



**2018**

**Cranebrook United Football Club  
Handbook**

# Cranebrook United Football Club Handbook 2018

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To all returning members, and to our new members, welcome to **Cranebrook United Football Club Football Family** for the 2018 season. We are looking forward to a successful season for everyone involved with the Club.

The priorities set for the Club in 2018 are:-

- 1) Promote and maintain the highest possible standards of sportsmanship in amateur sport whilst providing opportunities for member development,
- 2) Promote player and coach development for all age groups and ability levels,
- 3) Promote positive and respectful behaviour by teams whilst playing or representing the Club in football related activities,
- 4) Increase coaching standards by encouraging coaches to gain appropriate qualifications consistent with NFA requirements, with target being 50% of club coaches appropriately accredited,
- 5) Increase junior club competition team membership,
- 6) Implement strategies to increase player retention and club growth
- 7) Encourage increase involvement by Club members in Club activities and decision making,
- 8) Increase committee membership to provide an equal distribution of committee support for all club members,
- 9) Promote committee by increased visual presence of all committee members,
- 10) Encourage committee members to attend appropriate workshops to ensure best practise governance standards are maintained,
- 11) Review and update the club governance documents,
- 12) Ensure that club communications are technologically current and effective,
- 13) Provide an environment that is socially inclusive,
- 14) Continue to improve playing surfaces by adopting sound ground maintenance plans,
- 15) Improve facilities for the benefit of Club members and the community,
- 16) Continue processes to improve equipment storage issues,
- 17) Forge wider connections with the community and local businesses to increase their involvement with the club and attract club sponsorship, and
- 28) Maintain the high standard of playing and training equipment.

In order to ensure that everyone gets the information they require, this booklet which contains information that is important to each player, club member and parent, has been produced.

**\*\*Please take the time to read it and keep it as a reference throughout the season.**

The booklet is part of the rules of the Club and anything outlined in here is treated as such. If you are not sure about any information it contains or the rules of the Club please contact a Management Committee person.

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. A copy is available in the canteen as a reference. Copies will be made available to you if requested.

As the Club is a member of Nepean Football Association (NFA) it is also subject to their Constitution and Regulations, which can be obtained from the NFA website. Every member must abide by them. Please ensure that you follow the rules.

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

# **1. The Club.**

## **Club Details**

Name: **Cranebrook United Soccer Club Inc.**

Trading Name: **Cranebrook United Football Club**

Founded: **1980**

Colours: **Silver, White and Black Shirts**

**Silver, White and Black shorts**

**Socks with black and grey hoops and white text**

Home Ground: **Andromeda Fields**

Club Website: ***cranebrookunited.com.au***

Club Email Address: **admin@cranebrookunited.com.au**

## **The 2018 Committee**

**President:** Brendan Kirkland

**Vice President:** Mal Board

**Secretary:** Terry Massey

**Treasurer:** David Macleod-Jones

**Competition Secretary:** Gail Macleod-Jones

## **General Committee Portfolios:**

**Women's Football:** Fiona Bax

**Equipment:** Miro Slavuljica , Mathew Forth

**Member Protection Officer:** Heike Forth

**Miniroos Co-Ordinator :** Kerry Green

**Sponsorship:** Brendan Kirkland

**Coaching Coordinator:** Tony Thorpe

**Canteen Coordinator:** Janet Board, Tracey Pearce

**Groundsmen:** Jai Pearce, William Goulthorp

**General Committee Members:** Narelle Forth, James Mallows,

**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.

## **Meetings:**

### **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 to your enquiry please contact a Management Committee member.

For more formal communication please contact us by sending an email to admin@cranebrookunited.com.au or posting to PO Box 125, Cranebrook.



## **Telephone Calls and Emails To NFA and PCC**

Members are asked to avoid contacting NFA office or any member of their Board. All enquires to NFA should go via our Club Secretary. NFA deal in a general manner any enquiry sent to them direct and they can fine the Club if you contact them directly. Similarly, club issues with PCC should be addressed through official club channels.

## **Telephone Calls to CUFC Committee Members:**

Whilst email is the preferred communication with our MC, if you need to call a Management 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 [cranebrookunited.com.au](http://cranebrookunited.com.au). 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.*** Please visit [www.facebook.com/cranebrookunited](http://www.facebook.com/cranebrookunited)

## **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 Management Committee.

## **COMMUNICATION POLICY**

Our Communication Policy (2012) outlines what is acceptable behaviour in club representation using electronic communication. All communication must be timely, appropriate and related to club business.

## **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**

U5/6 and U7: 1 person for 45 minutes before your home game as per roster.

U8 to U11: 1 person for 1 hour before your home game.

U12 to U16: Two people for 1 hour before your home game. (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:**

When a team is rostered to play a night game at Andromeda, that team is responsible for ensuring there is 1 person rostered for canteen duty for an hour before your game.

## **Teams who do not fulfill their Canteen and BBQ obligations will be levied by the Club.**

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, drink and biscuits or 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 when not rostered on is most welcome. When attending for canteen 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.

## Presentation:

2018 Presentation dates and venues are TBA.

## 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 management 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.

## 2. The Fees

Fees are used to maintain the Club, support growth of the game, improve coaching education for all coaches, develop facilities to match the growing participation rate, support the talented player development pathway programs and ultimately support the national senior teams.

**Match fees for miniroo teams (u5 – U11) and Junior Competition Teams (U12-U16) have been incorporated into registration fees in 2018.**

### Registration and Match Fees

| AGE GROUP 2018                         | Registration Fee | Match Fees |
|--|------------------|------------|
| Under 4 Kickoff program                | \$60             |            |
| Under 5 to Under 9                     | \$125            | -          |
| Under 9                                | \$130            | -          |
| Under 10 and Under 11                  | \$145            |            |
| Under 12 to Under 16                   | \$180            |            |
| Under 17                               | \$105            | \$7        |
| Under 18                               | \$115            | \$7        |
| Under 19 to All Age full time students | \$180            | \$7        |
| Under 19 to All Age                    | \$200            | \$7        |

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 non refundable. Player cards will not be released until full registration fees are paid.

**Full match fees are payable whether or not you have an official referee for your game.** Match fees are used to cover the costs of referee fees as well as administration, equipment and presentation day. Managers collect the match fees and pay them in to the Club as soon as possible after collection.

### Payment Of 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.

Such fines are required to be paid by the Club in the first instance. 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.

## 3. Equipment

### The Basics:

- **Soccer Shirts** - these will be provided by, 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.**
- **Socks** - purchased from the Club. All players must wear the Club socks.

- **Shorts** - purchased by each player. All players must wear the Club shorts.
- **Drink Bottle** - can be purchased from the Club. 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 Management 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. They do not require ironing.

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.



| <b><u>Item/Garment:</u></b>       |
|-----------------------------------|
| Club Water Bottles                |
| Club Caps                         |
| Club Beanie                       |
| Club Socks (compulsory)           |
| Club Shorts (Compulsory)          |
| Club Supporters shirt             |
| Club Polo Shirt (order)           |
| Club Backpack                     |
| Club Training Shirt               |
| Club Blanket                      |
| Club Hoodie (Order)               |
| Adult Tri Coloured Jacket (Order) |

**OUR WONDERFUL SPONSORS – Please support them.**

**Peachtree Hotel**

Peachtree offer amazing family meals at very competitive prices as well as being a child friendly venue. The club encourages you to support the Peachtree who sponsor our Prems and our club in general.

**Aldi Supermarket**

Aldi sponsors our miniroos and the club's new Kickoff Program.

**Rebel Sport – ‘Support Your Sport’ program**

The club welcomes back Rebel Sport. Members have the opportunity to register either instore or online in the Season Pass program and nominate Cranebrook United Football Club as their club. The Club then benefits by receiving 5% of all member purchases in the form of instore credits.

**Storage King** offers tremendous support for our club and its members. Please speak with a committee member to find out how you can benefit for the partnership by using Storage King.

**The Club encourages all teams to actively source sponsorship for their team.**

## **4. The Game:**

### **Match Duration and Ball Size**

| <b>Age Group</b>           | <b>Game Duration</b> | <b>Ball Size</b> |
|----------------------------|----------------------|------------------|
| Under 5 & Under 6          | 20 min each way      | 3                |
| Under 7                    | 20 min each way      | 3                |
| Under 8                    | 20 min each way      | 3                |
| Under 9                    | 20 min each way      | 3                |
| Under 10 to Under 12       | 25 min each way      | 4                |
| Under 13                   | 30 min each way      | 4                |
| Under 14                   | 30 min each way      | 5                |
| Under 15 & Under 16        | 35 min each way      | 5                |
| Under 17                   | 35 min each way      | 5                |
| Under 18                   | 45 min each way      | 5                |
| All Age, Over 35 & Over 45 | 45 min each way      | 5                |



### **The Draw**

The competition secretary will provide teams with details of when and where they are scheduled to play or when the draw is available on Nepean's website. It is essential that the draw is checked on NFA website ([nepeanfootball.com.au](http://nepeanfootball.com.au)) on the Wednesday night just prior to the weekend as changes are embedded into the draw on Wednesday. You need to be aware that this draw is subject to change. Late changes may be made. The team manager or coordinator will be advised of any late changes occurring after Wednesday night.

**My Game Guru.** Nepean Football Association and My Game Guru have formed a partnership to deliver a simple and accessible technology solution to assist with game schedules, wet weather updates and notifications and will be a key source of timely information updates around NFA Fixtures. The App will be a dream come true for busy parents and players that will assist families manage their busy weekend sport schedules. It works on smartphones and tablets, both Apple and Android.



### **Pugs, Bownets and Nets**

The first team playing at the ground on any field is responsible for "Pugs, Bownets and Nets Up". This team is responsible for putting up their Pugs, PVC Portables or 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 "Pugs, Bownets and Nets down" and is responsible for taking down their Pugs, Bownets, and Nets and returning them and the corner flags and markers to the equipment room.

### **Litter at the Fields.**

Everyone is asked to dispose of any litter including tape and drink bottles by placing it in the bins provided around the fields. Your assistance with this matter is greatly appreciated.

### **Safety on the Tiered Seating.**

Whilst the tiered seating on the eastern field is welcomed by the Club, parents and caregivers are asked to supervise children using it.



## **2018 MINIROOS - Under 5 to Under 11**

The emphasis is on physical development, involvement and enjoyment.

These small sided games reduces 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.

| Format  | <b>Under 5/6 &amp; Under 7</b>                        | <b>Under 8 &amp; Under 9</b>                           | <b>Under 10</b>                                   | <b>Under 11</b>                                   |
|---|---|--|---|---|
| Numbers   | 4 V 4   | 7 V 7  | 9 V 9   | 9 V 9   |
| Field size  | 30 X 20 METRES  | 30 x 40 METRES   | 60 x 40 METRES                                    | 65 x 40 METRES                                    |
| Field Marking                                     | Markers Or Lines                                      | Markers Or Lines                                       | Markers Or Lines                                  | Markers Or Lines                                  |
| Penalty Area                                      | NIL   | NIL  | 5m X 12m  | 5m X 12m  |
| Goal Size   | 1.7 X 1.0 METRE                                       | 3 x 2m   | Max. 5 x 2m                                       | Max. 5 x 2m                                       |
| Goal Type   | Pug – Foldaway  | Bownets  | Bownets   | Bownets   |
| Ball Size   | 3   | 3  | 4   | 4   |
| Goalkeeper  | NO  | Yes  | YES   | YES   |
| Playing Time                                      | 2 X 20 MINUTES  | 2 X 20 MINUTES   | 2 X 25 MINUTES                                    | 2 X 25 MINUTES                                    |
| Half Time   | 5 MINS  | 5 MINS   | 5 MINS  | 5 MINS  |
| Referee   | GAME LEADER   | GAME LEADER  | INSTRUCTING Ref                                   | INSTRUCTING Ref                                   |
| Non Competition                                   |   |  |   |   |
| Offside rule                                      | No  |  |   |   |
| Rules – guidelines as per FFA National Curriculum |   |  |   |   |
| On The Field                                      | Players & ref only                                    | Players & ref only                                     | Players & ref only                                | Players & ref only                                |
| NFA will register in 2018                         | 7 players per team<br>1 coordinator<br>1 team manager | 10 players per team<br>1 coordinator<br>1 team manager | 12 players per team<br>1 coordinator<br>1 manager | 12 players per team<br>1 coordinator<br>1 manager |

## **Junior Football - Under 12 to Under 16**

- Under 12 to Under 15 teams play their games on full size fields with 11 per team on Saturdays.
- Under 12 and Under 13 teams have a 25m retreat line for attacking team when goalkicks are taken.
- All teams are graded based on their previous year's finish.
- Unlimited interchange is allowed and normal rules of Football apply except that U12 take corners approximately 8 metres out from the edge of the penalty area on the goal line.
- 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. 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.
- Under 16 (boys) teams play on Saturday.
- Under 16 Girls who play on Sundays.



## **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.
- Any player cautioned for dissent may be punished with a yellow card, and will also be required to leave the field for a period of ten minutes. [Sinbin]

**NB: Attention is drawn to the U16-U18 Youth Soccer Policy (2012).** Players, team officials, parents and spectators are required to abide by this policy. There will be zero tolerance for breaches of this policy. Copies may be distributed to teams in this age group. Other members may request a copy.

## Training

The Management Committee, in consultation with coaches and managers, will allocate each team a training time and field. Under no circumstances are teams to change this allocation without first discussing it with the EC. A copy of the training roster will be provided to all coaches and managers as soon as it is available. Training will be at designated TRAINING FIELDS or Andromeda Fields. Teams are requested to avoid training on areas that are badly worn or waterlogged.

## **DO NOT TRAIN IN THE GOAL MOUTHS or PENALTY BOX AREAS.**

It is club policy that each team trains at least once a week. 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.

Players will be notified if training is cancelled. However there may be occasions when this is not possible so please do not drop your child off without ensuring that training is on. 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.

## 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 Management Committee if there are still issues.

## 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.

## 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.

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.

Coaches and managers are advised if games are cancelled or postponed. Please contact your coach or manager to find out. **Until your coach or manager is contacted by CUFC assume your game is on.**

## 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.
- No alcohol is permitted at Andromeda fields on Sundays **whilst underage players are playing.**
- Players must not consume alcohol during a game or at 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 of \$550 will be issued by NSW Health - Tobacco Compliance Officers to individuals caught smoking in Prohibited areas.

## **CUFC Team Formation and Grading Policy.**

The Grading Committee shall consist of a minimum 3 members of the Club as appointed by the Club management committee each year.

### **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*).

### **Junior Non-competition 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 teams highest division team, grading may be conducted. This is in line with recommendations from NFA.

### **Junior Competition Teams:**

Teams will be graded for participation in the Nepean Football Association (NFA) competition. For the purpose of this policy Junior Competition Teams are up to Under 16 inclusive and is at the discretion of the Management committee.

This grading policy is designed to ensure that grading of CUFC teams is undertaken in a consistent manner, and that the players, coaches and parents have an expectation of the outcome of grading. In grading our players into teams and grades, the Club will show commitment to promote fairness, consistency and transparency in the selection process. It is therefore the objective of the club, where possible, for all players to play in a team for their age and in a division best suited to their ability.

The Grading of young players is seen as an important step in their football development, and their ultimate enjoyment of the game.

### **Grading of players will:**

1. arrange players of similar skill level into appropriate teams,
2. define teams into the Division according to player strength,
3. enhance players enjoyment of the game,
4. challenge their ability and
5. provide opportunity for club to develop coaching techniques.

The grading of players will be performed by independent and flexible grading techniques and personnel. Grading will be managed by the CUFC Grading Coordinator, appointed by the CUFC Committee. Grading will generally be undertaken over 2 - 3 grading sessions, with a combination of skills sessions, small-sided games, and where considered necessary, trial games.

The Grading Committee shall conduct the necessary skills, drills and small sided games that will suitably assess the competency of the players. As a guide, grading will consist of:

1. Warm up
2. Skill Based Drills - Passing, Ball Control, Dribbling, Heading, Shooting
3. Small sided game/s (players rotated)
4. Specialist Goalkeeper trials.

All players are to be graded, both new and existing members of the club. If a player for whatever reason is unable to attend grading, then he/she will be placed in a team deemed appropriate by the Grading Committee. Players wishing to be considered for the highest division in each age group **MUST** attend ALL grading sessions.

Only players who have registered and paid registration fees will be graded.

### **Selection of Teams**

The basis of selection will be the combination of:-

1. Merit - The application of both individual and team skills in the game of football in grading trials as detailed above.
2. Team balance with respect player positions.
3. Grading reports from team coaches of the previous season.
4. Attitude of the player to grading and training;
5. Willingness and ability of the player to receive instruction; and
6. Team spirit.

The objective of the selection of teams is to group the top ranked players in that age group together, and to therefore form the highest ranked team. It therefore follows to group the second ranked players together to form the second teams and so on. New players to the Club will be evaluated by placing them with groups of players of similar experience and ability.

There will be instances where the number of players in an age group does not allow the formation of equal numbers of players in each team. In such situations, the Grading Committee will endeavour to allocate the higher numbers of players to the lower graded teams. This will allow players to be promoted should there be withdrawals, and minimise the need for players to be relegated to lower grades prior to the commencement of the competition.

Players may request to play above their age group, in a specific team or with friends and reasonable endeavours will be made to accommodate such requests. Requests must be made in writing to the President PRIOR to the commencement of the first grading session. If such a request is made, the following is to apply:-

1. The Grading Coordinator will only consider playing a player in a lower grade or specific team if it does not impact upon the team or division for which the player would have played (eg leaving insufficient numbers to form teams);
2. Team balance (in terms of defenders, mid-fielders and attackers);
3. The Grading Co-ordinator may refuse a player from playing above his age group or in a requested team if he/she is of the opinion it will be detrimental to the player's performance or development, or to the team's performance or development;
4. Players requesting to play above their age group do so on the understanding that the following year they may return to their appropriate age group;
5. Players making specific requests to play with friends will be graded to the level of the lowest graded player. If this is seen as detrimental to a player's performance or development, or to a team's performance or development, the Grading Coordinator may refuse the request.

As soon as possible after final selection, teams and their recommended grading shall be published and nominations for team coach and team manager may be called for. If any player or parent is not satisfied with grading the player receives, they can make a submission in writing to the CUFC President requesting a review of the player's grading, outlining why they think the grading is not correct. The CUFC President will consider this submission in consultation with the grading committee to make a final decision on whether or not to change the player's grading.

Should a player not accept this decision and decide to withdraw from CUFC, paid registration fees will be refunded, less an administration fee.

#### **Late Registrations:**

In the case of late registrations after grading has been completed the following process will apply:

- If a late registration is accepted by the club, the player will be registered in the lowest graded team. This will allow the player to be regraded to the top team before or during the competition.
- The grading committee will assess the suitability of the player and advise the placement in a suitable team.
- Should the player need to be moved from the team they are registered with, it will only be done where a vacancy in another team exists (players may need to move up an age division).

Players already selected in a team WILL NOT, in general, be regraded to accommodate a late registration. Any regrading is subject to the approval of the Management Committee.

#### **Under 18 and All Age Teams (Including Over 35s and Over 45s):**

If a team of 14 or more players is presented to the club, it will accept the whole team and keep the team together. If a team is entered in this fashion the team **MUST** also nominate a person who can referee games for the club as and when required (within reason).

The remaining team positions (up to 16 players) can be filled at the committee's discretion. This only applies for the Under 18, All Age, Over 35 and Over 45 competitions.

The committee reserves the right not to accept a team registration if it would be detrimental to the development of teams and players who have previously played for the club.

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 (within reason)

#### **Premier Squad Selection:**

The selection of the Premier Squad will be at the discretion of the coaching staff of the squad. The final decision will be that of the senior coach as appointed by the Club.

The basis of being considered for selection will be the combination of:-

1. Merit - The application of both individual and team skills in the game of football in selection tasks.
2. Team balance with respect to player positions.
3. Attitude of the player to training, to commitment to the squad and Club, and in general.
4. Willingness and ability of the player to receive instruction; and
5. Squad philosophy and team spirit.

The selection process will involve training, small sided games and trial matches over a period of approximately one month before the squad is announced. Players may be eliminated before the final selection is announced. Such players will be offered a position in an All Age team if this occurs.

## Referees:

### Appointment Of 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 is not played, the team managers and captains of both teams, together with a member of their club executive committee, will attend the MC meeting at NFA following the scheduled game, to show cause why the match should not be cancelled, the points withheld, or allotted at the discretion of NFA. **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.

### Information for People Acting As Unofficial Referees or Assistant Referees

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 when incidents such as hand balls or poor tackles occur, and award free kicks and penalties when appropriate.
- Make a note of the swapping of player's number should a player change shirts.
- At the end of the game, enter the score on the Team Sheet.
- Complete an Incident Report and hand it to the Home Team Club or Club hosting the Neutral Field game if a Send-Off (Red Card offence) is given during the game. The Club will forward the Incident Report to the correct contacts once they are completed.

#### **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 at each game must appoint a marshal. You may be asked to fulfill this role.

- At all matches, there is a minimum of two marshals, with at least one marshal from each team, **wearing appropriate vest** as provided.
- 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 MC.
- The marshals may be required to appear at any inquiry as witnesses.
- All marshals must have obtained the age of eighteen years of age.
- Marshals from both teams must print their name, and sign the team sheet, indicating they were in attendance for the game.

#### **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.

## **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.

## **5. 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.**

Please also visit **[www.playbytherules.net.au](http://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.

### ***Players - Code of Conduct and Fair Play***

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- Play by the rules.
- Never argue with a referee or assistant referee.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in Football.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Be a good sport. Recognise all good players whether they are part of your team or the opposition.
- Treat all participants in Football as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no game.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Training**

- Attend training sessions. Notify your coach if you are unable to attend training.
- Be properly and appropriately attired - soccer boots, shin pads, socks, appropriate shorts and appropriate shirts.

### **Game**

- Attend all games.
- Notify the coach or manager if you are unable to attend.
- Be at the game at least half an hour before the game starts.
- Be properly attired and equipped - soccer boots, shin pads, socks, shorts, water bottle.

***The following actions may be taken by the club or association if the Code is not followed***

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### **The Player may :**

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be obliged to undertake a 'Play By the Rules' education course
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

### **In addition:**

- The Club may monitor the player or team at home and/or away games,
- The Club will make parents or carers aware of any infringements of the Code of Conduct
- The Association could impose a fine and suspension against the player, team or club.

### ***Coaches and Managers - Code of Conduct and Fair Play***

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- Participation is for pleasure. Winning is only part of the fun.
- Never ridicule or yell at a player for making a mistake or not winning.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of the game and teach your players likewise.
- Ensure that the time players spend with you is a positive experience. All players are deserving of

equal attention and opportunities.

- Every player needs and deserves equal playing time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, managers, officials, administrators, the media, parents and spectators. Encourage your players to do the same.
- Show concern and caution towards sick or injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players.
- Avoid any physical contact with a player.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Training**

- Run training sessions for your team.
- Notify your team if training has to be cancelled for any reason.

### **Game**

- Provide all players with a draw once you have been given one.
- Notify your team if matches are cancelled or details change for any reason.
- Attend all games or make other arrangements if you are unable to attend.
- Ensure that all players receive equal time on the field during the season.
- Ensure team sheets are correctly filled in and returned to the canteen at home games.
- Ensure that nets, goal posts and other equipment are put up, taken down and put away as required.

***The following actions may be taken by the club or association if the Code is not followed***

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### **Coaches and Managers may:**

- Receive a formal warning from the club committee
- Be required to meet with the Club MPIO
- Be required to meet with the club committee
- Be monitored by another club coach/manager or a club official
- Be required to complete a 'Play By the Rules' education course
- Be suspended by the club from attending matches
- Be suspended or fined by the Association
- Be required to leave the club.

### ***Parents - Code of Conduct and Fair Play***

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- Remember that children participate in sport for their enjoyment.
- Encourage children to participate but do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from all Football activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, managers, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Training**

- Ensure that your child attends training. Attend the training session with your child when possible.
- Ensure that you are there when training has finished or make arrangements for your child to be picked up.
- Ensure you or your child advises the coach or manager if they are unable to attend training.

### **Game**

- Ensure your child is at the game at least half an hour before the game starts.
- Notify the coach or manager if your child cannot attend the game.
- Encourage and support your child so that playing is enjoyable. Do not criticise or harass the referee or the opposition. Remember there is no game without a referee or the opposition.

***The following actions may be taken by the club or association if the Code is not followed***

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**Parents may be:**

- Issued with a verbal warning from a team or club official
- Required to meet with the club committee
- Obligated to undertake a 'Play By the Rules' education course
- Obligated to leave the match venue at the request of the club
- Requested by the club not to attend future games
- Suspended or have club membership revoked
- Required to leave the club along with any dependents.

**In addition:**

- The Association could impose a fine and/or suspension on the club.

***Spectators – Code of Conduct and Fair Play***

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- Remember that people participate for their enjoyment and benefit; not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach players to do the same.
- Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- Support all efforts to remove verbal and physical abuse from all Football activities whether it is by spectators, managers, coaches, officials, administrators or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, managers, coaches or officials.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

***The following actions may be taken by the club or association if the Code is not followed***

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**Spectators may be:**

- Issued with a verbal warning from a team, club or match official
- Required to meet with the club committee
- Obligated to undertake a 'Play By the Rules' education course
- Obligated to leave the match venue at the request of the club
- Requested by the club not to attend future games
- Suspended or have club membership revoked
- Required to leave the club along with any dependents.

**In addition:**

- The Association could impose a fine and/ or suspension on the club.

***Officials – Code of Conduct and Fair Play***

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- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes, which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young players.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

***The following actions may be taken by the club or association if the Code is not followed***

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**Officials may be:**

- Required to meet with the club EC or the Association
- Obligated to undertake a 'Play By the Rules' education course

**In addition:**

- The Association could impose a fine and/ or suspension on the official or the club.



## Administrators – Code of Conduct and Fair Play

- Provide opportunity for involvement of all players in planning, leadership, evaluation and decision making related to their activity.
- Give all players equal opportunities to participate.
- Create pathways for players to participate in Football not just as a player but also as a coach, manager, referee and administrator.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.
- Provide quality supervision and instruction for junior players.
- Remember that players participate for their enjoyment and benefit. Do not overemphasise awards.
- Encourage coaches, managers and officials to highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating.
- Ensure that everyone involved in sport emphasises fair play, and not winning at all costs.
- Give a Code of Conduct and Fair Play document to spectators, officials, parents, coaches, managers and players and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of Football Australia's National Junior Development Policy.
- Make it clear that abusing players in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### ***The following actions may be taken by the club or association if the Code is not followed***

#### **Administrators may be:**

- Required to meet with the club EC or the Association
- Obligated to undertake a 'Play By the Rules' education course

#### **In addition:**

- The Association could impose a fine and/ or suspension on the administrator and/or the club.



## **6. CUFC Agreement Signed At Time Of Registration.**

- (1) I understand that all games are played under FIFA rules except as modified by NFA.
- (2) I understand that I must abide by the rules in the Constitution, Regulations, By-Laws, Handbook and Code of Fair Play and Conduct with Consequences of Cranebrook United Football Club, NFA, FNSW and FFA.
- (3) I understand that I must be fully financial before the commencement of the 2017 season.
- (4) I understand that no registration will be accepted unless the full registration fee is paid, and that no player registration card will be released until full registration fee is received by CUFC.
- (5) I understand that I am responsible for the payment of all fines incurred by me as a result of receiving five or more yellow cards, or being issued with a red card, or any other fine imposed on me by NFA.
- (6) I understand that I am required to fulfil canteen, BBQ duties and club duties.
- (7) I understand that grading of players may be required.

***Member of WSW Club Ambassador program***

**CUFC is committed to offering quality programs to develop the skills of every club member.**

**Programs include coaching courses, player development clinics, coach mentoring systems.**

**The pathway created has seen players and coaches gaining positions at Representative levels.**

**\* Coach and Player Development Opportunities**

**\* Pathways created**



*Play by the Rules* offers free, online training courses for coaches, administrators, referees, players and volunteers. **Cranebrook United Football Club** encourages its members to visit the website. The website provides information about safe and fair behaviour in sport clubs.



**Cranebrook United Football Club is a FFA Accredited club.**

It has registered its commitment to long-term improvement of its culture, its facilities, its members as a whole and is keen to lead the local community when it comes to a responsible approach to alcohol, health and fitness in general.

It has been recognized by NFA, FNSW and FFA for Excellence in Administration, its coach accreditation and governance compliance.



# Cranebrook United Football Club 2018



President: Brendan Kirkland  
M: 0403321612  
Vice-President: Mal Board  
M: 0421751387  
Secretary: Terry Massey  
M: 0431638226  
Treasurer: David Macleod-Jones  
Comp Secretary: Gail  
M: 0423814611

**Website:** cranebrookunited.com.au



| Age Group        | Game Duration   | Ball Size | Game Fee | Game Sheet |
|------------------|-----------------|-----------|----------|------------|
| U5-U7            | 20 min each way | 3         | -        | No         |
| U8-U9            | 20 min each way | 3         | -        | No         |
| U10              | 25 min each way | 4         | -        | No         |
| U11              | 25 min each way | 4         | -        | Yes        |
| U12              | 25 min each way | 4         |          | Yes        |
| U 13             | 30 min each way | 4         |          | Yes        |
| U 14             | 30 min each way | 5         |          | Yes        |
| U15 & U16        | 35 min each way | 5         |          | Yes        |
| Under 17         | 35 min each way | 5         | \$7      | Yes        |
| Under 18         | 45 min each way | 5         | \$7      | Yes        |
| All Age, 35 & 45 | 45 min each way | 5         | \$7      | Yes        |

\* Referee is the sole timekeeper for all games.

\* Check noticeboard.

\* Goals & Equipment away

\* Report all abandoned games, send offs & serious injuries immediately.

\* Team Sheet: Initial opposition id check. Print and sign coach, manager & marshal. Upgrades id no, team & div. Use black biro only. Hand in to canteen at home games.

\*Canteen Duty \*Match fees

## Welcome to CUFC Football Family!