



Team Management Handbook

2011

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1. Introduction

1.1. Coaches and Managers

The Executive Committee of Belnorth Football Club welcomes all Coaches and Managers who have offered their assistance for this season. Your services are most valuable and they enable Belnorth to organise games of football for a very large number of players.

This Handbook is provided to assist you in your job as Coach or Manager. It should be read in conjunction with the **Capital Football Junior League Regulations** and **Football Federation Australia's Small Sided Game Guidelines**.

If you need further assistance please contact the Division 1 coach in each age group or the appropriate member of the Executive Committee.

The majority of the Belnorth coaches and managers are dads, mums, relatives or older players who have volunteered to take on the important task and they would like to see the young players coached and looked after. Belnorth relies on the contribution of these people and, with help, equipment and organisation; they can provide the young players with a season's great football enjoyment.

To assist Coaches and Managers, the Technical Director will provide assistance for both new and old hands. Depending on demand training sessions may also be arranged during the season. Details of coaching courses will be provided at the team management meetings, in the weekly newsletter Club Scene and on the website. If you need any assistance in your role - **just ask!**

1.2. About Belnorth

Belnorth Football Club is an incorporated body registered with the ACT Corporate Affairs Commission. The President is also the club's registered Public Officer. Copies of the Belnorth Constitution are available from our web site. Belnorth is a full member of Capital Football and of the Senior League Advisory Committee (SLAC) and Junior League Advisory Committee (JLAC). Belnorth is also a full member of the ACT Women's Soccer Association.

1.3. Club Colours / Uniforms

The Belnorth colours are predominately **royal blue and gold**.

All players, both Rooball and competitive, must wear the correct shorts (royal blue with gold stripes on the left leg) and gold socks with Belnorth name on the side.

Playing shorts, socks, tracksuits, polo shirts and club merchandise may be purchased from Rebel Sports, Belconnen Mall.

U11 - U18 teams play in gold shirts with royal blue trim

1.4. Club Objectives

The primary objective is to provide players with an opportunity to enjoy their football, to improve their skills and to reach their full potential in a happy and friendly environment. To achieve this Belnorth has two strategies:

- to increase participation rates, and
- to pursue excellence.

1.5. Belnorth Sportsmanship and Reputation

Belnorth is proud of its reputation for good sportsmanship. We expect our Coaches and Managers to do their best to maintain this tradition. Bad behaviour by any club member, either parent, player, official, or by friends, will not be tolerated.

2. Club Management

2.1 Club Patron

The Belnorth patron is:

Mary Porter AM MLA

2.2 Positions

2.2.1 Executive Positions

Belnorth Executive positions are filled by election at the Annual General Meeting. The responsibilities of each Executive position are summarised as follows:

President: responsible for overall club administration, chairs the General and Executive Meetings, and is the club's Public Officer. The President is also responsible for rulings on matters such as hardship.

Vice President: responsible for assisting the President.

Secretary: maintains the written records, takes minutes of meetings, and receives, and replies to, correspondence.

Treasurer: is responsible for maintaining the financial accounts, the receipt of moneys and payment of accounts (including reimbursement of referees' fees), the preparation of regular financial statements, and the annual budget.

Competitive Registrar: The Competitive Registrar is responsible for keeping records of player and team placements in the under 11 to under 18 age groups, for ensuring that these players are registered and have paid the appropriate fees, and for nomination of teams in the junior league.

Senior Registrar: The senior registrar is responsible for keeping records of player and team placements in the state league and masters groups, for ensuring that the players are registered and have paid the appropriate fees.

Roo Ball Registrar: The Roo Ball Registrar is responsible for keeping records and team placements for Pee wees, U6 to U9 players, and for ensuring that these players are registered and have paid the appropriate fees.

SSG Registrar: The SSG registrar is responsible for the keeping of records and team Placements for the U10 to u12 age groups. They are also ensuring that these players are registered and have paid the appropriate fees.

Grounds and Fixtures Officer: is responsible for the administration of playing fields, nets and corner flags, and for draws, lost property and working bees. (NOTE When booking fields for training or practice games, at least two (2) working days notice must be provided.)

2.2.2 Non Executive Positions

The Non Executive positions are required to assist in the day-to-day running of the Club. The positions are filled by volunteering or at the request of the Executive. They are not formally required to attend executive meetings, but may attend when necessary should their field of expertise be covered at a meeting. The responsibilities of each of the Non-executive positions are summarised as follows:

Technical Director: is appointed by the Executive Committee to coordinate the training of coaches, and is responsible for improving the standard of coaching generally, organising supplementary skills training for players and organising the education of players and supporters on an as-needed basis.

Property Officer: is responsible for the purchase, control, distribution, maintenance and collection of club equipment.

Publicity Officer: is responsible for publicising information about the clubs and its major events, through preparing, editing and printing the annual Coaches' and Managers' Handbook, the weekly newsletter, *Club Scene*, and the Belnorth Yearbook.

Activities Officer: is responsible for arranging and coordinating Belnorth entry into competitions such as Kanga Cup, Cowra and Young, visits to and from other clubs, for organising the Belnorth Shield competition, for organising team photographs, and other important functions.

Senior League Advisory Committee (SLAC) Delegate: is responsible for representing Belnorth on the Senior League and at other meetings of Capital Football.

Points Registrar: is responsible for the receipt of completed match cards, compilation of the weekly match results and notification of these results to the Points Registrars of the Junior League and Senior Leagues, respectively.

Referees Coordinator: is responsible for allocating referees to both Rooball and competitive games. The officer also handles any referee related issues that may arise.

2.3 Executive Committee

The Executive Committee consists of Belnorth Junior Football Club officers elected at the club's Annual General Meeting. The formal powers of the Executive are set out in the Belnorth Constitution. Contact details for the Executive Committee are provided at the end of this handbook.

2.3.1 Executive Committee Meetings

The Executive Committee meets monthly throughout the year. These meetings carry out the Club's ongoing administration, including dealing with events and consideration of issues raised by Belnorth members, Capital Football and other clubs.

2.3.2 Raising issues with the Executive Committee

Members wishing to raise issues for consideration by the Executive should provide their matter in writing either by a letter to the Secretary (PO Box 7148, Kaleen, ACT, 2617), to a member of the Executive at a Saturday game, or via the e-mail address admin@belnorth.org

2.4 Sub-committees of the Executive Committee

The Executive Committee can appoint sub-committees for specific purposes. Parent participation in these important activities helps to share the work amongst the members and provides an avenue for interested parents to be involved in the club's administration.

3 Responsibilities of Coaches and Managers

3.1 Communication

Successful coaching and managing of the teams involves interacting effectively with parents, spectators, game officials and opposition coaches as well as with players.

3.1.1 Team Management Meetings

One of the primary reasons for the success of Belnorth has been the involvement of the Coaches and Managers in Belnorth administration. One vital way is their attendance and participation at the Team Management meetings. These meetings are held three times during the season at the Belconnen Soccer Club in Belconnen Way, Hawker. The meetings start promptly at 7.30pm. Advance notice of the Team Management meetings is published on the front page of Club Scene and on the website.

Managers and Coaches or a representative from each team should be present at these meetings to ensure that necessary information can then be relayed to all players and club members. These meetings provide the forum for problems encountered by coaches and managers to be raised and dealt with. It also presents an opportunity for the Executive of the club to report on its activities and respond to questions.

3.1.2 Belnorth Website

A key element of communication between the Club and the members is the Belnorth website at www.belnorth.org. The website is the most up-to-date source of information relating to club matters.

We recommend that team management, parents and players regularly visit the website. It is essential that everyone is aware of forthcoming events, player and team requirements and general club news.

Any source of information is only as good as what people put into it. Please be free to contribute items of football news, team activities, competition achievements, photographs, etc. Your contributions are greatly appreciated, especially as all players like to see their achievements publicised.

3.1.3 Club Scene

The weekly newsletter, *Club Scene*, is an important means of club communication. It contains details of forthcoming club activities, team game reports, competitive team scores, Executive decisions, coaching hints, etc. This information is also posted to the website.

Team management is encouraged to prepare and submit a brief report on their team's games, achievements, activities, etc. to be published in the *Club Scene*. The coach, the manager or another parent may write these reports. Team reports should be sent to the Publicity Officer, to be received by 8pm on Monday evening. Please note that reports sent late will not be published in that week's newsletter.

Rooball games are strictly non competitive and therefore the reports should not emphasise the number of goals scored or wins and losses. Instead the reports should concentrate on team and individual player achievements.

If report writers have computer access, the reports should be written in "Microsoft Word" format. The report can then be sent to the Publicity Officer by email to publicity@belnorth.org

Special team reports, such as achievements at a carnival, etc. are most welcome. These reports should be sent in to the Publicity Officer. Remember, if we are not told about these matters we cannot publish them in *Club Scene*.

In addition, contributions of articles on any football-related topic (e.g. football events in Australia or overseas; sports health; games philosophy and sportsmanship, etc) or news items are always welcome.

A copy of *Club Scene* will be available weekly on the Belnorth website for viewing online, or downloading and printing if required.

Coaches and managers are advised to regularly access the website for the latest news and key information. All important information is published in Club Scene and/or the website. Through this publishing activity the Club deems that the information has been disseminated to the Club members.

3.1.4 Promotion of Club's Sponsors

Sponsorship is coordinated by the Club Executive. Belnorth has a standard agreement that sets out the responsibilities of and benefits to, both Belnorth and each of the sponsors. The business names and/or logos of all the Belnorth sponsors are published in the Club Scene, in the Yearbook and on the website.

Coaches and Managers have a particular responsibility to ensure that acknowledgment is given to Belnorth sponsors. Our club relies heavily on the generous sponsorship of many local businesses, and feedback to our sponsors' businesses from customers who are Belnorth members or friends or family members makes a request for renewal of a sponsorship much easier. So pass the word on - when buying from a sponsor's firm let them know you are from Belnorth!

If your team has an approved sponsor, include your sponsor's name in your team's match reports prepared for Club Scene. This is important, as sponsors are made aware of how much their business is being promoted by Belnorth and its membership.

Whereas Belnorth welcomes sponsorship, we do emphasise that the Club Executive should approve any proposed sponsorship deals developed by teams and individuals before the deal is finalised. This is a means of protecting the Club's name, image, and financial commitment. Also the executive need to be aware of any obligations imposed on the Club by the sponsorship deal.

In all cases of shirt specialisation executive approval is essential, and the shirt colours and design must comply with the Belnorth standards.

3.1.5 Coach/Manager-Parent-Player Communication

Information given to Coaches/Managers by the Registrars or Age Group Coordinators should be screened carefully before being handed out to individual players/parents. In particular, medical and any sensitive information about a player should be regarded as confidential and should not be divulged to others without the express consent of the relevant parents.

The ***Aussie Sports Codes of Behaviour*** for Players, Parents, Coaches, Teachers, Administrators, Officials, Media and Spectators sets out the appropriate behaviours for their participation at various levels in sport, in the playing of the game (see 3.3 Code of Behaviour).

In addition, Coaches, Managers, parents and players may have certain expectations of each other both before and after the game. These expectations may be about arrival times to practice sessions, and/or to games, late payment of fees, acceptable behaviour on and off the field, etc.

Coaches must understand that parents have a vested interest in the athletes. After all, it's their son or daughter who is being put through all the hard training by the coach. It is only natural that the parents are interested in knowing what is happening. So Coaches do need to be willing to keep parents informed about the season's program in which their child is involved, and make every effort to ensure this happens.

On matters where it is the parent who may have control, rather than the player, (e.g. late arrival and/or pick-up if player brought by car, late payment of fees and other monetary matters etc), the Coach or Manager should, in the first instance, discuss the problem with the parent, not the player - particularly where young players are involved. If a parent is having problems with fee payment, this should not involve the player. The parent should be advised to approach the Belnorth President to negotiate payment.

On matters where it is the player, not the parent, who has control, e.g. player's inappropriate behaviour during the training session or game, the Coach has the ultimate responsibility for the player on the sports field. In this case, the parents must therefore be willing to relinquish responsibility for their child to the Coach for the period of the training session or game.

Coaches need parental support to do the best job possible. There is always a need for good two-way communication. If parents have something constructive to say to the Coach and/or Manager, or vice versa, each party should feel free to do so. However, parents, Coaches and Managers also have a responsibility to choose the most appropriate time and place to discuss whatever is bothering them, and this would not usually be in the presence of the child concerned or with other players and parents around.

3.2 Games

3.2.1 Responsibility for Equipment

Each Manager and/or Coach is responsible for the safe custody, maintenance and distribution of Belnorth strip, goal keeping gloves, balls, nets, cones, and other equipment issued for their team's use. Consideration and care should also be given to equipment owned by other clubs when playing on their fields for away games or tournaments.

CLUB STRIPS ARE <u>NOT</u> TO BE ISSUED TO INDIVIDUAL PLAYERS TO "KEEP" FOR THE SEASON
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Managers or Coaches should prepare a roster washing of the strip for their team. At the end of each game all strip is to be given to the nominated team member for washing (in cold water).

Managers and Coaches are to ensure that their players are properly equipped for all games. Players must wear Belnorth shorts and socks. **Players must wear protective shin guards for games and training.**

Details of any lost or damaged equipment must be reported to the Property Officer as soon as possible after the loss or damage is discovered. Note that in certain circumstances teams may be required to reimburse Belnorth for losses and damage. Training balls are to be used for training by all ages, but should not be taken to matches, because losses inevitably occur. Match balls should not be used for training as there is a risk of damage.

3.2.2 Half-time Refreshments

Sporting bodies recommend water or cordial as being more beneficial than oranges. Players are to be encouraged to bring their own containers of liquid. Managers are advised to bring extra water to each game.

3.2.3 Health Risks

Please encourage all players and spectators to place ALL rubbish in the rubbish bins provided at the grounds. **Buckets of water can be a source of contamination and are considered a health risk.**

3.2.4 Dressing and Clearing of Grounds: Roo Ball, Junior and Youth (Competitive) Teams

The procedures set out below are intended to help preserve Belnorth property and are straightforward, and if followed will assist greatly in the smooth scheduling of games for all teams.

As there will probably be another game waiting to start on that field **teams must move from the playing area immediately after their game.** Please hold all after match meetings away from the field and technical area.

3.3 Roo Ball teams (Under 6 to Under 9):

Rooball player numbers and "on field" players are at Appendix 2.

3.3.1 Dressing the Grounds

Please check the draw on the Kaleen field notice board to see whether other age groups have played prior to your game. If not, then your team will be required to dress the grounds.

- The first age groups playing on quarter, half or three quarter field games must set up the grounds. This includes securing the goals, nets and goal protectors (on the permanent steel posts) and corner flags before the start of play.
- Goals, Corner Flags and goal protectors must be collected from storage container.
- Under 8's are required to set up their nets and flags in the correct location for half field games. Under 10's are required to set up equipment for three quarter field games.

3.3.2 Clearing the field

Teams are asked to remove nets, posts and goal post protectors after their game - unless needed for a following game and return them to the storage container.

Under 11 teams should return ¾ field equipment (temporary goal posts, nets) to the storage container. Corner flags are to be left in place for later games.

3.4 Under 12 to Under 18 Teams

3.4.1 Dressing the Grounds

The first home team to play on the ground must put up and secure the nets and ensure that the corner flags are in place. Equipment can be collected from the respective shipping container.

3.4.2 Clearing the Field

Teams playing the last game each day are asked to return the nets and corner flags to the shipping containers.

3.4.3 Match Playing Conditions

Match playing times and conditions are at Appendix 2 and 3 respectively.

3.5 Offside

The offside rule **does not apply** in all Rooball and Under 11 games however players will benefit from instruction about the offside rule.

Referees are instructed not to penalise a player for being in an offside position, but to let the game flow.

If a player is clearly “loitering” in an offside position to gain an unfair advantage (particularly in Under 11) it is not in the spirit of the game.

If this happens, referees have been asked to stop play, talk to the relevant player, and resume the game with a drop ball at the position where play was stopped. The referee’s decision is final. In all ages coaches should be aware of the players’ actions and coach them accordingly.

The offside rule is applied in competitive games from U12 onwards. The referee and assistant referee decisions are final.

3.5.1 Throw in (restart of play)

When the ball has gone is out of play, Rooball players in the Peewee, under 6 and under 7 age groups restart play with a kick in from the side line.

Rooball players in Under 8, 9 and 10 age groups should be provided with more than one opportunity to do a correct throw in.

If a throw in has not been done correctly the referee will allow a second attempt. If this second **attempt is not done correctly, the throw will be awarded to the opposition team.**

3.5.2 Prescribed Technical Areas

Capital Football has declared that one side of the football pitch shall be designated as “Prescribed Technical Area”. In this area only the coach, the manager and sub players are permitted. All spectators are to be on the other side of the pitch. Generally speaking the prescribed technical areas will be on the opposite side to the general public area. For example on Giralang 1 and 2 these areas are on the opposite side to the canteen block. See the maps at section 6.

The area near the goal posts and behind the goals must be kept clear at all times. Spectators can view the game and support the goalkeeper from the side line.

3.5.3 Match Sheet - Reporting Game Results

Managers/Coaches of teams playing in U12 to U18 competitions complete a game results sheet.

Game results sheets are an A4 (3 part paper) document supplied by the home team. The original white copy is to be placed in the Kaleen notice board box before 5:00 pm on the day of the match so results can be forwarded to the Junior League Registrar. (Home and away teams keep the green or blue copies respectively.)

Circumstances such as away games played a distance from Belconnen may render it difficult to get the cards to Kaleen on time. In these cases results must be delivered to the letterbox at 38 Darby Street, Kaleen by no later than 6pm.

3.5.4 Completing the Game Results Sheet

The Team Manager **must** ensure that:

- a biro (**not** a felt-tip or other water-soluble ink pen) should be used to complete the Match Sheet;
- the Referee completes "Result" and "Assistant Referee" sections, and signs the Match Sheet; the opposition Team Manager also signs the Sheet; and he/ she prints and signs his or her own name after completing the document. Managers should check the referee has written the correct scores.
- Remember to include details of any injuries.

3.5.5 Referees

Belnorth Referees Coordinator will, appoint available referees available for home games. A referee will only be appointed half or full field games.

Coaches and Managers are to give the referees all possible assistance, both on and off the field, particularly in Rooball where referees are Belnorth junior players.

Referees are a vital part of each game and your support will encourage them to remain in the role.

Please don't dispute decisions with referees or officials of opposing teams. Procedures relating to protests and disputes are set out in the Junior League Regulations. Belnorth officials can be contacted for an explanation of the procedures.

3.5.6 Payment of Referees' Fees

The Coach or Manager of each team will pay half each of the appropriate referee fee before the start of the game.

Details of the current fees payable to appointed referees (both centre and assistant referees) are set out at Appendix 1.

A referee must be in official uniform and be registered with Capital Football Referees to accept payment.

3.5.7 Claims for Reimbursement of Referees' Fees

Claims for reimbursement of the referees' fees paid by Coaches or Managers must be made at the Team Management Meetings held at mid-season and at the end of the season. See Appendix 1 for the pro-forma on which details of claims can be recorded. This form can also be downloaded from the Belnorth website.

Claims forms can be sent via e-mail (admin@belnorth.org) or post. These must include the correct match details. The claim is to be sent to the treasurer.

All claims for reimbursement must be lodged by the last game of the season to ensure that the correct financial records can be maintained and meet reporting deadlines.

The postal address for Belnorth is:

Belnorth Junior Football Club
PO Box 7148
Kaleen ACT 2617

3.5.8 Washed-out Games and Training Sessions

The Sportsground Office operates a Rain Closure Information Line, telephone 6207 5957 (Mon-Fri 9.00am - 4.00pm). Decisions to close grounds are made only during office hours, so this number is only useful to find out whether grounds have been closed due to wet weather in relation to night-time and week-day training; there will not be a message advising of ground closures where rainfall begins after 4.00pm on Fridays. If the Office makes a decision to close the grounds, an advisory message will be available on their Information Line.

Should heavy rainfall on Friday night and/or Saturday morning render the grounds unsafe a decision to close the grounds may be taken and the decision will be communicated on the radio.

Rooball: In case of wet weather the Executive makes a decision to cancel Rooball by 8:15am on the Saturday morning. We try to contact radio stations 2CA, 2CC, FMI04.7 and FM106.3 to broadcast the cancellation. If possible closure details will also be placed on the website.

Competitive games are generally played in wet weather, except when the grounds are closed. Games may also be deferred if in the opinion of the Junior League or Belnorth that conditions have become unsafe. A decision will be made no later than 10:45am. If the grounds have not been closed, any cancellation of Competitive games is at the discretion of the Grounds and Fixtures officer or referee. These officers' decision is final. Unless the players are told otherwise (i.e. contacted by Coaches and/or Managers, usually by a phone ring-around), players are to show up for the game.

3.6 Codes of Behaviour

You should be aware of the Junior League's Code of Behaviour for coaches, managers and spectators, as set out in the Junior League Handbook.

3.6.1 Aussie Sports Code of Behaviour

Belnorth has endorsed and adopted the Aussie Sports Code of Behaviour. This Code is designed to assist sporting bodies adopt standards directed towards reducing the incidence of violence and unfair play in competition.

Relevant rules for Coaches and Managers are as follows:

3.6.2 Aussie Sports Code of Conduct: Coaches and Managers

- Be reasonable in your demands of young players' time, energy and enthusiasm.
- Teach your players that rules of the sport are mutual agreements that no one should evade or break.
- Whenever possible, group your players so as to give a reasonable chance of success. The 'Just average' players need and deserve equal time.
- Remember that children participate for fun and enjoyment and that winning is only a part of their motivation. Never ridicule or yell at the children for making mistakes or losing a game.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and duration of practice times and games should take into consideration the maturity level of the children.
- Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- Follow the advice of a physician when determining when an injured player is ready to recommence training or competition.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children. Where possible, obtain appropriate qualifications.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

There is also a player's code of conduct, which all players, particularly competitive, should be aware of and adhere to.

3.6.3 Belnorth Disciplinary Committee

The Belnorth Disciplinary Committee (BDC) can deal with all alleged breaches of the Belnorth Code of Behaviour.

A report regarding breaches of the Code of Behaviour must be submitted in writing to an Executive Member within seven (7) days of the incident occurring.

Any decision by the BDC can be appealed to the full Executive of the Club, whose decision shall be final.

3.6.3.1 Composition of the Committee:

Must have Three (3) Members

- Belnorth Executive Appointee
- Technical Director or his/her Appointee
- Belnorth Area Appointments Officer (if a referee) or other suitably qualified official appointed by the AAO

The Executive Member Appointee will be responsible for organising the members of the BDC.

3.6.3.2 Voting Rights:

Each member of the BDC has one (1) vote.

Decisions of the BDC will be by majority vote.

In the event of a tied vote the Chair will have a second and casting vote.

3.6.3.3 Scope of the Belnorth Disciplinary Committee:

The BDC will adjudicate on alleged breaches of the Belnorth Code of Behaviour or other matters referred by the Executive.

3.6.3.4 Powers of the Belnorth Disciplinary Committee:

The BDC can request any person make comment on an incident or to report on any such matter that may come before the Committee.

Sanctions can be imposed by the BDC as described in the Code of Conduct.

3.6.3.5 Rights of the Parties involved in the Report:

A participant, team (two (2) representatives) or party involved in the dispute has the right to appear before the BDC.

The Executive Member Appointee has the responsibility of informing the parties of the time and place of the BDC meeting. Failure to attend at the informed time and place, without prior notification acceptable to the BDC in its absolute discretion, will mean an automatic forfeit of this right of appearance and a decision will be made without the appearance before the BDC taking place.

3.6.3.6 Who can report a breach to the Belnorth Disciplinary Committee?

A report can only be lodged by:

- (a) the referee and other game officials (can include officials not officially appointed to the particular match, but only those with a recognised Australian Coaching Council accreditation);
- (b) team officials (Coaches, Managers or their Appointee).
- (c) Belnorth officials (Belnorth Executive, Belnorth Members and Belnorth Volunteers);
- (d) event officials (Ground Officials or the like);

3.6.3.7 Lodging a report on a breach:

Any regarding breaches of the Belnorth Code of Behaviour must be submitted in writing to any member of the Belnorth Executive within seven (7) days of the incident/s occurring.

The BDC shall conduct the hearing at its earliest possible convenience subject to the availability of members and complainants/witnesses.

The BDC shall give its decision as soon as possible after the completion of the hearing.

3.6.3.8 Appealing the Decision of the Belnorth Disciplinary Committee:

An appeal may be made to any member of the Executive of Belnorth in legible written form. The appeal must be received within seven (7) days of the appellant being notified of the outcome of the BDC hearing. The executive's decision must be by majority vote with the President having a second and casting vote should the vote be tied. A minimum of five member executive members must be present.

3.6.4 Belnorth Code of Behaviour

3.6.4.1 What is the Code of Behaviour?

- (a) This Code sets out the types of behaviour that will not be acceptable during a Belnorth endorsed event and the consequences for such behaviour occurring.
- (b) This Code is established to ensure that the highest possible standard of competition occurs during the event.
- (c) This Code supports Belnorth's desire to encourage and promote excellent sportsmanship and appropriate standards of behaviour, including fair play on and off the field.
- (d) This Code is not intended to restrict or hinder person's having fun and participating in a competitive manner in the event.
- (e) It is important to note that this Code may apply in addition to any Law or relevant legislation and will be referred to the police where appropriate.

3.6.4.2 Who does the Code apply to?

This Code applies to:

- (a) all persons competing in the event;
 - (b) spectators at the event;
 - (c) all persons officially appointed to any team or individual competing in the event, such as coaches, managers and health professionals;
 - (d) all officials appointed by Belnorth or who are involved in the event, including referees;
 - (e) all employees or agents Belnorth:
- collectively referred to as persons in this Code.

3.6.4.3 When does this Code Apply?

The Code applies to all Belnorth Activities including:

- (a) before, during and post games and competitions involving or associated with Belnorth;
- (b) all official and unofficial social functions, practice games, training sessions of, or associated with Belnorth.

3.6.4.4 What Behaviour is in Breach of this Code?

Any person who does, or is involved in, any of the following types of behaviour shall be in breach of the Code:

- (a) consuming alcohol unless in an approved area, in line with relevant liquor licensing regulations;
- (b) being unduly intoxicated at any event Venue or official and unofficial social functions of, or associated with Belnorth;
- (d) using any illegal drug during an event of or associated with Belnorth;
- (e) failing to comply with a reasonable direction of a Belnorth Official;
- (f) harassing any other person;
- (g) acting in an unlawful manner;
- (h) acting in any other manner which brings the event, Belnorth, and/or any other club, corporation or the like (including any employee, official or agent of such organisations) into disrepute.

3.6.4.5 What Penalties can be imposed?

If the Disciplinary Committee is satisfied the person did breach the Code it may impose any one or more of the following penalties:

- (a) suspend the person from the next game or fixture in the event in which s/he is due to compete/officiate;
- (b) suspend the person from competing in any event for one or more days;
- (c) Suspend the person from future Belnorth event/s;
- (d) withdraw any or all awards, placing and records obtained by that person or that person's team;

(e) ban the person from being involved with Belnorth in any form whatsoever including being present at event Venues, and official functions;

(f) reprimand the person;

(g) any other penalty the Disciplinary Committee thinks appropriate in all the circumstances.

In addition the person may be prosecuted by the Police.

3.6.4.6 How can a person Appeal a Decision?

A written appeal may be made to any member of the Executive of Belnorth. Appeals must be received within seven (7) days of being notified of the outcome of the BDC hearing. The executive's decision must be my majority vote with the President having a second and casting vote should the vote be tied. A minimum of five member executive members must be present.

3.6.5 Junior League Rules & Regulations.

Coaches and Managers are urged to familiarise themselves with and adhere to the Junior League Rules and Regulations in order to avoid loss of points or imposition of financial penalties.

Belnorth is proud of its record to date in this regard. Our players do not pay their registration fees only to have them paid out in fines.

3.6.6 Financial penalties

The Junior League imposes financial penalties on member clubs in respect of certain offences. Please note that any penalty imposed on Belnorth will be passed onto the team concerned.

Actions that incur a financial penalty include:

❖ Playing of an unregistered or otherwise ineligible player

If in doubt about the status of any of your players contact the Competitive / Roo Ball Registrars.

❖ Walk-off by a team before completion of a game

Sometimes it may seem the appropriate thing to do, particularly if players seem to be in physical danger. However, except in extreme circumstances, do not yield to the temptation to bring your team off the field, as you will not be able to have the match replayed and Belnorth WILL incur a fine.

❖ Late or lost Match Result Sheet; failure to report results

As already stated, this offence incurs a financial penalty. With the number of junior Competitive teams Belnorth has in the Competition, Belnorth would be in serious financial trouble if teams submitted their Match results late, or lost them.

❖ Failure to keep spectators in check

It is not expected that a Coach or Manager will be required to keep Belnorth spectators in check; your welfare is as important to the club as that of its players. However, it IS expected that you explain to parents and other supporters the need to confine their involvement to encouraging players and the team. They are to refrain from verbal abuse of the referee, the opposing players, officials and other spectators; otherwise their behaviour will render Belnorth liable to a financial penalty. If the proud record of Belnorth in this regard is maintained, the good name of the club and football in general will be enhanced.

❖ Forfeit of game

If it becomes apparent that you are unable to field a team for any game, e.g. through illness or injury of a number of players, contact your Age Group Coordinator as soon as possible. It is most probable that he or she will be able to organise reserves from other teams in your age group or from the next age group down.

❖ Lodging a protest

Coaches and Managers are reminded that if dissatisfied with the conduct of a game, you must tick the Protest Box on your Match Card and allow your team to complete the game. After the game list the circumstances and lodge a protest

through Belnorth's Points Registrar. Protests must be lodged with the Points Registrar within 48 hours of the event, so that Belnorth can meet the Junior League deadline.

All protests must be made through the Club. Do not lodge your grievance with the Junior League directly, as it must be on official Belnorth letterhead.

3.7 Club Awards

3.7.1 Awards

Belnorth annually makes awards to deserving persons, both players and others, for on-field performance and/or service to the club during the season. To assist the Executive in identifying those deserving of recognition, Coaches and Managers are requested to keep the following awards in mind. Early nomination of players will assist the Executive in making more informed decisions.

Junior Club Person of the Year

Awarded to a player who is heavily involved in the game and with the club (e.g. a player with representative honours, who also referees and/or coaches a team).

Junior Coach of the Year

Awarded to a Belnorth player who coaches a Roo Ball or junior Competitive team and who excels in the way he or she handles the team and raises the skill and game enjoyment level of its players.

Coach of the Year

Awarded to a Belnorth player or coach who coaches a Roo Ball or junior Competitive team with enthusiasm and commitment to ensure that all his or her players learn and enjoy the game of football in a positive and encouraging environment.

Club Person of the Year

Awarded to a person who has brought distinction to Belnorth, or to other persons for effort in assisting with Belnorth activities above that which is normally expected.

Belnorth Player Scholarship and Peter Desmond Memorial Award

Awards presented by the Belnorth Junior Football Club and Belconnen Soccer Club respectively, to players who display above-average ability and who would, in the opinion of their coaches and Belnorth's Director of Coaching, benefit from specialised coaching provided, for example, at the Belnorth Brazilian Coaching Clinic (with fees paid by Belnorth), along with the receipt of a gift voucher.

Sue O'Dwyer Memorial Trophy

Awarded to the Belnorth team that has been heavily involved with the game and with the Club. The award recognises whole team effort rather than individual player achievement.

Ten Year Awards

These recognise those Belnorth players who have been a member of the Club for ten consecutive seasons.

Mathew Stark Memorial Award

Awarded to a player who has competed at any level under difficult circumstances such as with a disability, or after sickness or injury (formerly known as the Encouragement Award).

3.7.2 Nominations

Nominations, together with justification for the Award, should be provided to the Executive towards the end of the season. The call for nominations is advised in *Club Scene*.

3.7.3 Life Memberships President's Awards

Life Memberships and President's Awards are also awarded. The Executive Committee decides recipients of life memberships, and the President decides the President's Awards in conjunction with the executive.

3.8 Player Safety

3.8.1 Guidelines for Reporting/Responding to Injuries on the Field

It is unfortunate that in the past seasons we have had a number of serious injuries occur to players, some of these involving fractures of the lower leg or the arm. Coaches are reminded that generally, players will get up off the ground by themselves after a tackle, but if they remain still, or cry out in pain:

DO NOT pick up an injured player and carry him or her from the field unless you are absolutely certain that no fracture has occurred.

DO NOT manipulate or otherwise try to straighten the limb. If it is broken, you are likely to cause more damage and more pain.

If you SUSPECT a fracture, leave the player where he or she is, and send someone for an ambulance.

Make sure the ambulance is advised of the suspected injury, the grounds location and best access onto the field. Clear the immediate area of spectators. Have someone stay with the injured player to reassure him or her, and have someone wait at the ground's access point in order to direct the ambulance to the scene.

Keep the injured player as comfortable as possible, protected from direct sunlight, rain or wind, and cover if cold. Do not overheat. A few sips of water (if conscious) can be given.

If a NECK INJURY is suspected, the player MUST NOT BE MOVED until an experienced person can fit a suitable neck-brace without moving the head.

Players who sustain a HEAD INJURY, which renders that player, UNCONSCIOUS for even a few seconds, MUST NOT BE ALLOWED to continue in the game or training. Other head injuries even from minor blows with a player showing signs of giddiness, nausea, blurred vision and/or fainting must not be allowed to continue.

It is important that the player receives a thorough check at the hospital, and be cleared by a doctor before continuing with the sport.

A qualified practitioner such as a physiotherapist is the person best to carry out post-injury management.

Any injured player that required attention by a medical practitioner (including GP and physiotherapist) should produce written clearance from the practitioner before resuming play or training.

If you are in any doubt as to a player's injury and he or she is on the field of play, the game should be suspended or abandoned depending on the circumstances. **The prime concern is the player's welfare.**

All injuries must be reported to the Club Executive, and a Club Accident Report completed. If the injury requires an insurance claim the claimant must initiate the claim within 30 days of the injury. Club Accident Reports and insurance claim information are available from the Secretary, or alternatively, the relevant forms can be downloaded from the Document Library section of the website. All injuries incurred during the U12 to U18 games must be recorded on match cards (see 3.2.8).

3.8.2 First Aid

The Club endeavours to have first aid coverage at the games. At present there are sufficient volunteer first aid officers to cover the Rooball games and most of the competitive games at Kaleen.

Coaches and Managers are encouraged to undertake a basic First Aid course to assist on those occasions where such knowledge would be useful and perhaps even necessary. You will also find that the knowledge obtained will be useful away from the football fields.

At the Kaleen field when a first aid officer is not present, a first aid kit is available; enquire at the storeroom. Ice is also available from the storeroom for immediate use on bruises and bumps.

At the Giralang grounds a first aid kit and ice is available for use with injured players. However, it may be necessary for ice to be picked up by the Coach or Manager of the first team playing at Giralang from the storeroom at Kaleen.

First aid coverage is an important duty of care factor. The Club will welcome any person's able volunteer for first aid duty. In particular we need volunteers for the competitive games at Kaleen and Giralang.

3.8.3 No-go Areas for Spectators and Off-field Players

Managers and Coaches of Rooball teams are to ensure that spectators and/or reserve players do not stand along that "sideline" of a Roo Ball field, which is actually the centre-line of the full field, during play. They should also ensure that the areas immediately behind and alongside the goals are kept clear for safety reasons. Managers and Coaches of teams are to ensure that players and spectators do not swing on the goal posts or nets, or interfere in any way with the goal post protectors.

Non playing persons (coaches, managers, reserve players, parents and other spectators) must not enter the playing area whilst a game is in progress. The only exception is when a referee invites a coach to go on the field in the case of injury.

3.8.4 Insurance

All players and members of Belnorth are covered by Capital Football's insurance policy. The Player Registration fee includes a component to cover the premium for each player. It follows that players who are not registered are not insured, one of the reasons why unregistered persons **MUST NOT** attempt to participate in games. Apart from this insurance cover, parents are advised to have appropriate medical and hospital insurance for their playing children.

4 Player Organisation

4.1 Grading Policy

4.1.1 Background

In framing and applying the Grading Policy, Belnorth is aware that the Club must meet its major responsibilities:

- Player development and participation at an appropriate level,
- Football development at Belnorth and in the ACT.

In this regard our role is to: assist in the preparation of players with higher aspirations for the transition to senior levels (including representative honours); and provide the framework of organised sport to cater for the needs of players who wish to participate only on a social basis.

Graded players have the option to reject a grading and, instead, play in a lower graded team in the same age group. We emphasise that it is not aim of Belnorth to force players to play in particular teams or divisions, however age restrictions do apply. Overall, the enjoyment of the game is of prime importance, whatever the aspirations of the individual players may be.

It is the policy of the Club that the development of teams and players to win premierships is secondary to the overall development of player skills. The Grading Policy is an attempt to identify the skill level of individual players within an age group, and to place them at a level commensurate with their ability, in order to ensure that they gain maximum enjoyment and overall development.

The full support of Coaches, Managers and parents is of major importance in helping Belnorth meet these objectives.

4.1.2 Assessment of Under 10 and Under 12 players

Assessing player's development is part of a transition towards competitive football. The composition of future teams will be determined by evaluation of the performance of individual players during the season, as well as player evaluation forms.

The Technical Director and coaching staff undertake the selection of players for these teams. On completion of the grading process, squads will be allocated to these teams. Remaining players will be placed in a lower division.

4.1.3 Grading of Under 12s to Under 18s

All players from U12 to U18, from Division 1 to Division 3, will be placed in squads as determined by Coaches assessments made during the previous year and during the grading sessions held before the start of the season.

New players will be invited to join squads at levels in accordance with recommendations of their previous club, or preliminary assessment during the grading exercise.

As the players move to the older age groups, the grading for the first and second divisions will generally be little more than fine-tuning of squads, which have been developed from the U10 and U11 age groups. The Technical Director and his staff will determine any disputes relating to the grading of players or teams.

4.2 Pee Wee Program

The Pee Wee program aims to provide a fun time for players to learn very basic football skills. The program runs from 10.30am to 11.30am, with this 60-minute period being divided into a 15-minute "practice" session, and a "game" consisting of two 15-minute halves and a 5-minute half-time break. Eligible players will turn 5 (five) during the season.

Players turning 6 during the season generally play in the under 6 age group, but may be able to play with the Pee Wees if, in the opinion of the Organiser and parents, the player is at an appropriate level of development, e.g. is a new player, or if the child's birthday is late in the season.

4.2.1 The role of the Pee Wee "Organiser"

The duties of the Organiser include:

- getting training cones - to mark out corners of field and goals - and balls from the Equipment Room;
- checking the number of registered players who have turned up to play against the players' list;

- allocating teams and shirts (provided by Belnorth). Shin pads (COMPULSORY), boots or joggers, shorts and socks are to be provided by the players;
- ensuring a parent from each team is nominated to wash the shirts and return them ready for the next game (a roster of names, addresses and contact numbers is useful);
- ensuring equipment is returned to the storeroom at the end of the Pee Wee session;
- the Technical Director will organise all "practice" session requirements.

The Organiser should seek the assistance of parents in these duties. Registered Pee Wee players will be formed into teams of a maximum 7 Players. Peewee games will be played on field 4.

Players may be interchanged at any time throughout the game, and there are no limits on the number of interchanges.

The Organiser may nominate a parent as the teams' "coach" for the season. The "coach" may go onto the field of play at any time to help direct players or to attend to players' needs.

4.3 Rooball

Rooball players will be organised into teams by the Rooball Registrar. Where possible, teams are based on suburban areas and schools. Where possible players will remain with the same team they played in last season. Whilst there is no grading at this level, we advise that Coaches and Managers should observe the skill levels of individual players for future grading purposes.

Rooball players will be placed in their appropriate age group divisions and will not be permitted to play up in an older age division.

4.4 Under 10, 11 and Under 12 “Junior” age groups

The Under 10, 11 and 12 Junior age groups are treated as a transition from Rooball to Competitive football.

- Under 10 & 11 games are played as 9 v 9 on a three quarter field.
- Under 12 games are played on a full field.

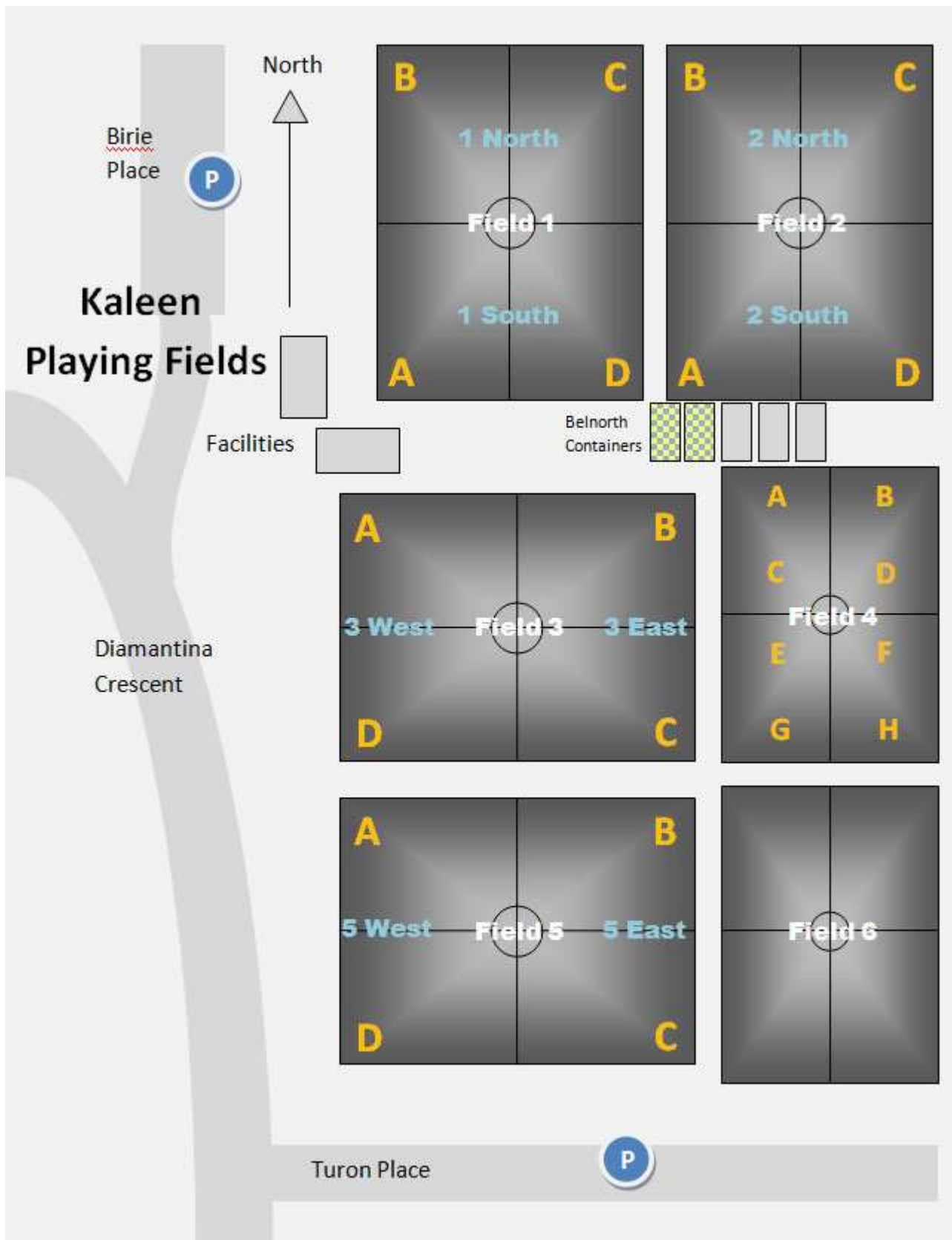
A more stringent application of FIFA rules of the game is applied in U12 games.

5 Belnorth Playing Fields

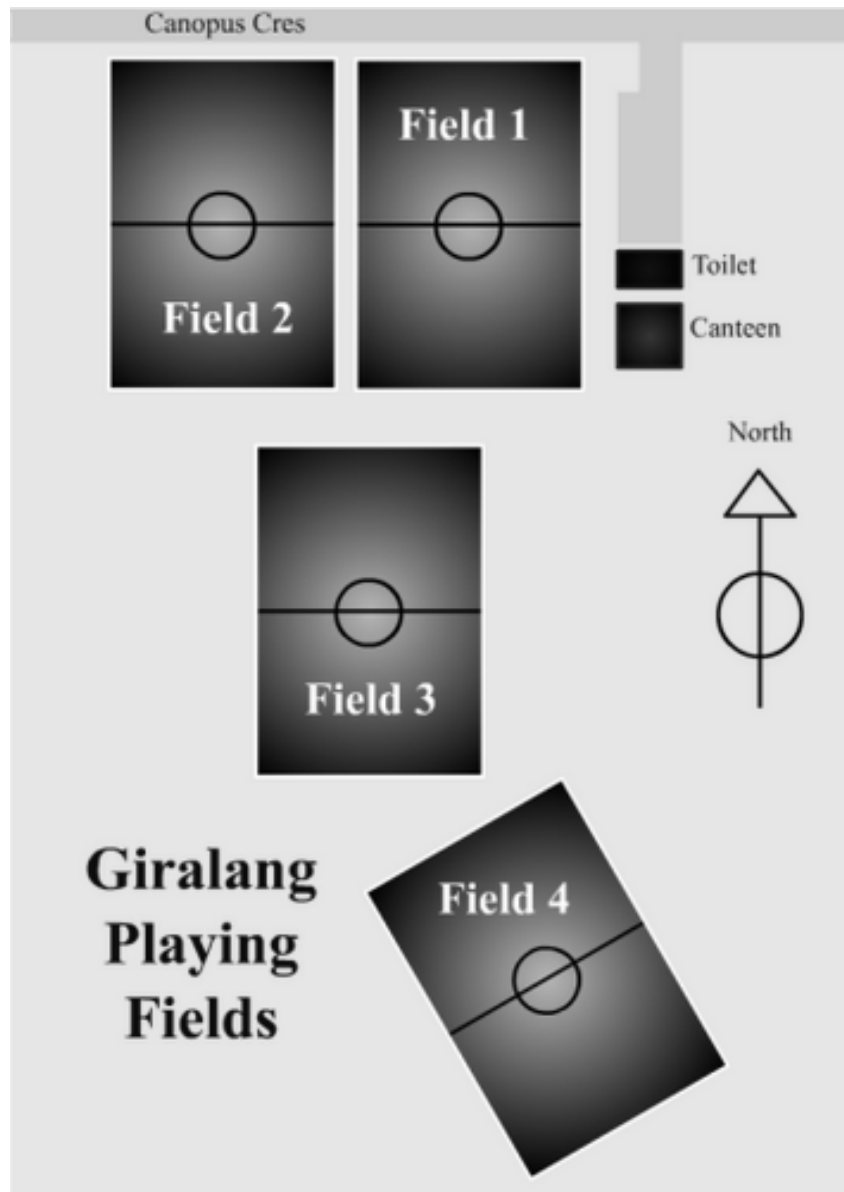
Belnorth home ground is Kaleen Playing Fields. Rooball games are played here, as well as many of the Competitive games. Because of the number of players and teams that we field, not all teams can use Kaleen as their home base.

Accordingly, Belnorth also uses the grounds at Giralang for some competitive games, and if the need arises, some of Rooball games.

Kaleen - Birie Place, Kaleen



Giralang - Canopus Crescent, Giralang



6 Office Bearers

6.1 Executive Committee Office Bearers

Position	Name	Contact
President	Michael Smale	admin@belnorth.org , 0412 809 975
Vice President	Mark O'Neill	admin@belnorth.org
Secretary	Mark Boyce-Norman	admin@belnorth.org
Treasurer	Henk Thijssens	admin@belnorth.org
SSG Registrar	Tony Barr	ssg@belnorth.org , 0424 676 726
Senior Registrar	Rory Griffin-Warwicke	admin@belnorth.org
Competitive Registrar	Jeremy Evans	0424 800 850
Roo Ball Registrar	Vacant	rooball@belnorth.org
Grounds & Fixtures.	Jeff Smith	grounds@belnorth.org 0431 687 036

6.2 Non-Executive Officials

Position	Name	Contact
Technical Director	BUFC Panel	coaching@belnorth.org
Activities	Melissa Riches	activities@belnorth.org
Referee Appointments	Vacant	referees@belnorth.org
Girls Coordinator	Jeff Smith	grounds@belnorth.org
Women's Coordinator	Cathy Stewart	womensmasters@belnorth.org
Property Officer	Linda Muirden	property@belnorth.org
Publicity Officer	Stacey Durrell	publicity@belnorth.org
Points Registrar	Ashish Gaonkar	points@belnorth.org
First Aid Coordinator		firstaid@belnorth.org

6.3 Other Contacts

Capital Football

Junior League Administrator
Unit 2/3 Phipps Close, Deakin
Ph: 6260-4000

ACT Sportsground Rain Closure
Ph: 6207-5957

Info Line (Mon-Fri, 9am-4pm)

6.4 Schedule of Referee Fees

Age Group	Referee	Assistant Referee
U6s, U7s	N/A	N/A
U8 s	\$10.00	N/A
U9 s	\$12.00	N/A
U10 s	\$14.00	N/A
U11 s	\$16.00	N/A
U12 s	\$22.00	\$11.00

Age Group	Referee	Assistant Referee
U13 s	\$26.00	\$13.00
U14 s	\$30.00	\$15.00
U15 s	\$34.00	\$17.00
U16 s	\$38.00	\$18.00
U16 PL	\$44.00	\$22.00
U18	\$44.00	\$22.00

Appendix 1



Referees Fees Payment Claim Form 2011

Team: _____ Age Group: _____

Coach: _____

Manager _____



Round	Opposing Team	Referee Name	Amount	Signature	Assistant Name	Amount	Signature	Assistant Name	Amount	Signature	Comments
Round 1											
Round 2											
Round 3											
Round 4											
Round 5											
Round 6											
Round 7											
Round 8											
Round 9											
Round 10											
Round 11											
Round 12											
Round 13											
Round 14											
Round 15											
Round 16											

Fee schedule: U18 - \$44/\$22, U16 P/L - \$44/\$23, U16 Other - \$38/\$18, U15 - \$34/\$17, U14 - \$30/\$15, U13 - \$26/\$13, U12 Full Field - \$22, U11 3/4 Field - \$16, U10 3/4 Field - \$14, U9 1/2 Field - \$12, U8 \$10, Half the fee is payed by each team.

All Referee Fee Claims will be reimbursed via direct credit into a nominated Bank Account. Please complete the bank account details below, that you wish the deposit to be made into.

Account Name:	BSB No.	Account Number:	Bank:
---------------	---------	-----------------	-------

Checked by Referee Co-ordinator: _____ Paid by Treasurer : _____ Date: _____



Appendix 2 - Match Times

Games run to a tight schedule. Please ensure every effort is made to get your players on the field to start on time. Games not starting on schedule will be cut short.

Half Field			Quarter Field		
<i>Team</i>	<i>Start</i>	<i>Finish</i>	<i>Team</i>	<i>Start</i>	<i>Finish</i>
U 8s	09.40am	10.25am	U6s, U7s	9.00 am	09.35 am
U 9s	10.30am	11.15pm			
			Three Quarter Field		
			<i>Team</i>	<i>Start</i>	<i>Finish</i>
			U10s	11:30pm	12:30 pm
			U11s	12:30 pm	1:35pm
Full Field					
<i>Team</i>			<i>Start</i>		
U 13s			12.30 pm		
U 12s, U 14s			1.45 pm		
U 15s, U 16s, U 18s			3.10 pm		

Roo Ball and Junior Game Information

<i>Kick Off Time</i>	<i>Age</i>	<i>Field Size</i>	<i>Field Players</i>	<i>Goalie</i>
09:00 am	U/6, U/7	Quarter	5	No
09:40 am	U/8	Half	7	Yes
10:30 am	U/9	Half	7	Yes
11:30 am	U/10	Three Quarter	9	Yes
12:30 pm	U/11	Three Quarter	9	Yes
1:45 pm	U/12	Full	11	Yes

Please Note: -

Maximum player numbers on the field at any one time is as specified.

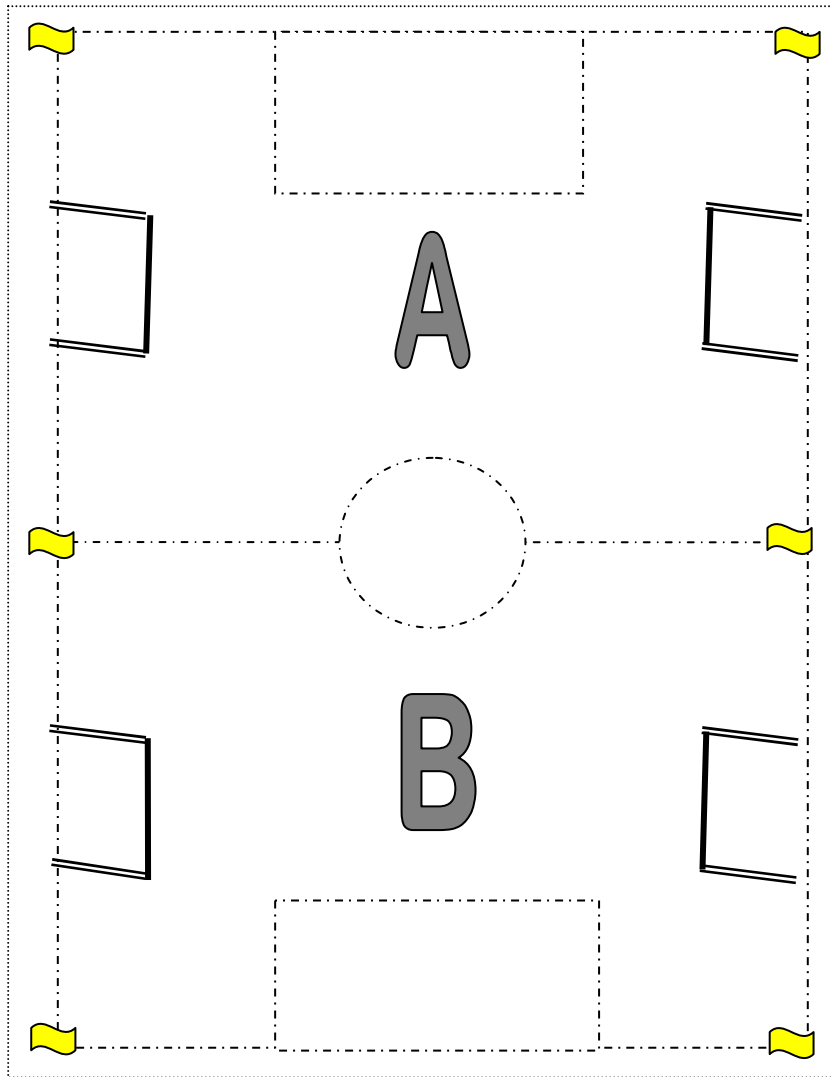
Preferred player registrations per team will include:



- ⚽ For Pee Wee conditions see Section 4.2
- ⚽ 2 substitutes for U/6 and U/7 teams
- ⚽ 3 substitutes for U/8 and U/9, U/10, U11 and U/12 teams

Appendix 3 - Match Playing Conditions

Age	Kick Off	Mins/Half	Field Size	Ball size	Interchange	Goal Kicks	Corner Kicks
U/ 6	09:00	15	Quarter	3	Unlimited	Attacking team moves back to half way	From near the corner
U/ 7	09:00	15	Quarter	3	Unlimited	Attacking team moves back to half way	From near the corner
U/ 8	09:40	20	Half	3	Unlimited	Attacking team moves back approx. 5 metres	From near the corner
U/ 9	10:30	25	Half	3	Unlimited	Attacking team moves back approx. 5 metres	From near the corner
U/ 10	11:30	25	Three Quarter	4	Unlimited	Attacking team moves back approx. 5 metres	From near the corner
U/ 11	12:30	30	Three Quarter	4	Unlimited	Attacking team moves back approx. 5 metres	From near the corner
U/ 12	1:45	30	Full	4	Unlimited	Normal	Normal
U/ 13	12:30	30	Full	4	4 players	Normal	Normal
U/ 14	1:45	35	Full	4	4 players	Normal	Normal
U/ 15	3:10	40 Boys 35 Girls	Full	5	4 players	Normal	Normal
U/ 16	3:10	45 Boys 40 Girls	Full	5	4 players	Normal	Normal
U/16 PL	3:10	45 Boys	Full	5	4 players	Normal	Normal
U/ 18	3:10	45 Boys 40 Girls	Full	5	4 players	Normal	Normal

Half Field set-up U8 & U9's

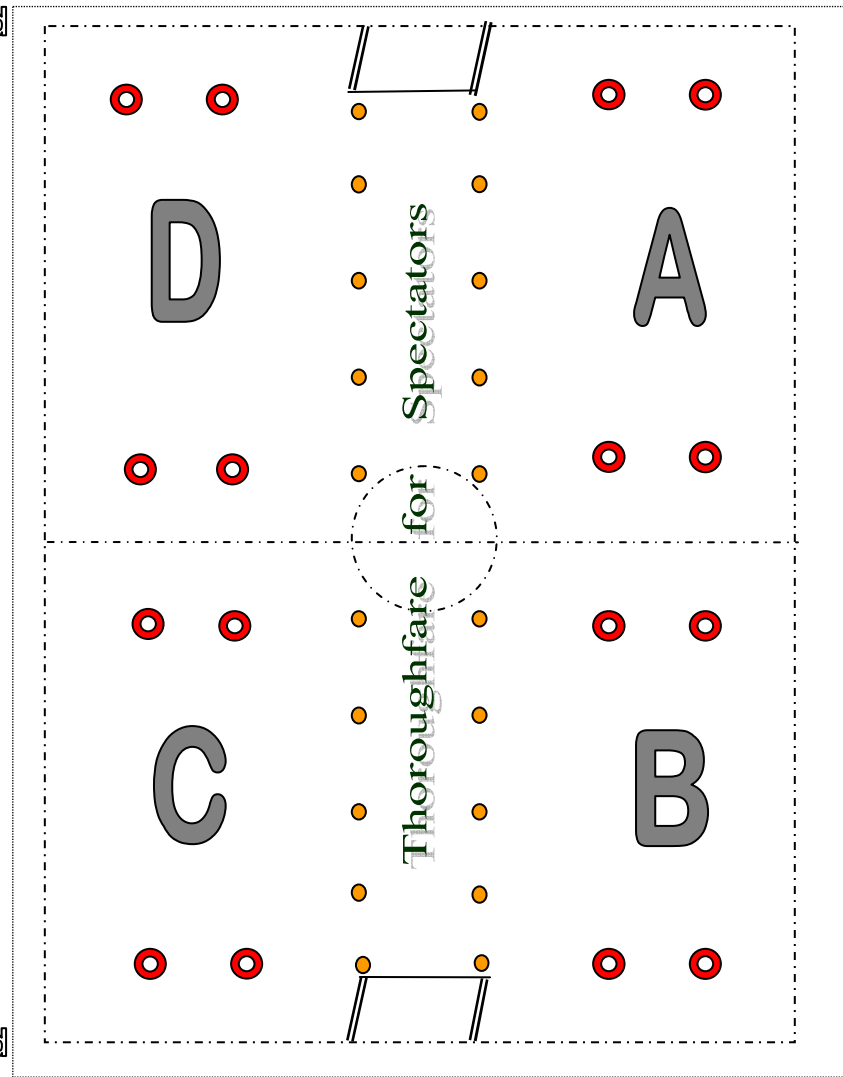


-  = Flags
-  = Rooball goals



Appendix 4

Quarter Field set-up U6's & U7's

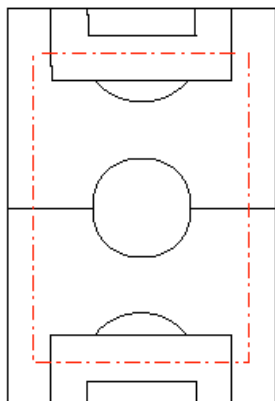
Northern End



Southern End

-  = Large Cones or Small Goals used
-  = Small Cones

Appendix 5 - Three Quarter Field Set-Up: U/10's and U/11's



BELNORTH_FC

3/4 Field Set-up is
as marked by dashed lines.

Throw-ins:-

One attempt only.

Unlimited interchange applies.

Giralang and Kaleen 3/4 Fields

Approx. 65 x 45 metres

Notes on 3/4 field games :-

The off-side rule does not apply.

If not marked by lines, an "imaginary" Penalty/Goal area may be indicated
or cones used - approximately 8 metres from the goal line.

Flags should be used at corners and at half way.

The opposing team must retreat approximately 5 metres at free
kicks/goal kicks and corners.

Corners are taken from near the corner of the 3/4 field.

Penalty kicks are awarded.

Appendix 6 - Small Sided Games Reference Guide

	Under 5 / 6 / 7	Under 8 & 9	Under 10 & 11
Field Sizes	50m x 20m	40m x 50m	60m x 40m
Field Markings	Markers or painted lines	Markers or painted lines	Markers or painted lines
Goal Size	1.8m x 0.9m (min) 2.0m x 1.0m (max)	1.8m x 0.9m (min) 2.0m x 1.0m (max)	4.8m x 1.6m (min) 5.0m x 2.0m (max)
Goal Type	Marker, Poles, Goals	Marker, Poles, Goals	Marker, Poles, Goals
Goal Area	Not required	Not required	Not required
Penalty Area	Not required	Not required	8m long x 16m wide
Centre Circle	4.5m radius	4.5m radius	4.5m radius
No. of Players ¹	5 max, 4 min, max 2 subs	5 max, 4 min, max 3 subs	7 max, 5 min, max 3 subs
Goalkeeper ^{2&3}	No	Yes	Yes, must throw or roll the ball to release it, or play it on the ground with their feet
Interchange	Unlimited, from near halfway, any time during play	Unlimited, from near halfway, any time during play	Unlimited, from near halfway, any time during play
Game Duration	2 x 15 minutes	2 x 20 minutes	2 x 25 minutes
Half Time Break	5 minutes (max)	5 minutes (max)	5 minutes (max)
.	Size 3	Size 3	Size 3 for U10s Size 4 for u11s
Match Cards	Not Required	Not Required	Not Required
Numbered Shirts	Not Required	Not Required	Not Required
Offside	No offside	No offside	No offside
Free Kicks	Indirect	Indirect	Indirect, except penalty kicks
Restarts for a free kick ⁴	Opposition to retire 4.5m from the ball	Opposition to retire 4.5m from the ball	Opposition to retire 4.5m from the ball
Penalty Kicks ⁵	No	No	Yes, from 8m directly in front of goal. All other players to be outside the penalty area and 4.5m from the ball.
Kick-off after a goal	From centre, must pass the ball, cannot score directly from a kick-off	From centre, must pass the ball, cannot score directly from a kick-off	From centre, must pass the ball, cannot score directly from a kick-off
Goal kicks	From goal line, may kick pass or dribble the ball, opposition to retire to the halfway line	From goal line, may kick pass or dribble the ball, opposition to retire to the halfway line	From anywhere in penalty area, cannot touch twice, opposition retires 4.5m
Corner kicks	From near the corner	From near the corner	From near the corner
Throw-ins	Kick-ins from behind the touch line, opposition retires 4.5m, kick pass or dribble the ball, encourage player to take within 3 seconds	Two attempts by player	Two attempts by player
Misconduct – minor offence	Have the coach talk to the player off the field about the infringement, the player may be replaced	Have the coach talk to the player off the field about the infringement, the player may be replaced	Have the coach talk to the player off the field about the infringement, the player may be replaced
Misconduct – major offence ⁶	Send the player off for the remainder of the match, the player may be replaced	Send the player off for the remainder of the match, the player may be replaced	Send the player off for the remainder of the match, the player may be replaced
Goalkeeper walking into own goal with the ball	Not applicable	A goal shall not be awarded	A goal shall not be awarded
Referee ⁷	Game Leader	Game Leader or Beginning Referee	Instructing Referee

Notes:

- 1. Players Equipment:** A player taking the field of play should not wear anything that is dangerous to another player or themselves. Boots or training shoes and shin pads must be worn. Socks must fully cover shin pads.
- 2. Goalkeepers:** Goalkeepers may not punt kick or drop kick the ball directly from their hands.
- 3. Goalkeepers holding the ball for more than 6 seconds:** Try to coach goal keepers to release the ball early rather than penalise them.
- 4. Free Kicks:** Indirect free kicks for offences occurring inside the penalty area shall be taken from the nearest point on the front of the penalty area closest to where the offence occurred.
- 5. Penalty Kicks:** For any offence under Law 12 that would normally result in a direct free kick. Coaches should rotate penalty takers through their respective teams.
- 6. Misconduct – major offence:** Referees should forward the report to their Referee Coordinator for distribution to the player's club. The player's club is to take any administrative action.
- 7. Referees Role:** Referees introduce players to a slightly more formal approach but still adopt a Game Leader approach - fun, relaxed, explaining rules as required and allowing games to flow.

Prepared by
Stacey Durrell
Publicity Officer,
April 2011