



2018

**Cranebrook United Soccer Club
Coaches and Managers**

Members of the Club and the Management Committee appreciate the time and effort that is required from coaches and managers in performing their duties. To this end, firstly,

THANKYOU!

on behalf of the Management Committee, the players, the parents and the spectators.



Team Officials' Identification – Coaches and Managers

All Coaches and Managers need to be formally registered with MFC and NFA.

It is important that team officials from each team are identifiable to all parties, including the referee. All officials are required by NFA to wear their identification card whilst officiating. Each coach and manager must also be registered through NSW government 'Working With Children Check'. Every team has been provided with bibs for the Coach, and Marshal. It is a mandatory condition of NFA that these bibs are worn at each game.

Team Officials should endeavour to teach not only the skills of the game but stress sportsmanship in their players' attitude to the game. Team Officials may have the backing of the Club to decide methods of training and can call on the resources of the Club if any assistance is needed. The Team Officials may, and should if it is causing problems, request parents and others to refrain from giving instructions which conflict with those of the coach.

Wet Weather

It is very rare that all games are called off by Nepean. It is usually done on a ground by ground basis. Our comp. secretary will inform each Manager if their game has been called off. You will need to organise a system by which you can notify your players that their game has been cancelled. If you **DO NOT** get a phone call you must assume that your game is still on.

COACHES

Guidelines and Rules

Coaching Assistance

All coaches can request assistance from our Coaching Coordinator who will be available to assist and provide any help or guidance as required. If the coaching coordinator is unavailable requests should be directed to the club email.

Coaching Appointments

The appointment of coaches every year is at the discretion of the Management Committee. Appointments are made only for the season in question and application must be made again for subsequent seasons.

Coaching Courses

All Mini-roo coaches U5-U9 must be appropriately accredited. All Division 1 coaches must be appropriately accredited. NFA has strict policies regarding accreditation to which CUFC must adhere.

Coaching accreditation course information is available on NFA website. The club will support all members willing to do these courses.

Coaching Resources

The Club has a number of coaching resources which coaches are welcome to borrow. Training equipment is also available. There are many supportive coaching websites which coaches may be interested in accessing. Please discuss your requirements with the Club Coaching Co-ordinator.

Preparation

Preparing training sessions can be daunting, difficult and time consuming; yet without adequate preparation, you are liable to suffer disorganised and chaotic sessions, bored children and a negative experience for all.

Training – please ensure that no child is left unsupervised after training

The 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 coaching co-ordinator or the president. A copy of the training roster will be provided to all coaches and managers as soon as it is available. Training will be at Sherringham Road 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.

It is Club policy that each team trains at least once a week. Some teams may train more often. Please advise players if training is cancelled.

Playing Time

Coaches and managers are to ensure that across the season players receive equal playing time. This may mean that playing time varies from match to match but it should even out across all games.

You should keep rosters of playing time to ensure this rule is followed.

Under no circumstances are players to be given extra playing time because they are considered to be the team's best player or at the other end of the spectrum; less time on the field because they are considered to be a weaker player.

Unofficial Referees

A person taking the field as an Unofficial Referee has the same obligations and rights as an Official Referee.

Communication with team members: If a team communication is set up or in place, ALL REGISTERED MEMBERS OF THE TEAM MUST BE INCLUDED IN THE COMMUNICATION. There is to be no variance on this as the club is an inclusive one.

MANAGERS

Match Fees

Match fees for **MINIROO and JUNIOR COMPETITION TEAMS (U12-U16) teams** are incorporated in the registration fee.

Match fees for competition teams are to be collected from each player. Match fees, once verified by another person, should be placed in a snap lock bag with the payment form filled in, and handed in at the canteen. (Please use the drop off box.)

If you have any issues with the payment of match fees, please contact the club via admin email admin@cranebrookunited.com.au

Identification Cards

Registration Cards are the responsibility of the team Manager. All players' cards (including those of players playing up) must be in the Manager's hand by the time the match commences. If at the commencement of the match you do not have a players' card he or she cannot take the field.

These cards are extremely valuable. Therefore they must be well taken care of and must not be marked, written on or defaced in any way. Managers must also ensure that they have current Identification Cards for themselves and Coaches associated with the team. These need to be worn at all times when officiating.

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 'G' after documentation has been viewed stating that the glasses are certified sports glasses.

Completion Of Team Sheets U11 and above teams

Team Sheets are the responsibility of the Manager. These are available at the canteen on match days. It is your responsibility to fill out the sheet. The team sheet is given to the Referee to hold during the game. At the completion of the game it needs to be collected from the Referee, signed by both Managers and handed in at the canteen.

Remember

- **print and sign** always.
- **initial** identification check for each player.

When up-grading a player, his team and division must appear beside his name and registration number on the team sheet. Failure to do so incurs a fine.

Managers are advised to take a photograph of the completed teamsheet at the conclusion of each match. This will allow managers to reference back if there is an issue.

FAILURE TO FILL OUT TEAM SHEETS CORRECTLY WILL NOT ONLY COST THE CLUB HEFTY FINES BUT CAN RESULT IN LOSS OF MATCH POINTS BY THE TEAM.

Yellow Cards. Managers are advised to keep a record of any yellow cards issued during matches. This record will enable you monitor when players are nearing the 5 yellow card = 1 match suspension rule.

Referees



A referee may be appointed by NRG.

In the event of a referee not attending, then the team managers of both teams must mutually appoint an Unofficial Referee. The team managers of both teams must endorse the team sheet agreeing to the substitute referee **BEFORE** the game commences.

A person taking the field as an Unofficial Referee has the same obligations and rights as an Official Referee.

Marshals

The team Manager at each game **MUST** appoint a Marshal. The Marshal's duties include seeing that spectators, coaches, and managers do not encroach on the sidelines, or the pitch, and see that good order is maintained. The Marshal must also print their name on the team sheet and sign it. Please take into careful consideration who you appoint as Marshal. The marshal must be over the age of 18 and be on the sideline for the duration of the match. They **MUST** wear the orange coloured vest for the duration of the match and should be introduced to the referee before the match commences.

Forfeited Matches

Please advise the Competition Secretary if you will not be able to field a team as soon as possible. Heavy fines are imposed by NFA for forfeits. Such fines will be passed onto teams.

Remember that a maximum of three upgraded players is all that is allowed. From 2016, Over 35 teams may use 5 upgrades.

Teams forfeiting on two consecutive occasions without satisfactory reason may be removed from the competition.

When an opposing team forfeits a match, the team winning on forfeit must ensure that a Team Sheet (signed by the referee if in attendance) is handed in, in the usual way.

Abandoned Matches

Please advise the Competition Secretary immediately by mobile phone. The reason for abandonment, opposition, time, field and other information is vital. Reports will also have to be written in a very tight time frame. Incident report forms are available at the Club canteen for this purpose.

Unregistered Players

Under no circumstances, field a player who is not registered with NFA as a member of Cranebrook United Football Club. Failure to follow this rule results in heavy fines, points lost and the player concerned being banned from playing Soccer anywhere again. The flow on is that the coach and manager can also be sanctioned.



Up-Grading Players

You will need to keep a record of the players that are upgraded from your team and how many times they have been up graded. A player can only be up-graded **THREE** times. On the 4th occasion they will be regraded into the team that they up-graded to last.

You can only up-grade players who are:

- In a division lower than yours in the same age group
- In a division lower than yours in the age group below yours.
- In any division in the age group two years below yours.



Write the player identification number, name and the team (age and division) of the player on the team sheet.

A player cannot play in a team that is greater than two years above his actual age. Managers should keep a database of any upgrades that occur, noting the date and team into which the player upgraded.

Upgrades

Whilst NFA allow upgrades CUFC has the following upgrade rules

- Upgrades are only permitted when the coach and manager of the upgraded player has given their permission for the upgrade.
- A player must have met their commitments in their normal team before playing in an upgraded team.
- All upgrades in any finals series must be approved by the Executive Committee prior to the upgraded player taking the field.

Interchange Players.

INTERCHANGE PLAYERS FOR COMPETITION TEAMS MUST WEAR TRAINING VESTS WHILE ON THE SIDELINE. THEY MUST REMAIN IN THE TECH AREA IF NOT ON THE FIELD DURING THE MATCH.

Team Shirts

Allocate a shirt number to each player that they will keep for the whole season and record their name next to their number on the shirt list. Players are to return their shirts to their coach/manager at the end of each game.

DO NOT ALLOW PLAYERS TO TAKE THEIR SHIRTS HOME AS TOO MANY ARE LOST THIS WAY.

If for medical reasons, a player wishes to launder their own shirt, a letter of request addressed to the Secretary must be accepted by the Management Committee before this can occur.

Organise a roster to launder the team shirts during the season.

Draw

- Please check this on NFA website weekly.
- Sometimes there may be late changes to the draw. You will need to notify your team either at training or by email, SMS or phone if you do not have a training session before your next game.
- If you are the home team (appear on the draw first) but have **NFLD** written in the type column it means that the game is being played on a neutral ground. You will still be expected to do all the duties that you would have done if you were at home. You must also collect the **Team sheet** from our Club prior to going to the match.

Training - please ensure that no child is left unsupervised after training

- Keep a checklist of who attends training so that you an attendance record. This allows you to speak to those players who are continually absent from training.
- Notify the players of any changes that may have occurred to the draw.
- Check that all parents know where the ground is for the weekend.
- Check whether your team is responsible for 'Pugs, Bownets and Nets' duty. The goals need to go up about half-hour before the game begins. Allow about 20-30 mins to do this. Organise some parents at training to help on match day.
- Each team will need to supply helpers for the canteen or BBQ before kickoff time at home games. Work out a roster among your parents to ensure your team's canteen/BBQ obligations are met.

Canteen Roster

Teams must provide **2 people** to assist in the canteen or on the BBQ for 1 hour before ALL HOME GAMES, (**U5 – U7**:1 person for 45 minutes before game). Sunday Teams are requested to provide 1 person for an hour before their game and 1 person for an hour after their game. This allows the helper to watch the game. Please organize a roster for covering your team's duties.

Insurance

If a player is injured, please give them an insurance form to have completed at the time of seeking medical attention. Notify the Club Secretary once the appropriate forms are completed. There is a time limit after the injury by which the Insurance Company must be notified.

Equipment

If you have any issues with equipment during the season, please contact the Equipment Co-ordinator or an Executive Committee Member. Most issues can be easily dealt with.

At the end of the season all equipment including balls, domes, shirts, team folder and the brag book must be returned to the Equipment Co-ordinator as soon as possible.

GAME DAY – competition teams

Before the game.

- Be at the game at least 40 mins before hand to fill out the team sheet.
- Get team sheet from the Canteen.
- Fill out the team sheet. **Black or blue biro may only be used.**
DO NOT use felt tip or gel pens.
DO NOT make any corrections on the team sheet.
- Ensure your players are correctly attired in playing gear, boots and shin-pads (**no shinpads, no game**)
- Organise an adult to act as marshal. Provide them with the marshal bib and introduce them to the referee. Marshals must **print and sign** the team sheet.
- If there are no assistant referees the referee may ask you to provide lines people. This can either be two from your team or one from each team.
- Give the team sheet to the other team to fill out before the game starts.
- If there is no official referee ask one of the parents to referee. Failing that ask the other team if they have a parent that is willing to referee. Sign the team sheet to say that you both agree on the referee.
- Collect match fees from each player.
- Check the opposition players, their shirt numbers and their identification cards. Initial next to each opposition player. (**Remember - no identification check, no game!**)
- Sign the team sheet and hand over to the referee.

During the Game

- Keep score of the game in case there are any disputes after the game.

After the Game

- Get the team sheet from the referee. Make sure he/she has filled it in the correctly.
- Ask the manager from the opposition team to sign off on the team sheet.
- Hand team sheet to the committee duty person in the canteen.
- Fill out the fee slip, have the amount verified and hand in at the canteen. Please use the drop off box.
- Return match ball to the canteen.
- Return any other items borrowed (vests, flags, red/yellow cards, whistles).
- Confirm if you are the last game on any field. If your game is, you must take down the Pugs, Bownets, and Nets, the domes or corner posts and pack them away.

Away Game

Before the Game

- Be at the ground at least 30 mins before the game. Check at the canteen which field you are playing on if there is more than one field.
- Get the team sheet from the other team.
- Fill out the team sheet.

Black or blue biro may only be used.

DO NOT use felt tip or gel pens.

DO NOT make any corrections on the team sheet.

- Check the opposition players, their shirt numbers and their identification cards. Initial next to each opposition player. (**Remember - no identification check, no game!**)
- Give the team sheet back to the other team.
- You may be asked to provide a linesperson and /or a referee if there is no official referee. Remember to sign the team sheet if you do not have an official referee.
- Collect match fees from your team. Keep match fees and hand them in to OUR canteen either later on in the day or when you have your next home game.

During the Game

- Keep score of the game in case there are any disputes with the score.

After the Game

- Check the team sheet to verify the referee has entered the score correctly, and sign off the team sheet

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

Who to contact re Lights?

	Monday	Tuesday	Wednesday	Thursday
Carpark locked	Mick Fleming	Brendan	Mal	Brendan
Lights	Terry	Brendan	Mal	Brendan