



Belsouth Football Club 2019 Guide for Coaches and Managers

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Introduction

This guide is for the information of Coaches and Managers at Belsouth during the 2019 season. The Club appreciates and values your contributions for the benefit of players and parents. Please contact the relevant Committee member should you have any questions. Contact details are listed on the Belsouth website.

Belsouth Football Club is an incorporated club that was formed in 1970. It is affiliated with the Belconnen United Football Club. Belsouth is a full member of the ACT Football Federation (Capital Football) and the Football Federation of Australia (FFA).

The Club's primary aim is to ensure that all participants enjoy their football. Teams in the Under 12 and up age groups play competitive games (i.e. competition points are registered). For younger age groups, games are not for competition points. For all age groups, the principal aim is to give children the opportunity to play at a level suited to their individual skills. Consistent with the emphasis on participation and enjoyment, it is Club policy that all players must be given at least half a game on the field.

Policies

Junior Sport Codes of Behaviour

Belsouth has adopted the Junior Sport Codes of Behaviour produced by the Australian Sports Commission. It contains key principles for the sporting involvement of players, parents, coaches, teachers, administrators, officials, media and spectators.

Copies of the codes are available by link from the Belsouth website or at http://www.ausport.gov.au/participating/schools_and_juniors

If an issue arises concerning behaviour contrary to these Codes and that issue is not readily resolved by the persons concerned, please raise the matter with the Club through the Secretary (details on the website).

Working with Vulnerable People (WWVP)

All Coaches and Managers supporting junior sport across the ACT are required to have a current WWVP card. Registration for sporting club volunteers is free. For further information and the application process please see Attachment 1: Additional Information: WWVP Registration on page 18 or link below.

[https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-\(wwvp\)-registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-(wwvp)-registration)

You are required to have your WWVP card with you when you are engaged in your voluntary role including at training sessions and on game days.

Registration with the FFA for coaches and managers

For the 2019 season, ALL coaches and managers are encouraged to register with the FFA and obtain a registration number. You can access information and register using the My Football Club website <http://www.myfootballclub.com.au/index.php?id=172>

The above link refers to “Register as a Coach”, but Managers should also use the same link to register as a manager or other volunteer.

You cannot use the same FFA number as your child; you need your own. There are no costs involved.

Zero Tolerance Policy – Swearing

The FIFA laws provide for a red card (i.e. a player is sent off) for the use of “offensive or insulting or abusive language and/or gestures” and this remains the case where the swearing is directed at another person. Where the player swears at themselves the referee would normally issue them a yellow card.

Words a “normal person” would consider to be swearing will be penalised. Racial, religious and sexual slurs should be considered as abusive language and punished under existing offences.

Code of Behaviour

Belsouth follows the FFA Spectator Code of Conduct. Details can be found on the Capital Football website http://capitalfootball.com.au/sites/default/files/Regs%20-%20FFA_Spectator_Code_of_Conduct.pdf. The Belsouth Committee is held responsible for the behaviour of spectators. Should any spectator become abusive or act in a manner inconsistent with the spectators’ Code of Conduct, it would be appreciated if, in the absence of a Committee member, Managers or Coaches could speak to that spectator. It is stressed that the games are played for the enjoyment of the players and that the focus should be on players’ efforts and performance, not on the result.

Respect for officials, opposing players and others, sets a good example for children. **Abuse of referees will not be tolerated under any circumstances.** Players should be taught to accept decisions by the example of coaches, managers and parents. Many referees are young and their experience varies. In all cases, referees benefit from encouragement. Managers should bring any issues with referees to the attention of the Referees Coordinator or a Committee member.

Dogs

The Domestic Animals Act 2000, Section 42 lists the prohibited places in the ACT where dogs are not allowed.

42 - Prohibited Places (3) "A person must not take a dog onto a field or playing area where sport is being played or training for sport is being conducted."

Please note: Dogs are prohibited on all synthetic playing fields and enclosed ovals.

Non-Smoking Policy

Belsouth encourages a smoke free environment. Smoking is not permitted on the side lines of games or near the canteen at the Hawker or Walhallow fields.

MiniRoos

For 2019, the under 7-11 year old matches will follow the rules set out under the Aldi MiniRoos program. More details and the rules are available through <http://www.miniroos.com.au/> At Belsouth Under 6/7 Girls follow under 7 rules. U6/7 girls play 2 x 15 min halves.

Contacts and Websites

Belsouth

The main website for information before and during the season is <http://belsouthfootball.club/>. Information is provided about Club events, age group specific information, canteen rosters and contact details for relevant committee members. We will also publish notifications and information via:

- our Club Newsletter email and
- our Facebook page: <https://www.facebook.com/belsouthfc/> and
- our @BelsouthSoccer twitter account <http://www.twitter.com/BelsouthSoccer>.

The main administrative contact for Coaches and Managers is their Age Coordinator or VP. For parents, their first point of contact should be their Manager or Coach.

Capital Football - www.capitalfootball.com.au

The Capital Football website has information about **draws, results, ladders and ground locations** for Under 10 – 18. There are also a variety of resources for referees and others including the competition rules. This is under Competitions | junior football. SportsTG is the new portal for checking your competitive fixtures. Notices and Email

Notices will be distributed by the President, Vice President and/or Age Coordinators by email. Additional notices will be posted to the Belsouth website and Facebook page throughout the season. Managers and Coaches should arrange with their players/parents how information will be distributed (email, SMS or other).

Care should be taken in communicating using email.

- Email should be used for communicating administrative information to parents (training, draw, rosters, etc.) and not for commenting on team or player performance;
- Ensure you have parents' email addresses that are relatively frequently checked, but do not expect parents to check their email in time for urgent matters;
- Refrain from using email to communicate with players younger than 16, unless the player is communicating an inability to attend training or a game;
- Confirm whether the email addresses in your team list belong to a parent or player.

Registration

Registration is mandatory for all players. Belsouth will not accept responsibility for players who are not registered as they are not insured. Full registration includes registering details on the My Football Club website and paying registration fees.

It is the Manager's responsibility to check that players are registered. Early in the season a list of registered players will be sent to each Manager for checking against their own player list. Where players are not on the registered players list, Managers are asked to encourage registration and let their Age Coordinators or VP know so the Registrar can follow up with parents/carers. If registration is not completed within a reasonable period, the player will not be permitted to play.

Player Age Groups

Belsouth plays football in groups based on age and gender. A player's true age group is simply understood with reference to the birthday reached during the playing year. A player turning 11 during the current calendar year is an Under 11, one turning 13 is an Under 13, etc. Dispensation may be granted to play up a year above a player's true age group, provided this does not create problems for either affected age group in terms of player numbers. Playing up an age group is most often requested to permit a player to play in the same team as his or her school year group.

Girls playing in mixed teams may also play one age group younger than their true age group. Note: A player is termed "under 5" if they turn 5 in the current calendar year.

Age/Gender	Play	Responsible Head of Football
Peewees Under 5 – 6	Skills based program, no teams. Parent supervised and assisted.	Minis
Under 6-9 girls	Play is organised by Belsouth. U6-7 and U8-9 teams only play against other Belsouth teams.	Minis
Under 7 – 9 mixed gender	Play is organised by Belsouth. U7 teams only play against other Belsouth teams. U8-9 plays against Belwest and Gungahlin.	Minis
Under 10 – 11 Girls	Playing groups and match draws are organised by Capital Football. Games are not for competition points.	Girls U10 and up
Under 12 – 17 Girls	Playing groups and match draws are organised by Capital Football. Games are for competition points from Under 12 onwards.	Girls U10 and up
Under 10 – 11 Mixed (mixed gender, though mostly boys)	Playing groups and match draws are organised by Capital Football. Games are not for competition points	Mixed U10-18
Under 12 – 18 Open (mixed gender, though mostly boys)	Playing groups and match draws are organised by Capital Football. Games are for competition points.	Mixed U10-18
Women's State League teams	Playing groups and match draws are organised by Capital Football. Games are for competition points.	Women's coordinator
Men's State League teams	Playing groups and match draws are organised by Capital Football. Games are for competition points.	Men's coordinator

Eligibility for age groups

Rules apply to playing games outside a player's true age group, outside a player's nominated team, and when a player is not properly registered. These rules must be followed when seeking fill-in players for a team temporarily short of numbers, or longer-term replacements for players who drop out or are injured.

The rules are:

1. No player may play in an age group more than two years above their true age group. For example, an Under 14 team cannot play/substitute an Under 11 player, or an Under 10 team an Under 7 player. Managers are asked to be careful also with players who are already playing up a year (the Club has been fined and teams penalised points due to this).

2. In the Under 12 to Under 18 age groups you cannot play a player who is not formally registered. Detected breaches will cause your team to lose any points gained from the relevant game and your team will be fined. If you wish to add a player to your team, contact the relevant age co-ordinator and arrange for the player to be registered allowing one week (minimum) for processing at Capital Football. Registrations received after June need to be approved by the Junior Standing Committee at its monthly meetings – this may take time.

3. No player may play in an age group younger, or a division within an age group lower, than the one he/she is registered for. For example:

(i) A player eligible to play under 12s but who chooses to play 'up' as a registered member of an under 13 team cannot be deemed an under 12 player to fill in on a temporary basis

(ii) An under 12 division 3 team could not borrow a player from an under 12 division 1 or 2 team, and

(iii) An under 14 division 3 team could not borrow an under 13 division 1 or 2 player (you cannot play in a lower division of an older age group).

Note: Under 12 teams can borrow players from any Under 11 team, as Under 11 is not officially a graded competition.

4. If you are regularly borrowing players from another team, be aware that once a player plays four games in your team they become a member of that team, and they are no longer eligible for their own team. I.e. you can only borrow a player three times without effectively regrading them.

5. In the Under 12 to 18 age groups, if there are two Belsouth teams in the same division, interchange of players between those teams is not permitted.

Notwithstanding these rules, if a situation develops during the season where a permanent reallocation of players among teams within an age group seems desirable (e.g. one team has 14 or 15 players while another is struggling to field 11), this can be accomplished by seeking a formal regrading of players. Contact the age co-ordinator or Vice-President with any such proposal, but noting that a regrading may not be effected until the next monthly meeting of the Capital Football Junior Standing Committee.

Player Identification

There are no Player ID cards. Should you be suspicious of a player's eligibility, note the player's name, shirt number and registration number when signing the match card. Discuss it with your age co-ordinator or Head of Football. If appropriate this will be followed up. Any submission regarding eligibility must be received by Capital Football within two working days of the relevant game.

If you are involved in a game where a dispute over player eligibility develops, advise your VP. Do this whether you or the opposition initiates the dispute. Belsouth needs to follow up any complaint it has against another club, and to be in a position to respond to complaints.

Training

Training should be organised by the Coach and Manager and communicated to parents. In general, younger age groups (up to U11) only train 1 day a week.

For training, Belsouth is allocated Murrarji St Hawker, Walhallow St Hawker and Aranda playing fields from 4pm to 7pm, Monday to Friday. Under Capital Football rules, junior teams are not allowed to train after 7pm. Other suburban playing fields in the area may also be used at any time for training subject to availability. If you wish to book another field other than grounds allocated to Belsouth, please consult the Ground Booking coordinator.

Training field bookings

Training fields MUST be booked at the start of the season through the Belsouth Grounds Booking Coordinator (see email below). As Belsouth hires the training grounds from ACT government, any changes to arrangements for pre booked fields must be advised to the Coordinator – email grounds@belsouthfootball.club. Coaches should use the field/area they have been allocated and not the area allocated to another team.

Where lights are available, they will be automatically switched on at the right time of night. Please advise if you will not need your field, so that lights are not unnecessarily used. Light hire is expensive!

Please contact the Ground Bookings coordinator if you need to change your training field use during the season including if you will not be using the ground at any time (other than school holidays).

Training Supervision

Before leaving children at a training ground, parents and carers should check that there is a session in progress and the Coach or Manager is present. Sessions may be cancelled without notice due to sudden unavailability of the Coach/Manager or closure of the grounds due to wet weather. Coaches/Managers should advise parents of any change of arrangements as soon as possible.

Teams coached by non-adults must have at least one adult present at all times to assist with the supervision of children and, in the event of an accident, make the necessary arrangements. It is also often of benefit to coaches to have an extra parent at training. A roster of parents could be developed for this purpose.

Training Equipment

Each team is provided with balls, cones and bibs for use at training. All balls should be marked "Belsouth". The Manager should ensure all balls are returned to the Equipment Officer at the end of the season. This should be done no later than Presentation Day. Please also ensure the bag provided with the balls and cones is also returned. All these items are costly and are re-used in subsequent seasons. Your assistance will help keep Belsouth registration fees low.

Match day information

Wet Weather Cancellations

For wet weather cancellations and breaking news, follow @BelsouthSoccer on Twitter or 'like' our Facebook page.

Match day cancellations due to weather may be broadcast over radio stations ABC Radio Canberra or Radio 2CC, if known in advance. Cancellations may occur as a result of the ACT Sportsground Office closing all ACT grounds or a Belsouth Committee delegate making the decision in the interests of player safety.

Parents should assume games are on unless they have been contacted by their manager. Age Coordinators will be advised as soon as a cancellation is known and they will advise team managers, who should in turn notify coaches and players. Please do not call Committee members or managers as such calls may prevent advice being sent in a timely manner.

In some cases, the younger age group non-competitive games may be cancelled, while the later full-field matches proceed. A decision on matches for Under 10 and above will usually be announced by 11am.

Training ground cancellations will be made by the ACT Sportsground Office or at the discretion of individual teams. You can check the Sportsground Office closure web page at <http://www.sport.act.gov.au/sportsgrounds/sportsground-booking-and-information> or call 6207 5957 for a recorded message.

Belsouth Home Grounds

All Belsouth home games are played at the Hawker ovals. The club books the required grounds depending on the number of fields required each week.

Grounds 1 to 3: Murrnaji Street. Ground 1 is the closest to the canteen, Ground 2 next to it and Ground 3 on the upper tier, closest to the High School. Small sided games further split each field— see the map outside the canteen on match day.

Grounds 4 to 6: Walhallow Street. Ground 4 is the closest to the toilet block and main car parks, Ground 5 in the middle and Ground 6 on the upper tier, closest to the tennis centre.

Away Ground Locations

Where Belsouth teams are playing away games (named second on the draw), ground locations can be found on the Capital Football website <http://www.capitalfootball.com.au/competition/actewagl-junior-league>

Some helpful information on locations is given on the Belsouth website under 'Locations'.

Canteen

Belsouth operates 2 canteens during the season. The canteens are a major source of our income. The Murrnaji St canteen will operate during the season between 08:30am and about 3:00pm, subject to volunteers and demand. The Walhallow canteen mainly operates before and after Peewees sessions from 10:30am to 12:30pm.

A roster will be provided for canteen duty and will be made available on the Belsouth website. Managers should organise parents to share the duty and roster five adults at a time, two in the canteen and three on the barbecue. Teams with parents on canteen duty will normally be allocated the ground nearest to the canteen for that day. Children under 12 are not allowed in the Canteen. Due to the number of teams in age groups and draws, most teams only have one or two canteen duties in a season.

Player Medical Conditions and Injuries

It is the responsibility of parents to advise their coach of any medical conditions that may affect a player at training or during a game.

A **first aid kit and ice** are available at the canteen for the treatment of minor injuries. Where possible, a committee member with first aid qualifications will be available at the Hawker playing fields.

Should a serious injury occur, team officials (Coach and Manager) are expected to give **ABSOLUTE PRIORITY** to seeking appropriate medical attention for the injured player and to advising his/her parents or guardians if not present at the game. The disclaimer parents sign when registering their children explicitly empowers club officers (defined to include coaches and managers, persons temporarily acting in those capacities, as well as elected officers) to seek medical attention for injured players.

The insurance scheme is organised by Football Federation of Australia for all players. To take advantage of benefits available under this scheme (albeit, which are very limited over and above Medicare coverage) a claim form needs to be lodged promptly after an injury has been sustained. Belsouth encourages parents to promptly lodge a claim, even if medical treatment may not be initially required. Parents should ask any Doctor for a certificate at the time of any treatment detailing the specific injury.

In the event of an injury for which an insurance claim may be considered parents / guardians of the player need to register for an insurance claim number, even if treatment costs are not initially incurred. There is information at <http://www.gowgatessport.com.au/football/>. Contact details are provided if parents required further information. There is also a free App available from this web-site.

The team Manager or Coach needs to write a brief report of the incident as soon as possible and send this by email to the club Secretary and relevant Vice President (details available on the Belsouth website).

The report should include:

1. Team age group, division and name;
2. Date and time of the game and playing ground;
3. Player name and FFA number;
4. How the player was injured and what action was taken (e.g. ambulance);
5. Any known hospital or doctor visit on the day or soon after.

This report is tabled at the next committee meeting so that it is officially logged for insurance purposes.

Player Equipment, Clothing, Jewellery

Referees are instructed to enforce the following rules:

- All players must wear shin-pads fully covered by socks.
- No jewellery of any kind is to be worn. It is not acceptable to tape over studs, earrings etc. Medical alert bracelets must be taped to the body.
- For the protection of opposing players, no player other than a goalkeeper may wear a cap or hat with a hard brim or peak (soft brims, such as bucket hats are fine)
- No player may play while wearing a plaster or other cast

- Visible undergarments must be the same main colour as the shirt / shorts.

Referee and Assistant Referee Fees

The Manager pays the fees to an *appointed* referee and/or *appointed* assistant referee. Managers of under 8-9 teams pay the fee for *home* games only.

For U10 and U11 matches, Belsouth and opposing teams each pay half the referee fee and official assistant referees (AR's) are not appointed. However, as part of the Belsouth Referee Development Program AR's (in training) may be appointed for U10-U11 matches at Hawker. Where AR's (in training) are appointed, the Belsouth home manager pays the full fee for the AR's.

Official assistant referees may be appointed for U12 and up. Each team pays half the fee of the referee and AR's. The Manager is not required to pay unofficial club assistant referees for any match.

Age group	Referee	Paid by	Assistant Referees	Paid by
Under 7 and U6/7Girls	\$11	Belsouth	\$5	Ref Coord
Under 8, 9 and U8/9 Girls	\$13	Belsouth	\$6	Ref Coord
Under 10	\$15	Half each	\$7.50	Belsouth
Under 11	\$17	Half each	\$8.50	Belsouth
Under 12	\$28	Half each	\$14	Half each
Under 13	\$32	Half each	\$16	Half each
Under 14	\$35	Half each	\$17.50	Half each
Under 15	\$40	Half each	\$20	Half each
Under 16	\$44	Half each	\$22	Half each
Under 18	\$50	Half each	\$25	Half each

Note: The Belsouth Manager pays 100% of the fees that are in bold and 50% of the ones indicated as such.

Belsouth reimburses the referee and assistant referee fees on presentation of the claim form – see “Other Resources” on the [Coaches and Managers](#) page of the Club website. Claims are reimbursed by the Treasurer several times a year with advice issued through the Newsletter. More regular payments (or advances) can be organised with the Treasurer.

If an official referee has not been appointed to your home match (this may occur for some 1:45 and 3:10pm matches), the visiting team's Coach or Manager should be invited to nominate a referee. If they do not nominate a referee, then the home team is required to do so. If playing away the Belsouth team should be offered the opportunity to provide a referee. There is no provision for forfeiture of a match for the non-supply of a referee. Managers should carry a whistle in case there is no referee.

Please give positive encouragement to our referees. However, should you have any concerns over a referee's performance please contact the Referees Coordinator.

Safety of players

All due care must be shown for the safety of players and spectators. Coaches and Managers are requested to ensure spectators remain 2 metres back from the field perimeter and out of the way of referees.

The area behind goals should also remain clear both to reduce distraction to players and for safety reasons.

Please report any notable incidents (e.g. those that may be the subject of a referee's report or a protest by another club) to the Belsouth President as soon as possible. This includes incidents that may occur at away games and incidents Belsouth should protest about on behalf of teams or players.

Home ground field set up

Teams are responsible for dressing/undressing fields (set up/taking down). Check the notice board near the canteen to see whether your team needs to dress/undress the field. Parents need to assist and should allow at least 20 minutes prior to kick off to set up. Each team via the Manager should have a weekly roster for this to ensure it occurs. No one enjoys a late start to a game because the field is not set up on time. See separate sections for field setup for your age group.

Prior to each match, fields must be checked for debris. If a syringe is found please contact a Committee member who will assist with its safe disposal.

Damaged or incomplete equipment should be reported to a Committee member.

Playing Strip

The club provides Belsouth shirts for each player on loan. The shirts may be collected after each game, washed and returned for the following game on a roster basis, or each player may be made responsible for their own shirt.

Managers: Before distributing shirts to the team, record the shirt number (on the back or the label) and the name of the player receiving it on the sheet provided. Please ensure all players wear the Belsouth strip, i.e. white shorts and sky blue socks (In 2019 socks are provided through the Manager with additional socks through the merchandising manager). The shirts are only to be used for matches and are not to be worn for training or other purposes, during the week. Training shorts can be purchased through the Merchandising Manager online through the website.

Where a clash of colours occurs or you are playing another Belsouth team, the team listed first on the draw must change their shirt. An alternative strip is available near the canteen.

The **Manager** is responsible for the return of all washed team shirts at the end of the season. This must be done on, or before, Presentation Day. Managers should ensure players leaving through the season return their shirts before they leave. Teams receiving premiership or runner-up medals at the season end may keep their shirts to wear at the Capital Football Presentation and then return the complete set to the Belsouth equipment coordinator.

Match Ball

Each team will receive a match ball for exclusive use in the Saturday games. The Coach or Manager is to retain the match ball, supply it for each match and collect it immediately after the match.

Forfeiture of Matches and Late Arrival at Games

For a variety of reasons, a team may occasionally forfeit a match. When your team needs to forfeit a match in circumstances that allow advance notice to the opposition, urgently contact your VP so they can advise the opposing club. When you forfeit a match on match day, also advise your VP. Belsouth may be fined for forfeited matches: at least 3 working days' notice – no fine, less than 3 days - \$50, no notice - \$100.

Should you win or lose a game by forfeit, the team manager should complete a match card as usual, write (or, if present, have the referee write) 'Belsouth won/loss by forfeit' in the space where the match result is recorded, and deposit the original of the card in the box as usual (see instructions below).

In the U10 to U11 age groups, teams have 10 minutes after scheduled kick-off time to be ready. After 10 minutes the referee should abandon the game and award the non-offending team a forfeit. In the U12 to U18 age groups teams have 15 minutes after scheduled kick off time. Note: that the maximum halftime break is 10 minutes. If a team is not ready to resume play within this period the referee may abandon the game and award it to the non-offending team by forfeit. Matches (except at 3:10) must finish at the scheduled time – no additional time is played.

Please note that a referee who is present for a forfeited game is entitled to payment. If both teams are present, the cost is shared. If your team is the only one present you should pay for both teams and advise your VP that you have done so. You claim the full payment on the reimbursement form noting the forfeit.

MINIS: UNDER 6/7 – UNDER 9

Season Draw

The season's draw will be given to each Manager, who in turn should provide it to each team member. A season draw is also a good way to provide each team member with contact details of the Coach and Manager and to organise such things as the canteen roster and ground dressing roster. All home games are played at Hawker, either Murranji Street or Walhallow Street grounds.

Match Conditions

Mixed

Mixed Under 7 matches are played against other Belsouth teams at Hawker. Under 8 and under 9 matches are played against other North side teams. Teams use size 3 balls.

	Under 7	Under 8	Under 9
Kick-Off Time	8:50am	9:40am	10:35am
Player Numbers	4 v 4	7 v 7 (min 5)	7 v 7 (min 5)
Goalkeeper	No	Yes	Yes
Field Size	30m x 20m	40m x 30m	40m x 30m
Game Duration (Half Time)	2 x 20 min. (5)	2 x 20 min. (5)	2 x 20 min. (5)
Goal Area / Penalty Area	No goal or penalty areas	No goal or penalty areas	Rectangular area - 8m from the goal line & 16m across. Managed by referee.

Girls

Under 6/7 and U8/9 girls matches are played against other Belsouth teams at Hawker using size 3 balls.

	Under 6/7	Under 8/9
Kick-Off Time	9:40am	10.35am
Player Numbers	4 v 4	7 v 7 (min 5)
Goalkeeper	No	Yes
Field Size	30m x 20m	40m x 30m
Game Duration (Half Time)	2 x 20 min. (5)	2 x 20 min. (5)
Goal Area / Penalty Area	No goal area or penalty area	No goal area or penalty area

Field Setup

The Murrangi St container – where the mini goal posts, cones and corner flags are stored – will be open each Saturday to allow access to the equipment. Allow at least 20 minutes to set up (“dress”) a field before the kick off time. Please ensure two people handle the PVC poles etc. as the connections can be brittle and do break. For safety reasons, children must not carry the spikes or flags.

All teams should check the noticeboard each Saturday to see whether they need to dress and/or undress their fields. It is best if Managers prepare a team roster for this so parents/carers know in advance. The team listed first is always responsible for field set up and take down if indicated.

Under 7 mixed and Under 6/7 Girls: set up cones and mini goals (2 sets of 2 x 1.5 metre uprights and one 1.5 metre cross bar).

Under 8 and 9 mixed and Under 8/9 Girls: games use two sets of 2m x 3m PVC goals that are kept partly assembled (netting removed for storage) in the shipping container located furthest from the canteen.

The field set ups used are provided in Attachment 2: Guidelines for setting up the U7 to U11 fields on page 20 and another copy in the Coaches and Manager’s kit.

Cancelled / Abandoned Matches

Non-competitive games cancelled due to ground or weather conditions are not replayed.

Encouragement Awards

Encouragement Awards sponsored by “Grill’d” Belconnen will be issued to each Manager and should be awarded to one player per week. Managers should ensure that every player receives at least one award before awarding a player a second one. A tip for managers: put player names on the certificates at the start of the season, adding the date or comment when they are actually awarded.

Player Misconduct – Under 6 to 9

Referees for mini games may send players from the field for up to 5 minutes for misconduct and the rest of the game for serious offences. Red and Yellow cards are not used. Players sent off may be replaced.

Coaches should talk to players about fair play. It is hoped that send offs won't eventuate (and is extremely rare for minis). There is no formal disciplinary panel in place to consider offences by mini players. The Belsouth Committee will consider matters raised by referees through the Referees Coordinator.

JUNIORS: UNDER 10 – UNDER 18

Season Draw

See the Capital Football website for ground locations, season draws and competition ladders <http://www.capitalfootball.com.au/competition/actewagl-junior-league>.

At the start of the season, each team member should be provided with a match draw for the season and coach and manager contact details. This is also a good time to organise the canteen roster and ground dressing roster.

Match Conditions

Age Group	Mins per half (half time)	Field Size	Ball Size	Match Time
Under 10	25 (5)	½ field, 9v9	4	11:30 am
Under 11	25 (5)	½ field, 9v9	4	12:30 pm
Under 12	30 (5)	Full, 11v11	4	1:45 pm
Under 13	30 (5)	Full, 11v11	4	12:30 pm
Under 14	35 (5)	Full, 11v11	5	1:45 pm
Under 15 Open	40 (5)	Full, 11v11	5	3:10pm
Under 16 Open	45 (5)	Full, 11v11	5	3:10pm
Under 16 Girls	40 (5)	Full, 11v11	5	3:10pm
Under 18 Open	45 (5)	Full, 11v11	5	3:10pm
Under 18 Girls	40 (5)	Full, 11v11	5	3:10pm

Field Setup

Allow at least 20 minutes to set up ("dress") a field prior to kick off. Nets are to be put up on both goals for full field games. Flags are to be placed at each corner of the field for all these age groups.

Under 10 and under 11 use the same sized field (half field across Fields 1, 2, 3). These teams play with two sets of ¾ sized goals that are kept in the storeroom behind the canteen. Under 10 teams will set up the field and goals and under 11 teams will return equipment to the shed each game day. On some occasions Under 10 may also need to undress the field if there is no Under 11 game. Similarly, on some occasions Under 11 teams will need to set up a field if there has not been an Under 10 game beforehand.

Under 12 and up play full field using full sized goals. When dressing these fields, please ensure that a ball cannot easily pass between the net and the ground at any point, particularly adjacent to the goalposts. The net bag should be left tucked securely under the net in a rear corner. Place two additional flags one metre clear of the sideline in line with the centre line. Nets may be set up during an under 10 or 11 game as long as they do not interfere with that game.

In undressing the field, you take down the nets, collect the corner flags and return the gear to the storeroom. Please ensure that all pegs are found as pegs left in the ground can damage mowers and the ACT Government has threatened to fine/make Clubs liable for damage. Pegs are also costly to replace.

Club Vested Officials

Junior League fixtures should have a designated Club Vested Official (CVO) at all matches from U12 upwards. Please nominate a parent/carer to undertake this role with yellow vests being available from the storeroom.

Cancelled / Abandoned Matches

Only competition games (Under 12 – 18) are replayed subject to agreement between the teams and Capital Football. If a match is cancelled or abandoned, the manager MUST advise the VP Juniors and the Referees Coordinator. Capital Football 2019 Rules of Competition set out replay arrangements.

Match Cards: Under 12 and Up

The match card is a triple carbon sheet (original/green/blue) and is used for Under 12 and above age groups. It must be filled in by the home manager, be given to the away manager to complete their details and be presented to the referee before the match.

Ensure that the card includes:

- printed names, shirt numbers and FFA identification numbers
- age group, division, round number, date of match and playing ground
- names of competing clubs

Note: Omission of the CLUB NAME and DATE are common errors.

After the match the home manager collects the original WHITE plus the BLUE copy and the away manager is given the GREEN copy by the referee with:

- Score entered in words as well as numbers (ensure it is correct before you sign)
- Referee's signature
- Opposing Manager's signature
- Home Manager's signature.

LEAVE YOUR COPY/COPIES OF THE COMPLETED MATCH CARD IN THE BOX AT THE RECEPTION DESK AT THE BELCONNEN SOCCER CLUB (HAWKER) BY 5PM ON SATURDAY (NOTING THIS WILL BE A LITTLE LATER FOR 3:10PM GAMES).

Belsouth will be fined for missing, late or incorrectly filled in match cards so make every effort to fill them in correctly. If in doubt contact the Belsouth Points Registrar, Andrew Mann on 0407 489 402 or andrewandkaren@grapevine.net.au

Player Interchange: Under 10 and Up

For Under 10 – 11 interchanges take place at any time at halfway subject to the referees instructions.

For Under 12 – 18:

- A team is permitted up to four interchange players. In other words, up to 16 players may participate in a game (and appear on a match card).
- There is no limit to the number of interchanges, subject to the proviso that if a referee decides that the frequency of interchanges is disrupting the flow of a game they are entitled to say 'no more'.

- All interchanges must take place (i) at the halfway line, (ii) during a stoppage in play, (iii) with the consent of the referee. Note: a replacement player cannot enter the field until the player being replaced has left it, and that they must leave and enter at the same point.
- A player replaced by an interchange player becomes an interchange player and may subsequently re-join the game as a replacement.

Red and Yellow Cards – Under 10 and Up

Should a player be given a red card (i.e. sent off), the Age Coordinator and Vice President must be advised and the player is automatically stood down for the following game. Players sent off for serious offences may be required to appear at a disciplinary hearing, in which case, it is usual for the team coach or manager to accompany them. If you believe the likely charge should be defended, discuss this with the Age Coordinator and Vice President. Red-carded players incur an automatic one match suspension as a minimum. Note: it can take some time after an offence for consideration of a matter by The Capital Football Disputes and Disciplinary Panel which may later impose an additional suspension. This Panel determines suspensions. Suspensions beyond one week are not uncommon depending, on the severity of the offence, they are not automatic. Your team manager will be advised of the actual suspension.

In the Under 12 and above, records yellow card offences are recorded by Capital Football. Players who accumulate four yellow cards incur a one-match suspension and are stood down for the following game.

Make sure you advise the Belsouth President of yellow and red cards issued to one of your players.

A listing of offences that attract red and yellow cards can be found on the Capital Football website.



Fun, Football and Family

Attachment 1: Additional Information: WWVP Registration

Welcome to Belsouth for season 2019. The Belsouth community: players, parents and committee appreciate and value the commitment you are making to your team and the Club as a volunteer coach and/or manager.

It is an ACT Government requirement that all volunteers involved in junior sport hold a current Working with Vulnerable People (WWVP) card. Belsouth has a responsibility to ensure all coaches and managers have a WWVP registration prior to kick off this season. Registration as a volunteer is free.

If you do not currently hold a WWVP registration you need to apply for registration with Access Canberra.

You can complete your application in two ways:

- completing an [online application](#) (please note you will need access to a printer to generate the completed application); or,
- completing a [Working with vulnerable people application for registration \(DOC\)](#).

I am already registered and have a current WWVP

Bring your card to the Coaches and Managers Meeting or contact the WWVP Manager if not attending. A Committee member will sign the original and record the details.

I provided this information last season and my card is still current

As Belsouth is required to ensure that all coaches and managers (new and returning) hold a WWVP card the process will be undertaken at the start of every season.

I have applied but not yet received my card.

Bring the receipt acknowledging you have submitted an application to the Coaches and Managers meeting.

I want to commence training but have not yet received my WWVP card.

There must be an adult at every training session and game that holds a current WWVP card. Another parent on the team who has a WWVP card can be delegated as the registered WWVP person provided they remain at the field.

The Coaches and Managers Meeting

- Bring your WWVP card to the meeting.
- A Belsouth committee member will sign the original card and record the team you are supporting.
- If you have not yet received your card please bring the original receipt acknowledging that you have submitted an application.

If you are unable to attend the Coaches and Managers meeting the required documentation must be presented at the Murrarji Street canteen at the start of the season to a committee member.

Season kick off (if not already provided)

- Bring your WWVP card to the Murrarji Street canteen
- A Belsouth committee member will sight the original card and record the team you are supporting.
- If you have not yet received your WWVP card bring the original receipt acknowledging that you have submitted an application. Another parent on your team who holds WWVP registration will need to attend each training and game until you receive the WWVP card.

During the Season

The ACT Government states it will be conducting spot checks of sporting groups this season to confirm WWVP cards are being carried and that our club is complying with the legislation. We expect our volunteers will be checked sometime during the season.

1. You are required to have your WWVP card with you at each match and training session.
2. Renew the card prior to its expiry date and provide ensure a Belsouth Committee member sights the original card and notes the update. For information on renewing a working with vulnerable people registration refer to the [Working with Vulnerable People \(WWVP\) registration renewal](#) page.

For further information contact our WWVP Manager, the Belsouth President or a Committee member.

Please note electronic copies cannot be accepted as it is a requirement that a Club official sight the actual card.

Thank you for your assistance and support.

Attachment 2: Guidelines for setting up the U7 to U11 fields

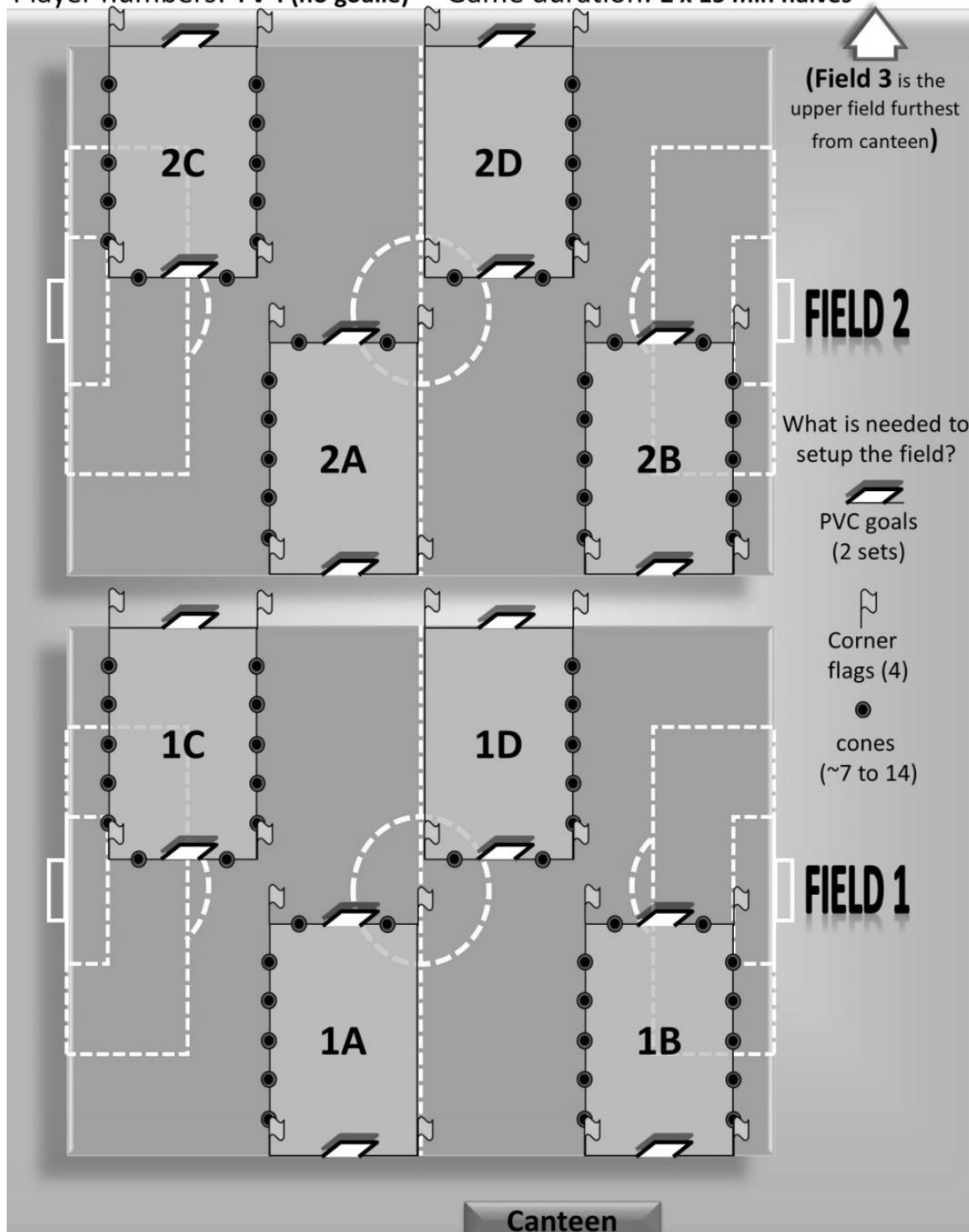
(All team parents should help to set up (dress) and pack up (undress) the fields – it is not the responsibility of the coach or manager)



U7 and U6/7G field layout

Kick off: 9:00 am (U7), 9:40 am (U7/8G) Field size: 20m x 30m

Player numbers: 4 v 4 (no goalie) Game duration: 2 x 15 min halves

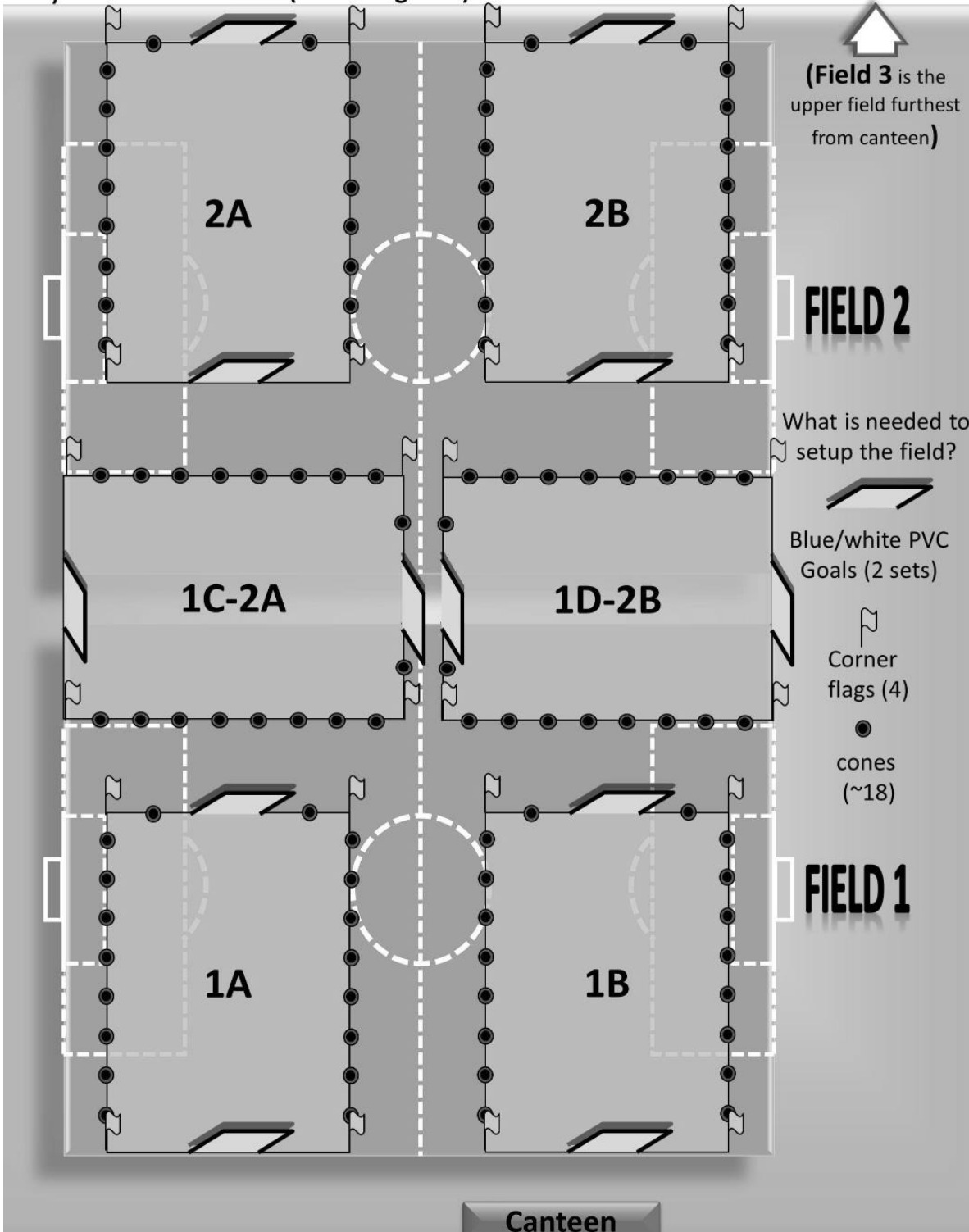




U8, U9 & U8/9G field layout

Kick off: 9:40 am (U8), 10:35 am (U9 and U8/9G) Field size: 40m x 30m

Player numbers: 7 v 7 (includes goalie) Game duration: 2 x 20 min halves

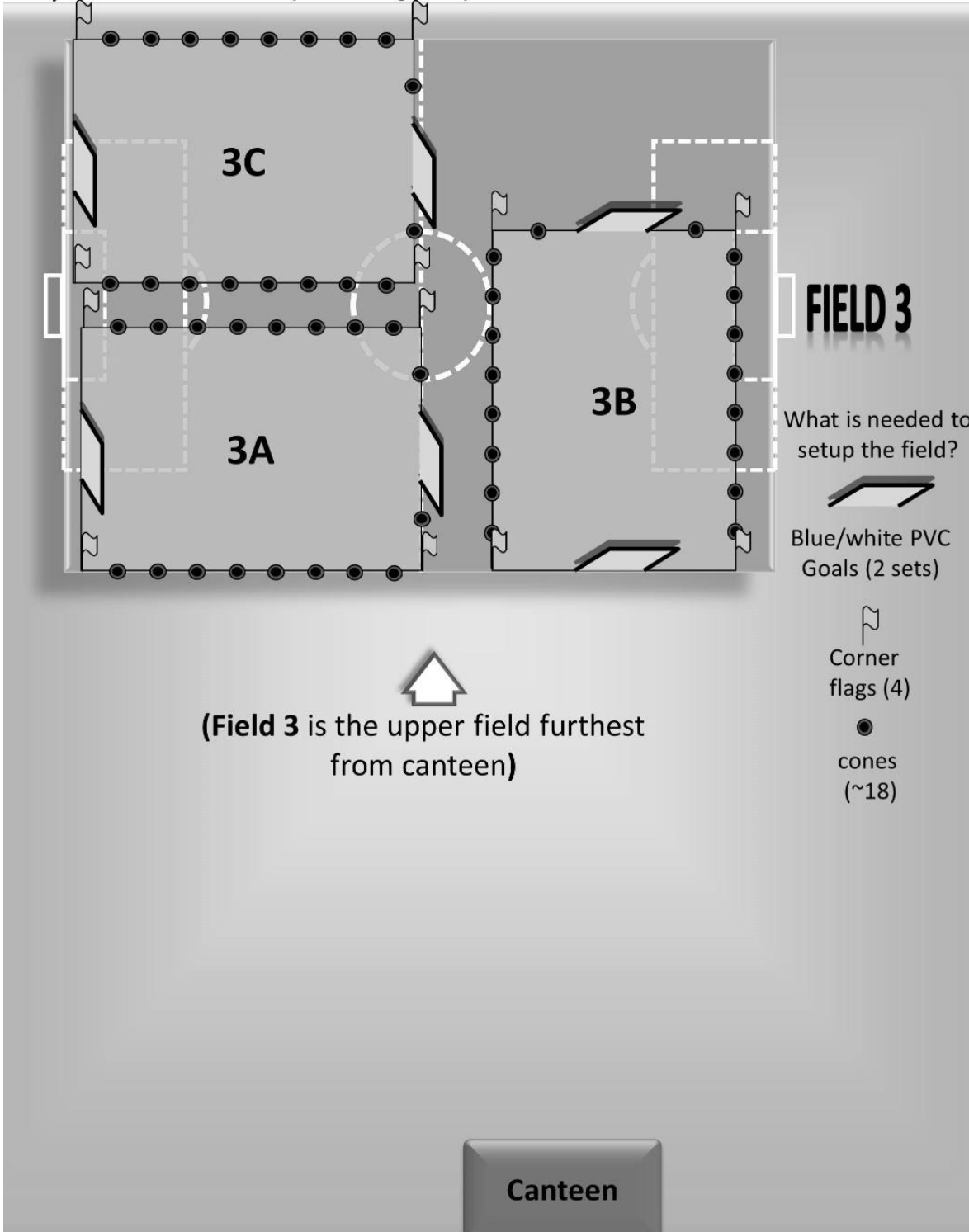




U8, U9 & U8/9G field layout

Kick off: 9:40 am (U8), 10:35 am (U9 and U8/9G) Field size: 40m x 30m

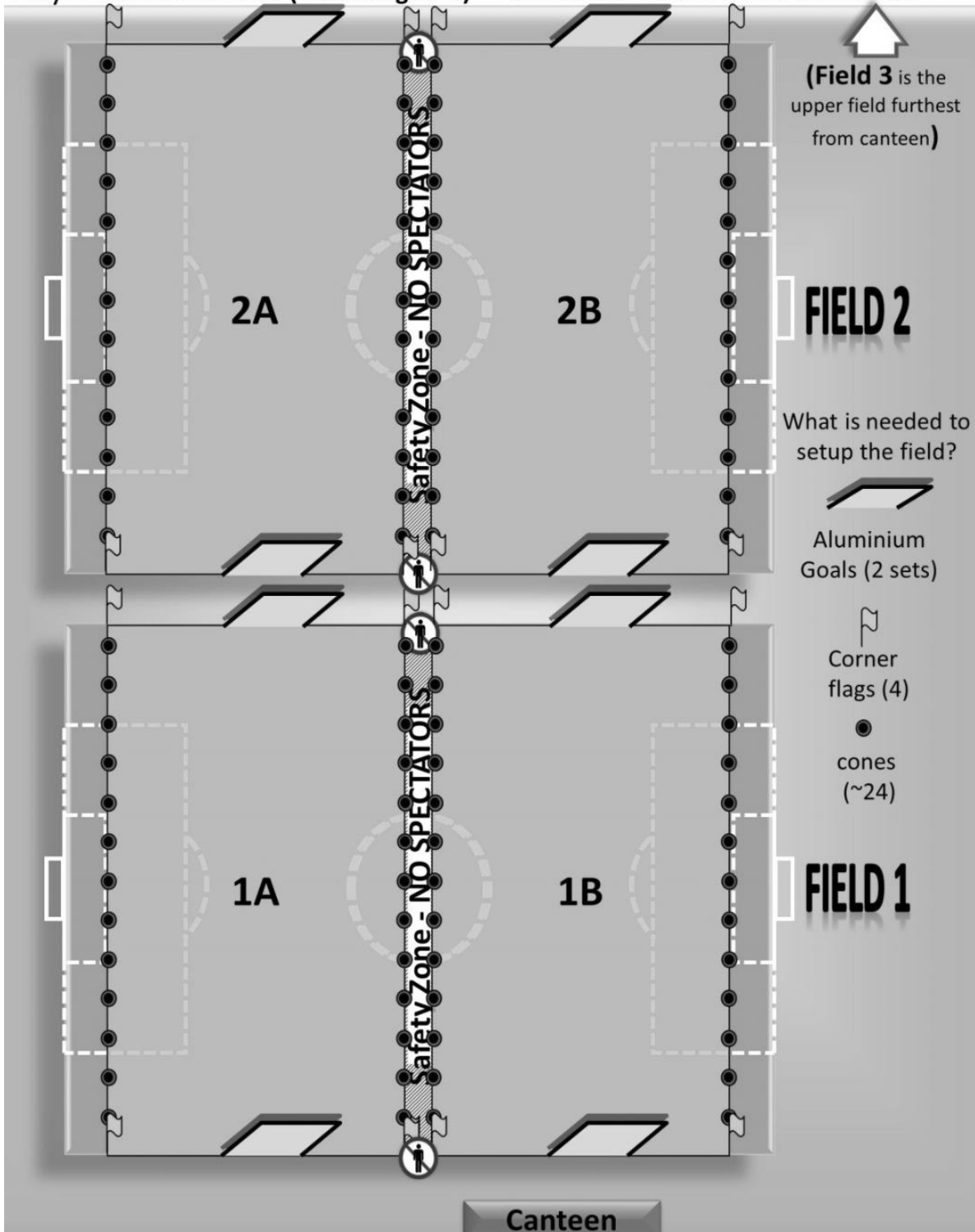
Player numbers: 7 v 7 (includes goalie) Game duration: 2 x 20 min halves





U10 and U11 field layout

Kick off: 11:30 am (U10), 12:30 pm (U11) Field size: <math>< \frac{1}{2}</math> field (1 m in from $\frac{1}{2}$ way)
Player numbers: 9 v 9 (includes goalie) Game duration: 2 x 25 min halves



Attachment 3: Useful tips for the Manager – Summary

Summary of the Laws of the Game –

<http://static-3eb8.kxcdn.com/documents/211/Summary%20of%20Law%20Changes%20for%20Players,%20Coaches%20and%20Media.pdf>

Team App - check out this application which will help you organise your team from week to week with team notifications including training sessions, player's availability, match cancellations.

Ref and AR Ref– have zip lock bags ready for each week with ref payments and possible 2 AR payments.

Match Cards – under 12's and up – have multiple copies of template of team list, to glue to score card – must include FFA numbers.

Half Time snacks – Recommended to NOT use oranges due to their acidity. Instead use lollies like jelly babies, snakes or jelly beans are fine.

Communication – a weekly email to your parents is a good idea to remind them of game location. Any updates from the club can be included.

Canteen Roster – check what week your team is on and roster your parents. The Manager and Coach should not have to cover this shift – you do enough. Please remind your parents that children under 12 are not allowed in the Canteen or near the barbecue

Field Set up - Set your field up your field early and check to see if you need to pack down your field

Grounds Manager – for all queries re set up of gear, please see our Grounds Manager who will be vested and available at the grounds from 8:30 to midday.

Website – Our Belsouth website should always be your first contact point and should be checked regularly for things like Key Contacts, latest updates and newsletters.