



Mount Colah Football Club

# INFORMATION FOR MANAGERS AND COACHES

Season 2018

**Abstract**

Useful information to help Mount Colah Football Club managers and coaches

Mount Colah Football Club Incorporated

[www.mountcolahcolts.com](http://www.mountcolahcolts.com)

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## SEASON 2018 - CLUB OFFICIALS

Position	Name	Phone	Email
President	Bruce Parker	0410 338 839	president@mtcolahfc.org.au
Vice President	Michelle Waite	0403589140	vicepresident@mtcolahfc.org.au
Secretary	Paul Burt	0490 434 944	secretary@mtcolahfc.org.au
Treasurer	Paul Thomas	0414527353	treasurer@mtcolahfc.org.au
Registrar	Paul Ferry	0411 439 461	registrar@mtcolahfc.org.au
Equipment Officer	Russell Ansems	0416 040 592	equipment@mtcolahfc.org.au
Recorder	Saskia Lawler	0424 736 612	recorder@mtcolahfc.org.au
Grounds Officer	Kerrie Starbuck	0421 375 208	grounds@mtcolahfc.org.au
Coaching Coordinator	Vince Turner	0432 358 777	coaching@mtcolahfc.org.au
Canteen Coordinator	VACANT		canteen@mtcolahfc.org.au
Clothing and Boot Pool	Michelle Boccalatte	0425 200 290	clothing@mtcolahfc.org.au
PR and Media	Rob Wing	0411 288 511	pr-media@mtcolahfc.org.au
Webmaster	Helmut Hiebl	0414303800	webmaster@mtcolahfc.org.au
Member Protection Officer	Saskia Lawler	0424736612	mpo@mtcolahfc.org.au
Referee Liaison Officer	Steve Ireland	0414 811 104	ref@mtcolahfc.org.au
Convenors	Name	Phone	Email
Mixed Under 6	Kate Renaud	0468474438	u6-convenor@mtcolahfc.org.au
Mixed Under 7	Tennille Kolarik	0424 398 024	u7-convenor@mtcolahfc.org.au
Mixed Under 8	Winston Bush	0412 326 949	u8-convenor@mtcolahfc.org.au
Mixed Under 9	Rob Paul	0419 804 054	u9-convenor@mtcolahfc.org.au
Mixed Under 10	Steve Ireland	0414 811 104	u10-convenor@mtcolahfc.org.au
Mixed Under 11	Melissa Turnell	0402 117 704	u11-convenor@mtcolahfc.org.au
Mixed Under 12	Paul McSweeney	9477 4883	u12-convenor@mtcolahfc.org.au
Mixed Under 13	Graeme Watson	0409 145 857	u13-convenor@mtcolahfc.org.au
Mixed Under 14	Roger Dore	0414 509 448	u14-convenor@mtcolahfc.org.au
Mixed Under 15	VACANT		u15-convenor@mtcolahfc.org.au
Mixed Under 16	Saskia Lawler	0424736612	u16-convenor@mtcolahfc.org.au
Youth (Mixed Under 18)	VACANT		u18-convenor@mtcolahfc.org.au
All Age Mixed	Peter Verduin	0419 462 890	aa-convenor@mtcolahfc.org.au
Over 35 Mixed	Rob Paul	0419 804 054	o35-convenor@mtcolahfc.org.au
Over 45 Mixed	Rob Paul	0419 804 054	o45-convenor@mtcolahfc.org.au
Junior Girls Co-ordinator	Michelle Waite	0403 589 140	girls-convenor@mtcolahfc.org.au
Girls 14 Convenor	Michelle Waite	0403 589 140	g14-convenor@mtcolahfc.org.au
Girls 16 Convenor	Robert Wing	0411 288 511	g16-convenor@mtcolahfc.org.au
Girls 18 Convenor	Michelle Boccalatte	0425 200 290	g18-convenor@mtcolahfc.org.au
Women's All Age	Michelle Boccalatte	0425 200 290	women-convenor@mtcolahfc.org.au
Over 35 Women	Michelle Waite	0403 589 140	o35women-convenor@mtcolahfc.org.au

## BEHAVIOUR

### Football is Fun

The intention is for football to be FUN. It is intended to be an enjoyable sport for all concerned – players, spectators and officials alike. Use common sense in your judgements, be tolerant, allow the game to be played without pressure – it should be fun for all concerned.

### Good Sportsmanship

Cheering the opposition and shaking hands after a match does help to engender a feeling of friendship and, over a period of time, can lead to less aggravation and stress during the match. Spectators should also take note of this.

Please treat the referee with consideration, whether an official or club referee. They do not always have the advantage of the perfect position that you enjoy on the sidelines. Accept decisions by officials – they are only human and can make mistakes.

### Kids Comments

It's a good idea to reflect on what children really want from sport. Here are some typical comments:

- I don't mind if I don't win every time I play – in every game someone has to lose.
- My dad is great – he just watched.
- We don't have a scoreboard, but we do have the best meat pies.
- I don't play anymore because mum used to yell too much. I got sick of it.
- I don't really care who wins as long as I have fun ... although it's good to win at least once.
- When spectators yell at the referees it's like that person has wrecked the game for everyone.
- I feel good when we score a goal. I guess the other team must feel the same when they score.

### Volunteers in Sport

Remember that the people who organise your Club and the NSFA are VOLUNTEERS and give their time and considerable resources to provide a facility that allows our children to play soccer in an enjoyable environment. What may appear to you to be unfair, as an individual with the best intentions for your son or daughter, may not necessarily be in the best interest of soccer on a broader base.

Club officials act upon instructions from NSFA, which in turn is directed by State, National and World bodies. What may appear to you to be an annoyance may, in fact, be an instruction. Please consider these VOLUNTEERS before you jump in at the deep end – and consider the game in its entirety.

## MEMBER AND CHILD PROTECTION

Member and child protection policies are defined by the National (FFA) and State (FNSW) governing bodies. These policies cover all aspects safety and protection for all children, players, volunteers and spectators. Information and policies in regard to Member and Child Protection can be found on the FNSW website at:

<https://footballnsw.com.au/protection-and-safety/>

### Working With Children

The Working with Children Check (WWCC) is an important requirement which contributes to providing children with a safe sport environment. Football NSW have introduced a new Working with Children Check Policy for the 2018 season and beyond.

The new 2018 FNSW Working with Children Policy requires all persons in child related roles working or volunteering with children under 18 years to apply for a WWCC and provide their WWC Number to the Club, Association or Referee Branch they register with.

### In Summary:

All coaches, team officials and club officials that are eighteen years of age and older must obtain a Working with Children (WWC) number and enter it into the MyFootballClub Registration system. There are no exceptions. The club may not employ any person in a role that requires working or volunteering with children under 18 years of age unless they have provided a verified WWC number.

### What This Means:

Parents coaching or managing their own child's team are no longer exempt. Coaches and Managers cannot start with their teams until they have completed their registration and WWC. Parents are no longer permitted to look after a team in a coach or manager's absence.

The new 2018 FNSW Working with Children Policy can be found on the FNSW website:

<https://footballnsw.com.au/protection-and-safety/working-with-children/>

The process to apply for a WWC or Retrieve your existing WWC can be found on the Club registration website in the Volunteer Registration page:

<http://www.mountcolahcolts.com/index.php/registration/>

Applying for a WWC is a 3 step process:

1. Complete online application form
2. Go to a Service NSW Centre or Motor Registry
3. Once completed, you will receive an email notification

**Note:** Applying for a WWC as Volunteer is a free application.

### Coach and Manager Absence

If both or all Coach/s or Manager/s are not available for training or a game then another Club Official will need to stand in. If this situation arises please follow the following process:

1. Contact you Age Convenor and inform them of the pending absence
2. If the Age Convenor is unavailable escalate to the Club Secretary and/or Club Registrar
3. The Age Convenor will contact the Club Secretary and/or Club Registrar
4. The Club Secretary and/or Club Registrar will appoint a temporary official to look after the team for the period of absence

### Policies

All Players, Coaches, Team Managers, Club Officials and Volunteers must adhere to all policies from the Club, NSFA, FNSW and FFA. These policies can be found in the resources section on each of the governing bodies websites.

<http://nsfa.asn.au/the-association/policies/>

<https://footballnsw.com.au/resources/>

These policies all aspects of the game including behaviour, alcohol and smoking, concussion, Equipment, Goalpost Safety, Governance, Integrity, Member & Child Protection, Privacy, Weather, lightning.

### Code of Conduct

All Players, Coaches, Team Managers, Club Officials and Volunteers must adhere to the National Code of Conduct and any Code of Conduct Policies from FNSW, NSFA and the Club. Code of Conduct Policies can be found on the FNSW website on the resources page.

<https://footballnsw.com.au/resources/>

## Privacy and Data Protection

In your role as a Coach, Team Manager, Club Official or Volunteer you will have access to information and personal details of players and other volunteers. All personal data held in the Club, competition and registration databases is classified private and confidential.

In Australia the Privacy Act protects personal information that is held, or collected for inclusion, in a 'record'. A 'record' is defined to include personal data, a photograph or other pictorial representation of a person. If an individual's identity is apparent, or can reasonably be ascertained, from personal data, a photograph or other image, then the collection, use and disclosure of that image is covered by the Privacy Act.

Please remember the following:

- Your logon to MyClubMate (Calford Green) is unique to you. It must not be shared with anyone else.
- All data held in MyClubMate (Calford Green) is private and confidential. No data can be shared without the permission of the Club Executive.
- Please seek the permission of all parents/players if you wish to share contact details. An easy solution is to ask parents to share details amongst themselves or use social media.

## REGISTRATION

### Volunteer Registration

**IMPORTANT:** All volunteers must register as a volunteer. There is no charge. All information on volunteer registration, procedures and all links to the MyFootballClub Registration system and WWCs can be found on the Volunteer Registration page on the Club's website:

<http://www.mountcolahcolts.com/index.php/registration/>

**Note:** You will require a Valid WWC number to register as a Coach, Manager or Volunteer. Coaches and Managers cannot start with their teams until they have completed their registration and WWC.

### Working with Children Check

All Coaches, Managers, Committee Members and Volunteers will require a valid Working with Children (WWC) number in order to register as a Volunteer in the MyFootballClub Registration system.

You will need to obtain a WWC number prior to registering as a Coach, Manager or Volunteer. It may take up to 4 weeks to obtain your number so don't delay.

**Note:** Applying for a WWC as Volunteer is a free application.

### Identity Verification

You will be required to provide a valid form of identity to complete your registration. You will be contacted by the Registrar or Club Official if you need to have your identity sighted.

### Digital Photograph

You will be required to provide a current digital photograph to complete your registration. You will be contacted by the Registrar or Club Official if you need to provide a digital photograph.

## SEASON CALENDAR

## SEASON DATES 2018

Games are generally played every Saturday (Mixed & Men's Teams) and every Sunday (Girls & Women's Teams). See below for season dates.

<i>Date</i>	<i>Event</i>
3/04/18	<b>Deadline for Registration Fees to be Paid</b>
7/04/18	<b>Season Starts</b> MiniRoos (U6-U11) Matches & Junior Mixed(U13-U18) Competition Matches Commence, MAA Matches Commence *1 <sup>st</sup> Round U12 Grading Matches
8/04/18	G12-G18 Competition Matches Commence G8-G11 MiniRoos Matches Commence WAA Matches Commence
14/04/18	*2 <sup>nd</sup> Round U12 Grading Matches
21/04/18	<b>NO Matches</b> MiniRoos, Mixed Junior U12-U18 (middle weekend of school holidays)
22/04/18	<b>NO Matches</b> Girls G8-G18 (middle weekend of school holidays)
14/07/18	<b>NO Matches</b> Junior Mixed U12-U18 (middle weekend school holidays)
15/07/18	<b>NO Matches</b> Girls G8- G18 (middle weekend school holidays)
18/08/18	Junior Mixed Mini Roos – Usual competition <b>Semi Finals</b> Senior Mixed, Junior Mixed
19/08/18	Girls Mini Roos – Usual competition <b>Semi Finals</b> Girls' Women's & Junior Mixed Sunday Divisions1
25/08/18	Junior Mixed MiniRoos Gala Day <b>Finals</b> Senior Mixed and Junior Mixed
26/8/18	<b>Finals</b> Girls' Women's Girls Miniroos Gala Day

**\*Gala Days**

All MiniRoos (Mixed and Girls) teams are automatically entered into the Gala Day draw.



## WEBSITE

**Mount Colah Football Club:** [www.mountcolahcolts.com](http://www.mountcolahcolts.com)

This website is the main information site for Mount Colah Football club and includes a wide variety information about the club such as contact and registration information, news and sponsors.

The Club Website is the best starting point for links to registration, wet weather, the season draw, KDFRA, FSW and FFA

**NSFA:** [www.nsf.aunz.net.au](http://www.nsf.aunz.net.au)

The NSFA website will give up to date information including wet weather, fixtures, results and points tables (competition age groups only).

Updates on match cancellations due to weather will be available from 7pm Friday night for the following day's matches. 7pm Saturday night for the following day's matches.

The NSFA website also has a library which holds documents such as the MiniRoos and Competition Manuals, the NSFA Handbook and the PD&DC Manual. NSFA Policy documents are also on their website and include:

Alcohol, Communication, Pregnancy, Wet Weather, Hot Weather, Player's Equipment, Photography and Video, Social Media, Privacy, Lightning, Smoking, Goal-post Safety, Jewellery, Canteen.

## CORRECT PLAYING ATTIRE

Correct playing attire must be worn at all games. *This includes shirt, shorts and socks in the club's registered colours.*

Any strip offences reported to NSFA will result in a fine to the Club.

All players, irrespective of age, **MUST WEAR SHIN PADS.**

If a player becomes injured during a game and decides not to continue wearing shin pads, they will not be allowed to resume playing in the game until the shin pads are put on again.

Remember – “NO SHIN PADS, NO PLAY”

*This rule also applies at training* – shin pads must be worn at all times on the field.

*Jewellery is not permitted. Plaster or similar rigid casts are not permitted.*

## NSW GOVERNMENT SMOKING BAN

The NSW government has introduced a new ban on smoking in spectator areas of sports grounds or other recreational areas while organised sporting events are being held. This ban came into effect on 7 January 2013. The new law will prohibit smoking in all spectator areas of the facility, regardless of whether seating is provided or the area is covered

The smoking ban applies during the entire duration of the organised sporting event. This will include not just when the players are competing but pre match and half time games and entertainment that form part of the sporting event.

*Penalties of up to \$550 apply to individuals who smoke in spectator areas at public sports grounds or other recreational areas during organised sporting events.*

## THE DRAW

The draw for the season will ***only*** be published on the NSFA website [www.nsf.aasn.au](http://www.nsf.aasn.au). On the draw, you have a direct link to the map of the ground by clicking on the name of the ground.

Results and points tables for competition age groups will be displayed as soon as results are entered and should be up to date by the Tuesday following the match at the latest.

Results of MiniRoos games are not published.

There is a new NSFA draw structure in place for competition age groups (U12 to O45) for the 2018 season. The new draw structure is based on a few key principles which include:

- Consistency Amongst Competitions
- Simple easy to follow format
- Delivery of a Transparent Competition
- Maximising game time
- Creating an exciting and engaging product.

The following important items will occur in the new competition structure:

- NSFA will post a whole of season draw at the beginning of the season
- Around 90% of divisions will be made up of 6, 8, 10 teams. Odd team divisions will be limited to one team pre age group. This is to avoid byes wherever possible.
- There will be a two-week final series to be played on August 18<sup>th</sup>/19<sup>th</sup> and 25<sup>th</sup>/26<sup>th</sup> for divisions of 8 teams or less.
- Divisions of 10 teams will play a final series only if time permits.
- There will be no Gala Day for Junior Mixed and Girls Competition
- Singular washed out games will be replayed midweek or on Sundays.
- If all games are washed out, these games will be played as a full round after the completion of that competition.
- If any regrading is to occur it will be done after Round 3 for all age groups except U12's:
  - Under 12 grading days will be done in week 1 and 2, after which the divisions will be finalised
  - No regrading will occur after divisions are finalised after Round 3
  - Regrading will only occur when there is a swap of teams that can occur between 2 division (ie 1 up , 1 down).
  - The swapped teams will replay the first 3 rounds in their new division as make up games similar to singular washed out games.

## MINIROOS TEAM NAMES

Please ensure that parents, players, coaches and managers refer to MiniRoos teams by their designated team name and not the 'A' team, 'B' team etc. MiniRoos is deliberately set up to foster football in a non-competitive environment.

## FIRST AID

Each team is given a basic first aid kit. Ice is kept in both Foxglove and Berry canteens. Spare disposable ice packs can be collected from the Foxglove or Berry canteens which operate on a Saturday morning.

Please return First Aid kits at the end of the season.

## WET WEATHER PROCEDURE

NSFA uses fields from 5 Local Council areas. All these Councils are consulted when ground conditions threaten play. This, as well as the prevailing weather, dictates the possibility of play and training. For this reason, a decision is left as late as possible as to whether games are to be cancelled or moved.

NSFA may close grounds in the best interests of the competition, or Council may close the ground. The referee of the game has the right to abandon or decide not to play a game if he/she considers that the ground conditions are unsafe.

Games **MUST NOT** be played if any one of the above-mentioned authorities close the ground.

It is the responsibility of the player/team/Club to check for changes. The basic procedure for public notification is as follows –

- All modifications to the draw due to wet weather will be published on the NSFA Website and NSFA Facebook and Twitter by 7pm the night before play.

**ALL PLAYERS** should check the NSFA website – this relieves the Team Manager from the burden of contacting every player.

For information on cancellation of training or matches check the NSFA website, Facebook page or Twitter. Wet weather Information will be:

- updated by 7pm on Friday night for Saturday games
- updated by 7pm on Saturday night for Sunday games
- updated at 3pm week days for training

Clubs/teams that do not abide by wet weather closures will be liable for the cost of repair to grounds. Clubs are also financially responsible for damage. Cost determined by Council (initial and long term repair).

Council reserves the right to withdraw use of playing fields by repeat offenders or instigator of excessive damage. Council can close grounds under extreme circumstances (safety, asset protection).

Guidelines: Training or play is likely to cause damage to playing surface if particular characteristics are exhibited. Some of these are:

- surface water present
- water rises to surface when walking across the surface (soil saturation)
- surface is slippery to walk on, or grass surface easily dislodged
- heavy or constant rain occurs immediately prior to or during training or play

## COMMUNICATION WITH NSFA

**IMPORTANT: ALL CONTACT WITH NSFA IS TO BE SENT VIA OUR CLUB SECRETARY**

If you have any issues to raise or reports to make, they are to be forwarded to our club secretary who will send them to NSFA in the name of our club.

Send to: [secretary@mtcolahfc.org.au](mailto:secretary@mtcolahfc.org.au)

## NO ON FIELD COACHING

Coaches ***are not*** to take the field in order to run with their players.

Coaches, managers, parents are permitted to referee in the absence of an official referee.

Direct coaching whilst refereeing **IS NOT ALLOWED**.

The Referee for MiniRoos (U6 to U11) is a "Game Leader". The main role of the Game Leader is to keep the game moving fluently, limit stoppages and assist players with all match restarts. Most importantly, they must make every effort to create an environment that ensures that all players have fun, are learning the game and have maximum involvement. The Game Leader can be a club official, parent, older child/player or beginner referee and should always be enthusiastic and approachable. Most importantly, remember the children are learning the game – be flexible and patient.

Direct coaching from the sideline ***only*** is permitted, and is to be done in a POSITIVE, NON-HYSTERICAL, NON-INTIMIDATORY manner.

Sideline supporters are to behave similarly. Note that the referee has to power to ask any person on the sideline to leave the field if they are behaving badly.

No coaches or spectators are to stand behind goal lines. The only time a person is permitted to stand behind goal lines is to retrieve a ball.

## INJURIES

Any serious injuries sustained during play or training must be documented in the Team Admin portal.

### ACCIDENT SUPPORT PROGRAM (Insurance)

The Accident Support Program operates Australia wide but does NOT afford any cover for members whilst engaged in footballing activities overseas.

#### Personal Information Flyer

A general information sheet can be found at:

[https://www.jltsport.com.au/fnsw/documents/Personal\\_Injury.pdf?201612211836](https://www.jltsport.com.au/fnsw/documents/Personal_Injury.pdf?201612211836)

#### Injury Claim Form

Injury claim forms can be found at:

[https://www.jltsport.com.au/fnsw/documents/SLE\\_Personal\\_Injury\\_Claim\\_Form.pdf?201612221845](https://www.jltsport.com.au/fnsw/documents/SLE_Personal_Injury_Claim_Form.pdf?201612221845)

\*Remember for all serious injuries please fill out an injury report through your team login and inform the club secretary [secretary@mtcolahfc.org.au](mailto:secretary@mtcolahfc.org.au) .

Insurance website link [www.jltsport.com.au/fnsw](http://www.jltsport.com.au/fnsw)

## NSFA ALCOHOL POLICY

The NSFA alcohol policy is provided to ensure that clubs/teams do not break council regulations and so that consumption of alcohol does not present a problem at soccer venues.

- **Alcohol cannot be consumed in the public area of the soccer field.** This is defined as the area hired from council.
- If a venue has a licensed area all alcohol must be contained and consumed only in that area.
- Where the boundaries of the playing field are not clear alcohol cannot be consumed within:
  - the fenced or roped off area
  - if not fenced, not within the flat field area
  - if not fenced and not bounded by natural barriers, not within 15 meters of the field
- Any council regulations prohibiting alcohol over-rides any NSFA policy.
- The ground manager (or in their absence the team Captain) is responsible for ensuring this policy is policed.
- ***Failure to abide by the Alcohol policy is subject to severe discipline to the individuals and teams involved.***

## CLUB MATTERS

### MOUNT COLAH FOOTBALL CLUB COMMITTEE MEETINGS

MCFC Committee meetings are held on the 3<sup>rd</sup> Thursday of each month in the Mount Colah Public School library. All club members are invited to attend. It is a great way to keep up to date with what is happening. Please park outside the school grounds and enter via Pierre Close.

Please let the club secretary know if you are going to attend by email [secretary@mtcolahfc.org.au](mailto:secretary@mtcolahfc.org.au) or phone 0490 434 944.

### COACH RESPONSIBILITIES

- Provide quality instruction for players and maintain a child/player safe environment at training and matches.
- Treat all players equally and with respect.
- Monitor actions of players towards each other.
- Improve coaching ability by attending appropriate coaching courses.
- Become familiar with and ensure team adheres to NSFA Rules and Regulations and FFA Code of Conduct.

### MANAGER RESPONSIBILITIES

- Communicate with parents/players training times/venues and game times/venues.
- Co-ordinate team rosters (e.g. washing shirts, grounds dressing).
- Appoint a suitable referee if KDFRA has not provided one for matches.
- Ensure Electronic Match Cards (competition) or result cards (MiniRoos) are correctly completed and submitted on the day of the match.
- Ensure the team leave the grounds clean of any rubbish
- Record/enter match results in the Team Admin system on the day of the match.
- Pass on information to players/ parents regarding club activities/expectations.
- Become familiar with and ensure team adheres to NSFA Rules and Regulations.
- Ensure players, parents and spectators follow FFA Codes of Conduct.
- Ensure general safety of team members during training/matches.
- Collection, care and return of shirts and other club equipment in good condition
- Manage complaints in a professional manner.
- Assist the coach as required.
- Advise the Age Convenor, Secretary or Registrar if both the Coach and Manager are unavailable for training or a game. (Remember a parent is not allowed to stand in for a registered team or club official)

## RISK MANAGEMENT

### *Match Day Check-list*

On the Field                      Public Areas                      Incident Reports

#### *On the Field*

- Supervision of erection and removal of nets
- Pitch inspection for potholes, sprinkler heads, foreign objects on or near playing surface
- Correct injury protection equipment worn by players
- Match Officials positions filled
- Broad Strategy in place as to how to handle injured players

#### *Public Areas*

- Canteens controlled by responsible adults to minimise risks of burns, scalding & safety of equipment, including electrical
- Food maintained in hygienic condition
- All seating, steps, stands, toilets etc. are in safe condition. (Advise the property owners of the need to repair any such items).
- Drains, grills, ramps checked for stability, slippery surfaces etc., eroded gutters, broken pipes etc.

#### *Incident Reports*

- In the event of any incident with a claims potential against the Club/Player/Association etc. obtain full details of the circumstances at the time, including names & addresses of parties involved, officials and witnesses. These are very important in defending the liability of your club against claims.
- Remember to in no way admit any liability at any time as this is the right of your insurer. To do other wise could prejudice your rights to be protected by your insurance covers.

NSFA are looking to introduce a Risk Management App tool which team managers will complete to ensure the safety of players and spectators at every match.

## GROUNDS DRESSING

Clubs are responsible for the provision of corner flags and goal nets. Clubs must ensure grounds are dressed and ready before the scheduled kick-off time. Clubs will be fined for failure to dress grounds.

Dressing at grounds includes –

- provision of corner posts and setting up of nets (competition fields)
- opening of dressing rooms and toilets
- open emergency access (ambulance entrance-exit)

**At the end of the day all ground dressing must be packed down and locked again.**

All teams will be rostered to dress the grounds during the season. It is suggested that Junior teams roster the parents of your players to assist with this duty when it is your team's turn.

Details for accessing keys to dressing sheds / lights / ambulance gate will be notified to team managers by our Grounds Officer.

***Ambulance access is to be unlocked at the start of the day and locked at end of the day.***

After dressing the grounds, please return the keys to their usual place, so they are available during the day should the need arise. Retrieve the keys to undress the grounds (all corner posts and nets put away, lock dressing rooms, lock ambulance gate) and then make sure the keys are put back when you finish.

## REFEREES

Home teams are required to provide a referee if there is not a Kuring-gai and District Football Referees Association (KDFRA) appointed referee in attendance. One person should referee the entire match.

*MCFC does **NOT** tolerate any forms of abuse towards match officials. If you witness (or are subjected to) any abuse of match officials then please report this to the Club Referee Liaison Officer [ref@mtcolahfc.org.au](mailto:ref@mtcolahfc.org.au)*

### MCFC Junior Referee Pilot Programme (EST. 2016)

Managers and Coaches please support the MCFC Junior Referee Programme. The purpose of the MCFC Junior Referee Programme is to promote refereeing within MCFC and act as a gateway into the excellent (KDFRA) Junior Development Squad. There are KDFRA trained referees that officiate at National A league level.

The program is open to MCFC registered players from u10 to u15 and is targeted to provide the skillset and confidence needed to referee, or game lead, **non-competition football** from U7 onwards.

The MCFC Referee Liaison Officer will ensure that junior referees have the knowledge, maturity and parental support to perform refereeing for non-competition football.

Junior referees will be supplied with a whistle and a logbook that is used to record the games that they have refereed. The inside cover of the logbook specifies the non-competition age groups that they can referee and the MCFC Referee Liaison Officers signature. Junior referees should referee the whole game (both halves) and will require a signature from the coach/manager at the end of the game in their log book.

Junior referees will be accompanied by a parent/guardian who can assist and support the referee. For experienced junior referees the manager can take over the role from the parent/guardian.

Junior referees will not be officially allocated to matches they will let themselves be known to MCFC managers as being available and will produce their logbook for review. The decision to allow a junior referee to officiate is at the absolute discretion of the MCFC manager. Please supply any feedback via [ref@mtcolahfc.org.au](mailto:ref@mtcolahfc.org.au)

## TRAINING

**Only train on booked grounds** (as allocated by our Grounds Officer)

***Do not train on closed grounds.*** The Club can be fined by Council if teams train on grounds which have been closed. ***Always check the NSFA Wet Weather Information for ground closures*** (refer to section in this manual WET WEATHER PROCEDURE).

### Lights

At both Foxglove Oval and Parklands Oval lights are turned on and off using a SMS system. The following people are authorized to turn lights on and off:

Grounds Officer	Kerrie Starbuck	0421 375 208
Vice President	Michelle Waite	0403 589 140
Secretary	Paul Burt	0490 434 944
Registrar	Paul Ferry	0411 439 461

Please contact one of the above people if you require the lights to be turned on. If you are the last person to leave the ground please contact one of the above to turn the lights off.

First team at training should unlock a dressing room and the last team to train should lock the dressing room. Access to keys for the dressing rooms (a toilet is located inside) can be obtained by contacting Kerrie Starbuck 0421 375 208 or Paul Burt 0490 434 944.

At Parklands Oval a nominated club official will open the carpark gate and turn the lights on and off.



## TEAM MATCH and TRAINING EQUIPMENT

All team equipment is to be collected from the Club Equipment Officer by the Convenor, Team Manager or Coach. The Team Manager and Coach are responsible for this equipment and if lost or damaged due to negligence the Club requires that the replacement cost be met.

### Strip

The Mount Colah Football Club (MCFC) provides a full set of soccer strip (shirts) to each team, plus a goalkeeper's shirt. Non-competition (U6-U11) shirts are generally unnumbered, whilst competition (U12 to All Age, O35 and O45) are numbered to identify players as per the Match Card. Players are required to purchase Club shorts and socks, soccer boots and shin pads. All players must wear the full and correct Club uniform (i.e. shirt, shorts and socks) – failure to do this can lead to the team and Club being penalised by NSFA.

*Club policy is that the club shirts are only worn during matches and are collected by the Team Manager after each game – this extends the life of the shirts and helps to keep fees down! Players must not be permitted to take individual shirts home after a game. Most teams organise a parents' roster for washing the complete set of shirts after each game to help the Team Manager.*

### Match Ball

The Club provides one (1) approved Match Ball to each team for use in official games. ***This ball must not be used for training sessions or practice games.*** Please note that Football NSW approves specific Match Ball brands only. If your team's Match Ball is damaged or lost, please contact the Club Equipment Officer [equipment@mtcolahfc.org.au](mailto:equipment@mtcolahfc.org.au). U6-U9 use Size 3 ball, U10-U13 use Size 4 ball, U14 and older use Size 5 ball.

### Training Balls

The Club also provides training balls (usually 1 ball for every 2 players) and training domes/markers. Balls that become damaged through normal use may be returned to the Equipment Officer during the year for replacement. Balls lost or damaged due to neglect or misuse will be replaced at the team's expense.

## DISTRIBUTION OF INFORMATION

The Club uses two methods to disseminate information to each team

- email
- trickle-down method : exec members will hand to convenors who will distribute to teams

Most information is distributed by email, and in the case where there is something to physically pass on to teams, this will be done by distribution via convenors to team managers.

## MEMBER PROTECTION

Each club has a Member Protection Officer. At Mount Colah Saskia Lawler 0424 736 612 is responsible for this.

If you have any concerns regarding the safety of our club members, please contact Saskia who will follow up.

**In regard to our members' privacy, please do not give out lists of players' personal details (phone numbers, photos etc.) unless each player (or parent of junior player) has personally given permission for you to do so.**

## BORROWING OF PLAYERS

**Please check the relevant NSFA manuals for rules regarding borrowed players.**

In competition age groups if your team has insufficient players for any match, players may be borrowed from another Mount Colah team in a **lower division** or a **lower age group** (no more than 2 years younger). MiniRoos can borrow from any similar ability team (ask convenor) in the age group or lower age group (no more than 2 years younger). When borrowing players please check their date of birth for eligibility.

The process for this is to contact the manager or coach of the team that the player is registered in to request the loan of that player. **DO NOT DIRECTLY APPROACH THE PLAYER** – the coach and manager must be the contact point so that they are aware of the potential impact on their team.



## TEAM REPORTS

Team reports can be published on our website. Contributions (a paragraph or two) will be welcomed from team managers during the season, summarising the exploits of their team. If mentioning players, use only first names – the players love to see their team reports online – it's like they're famous!

If you are submitting photos of your team for publication, you must make sure that any who are in the photo have given permission for their image to be used. Parental permission must be obtained for participants aged under 18 years.

Send all items to [webmaster@mtcolahfc.org.au](mailto:webmaster@mtcolahfc.org.au)

## MATCH RESULT CARDS/SHEETS

All **competition age groups** (U12-U18, G14 -G18, MAA, MO35/45, WAA and WO35) now use electronic match cards which are accessed from the 'Team Admin' website. Before the commencement of play team managers will need to select their players, including shirt numbers, and then verify the identity of the opposition's players and then submit their match cards electronically. Paper match cards should be carried by the team manager at all games as a backup in case there is a problem with the Electronic Match Card process.

Match results are entered into the 'Team Admin' system by the team manager at the conclusion of the match. In the event that paper match cards are used, the winning team (or home team if it is a draw) will need to deliver the paper match cards to their Club Recorder. MFCF Recorder address is **24 Berowra Road, Mt Colah**.

**MiniRoos** (U6-U11 & G8-G12) fill out a season result card where results are recorded at the end of each match and verified by the opposition manager. Results then need to be entered on line. The manager retains the result card for the entire season.

Refer to our Club Recorder for further information. If you have any problems/questions contact [recorder@mtcolahfc.org.au](mailto:recorder@mtcolahfc.org.au)

## PLAYER ID

All competition-age teams need to print a team ID sheet with photos of all their players. This should be kept in a plastic sleeve so that it can be produced at a match for the opposition manager to check should the Electronic Match Card process fail.

Digital photos are to be updated every 3 years for players U12 - U18, All Age (men and women), O35 and O45. A digital photo must be supplied by all players who are new to our club in competition age groups. Please send player photos to convenors to upload.

## END OF SEASON TROPHIES

Club trophies are presented to junior players at the end of the season. Trophies will be prepared according to the team list as per the match card. If there are any changes to your team during the season, please make sure that our Registrar is notified.

PERPETUAL TROPHIES are also awarded. Nominations for perpetual trophy winners will be called for towards the end of the season. However, 2 awards need to be an ongoing nomination through the season.

These are the *Gibson-Chilvers Cup* and the *Barry Eglinton Cup* which are awarded to the most valuable player in our most senior junior boys team and girls team respectively (usually our top U18 team). The players in these teams need to be voting each week for the MVP, and the manager needs to keep a secret tally of the points and forward the result to our Registrar at season end so that these Cups can be presented to the player with the most points.

## DISTRIBUTION OF FOOD

If food e.g. fruit, icy poles, lollies etc. are to be handed out to players during or after a match please seek agreement/permission from parents first.

Please do not distribute food to players in your team without first checking with parents.

### **MENINGOCOCCAL NOTICE**

The Meningococcal Association continues to work to heighten general public awareness to the need to understand how the Meningococcal Bacteria is passed from one human to another. Even now, many are surprised to learn that this potentially fatal disease is only passed on through the exchange of saliva. Around 500 Australians contract the disease while up to 4,000,000 people can be carriers at any one time. As a carrier one is relatively safe “from “the disease, but we can pass it to others who may not be as fortunate.

#### **How can this life threatening bacteria be spread?**

- Sharing a drink bottle
- Sharing a drinking glass
- Intimate kissing
- Sharing cigarettes
- Toys that have been placed in the mouth and then shared with another child

In fact any act wherein saliva can be exchanged with another person creates a risk.

**SPORTING PARTICIPANTS ARE IN THE HIGH RISK TRANSFER CATEGORY since drink bottles are used frequently to replace lost fluids, and these containers often touch the lips and are then shared between players.**

**From tiny tots to professional participants in all sports the risk is equally high.**

All sporting groups should consider the risks associated with the sharing of drink bottles. Compared to the cost of a life, the banning of sharing drink bottles at all levels of sport is minimal.

Further information can be obtained by visiting: [www.meningococcal-australia.org.au](http://www.meningococcal-australia.org.au)

***“Help save lives and reduce amputations as a result of this disease”***



# Lightning Policy

## 30/30 LIGHTNING SAFETY GUIDELINE

**1. Stop play if the time between seeing a lightning flash and hearing thunder is less than 30 seconds. Immediately seek safety under appropriate shelter.**

**2. Do not resume play until at least 30 minutes has passed since the last thunder was heard.**

Lightning presents a real risk of death or serious injury to outdoor sports participants. It accounts for around 10 deaths and over 100 injuries in Australia each year. Lightning does not need to directly strike a person to cause death or serious injury. A person touching, or close to, an object struck by lightning may be affected by a side-flash or transferred energy (for example, being within 20m of a tree struck by lightning is considered to be in the lethal zone).

Participants must not let the desire to start or complete a match or training session hinder their judgment when the safety of players, coaches or spectators is at risk.

### Precautions

The threat to personal safety is greatest if a person is outdoors when a thunderstorm is local. Experts consider that a safe distance from lightning is more than 10km. Therefore, when lightning is within 10km, appropriate shelter should be sought. In the absence of specific information from a weather radar or specialised lightning warning device, the 30/30 Guideline (described in further detail below) should be used.

Note that lightning may be obscured by clouds. If thunder is heard, you should assume lightning is in the vicinity. Similarly, just because there are blue skies overhead, does not mean that the danger has passed. Careful judgment must always be used to determine whether a threat exists. If in doubt, stop outdoor activities and seek safety under an appropriate shelter.

### The 30/30 Lightning Safety Guideline

The 30/30 Guideline has two parts. The first part deals with when participants should stop outdoor activity and seek protection under an appropriate shelter. The second part deals with when it is safe to return to outdoor activities.

#### Part 1 – Stop the activity

If the time between seeing a lightning flash and hearing a thunder clap is less than 30 seconds, the thunderstorm is within 10km (as sound travels at approximately 340m per second). Stop all outdoor activity immediately and seek appropriate shelter indoors (such as in a solid building or totally enclosed car). Do not seek shelter under a tree (or group of trees) in the open or in small open structures such as picnic shelters.

#### Part 2 – When it is safe to resume the activity

You should wait a minimum of 30 minutes after the last sound of thunder is heard before resuming outdoor activities.

Further detail for clubs, Associations and event organisers on dealing with the risk of lightning strikes is set out below. In addition, it is suggested that clubs, Associations and event organisers comply with the Australian Lightning Standard (AS1768-2007) published on 10 January 2007 (Lightning Standard). While compliance with the Lightning Standard will not necessarily prevent damage or personal injury due to lightning, it will reduce the probability of such damage or injury occurring. This policy has been developed with reference to the Lightning Standard Section 3 'Precautions for Personal Safety'.

### **Prior to Match Days, Training and Events**

The following checks should be made prior to Match Days, training activities and outdoor events:

1. Check weather forecasts for likely thunderstorms on the BOM website [www.bom.gov.au](http://www.bom.gov.au);
2. Where thunderstorm activity is forecast, clubs, Associations and event organisers should continue to monitor forecasts in the days and hours leading up to the event and take note of any warnings posted.
3. Consider informing participants ahead of the event that it may be disrupted due to lightning risk.

**For more information visit [www.footballnsw.com.au](http://www.footballnsw.com.au) or contact your club or association.**

Last updated 22 February 2016

### **Match Days, Tournaments and Outdoor Events**

1. When engaged in outdoor activities, monitor the surroundings for indications of the onset of thunderstorms. These checks are particularly important when planning and undertaking activities involving groups and large numbers of people.
2. Where there is a forecast or sighting of thunderstorm activity, increased awareness and monitoring of lightning risk should continue until the event has finished.
3. If lightning is predicted within 10km of the event venue at the scheduled starting time, consideration may be given to delaying commencement time of the match or event.
4. The decision to delay or suspend a match as well as resume play will be made by the Match Official based on (a) information obtained from the BOM website and discussions with club officials; or (b) application of the 30/30 Guideline.
5. The decision to delay or suspend a Tournament or outdoor event or activity as well as resume activities will be made by the event organiser based on (a) information obtained from the BOM website and discussion with event and/or match officials; or (b) application of the 30/30 Guideline.

### **Club Training and Activities**

All Clubs should monitor environmental factors such as lightning both in matches and at any training session or other event at or conducted by the club. Clubs should assess the lightning risk by reviewing information available on the BOM website.

The following general guidelines should also be followed:

1. If a lightning threat emerges, a nominated Club Official must contact all relevant coaching and training officials and provide updates on a regular basis and ensure that they are aware of the 30/30 Guideline.
2. A decision to delay, suspend or resume training or activity should be made based on the 30/30 Guideline.
3. If players are training when a lightning threat becomes real then they should stop training immediately and take shelter inside a building or car. They should not shelter under or near trees, open shelters, fences, light poles, metal poles or umbrellas. They should not use umbrellas or mobile phones.
4. Once the storm's path has been reassessed, there must be a minimum of 30 minutes elapsed before returning to training or other outdoor activities (as required by the 30/30 Guideline).

### **Safety measures**

When outdoors, measures to reduce the risk of injury caused by lightning strikes include the following:

1. Seek shelter in a substantial building with at least normal headroom or within a totally enclosed, metal bodied vehicle such as car or truck with metallic roof. If in a car, close the windows and avoid contact with metallic parts and remove any hands-free mobile telephone attachments from the body. Conventional fabric shelters and tents offer no protection; small sheds offer uncertain protection.

2. Do not shelter under trees, particularly an isolated tree. If surrounded by trees, seek a position outside the foliage and crouch, keeping the feet together.
3. Do not shelter in small sheds, pagodas, walkways etc. with low unearthed metallic roofs supported on wooden or other electrically insulating materials.
4. Do not touch or stand close to any metallic structures, including wire fences, light towers, or goalposts.
5. Do not stand on or under bridges or other elevated structures.
6. Do not carry metallic objects such as umbrellas or golf clubs and remove metallic chains and other jewellery, particularly from the head and upper parts of the body.
7. If on an open field away from any shelters, keep as low and as small as possible, i.e. crouch keeping the feet together and do not touch any objects or people near you. A dry ditch, valley or any depression in the ground is safer than an elevated or flat terrain. Do not lie on the ground as dangerous voltage could develop across the body by earth currents generated by a nearby strike. Footwear or a layer of non-absorbing, insulating material, such as plastic sheets, can offer some protection against earth voltages.
8. Do not ride or sit on bicycles or motorcycles, or otherwise elevate the body above the surroundings.
9. Do not swim or wade in any body of water. Exit the water and move to a safe place.

**For more information visit [www.footballnsw.com.au](http://www.footballnsw.com.au) or contact your club or association.**

Last updated 22 February 2016

## IMAGES OF CHILDREN

The following information taken from <http://www.playbytherules.net.au/>.

Most people taking photos of children at sporting events are doing so for acceptable reasons and are using appropriate methods, for example, a parent videoing their child at a sports presentation or photographing their child on the field during play or a professional photographer taking photos for a club.

The small size of many cameras and the advent of mobile phone cameras make it easier to take photos and harder to monitor. Digital photo publication can now be printed at home and photos can be taken, altered, and transmitted quickly to a vast audience by posting on the internet or 'on sending' the photo to mobile phone users.

This greater ease of taking and modifying images has raised concerns about the potential risks of child abuse posed directly and indirectly to children and young people through the inappropriate use of photographs featured on sports web sites and in publications.

The following information and suggested strategies have been provided for sporting clubs and associations to consider when acquiring and displaying images of children and young people on web sites and in other publications. It is not intended to restrict people taking photos for legitimate reasons.

Please note that this information is not intended to be, nor should it be relied upon as a substitute for legal or other professional advice. Organisations and individuals should seek legal advice in relation to these issues in your state or territory.

### *The Law*

In Australia, generally speaking, there is no law restricting photography of people (including children) in public spaces as long as the images are not:

- indecent (such as 'up skirt' or 'downblouse' photographs taken covertly in change rooms or toilets)
- being used for voyeurism or made for the purpose of observing and visually recording a person's genital or anal region
- protected by a court order (e.g. child custody or witness protection)
- defamatory
- being for commercial purposes (person's likeness is used to endorse or entice people to buy a product).

Photos of a child (including your own child) also contravene Criminal Codes and censorship laws if the child is photographed in a provocative or sexual manner.

Where a sporting event is held on a club's private property, privately owned land, a school or council owned facilities, the owner of private property or venue is able to restrict, ban or require permission of photography anywhere in their venue (e.g. some council owned facilities will not allow mobile phones or cameras in change rooms or toilets). Where a sporting event is held on private property not owned by the organisers, it is good practice to determine a mutually agreed photographing policy.

If a person is taking photographs inappropriately (e.g. breaching the restrictions or ban in place for that private property or venue), then venue management can request the person to stop. If the person refuses, the police or security may be called to escort them off the property.

### *Acquiring Images*

- Clearly outline and publicise what is considered appropriate behaviour in obtaining images and what is considered appropriate image content.
- Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised access to children.
- Ensure the coach informs any athlete and parent(s) if the coach wants to video the athlete as a tool to analyse and improve performance.
- Obtain the consent of parent /guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.
- Provide details of who to contact within the club or organisation if concerns or complaints of inappropriate behaviour in taking images or content are raised. Ensure that the contact person understands the application of relevant legislation and policies.
- Provide members of the media and professional photographers with an identification pass to be worn for the duration of major/large events.

***Displaying images***

- Consider using models or illustrations for promotional / advertising purposes.
- Obtain permission from the child's parent/guardian prior to taking the images of a child or young person. Ensure that all concerned are aware of the way in which the image is to be used and how long the image will be displayed.
- If an image is used avoid naming the child. If this is not possible avoid using both a first name and surname.
- Avoid displaying personal information such as residential address, email address or telephone numbers if images are being posted on websites or distributed in publications.
- Do not display information about hobbies, likes/dislikes, school, etc. as this information has the potential to be used as grooming tools by paedophiles or other persons.
- Only use appropriate images of the child, relevant to the sport or activity, and ensure that the athlete/child is suitably clothed. Images of athletes participating in sports or activities that involve minimal clothing (e.g. swimming and gymnastics) or unusual body positions/poses could potentially be misused.
- Reduce the ability for direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
- Clearly outline in a written contract to photographers who are contracted or paid to take photos, who will retain the images taken, include arrangements made for negatives, digital file and proofs and outline any restrictions for use and sale.
- Provide details of who to contact and what to do if concerns or complaints of inappropriate image use are raised.

## GLASSES & SPORTS GOGGLES

Regulations regarding the wearing of glasses or spectacles falls under the **Laws of the Game**

Refer: **Law 4 of the Game – The Players' Equipment** which states “A player must not use equipment or wear anything that is dangerous to himself or another player (including any kind of jewellery)”.

Each match is controlled by a Referee (match official) who has full authority to enforce the Laws of the Game in connection with the match to which he/she has been appointed and therefore the wearing of items such as glasses and goggles is subject to the decision of the match official.

Players are therefore permitted to wear sports goggles, sports glasses or sports sunglasses as long as, in the opinion of the match official, they pose no danger to the player or other players. The Optometrists Association of Australia recommends that children involved in sport, requiring assisted vision, should wear protective eyewear such as sports goggles or sports glasses with soft or flexible frames fitted with a plastic or polycarbonate lens.

Several years ago, FIFA endorsed a view of its IFAB Committee and stated following:

*“New technology has made sports spectacles much safer, both for the player ... and other players. We expect referees to take full account of this fact and it would be considered extremely unusual for a referee to prevent a player taking part in a match because he or she was wearing modern sports spectacles.”*

While this statement endorses the wearing of modern sports spectacles for those requiring assisted vision, this does not stop an individual referee refusing permission. The decision to allow a player to wear or not wear particular glasses or goggles under FIFA directives is still up to the individual referee.

For more information visit [www.footballnsw.com.au](http://www.footballnsw.com.au)