the pitch to attend to an injured player.
- Females can play in mixed teams up to and including U12 only.

Senior Football – Under 17 and above

- Under 17 and above teams play on Sunday.
- All teams are graded on their previous year's finish.
- Unlimited interchange is allowed and normal rules of Football apply.
- All interchange players **MUST** wear training bibs and remain in the interchange tech box whilst not on the field of play.
- Games may be controlled by an official referee.

Playing Time

Players receive equal playing time across the season. Parents are reminded that the equal playing time is across the season and not for each game. Parents are also asked to take into consideration the difficulties in coaching and managing teams. Any concerns regarding playing time should be discussed with the coach or manager in a reasonable fashion in the first instance and then brought to the attention of the Committee if there are still issues.

Referees:

A Referee may be appointed by NRG. In the event of a referee not attending, then the team managers of both teams will mutually appoint an unofficial referee. The team managers of both teams must endorse the team sheet agreeing to the unofficial referee **BEFORE** the game commences. It is the policy of CUFC that all teams must have somebody who is prepared to referee the game should this happen. Should there be no agreement and the game not played, the team manager must write to the club email and explain the circumstances which led to a referee not being appointed. ***Please note that the referee cannot be changed during a match.*** If the team officials have an issue with the referee, please speak with the Ground Duty person who will ensure the appropriate evaluation sheets are completed.

A person taking the field as an Unofficial Referee has obligations to fulfill, and rights to use to control the game. These obligations and rights are the same as an Official Referee that is appointed by the Nepean Referees Group. The obligations are:

- Prior to the start of the game, receive the Team Sheet for that game.
- Be the sole timekeeper of the game.
- Control on-field play and award free kicks and penalties based on fouls and misconduct just as any regular official referee would.
- Distribute cautions and send offs where appropriate as per the FIFA Laws of the Game.
- Make a note of the swapping of player's number should a player change shirts.
- At the end of the game, complete the referee sections of the Team Sheet.
- If any incidents occur or there is a sending off, the referee is required to complete the appropriate NRG forms.

The rights are:

- You have the same rights as an Official Referee, and should be shown the same courtesy by players, coaches, managers, officials and spectators.
- Should spectators become unruly, you have the right to approach the marshals and ask for those spectators, including Team Manager or Coach, if involved, to be removed from the ground.
- You can issue warnings to players telling them to control their behaviour on the field. These warnings can be backed up with the issuing of yellow or red cards. Clubs have these cards available for any Unofficial Referee to use.
- Send a player from the field of play on a straight red card offence if you deem the incident worthy of a red card. You do not have to tolerate any verbal or physical threats.
- A person assisting either an Official or Unofficial Referee is responsible for calling when the ball is out of play by crossing the sideline and indicating to the Referee which team is to take the throw-in. **Note** - A ball has to fully cross the line before it is deemed to be out of play.

Marshals

The team manager before each game must appoint a suitable marshal.

- At all matches, there is a minimum of two marshals, with at least one marshal from each team, **wearing appropriate vest** as provided.
- Marshals from both teams must print their name and sign the team sheet prior to the match.
- The marshals must introduce themselves to the Referee before the commencement of the game.
- Should any incidents arise out of the matches that are for consideration by NFA, each marshal will complete a written report into such incidents for the Committee.
- In exceptional circumstances, the marshals may be required to appear at any inquiry as witnesses.
- All marshals must have obtained the age of eighteen years of age.

The Marshal's duties include:

1. seeing that spectators, coaches and managers associated with their club do not encroach on the sidelines or the pitch,
2. seeing that good order is maintained on the sideline. This includes monitoring comments and if necessary, asking spectators to keep quiet or leave,

3. seeking assistance from the ground official if necessary, in order to maintain acceptable sideline behaviour,
4. escorting dispelled persons from the grounds at the referee's request.

5. Forming teams

Team Requests

Parents may make requests for players to be placed with certain other players based on individual requirements. These requests **MUST** be made when the player registers and must be entered by the registrars into the clubs records. Requests will only be accepted from the players and/or their parents/carer, not from coaches, friends etc. *(Requests are just that, a request. There is no guarantee that each and every request can or will be granted).*

Forming Mini-roo Teams:

Teams will be formed based on friendship groups as requested by the parents or caregivers of the player. Returning players will be placed in their previous season team where possible. New players will be placed into teams where vacancies occur. For the Under 11 team's highest division team, grading may be conducted. This is in line with recommendations from NFA.

Forming Junior Competition Teams

Junior Competition Teams (U12-U17) may require grading at the discretion of the committee. If grading is not required, returning players will be given priority placements in Junior teams with remaining places filled by any players who register and pay first. Where a complete team cannot be formed using registrations from any age group, the committee can combine age groups in order to field a team.

Forming IM, IW and All Age Teams (Including Over 35s and Over 45s)

If a team of 14 or more players is presented to the club, the club will accept the whole team and keep the team together. Any remaining vacancies (up to 16 players) can be filled at the committee's discretion. The committee reserves the right not to accept a team nomination.

All Senior Teams are to ensure they have at least one player/person associated with their team who is prepared to referee as and when required.

Divisions for competition teams.

The Committee will determine the nominated division based on any request from the team coach or manager, the composition of players and the league performance of the team from the previous season. The Committee reserves the final decision on the nominated division for all competition teams

Regrading by NFA

NFA may regrade after 3 rounds if it is obvious that a team has been wrongly graded. If a team is regraded then they lose all the points that they had and they play make up games so that by the end of the

competition the regraded team will have played the correct number of games. If you have a team in your grade that is regraded and you have already played them then the result for that game is wiped and you will play the regraded team in a make -up game.

6. Other information

Insurance

Once a player has registered, they are covered by insurance against any injury they receive either at training or during a Football game. If a player is injured, they need to notify the Club as soon as possible so that the appropriate forms can be completed. There is a time limit after the injury by which the Insurance Company must be notified.

Fines

Members and teams can be fined by NFA for breaches of their rules. Members and teams who receive fines are required to reimburse the Club for any fines incurred by them. Where they are not reimbursed to the Club within 7 days of notification by the Treasurer, the identification card will be withdrawn from the team book and he/she will not be able to participate until the fine is paid in full. Any team which is fined is collectively treated under the same guidelines.

Alcohol at Playing Venues

- No alcohol is permitted within 10 metres of the playing area at any ground under the jurisdiction of NFA.
- Glass bottles are not permitted **at any ground** under the jurisdiction of NFA.
- No alcohol is permitted at Andromeda fields on Saturdays at all.
- Players must not consume alcohol during a game or training.
- Some fields have an alcohol free policy. Teams and spectators are expected to take notice of any sign at any ground regarding the consumption of alcohol.

Penalties

NFA imposes penalties should any person fail to comply with Consumption of Alcohol rules. These are:

- **First Offence** – Minimum \$300 fine, plus 4 weeks suspension to the team, Manager, Coach or player, if involved and found guilty.
- **Second Offence** – Minimum \$600 fine, plus 10 weeks suspension to the team, Manager, Coach or player, if involved and found guilty.
- **Third Offence** – Minimum \$1000 fine, plus minimum 12 months suspension to the team, Manager, Coach or player, if involved and found guilty.

Smoking Banned at Sports Grounds

Penalties apply to Individuals and to Clubs for failure to comply. If you wish to smoke, you may do so in the car park or outside the fence on the Eastern fenced area. Fines will be issued by NSW Health - Tobacco Compliance Officers to individuals caught smoking in Prohibited areas.

7. Codes of Conduct

All players, coaches, managers, parents, spectators, officials and administrators should familiarise themselves with the Club's **Codes of Conduct and Fair Play**. We participate, play and encourage children to play, for the enjoyment of playing and for fair play. **These codes form part of the Rules of the Club and any breaches will be dealt with severely.**

The Club's codes of conduct are available in full on our website.

Please also visit **www.playbytherules.net.au** for more information about Club safety and fair play. The site provides information about safe and fair behaviour in sports clubs.

Welcome to CUFC Football Family!