



WENTWORTH FALLS FC

COACH & MANAGERS

HANDBOOK 2023

PRESIDENTS INTRODUCTION

Welcome Coaches and Managers. We are all part of a team that is coaching our youth on a weekly basis. In providing this coaching, our youth are not just learning how to play football; they are learning life lessons and we have the privilege of being able to influence them.

I am reminded by the greatest Football player of all time, if not simply a great person, of his words:

You could compare the game of football to a school of life, where you can learn from an early age to be in a group, to make sacrifices, to be responsible, to be altruistic (those who never pass the ball can be considered selfish in some cases), to be an example for their companions (especially by the captain of the team), to be loyal, and especially to be humble. ~ Pele

and

Football is the only sport where you put people together, it doesn't matter if you are rich, or poor, or black, or white. It is one nation. This is the beauty of football. ~ Pele

Remember, no coach stands alone, Our club is a team consisting of players, coaches, managers, parents and families. Our coaching staff are a team and we are introducing this handbook as a guide to assist all our coaches, no matter what their experience level is. Please reach out to myself, Andrew Presland, President WFFC via President@wentworthfallsfc.com.au or Andrew Gelao, Club Coach Co-ordinator WFFC via ccc@wentworthfallsfc.com.au, if you need any support or assistance.

We are a coaching team, no coach or manager stands alone.



Andrew Presland
President
Wentworth Falls Football Club

CLUB COACH COORDINATOR INTRODUCTION

Wentworth Falls Football Club is very appreciative of the time you have volunteered to keep grass roots football alive in the Blue Mountains. My role at the club is to support our coaches in learning how to teach young people how to play football – a language they can use all over the world to meet people, make friends and experience the comradery of being part of a team.

This handbook has been developed for all coach and managers as a guide to the basics of coaching and managing a team, please use this to your advantage and take it with you to ALL games. The information contained within is a baseline to providing a fun, safe and inclusive environment for all our members.

We also invite you participate in our regular coaches and managers evenings in the clubhouse where we can support and learn from each other, and myself and other members of the committee will share their knowledge and answer questions you have as the season proceeds.

The WFFC team is here to help you do the best job you can, so don't hesitate to ask a committee member or contact myself, our President or our club Secretary at secretary@wentworthfallsfc.com.au if you need any further information.



Andrew Gelao
Club Coach Coordinator
Wentworth Falls Football Club

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INTRODUCTION TO WFFC

ACRONYMS USED IN THIS DOCUMENT

NFA – Nepean Football Association (our district competition body)

WFFC – Wentworth Falls Football Club

NRG – Nepean Referee Group

FFA – Football Federation Australia

COMMITTEE MEMBERS

President: Andrew Presland - president@wentworthfallsfc.com.au

Treasurer: Scott McLeod - treasurer@wentworthfallsfc.com.au

Secretary: Ruth Joynes secretary@wentworthfallsfc.com.au

Member Protection Officer: Dave Graham - mpo@wentworthfallsfc.com.au

Competition Secretary: Malcolm Clines - wffccompsec@gmail.com

Registrar : Matt & Amanda Connelly - registrar@wentworthfallsfc.com.au

Club Coach Coordinator: Andrew Gelao – ccc@wentworthfallsfc.com.au

Female Football: Isabel Arnaiz - femalefootball@wentworthfallsfc.com.au

Canteen Co-ordinator: canteen@wentworthfallsfc.com.au

USEFUL WEBSITES

www.wentworthfallsfc.com.au – Club information, news, events and resources

[WFFC Coach Resources](#) – Includes session plans and other useful guides to training your age group

<https://www.playfootball.com.au/coach> – Excellent coaching resources

www.nepeanfootball.com.au - for looking up the draw/tables/scores/rules/regulations/links

www.miniroos.com.au - for useful hints and tips on miniroos along with session plans

www.footballnsw.com.au – coaching resources, useful info, rules

BEHAVIOUR

BE A POSITIVE ROLE MODEL

Wentworth Falls Football Club along with the wider football community maintains a Zero Policy on Abuse and bullying; either verbal, physical or through social media platforms.

NOTE: Abuse of Match and or club officials or other players WILL NOT be tolerated AT ALL by any member of WFFC.

This extends to family members and spectators. Breach of Codes of Conduct is taken very seriously, fines may apply. Please note that WFFC committee reserves the right to decline or cancel any registration at any time and for any reason they deem justified. Report any issues to our Member Protection Officer:

mpo@wentworthfallsfc.com.au

WFFC also trust that our members behave in an admirable manner especially when they are visitors to other club grounds, that they abide by & respect the rules of other clubs. Clean up after your team, and remember that it is more important that children enjoy their football experience, than feel pressure to win games.

WFFC CLUB CULTURE

Our Football Club exists to provide a safe and fun environment for people of all ages to enjoy playing and learning the beautiful world game. We are inclusive and supportive, and we follow the FFA standards and guidelines. We look to our volunteer coaches and managers to achieve this in an enjoyable way for the players – to make a place that is fun for creating exciting and inventive football, and where the players love to be.

We encourage two main goals regarding player development:

- **To provide a safe, fun, and inclusive environment for learning and playing football; and**
- **To provide an opportunity for talented players to develop their skills in a fashion that could lead to a career in football.**

We believe the best way to do that is for you to be enjoying what you do as well, so please seek guidance from the committee whenever you need. The Club Coach Coordinator can assist you in developing some simple but effective training sessions that players can really enjoy, whilst engaging their decision-making processes to become better footballers. Club resources for coaches are available online here:

[WFFC Coaches Resources](#)

Up until under 12s both of our player goals are achieved through point number 1. FFA and NFA maintains a non-competitive stance up until the u12 age group to improve the chances of an enjoyable football experience for all younger players. We support the NFA's decision to not publish results in these age groups. Coaching children of this age group should be focussed on building the basic skills of football possession in each individual (Running with the ball, striking the ball, first touch, 1v1, positioning, communicating).

Training sessions up to u12s should be designed to allow all players ample time on the ball to develop the core skills, feature game like parameters and all exercises should involve the use of the ball (ie – no running or fitness not related to use of a football). For some children this may be the only time each week they really practice their ball skills so every second they spend with a ball at their feet is precious – although we do encourage you to set some homework tasks!

From the under 12 age group and up, Nepean introduces a competitive scoring and league table system, with playoffs at the end of each season. FFA and NFA sees this as an appropriate age to introduce the competitive nature of adult football and converges with the players moving to the full 11v11 model. At this point training sessions should additionally cover the defensive skills (Pressing, marking, intercepting, tackling, positioning, communicating).

Through all phases of the players journey we expect teamwork to be an overarching focus of the coaching process. Football is a life skill, and teaching children to work together and support each other as a team is the ultimate success we are aiming for. We aim to reflect this in our committee and our members, where we hope to celebrate successes and learn from our experiences together, so welcome to the team!

WE HOPE WE CAN HELP YOU ENJOY YOUR SEASON AND WE WISH YOU ALL THE BEST IN YOUR FOOTBALL JOURNEY!

COACH, MANAGER & TEAM MARSHALL DUTIES

COACHES

1. Organising and planning a structured, focussed training session (or at the very least gathering your team to play football) at least once per week – an basic session guide is at Addendum 1 here;
2. Working with and assisting with other Club Coaches, Coordinators and Officials;
3. Doing your best to be a positive role model within the football club;
4. Prioritising the wellbeing of players always - Safety first – consider heat, cold, proper playing kit – No shin pads = no train or play;
5. Ensure equal playing time for all players (Some exceptions for u13 and over Div 1 teams or Nepean Cup Competition teams as teams are high performance based and must be competitive);
6. Providing a valid working with children check to mpo@wentworthfallsfc.com.au (It is a legal requirement of the club to have a record of these on hand);
7. Completing coaching accreditation where required – See Page 8 below for details;
8. Looking after the club kit bag and training equipment provided to you;
9. Being aware of and adhering to any of WFFC Clubs policies & Procedures which are on the WFFC Website;
10. Being aware of your role as per NFA Competition Regulations
11. Being aware of and abiding by the FFA Laws of The Game
12. Being aware of and adhering to the FFA National Coaches Code of Ethics
13. Being aware of and adhering to the FFA Codes Of Behaviour
14. Being aware of and communicating the FFA Player & Spectators Code of Conduct

Note: all the points above will be discussed and familiarised at our monthly Coach and Manager nights.

MANAGERS

1. Supporting your coach & team by checking player availability for games and training
2. Communicating game/club information with players/parents as required
3. Filling in the team sheet for matches, communicating with the opposition manager.
4. Prioritising and assisting with the wellbeing of players at all times;
5. Rostering other volunteer duties to parents of your team for fund raising events;
6. Managing player jerseys by maintaining a record of Jersey distribution to your players and collecting jerseys at the end of season or purchasing them for a minimal fee;
7. Providing a valid working with children check to mpo@wentworthfallsfc.com.au (It is a legal requirement of the club to have a record of these on hand)
8. Keeping track of team player I.D cards – **(No Card, No Play)**
9. Selecting a parent Marshal for each game and communicating the Marshals Duties
10. Being aware of and adhering to any of WFFC policies & procedures
11. Being aware of your role as per NFA Competition Regulations
12. Being aware of and abiding by the FFA Laws of The Game
13. Being aware of and adhering to the FFA Codes Of Behaviour
14. Being aware of and communicating the FFA Player & Spectators Code of Conduct

Note: all the points above will be discussed and familiarised at our monthly Coach and Manager nights.

MARSHALS DUTIES

Your team must identify an adult as Marshal for every game. This can be the same person each week, or can be rostered by the manager. It can not be the same person as the coach or manager.

1. At all matches, there shall be a minimum of two marshals, **one marshal from each team**, wearing an appropriate vest as provided in the WFFC Team kit.
2. The marshals shall introduce themselves to the referee before the commencement of the game. Marshals' duties shall be to ensure that spectators, coaches and managers from your team do not encroach the sidelines, or the pitch, and see that good order is maintained.
3. Should any incidents arise out of a match that are for consideration by the Board, each marshal shall complete a written report into such incidents for the Board. The report shall be submitted on **Prescribed Form 20** (Incident Report lodged by a Team Official or Spectator) in accordance with instructions contained in the form.
4. The marshals shall appear at any inquiry as neutral witnesses, if required.
5. All marshals shall have obtained the age of 18 years of age.
6. Marshals from both teams shall print their name, and sign the team sheet, indicating they were in attendance for the game.
7. Where a game is played on a neutral field, it is the responsibility of each visiting team to supply their own marshal for their game.
8. **It is the responsibility of the Team Manager**, or in their absence, the team Coach to appoint the Marshal for their match and to ensure that the Marshal is aware of their responsibilities in accordance with these regulations.

NOTE: Team Marshals duties are only to control and monitor their own club's spectators, not the opposing teams. Issues arising with opposition supporters should be referred to the Ground Official.

Please visit our website for links to required policies, codes of conduct etc.

<https://wentworthfallsfc.com.au/policies-information/>

GENERAL INFORMATION FOR ALL TEAMS

FIELD OPEN / CLOSED FOR GAMES

The field "Open / Closed" sign will display accordingly whether the field is available to train and play or not. Please comply with this signage. Failure to comply will cause the club to be fined (as other organisations were in 2022).

PLAYING TIME & BALL SIZE

COMPETITION TEAMS U12 Up to All Age

U18, Int & All Age	90 mins (2x 45 mins halves)
U15, U16 & U17	70 mins (2x 35 mins halves)
U13 & U14	60 mins (2x 30 mins halves)
U12	50 mins (2x 25 mins halves)

- half time break will be approx. 5 mins
- If the match official shortens any game, both halves of the game must be the same length of time, not including time added on for injuries
- The referee shall be the sole judge of time for all games.

MINI ROOS

U10 & U11	50 mins (2x 25 mins halves)
U8 & U9	40 mins (2x 20 mins halves)
U5, U6 & U7	40 mins (2x 20 mins halves)

Ball Sizes

UNDER 6 to 9:	SIZE 3
UNDER 10 to 13:	SIZE 4
UNDER 14 to All Age:	SIZE 5

COACHING ACCREDITATION REQUIREMENTS

Just like a teacher at school is expected to have some basic qualifications, Nepean Football Association (NFA), of which WFFC is a part, expects coaches to have some basic qualifications to teach their teams about football. Miniros training will be conducted in house at Pitt Park and is required for all new coaches in the u6-u9 age groups. The cost of this is free. All Coaching qualifications listed here are valid for 4 years once attained. details will be provided as courses become available each year.

UNDER 5 to 9's **Mini Roos Coaching Certificate**

Compulsory all coaches complete the miniros coaching certificate before starting to coach. This is a 3hr evening course.

UNDER 9 to 13's **Skill Training Certificate**

Only compulsory for coaches of Div 1 teams, usually a 2 evening course.

UNDER 13 to 16's **Game Training Certificate**

Only compulsory for coaches of Div 1 teams, usually a 2 evening course.

WFFC Has a coach education policy that provides funding for courses so long as you are a registered coach with a valid age group. We are always looking for coaching candidates to apply for advanced training accreditation for even further development and if interested then please contact our Club Coach Coordinator at ccc@wentworthfallsfc.com.au to apply.

PLAYER EQUIPMENT

- Players in all matches shall be in proper club uniform, comprising shirts, with sleeves, boots, socks and shorts, in the club's colours as registered at the time of affiliation. A fine may be imposed by the NFA for non-compliance with this rule.

NOTE: All player kit gear and WFFC merchandise is available through the WFFC Canteen and online via our WFFC website.

- All players in competitive age groups shall have a number on the back of their shirt. In line with FIFA regulations, shirts may be numbered according to squad numbers consisting of a maximum two digits.
- All players are always required to wear regulation shin-pads during the game and at training. Shin-pads must cover the majority of the leg between ankle and knee and a sock must cover the shin-pad.
- DO NOT wear your match jersey to training.

NOTE: SHIN PADS MUST BE WORN AT EVERY TRAINING SESSION & GAME

TEAM KITS

Every team is issued with a full kit which comprises of the following items: -

1. A full set of playing jerseys - applicable to age and team requirements
2. Pump & Whistle
3. A set of ID vests - Coach - fluoro Yellow, Manager - Blue, Marshall - fluoro orange - (U10's upward)
4. Training Vests in 2x colours -, which also **MUST** be worn at all games by **ALL** substitutes
5. A set of 3x warm up balls & 1 match ball per team
6. 1 set of Goalkeepers gloves and Jersey - age appropriate
7. A number of coloured marker cones
8. A set of team ID cards, which has been a printed sheet since 2021- most important piece of equipment as it is used to verify your players by officials and opposition.
9. Coach/manager ID card tags **TO BE WORN AT ALL GAMES**
10. This coach /manager booklet – Please keep a digital copy with you.

All of the above remains the **property of Wentworth Falls FC**, so please try your best to look after this equipment and most importantly **RETURN** it. If you lose items, accidents happen – just let us know so we can replace the item in a timely fashion.

If you are missing any of these items from your kit bags please bring it to the attention of our club coach at ccc@wentworthfallsfc.com.au

TEAM SHIRT CARE

NOTE: Team Jerseys remain the property of Wentworth Falls Football Club. Please record the distribution of jerseys to players/parents so you can ensure all are collected at seasons end and or purchased for a minimal fee.

PLEASE: Ensure your players understand that the match jerseys are only for game day, and should not be worn at training or elsewhere outside of match day travel. Also for the parents:

NOTE: COLD WATER WASH ONLY - DO NOT PUT IN CLOTHES DRYER - DO NOT ATTEMPT TO IRON

TRAINING INFORMATION

Please see the club website for training times and locations that have been designated to your team.

NOTE: Please refer to the WFFC Member Handbook and retain a copy in your Kit bag with this Coaches handbook.

<https://wentworthfallsfc.com.au/training-times-and-locations/>

- Training in the goal mouths on the Main Field is not permitted under any circumstances – Goals will be moved after each game day.
- Training is only to be conducted in your designated area
- Training time slots are to be strictly adhered to as you may have another team following your session
- Respect all the other teams and coaches around you

NOTE: To turn on the lights at Pitt Park send an SMS to 0455 085 967 with the following code: 73271123

TRAINING EQUIPMENT

Coaches may access the clubhouse equipment shed (bottom level of clubhouse). Please contact the Coaching Co-ordinator or Equipment manager for the key box access code and alarm code.

A variety of additional training equipment is available for use by coaches, currently without any prior booking.

Please ensure any items used are returned to the place where you got them from. These items include:

- Mini goals 2mx1m (3 sets of 4)
- U8-9 Rolling Goals (4 goals)
- U10-U11 Size Rolling Goals (2 goals)
- Full size rolling goals (6 goals)
- Sets of Training Balls (Size5: 4 sets of 10, Size4: 3 Sets of 10, Size 3: 4 sets of 10)
- Training spikes (5 sets of 8)
- Agility Equipment (Hurdles, Resistance Harnesses, ladder – Only for u14 and up)
- Electric Ball Pump

If usage of equipment clashes a roster shall be established to ensure all teams have fair and regular access to equipment as required for effective training.

Always roll down the shutter when no one is inside the training equipment shed.

OPEN AND CLOSE OF TRAINING GROUND FACILITIES

The Coach or Manager from the first and last teams to train each night must assist the club in opening and closing the training ground. This is to ensure our training equipment and first aid is available to all teams and to ensure its safety overnight.

The **OPEN** procedure is as follows (takes approx. 2 mins):

1. Open key lockbox and retrieve training keyset
2. Unlock roller door on right hand side (leave left door locked)
3. Disarm alarm using keypad in right hand corner
4. Use the key to unlock the referees room (has first aid) and toilet
5. Return the keyset to the lockbox and scramble lock code

The **CLOSE** procedure is as follows (takes approx. 2 mins):

1. Open key lockbox and retrieve training keyset
2. Lock the referees room and toilet
3. Arm alarm using keypad in right hand corner
4. Lock roller door on right hand side (leave left door locked)
5. Return the keyset to the lockbox and scramble lock code

It is not the duty of the coach or manger that closes the training ground to return other teams' equipment. Any Coach or Manager that takes equipment from its place of storage is responsible for returning it. If you are Closing

the ground and find equipment left out please report the incident to the Club Coaching Co-ordinator or Equipment Manager

The Club is investing in new training equipment so you can run better sessions – we appreciate its respectful use by all teams.

CANTEEN DUTY

Our Canteen is managed by a WFFC Canteen Management Team.

Where the club runs fund raising events team parents will be asked to assist by volunteering. This helps the club greatly in purchasing new equipment for the players, so please communicate the importance of fulfilling your teams volunteer roles when requested, which should be no more than twice a year.

THE DRAW

The draw is available at least a week prior to the Competition start. It can be found on the Nepean website <https://nepeanfootball.com.au/fixtures/> and there is also a link from the club website to take you straight there www.wentworthfallsfc.com.au

The fixtures page has a number of search filters - **HINT** - always check the dates you have applied for are correct.

The contact for any questions or concerns about the draw should go to Competition Secretary via wffccompsec@gmail.com

Immediate changes will be notified via phone/text. Non-immediate changes will be updated on the Nepean fixtures site so please always check the NFA website on the night prior to your game.

GAME DAY INFORMATION

GROUND OFFICIALS

All playing fields are responsible for providing a ground official – they should be recognisable by a marked vest and is a first point of contact for any emergencies on days.

WET WEATHER PROCEDURES

You are to assume the games are still on until you hear specifically from the Comp-Sec, via phone call or text, and will be confirmed asap on our website and Face book page. Just because some grounds are closed it DOES NOT mean your game has been cancelled. NFA will engage their emergency regulations to be able to move games within 48hours.

Games can be transferred to Neutral Fields (NFLD)

- Wet weather ground closures are posted on the NFA website and Facebook page as soon as information becomes available from clubs, WFFC will also repost and clarify info where possible. **Please show patience on these very hectic mornings**... you were going to the soccer anyway so don't act like it's an imposition when awaiting word on cancellations
- Once you have been contacted re: wet weather cancellations, or game transfers **please txt back with an acknowledgement** - so we know you have received the information.
- NOTE: Miniroos may not be necessarily re-scheduled.
- WFFC wet weather protocols - teams playing the longest distance away at the earliest times will be contacted first, then those closer to home will be next and so on.
- Several different events can cause a ground to be closed, long term inclement weather, local councils, (by which Pitt Park is under), NFA, Club committees & Referees can abandon matches due to an unsafe surface, esp. if bad weather continues through the day.
- Keep in mind on the odd occasion, teams may have set off for games before we have been alerted that the grounds have been officially closed.
- If you are unsure of games cancellations, after checking all the places as pointed out above please call Comp-Sec Malcolm Clines - 0414 316 962 - make sure these **calls are made via Coach/manager ONLY** – who should then distribute the information to their teams.
- It is a good idea to have a wet weather protocol for your team, either a chain call, or group txt, or something in place to send out info to your team members.

CONSEQUENCES TO WASHOUTS: PLEASE INFORM YOUR TEAM MEMBERS

1. In 2020, NFA will set dates as spares for washouts – please visit NFA website
2. This means if a weekend is only partially washed out, comp games will be rescheduled as either double headers or midweek night games where possible.

If a "full washout" is declared and **No games**, go ahead the entire weekend will be rescheduled to the next available wet weather weekend. Once there are no longer any options left, a nil all draw (0-0) will be declared and the game will not be rescheduled.

REFEREES

COMPETITION TEAMS U11 to All Age

NOTE: We coach to play to the whistle. Referees are part of our team, they are not separate from us; please ensure your team shows respect to each other, the opposition and referees.

NFA will continue to use NRG referees in 2020. It is in the best interest of all to be tolerant of the role of referees, after all, **No referee means No games.**

We will be able to let our teams know in advance of referee coverage if we are notified, and the procedure when no NRG referee is appointed or has not shown up is as follows:

9.1 Referees excerpt comp regulations V2019.1

e. In the event of a replacement referee not being available, the match will be declared abandoned and dealt with under the Grievance & Disputes Regulations.

f. In the event of an official referee not attending a match, the team managers, or captains, of both teams shall agree to appoint a referee to control the game.

g. The first preference shall be given to any accredited referee who is available and willing to officiate. The accredited referee may have (and should declare) an affiliation with one of the two clubs involved in the fixture, if an affiliation exists.

h. Unofficial referees, if appointed to a match, must be suitably attired, carry a whistle, a time keeping device and a set of cards for use in the match.

i. Host clubs are required to keep a set of red & yellow cards on hand for use by unofficial or un-appointed referees.

i. Unofficial referees must record all cautions and send-offs on the team sheet and provide incident reports in all cases where a player is dismissed from the field, using the Prescribed Form 02 to record send offs & Prescribed Form 03 to record an incident report.

j. No person that is currently under suspension from any football organisation, may referee a competition match as an official or unofficial referee.

k. The referee shall print their name on the team sheet and indicate whether they are official referee or an unofficial referee. Official referees are to write their FFA registration number in the space provided.

NOTE: If an agreement between the two teams is still not reached after applying the above appointment hierarchy rules, the game will be dealt with in the same manner as an abandoned game.

The home team is responsible for reporting the unplayed game - Notify Malcolm Clines Immediately 0414 316 962

Both clubs and team officials shall submit written reports to the association within 48 hours of the scheduled match time explaining their actions or the circumstances that lead to no agreement being reached

MINI ROOS (U6-U10)

Our game leaders (referee for non-competitive football) be made up of a mix of parent volunteers and some volunteers from our teenage ranks. We will be looking for some teens who can volunteer to become game leaders for the U6 and U7 teams that play at Pitt Park.

The Game Leader should give the players encouragement and guidance around rules when needed. These games are non-competitive and the results are not tracked. We also have some teen volunteers to cover our Under 8 & 9's at Pitt Park most games, and we are endeavouring to find another to cover our U10/11's - if anyone is interested please contact our Club Coach Coordinator ccc@wentworthfallsfc.com.au . WFFC EXPECT that these referees all be treated with respect, they may not get every call correct and they are all learning and volunteering, while giving back to their chosen sport, which we greatly admire.

TEAM SHEETS

Nepean Football Association uses electronic team sheets generated by DRIBL. As per NFA guidelines, these are 100% required to be filled out correctly or a fine will be issued to the club.

Coaches and manager will each be issued a login to the DRIBL system by the WFFC Competition Secretary at the start of each year. Please memorise these as the system generally requires you to login often to see updated data. Team managers should liaise with the opposition manager before each match to ensure these are completed. A Marshall **MUST** be assigned from **BOTH** Teams.

[DRIBL Tutorials](https://help.dribl.com/hc/en-au/categories/4406546590863-How-To-Dribl) - <https://help.dribl.com/hc/en-au/categories/4406546590863-How-To-Dribl>

See drop down menu under "Reporter & Recorder"

[Nepean guide to Electronic Team Sheets](https://nepeanfootball.com.au/wp-content/uploads/2021/06/NFA-Identification-and-Team-Sheet-Regulations-2021-V.2021.1.pdf) - <https://nepeanfootball.com.au/wp-content/uploads/2021/06/NFA-Identification-and-Team-Sheet-Regulations-2021-V.2021.1.pdf>

TEAM SHEETS ARE LEGAL DOCUMENTS and carry many fines for not following the correct procedures for filling them in. There is a complete NFA PLAYER IDENTITY & TEAM SHEET REGULATION document found at the back of this booklet for ALL COMP teams. **READ THIS DOCUMENT CAREFULLY.**

Occasionally a paper team sheet may need to be completed in the event of a failure of the digital system. These must be provided by the home team – at Pitt Park these will be available at the Canteen.

NLFD matches - arrangements will be made between the team manager and Comp-Sec Malcolm Clines - for pick up and return of paper Team Sheets if required.

INCORRECT SCORES - all away comp teams U11's and above that use a paper team sheet are to **text scores to Comp-Sec Malcolm Clines - 0414 316 962 asap after games & or take a photo of the paper team sheet** to combat incorrect scores going unnoticed in the time frame given for disputes.

If any incorrect scores are detected on the NFA website, please contact the Comp Sec (Malcolm Clines) ASAP. We have only 48 hours in which to lodge a dispute to rectify the score entries. Once submitted it may take a couple of weeks until, the appropriate investigations have taken place, until the scores will re-posted.

PLAYER ID CARD SHEET

Probably your most important piece of equipment your team has!! As **NO CARD NO PLAY!**

Please look after them, check they are with you before you get to the game, not once you are there !

If your opposition team does not have their ID cards available and present for checking, the Regulations provide the following outcomes:

1. If a team fails to produce their ID cards prior to the match:
2. a. The offending team shall be deemed to have forfeited the match; and
b. The opposing team shall be credited a Win on forfeit (result recorded as a 3-0 win).
3. When ID cards are not available prior to the match, teams are not permitted to play a game, either as a competition game or friendly. A fine may be imposed for non-compliance with this rule. Teams wishing to play a friendly fixture should ask their club official to contact the NFA Operations Manager to obtain permission prior to commencing any fixture.
4. Failure by the opposition to provide the ID card and identify the player must be notified to the NFA Operations Manager within 48 hours of the completion of the match and may be subject to disciplinary action. **(Notify Club Comp-Sec Malcolm Clines - 0414 316 962 ASAP)**

5. There are no longer exemptions under extenuating circumstances for teams who do not have their ID cards present.
6. **No ID, No Play.** The rules are quite simple, and the avoidance of Loss of Points and financial penalties can be avoided by the observation of this rule.

A Player ID and Team Sheet regulations booklet is contained at the end of this booklet.

ABANDONED GAMES

Is a game that was not played for the full duration of the match because it was ended early by a referee.

Please report at the time of occurrence to our Club Comp-Sec Malcolm Clines - 0414 316 962

Penalties will apply if failure to report ASAP.

Abandon Games can happen for the following reasons:

1. Serious injury where the player requires medical attention and cannot be moved
2. Field declared unsafe by referee due to inclement weather
3. The number of players falling below 7 (comp games only)
4. Poor behaviour of players/spectators/team officials
5. lights going out/sprinklers coming on during a night fixture

Abandon games will need to have an abandon match report filled in, online (prescribed form 21) within 24hours of the match which you will find at the back of this booklet. **Please fill this in and return to Comp-Sec Malcolm Clines - 0414 316 962 ASAP**

SERIOUS INJURIES

Please visit our club website for info and process

<https://wentworthfallsfc.com.au/injuries-insurance/>

PLEASE INCLUDE AT LEAST SOME BASIC DOTPINTS ON WHAT TO DO

- Contact Ground Official immediately
- If the injury is serious call 000 and request help
- Make sure the game marshal and coach remain with the player
- Make sure the players family are informed and remain with the player

FORFEITS

As soon as you become aware of a forfeit (not enough players to take the park) **please notify our Club Comp-Sec Malcolm Clines - 0414 316 962.** Keep in mind, in a competition team, 7 players can still take the field, so if you have this number your team is advised to play. Check with lower grades, they may be able to help out, as long as they have played their game first. Remember, you will need the permission of the upgraded players coach and their ID card.

Fines may apply to forfeits, and vary from non-comp teams to comp teams

Referees fees can now apply regardless of the notice provided.

If a forfeit without notice occurs on game day, make sure you fill out the team sheet completely as if you were about to play the game and hand in as usual as it will show who caused the forfeit.

If this happens at an away game, do the same as above, however, **please notify Club Comp-Sec Malcolm Clines - 0414 316 962 ASAP, of what has occurred.**

REQUESTING GAME CHANGES

1. we need an agreement between the 2 clubs involved, and a reasoning that considered genuine and not frivolous. Apparently attending a wedding/christening is all considered frivolous.
2. The request must be submitted 7 days at least prior to the original match schedule
3. A suitable venue and kick off time must be submitted and confirmed by NFA as available

PLAYER SHARING / UPGRADING OF PLAYERS TO HIGHER DIVISION OR AGE GROUP

1. A player may be upgraded to play in higher age group or division in the current season provided: -
 - i. The player does not play more than 2 years above the players age, i.e. To play in a U14 team the player must have turned or be turning the age of 12 in the competition year, regardless of the team the player has registered with, and
 - ii. If a player is playing in the same or one age group above the team in which they are registered, they may only play in a higher division if playing in the same age group, or in an equal to or higher division if playing into a higher age group, e.g., Players in U12/3 team can play in a 12/2 and higher or 13/3 or 13/2 or higher team but not a 13/4 team, and
 - iii. If the player is upgraded two age groups above their team e.g., U12 to U14 teams (subject to meeting the age requirement above) they will be permitted to play in any division.
2. Players from non-competition age groups (U11 & younger) may only upgrade into competition age groups (U12 & above) a total of three (3) times. Upon the fourth and/or subsequent upgrade/s the resulting penalty will be a **Loss of Points to the competition team using the upgraded player**. It is the responsibility of each team to keep accurate records of upgrade usage to avoid penalties.
3. For players in U11 and U12 mixed teams, male players are eligible to upgrade (subject to meeting the age requirement above) to mixed teams in the U12 age group and boys teams for older age groups. Female players are permitted to upgrade (subject to meeting the age requirement above) to teams in the U12 age group and female teams in older age groups playing in a female competition.
4. Players from U16 teams to U17 teams (where an U17 competition exists), who have attained the age of 16, may upgrade to any Intermediate Men's or Women's or all age division (male and female) within their club, regardless of the division of their original team (Example – An U17.1 player may upgrade to AM division 1 or division 5, but not into a female team).
5. In all competition age groups and divisions, Under 12 and above, there is no limit to the number of times a player may be used as an upgrade. It remains the responsibility of the player, and in the case of players aged Under 18 years, the responsibility of the parents or carers of the player to consider the frequency with which the player is used as an upgraded player, keeping in mind the physical welfare of the player.

BEHAVIOUR

BE A POSITIVE ROLE MODEL

Wentworth Falls Football Club along with the wider football community maintains a Zero Policy on Abuse and bullying; either verbal, physical or through social media platforms.

NOTE: Abuse of Match and or club officials or other players WILL NOT be tolerated AT ALL by any member of WFFC.

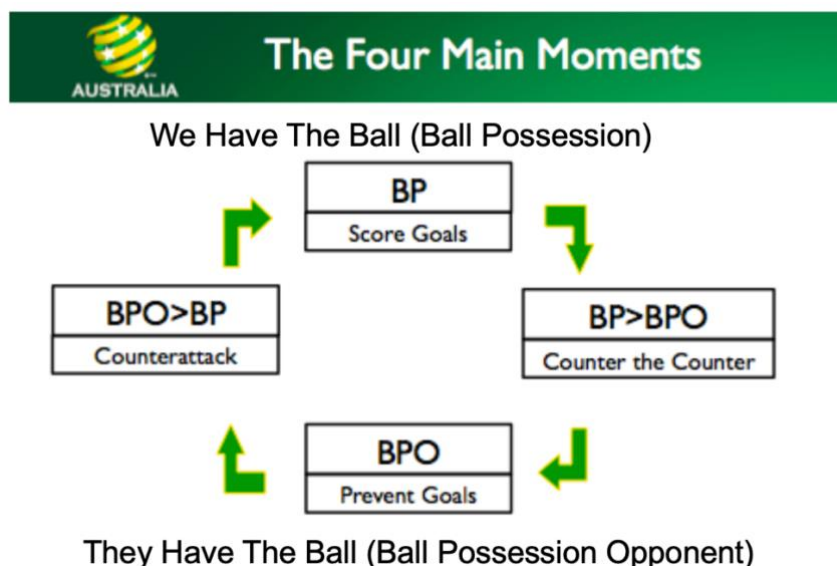
This extends to family members and spectators. Breach of Codes of Conduct is taken very seriously, fines may apply. Please note that WFFC committee reserves the right to decline or cancel any registration at any time and for any reason they deem justified.

WFFC also trust that our members behave in an admirable manner especially when they are visitors to other club grounds, that they abide by & respect the rules of other clubs. Clean up after your team, and remember that it is more important that children enjoy their football experience, than feel pressure to win games.

ADDENDUM 1 – EXAMPLE TEAM TRAINING SESSIONS

The following is some framework for a structured training session with a clear focus. It is not a one size fits all, and we encourage you to develop your own set of exercises that work for your team. If you would like help developing your team training sessions, please contact our Club Coach Coordinator at ccc@wentworthfallsfc.com.au

It is also helpful to understand the following from the FFA National Curriculum:



These moments cycle continuously during the game, and each moment has some **core skills** associated with it:

	CORE SKILLS	PLUS
In BP	<ol style="list-style-type: none"> 1. First Touch 2. Running with the Ball 3. 1v1 4. Striking the Ball 	Positioning Communication
In BPO	<ol style="list-style-type: none"> 1. Pressing 2. Marking 3. Intercepting 4. Tackling 	Positioning Communication

Which we want to teach in specific way – so that the players know how to do them, but also when to do them:

PERCEPTION – DECISION – EXECUTION

The coach is trying to effect:

- how the player **PERCEIVES** football situations
- what football action the player **DECIDES** to perform
- the quality of the football action the player **EXECUTES**

For further examples of language, playing formations and other age specific info refer to the coaching guides provided here: [WFFC Coaches Resources](#)

u9-u12 – SESSION TEMPLATE EXAMPLE

PLANNING THE SESSION

Main Moment: Ball Possession *(At this age all sessions should focus on what players do with the ball)*

Core Skill: 1v1 *(then next week would be striking the ball, first touch or running with the ball)*

Session Objective: In this session I aim to improve the players ability to beat defenders coming towards them to create more goal scoring opportunities *(share this objective with the team so they know why they are doing it)*

Team Task: Can we use individual skill to beat defenders to create goal scoring opportunities?

Player Tasks: *(these are your key reminders about how you want them to do it, to use through the session)*

ATTACK

- Can I use close control to keep the ball at my feet?
- Can I use a feint or body movement to trick a defender into moving the wrong way?
- Can I see where the space on the field is and use a change of pace to accelerate away from the defender?
- Can I maintain speed with the ball to make going around the defender easier?

DEFENCE

- Can I get my body position side on to push the attacker towards the sideline?
- Can I time a tackle to steal the ball and create an opportunity for myself to score?

CONDUCTING THE SESSION

Session component	Players	Coach
Arrival 10 mins prior to 5-10 mins into session	As they arrive greet them, have a chat. Once there are enough to play a small sided game start them playing. Keep adding players as they arrive. Let them play some football as that's why they came to training! It makes them arrive early and the FFA recognises it is a perfect warmup for kids under 12. It also expends some nervous energy so they can pay better attention	Be early (15mins or so) to give you time to layout the space you wish to use for the session. Have couple of small goals to start with a warm up game. Don't stop this game to teach, but praise good play and use reminders about positioning and communication.
Session Frame 3-5 mins	Should gather and listen. Can they relate to this skill by using an example of a previous game they have had. Allow them to answer questions about why the skill is important or how it's done.	Introduce your session objective and the team task. Link the skill to a past game, but also to how it could improve their games in the future.
Skill Introduction 15-25 mins	An activity where players get to practice the skill you wish to teach without external pressure. In our 1v1 example above this might be to set up some poles for the players to run at and practice step overs, feints, and other 1v1 techniques to pass a player they are approaching. If possible develop this introduction to a point where there is some light external pressure for them to execute the skill quickly and correctly.	Use this to have some 1 on 1 time with players who need assistance. Praise those who are doing well and allow them to demonstrate their own tricks or techniques to others. Ensure there is repetition of the core skill you are trying to teach. Begin to use your player tasks to influence the players but don't stop play to teach directly to the whole team just yet.

<p>Skill Training 20-30 mins</p> <p>DESIGN THIS PART OF YOUR SESSION PLAN FIRST AND BUILD AROUND IT</p>	<p>An activity where players must make the decision to use the skill you are teaching in a game like situation, where there is real pressure to execute it correctly. The activity should involve all players and have parameters that give players plenty of opportunity to execute the target skill. In our 1v1 example this might be setting a small field for players to have 1v1 duels in an attempt to score a goal (or tackle then score. Tackling is the hidden learning of the out of possession (BPO) skill that goes with it)</p> <p>The more game like this activity is the better – after all we need our players to know more than just how to execute the skill, we need them to decide when to use it based on what is happening in the game.</p>	<p>This is your chance to really teach your players how to use this skill. Allow some time at the beginning to ensure that you have set up your activity correctly and that the children have understanding of how to play. Before you teach make any adjustments to playing field size, markings and rules to ensure that you also are prepared to start teaching. When you see something that needs correction stop the players. Take the ball and players immediately back to where it happened then ask them what could have been done better. Try to stop play no more than 3-4 times, but look for examples where the wrong decision was made, or the skill was used incorrectly and correct them. Ensure the whole team can hear you and use questions to allow the players to answer. Once clarified allow them to replay the scene correctly before moving on. Use praise throughout (without stopping the game) for players that do well and refrain from trying to teach other skills or techniques if you see them failing – stick to your session objective!</p>
<p>Skill Game 15-25 mins</p>	<p>This should be a game very much like the football they will play on the weekend. The players should be allowed to just play so that you can see whether they have learnt what you were trying to teach. The game may have some small adjustments to help give them the opportunity to execute the desired skill, but it should feature 2 equal teams, each with a goal to score in, without any major modification to the rules of football.</p>	<p>This is your chance to assess how your session actually went. Continue to use praise without stopping the game, especially if you see good examples of players doing what you just taught them! You can still be reminding them to position themselves and communicate effectively but allow this time for players to just play, so that you can see whether your session led to more players being able to execute the skill, or whether the session needs some adjustment before being run the next time.</p>
<p>Wrap up 2-5 mins</p>	<p>Players should gather and listen. Allow them to discuss what they learnt.</p>	<p>Summarise the session, what you saw was good, what still needs some work. Ask questions and possibly set players some homework.</p>

You can see the 1v1 example as a full session plan here: [SAP 1v1 beating defenders coming towards you](#)

You are welcome to use this session or adapt as you see fit. We don't expect volunteer coaches to develop such a detailed plan but going through the Planning items above and considering your Skill Training activity first will help you deliver a well-structured and focussed session to your team.

ADDENDUM 2 – EXAMPLE TEAM MANAGEMENT PROTOCOL

The following is an example of a team management protocol for use with your team. This can be adjusted to suit your teams needs. It is not a one size fits all, but gives some clarity to your team members and what is expected of them. For further help with team management protocol please contact our Club Coach Coordinator at ccc@wentworthfallsfc.com.au

Team Protocols

All players / parents need to be on the Whats-app group.

Make sure our manager is informed as early as possible if a player is unavailable for training or the game;

Players will be asked to nominate Position preferences at the season start and combined with their natural play we will coach them for those positions;

When the Coach / Manager / another player is talking you must focus and listen as part of showing each other respect;

Boots should be worn for training and cleaned for the game. Training shirts provided must be worn for training.

Shin Pads must be worn for training and game (This is an NFA regulation);

You need to be at the game 30 minutes before the scheduled kick off time or notify the manager you will be late (players will be first reserves if this is not the case);

Players will gather as a single playing group before the game, at half time and following the game to support each other and learn from what we are doing;

There will be a pre-game group session (30 minutes) and a post-game session (5 minutes);

Reserves and substitutes will be used. The intent is for each player to be a reserve to learn the importance of reserves for the team. A roster will be kept through the season.

A lack of training attendance may lead to a lack of playing time.

Additional Information

There may be training games during the year. We will run at least 2 parent / team games. These are lots of fun.

Current game score is parents 2 wins / Team 2 wins.

We will take welcome photos with match shirts with the match ball for a team photo for the start of the year. We would also like one of the parents to take some photos and run a game newsletter;

All players will be helped to earn their Football licence. On gaining a licence players will be presented a WFFC Kit Bag and ball to personalise. Photos will be taken of successful completion;

Official WFFC Game shirts will be handed out at Game 1. Each player will need to wash their shirt and the shirt must be returned at the end of the season

We are planning a Mid-year team BBQ and end year BBQ (Date / Time to be confirmed).

We are looking for parents to help us at training. This is not greatly physical but helps teach the players to move and pass with opposition in the way. Please let us know if you would like to help and have fun.

We run a Best and fairest system of 3,2 and 1 point each week. This covers support play, best on field, best defence, best attack, goals scored, goals saved, fairest play, most commitment and "Iron Player".

Wet weather protocol for training and game

When wet weather is experienced, the manager will notify all players and parents by our WhatsApp site of whether the game is on, transferred to a new ground or cancelled. Make up games will also be notified on our WhatsApp site. At times notifications may be close to the game times depending on notifications from the NFA.

ADDENDUM 3 – PAPER TEAM SHEETS

Filling out the Team Sheet



Nepean Football Association Inc

To be printed and completed in blue or black and not using ink jet printer or water-soluble pens.
To reach NFA: Unit 5/51 York Road, PENRITH NSW 2750
Refer to NFA By-Laws for team sheet delivery timelines.

Ball Brand used

WATCH OFFICIAL TO COMPLETE

Ground: **Mark Leece Oval Mod 2 (U10)** Time: **09:00 AM** Grade/Div: **U11 Mixed/Div 5** Round: **2**
Ground Officials Name: _____ Saturday 14 April 2018

Have a **MARSHALL** print and sign here

Make sure all **Jersey numbers** are

All Players not playing must have **'DNP'** noted as shirt number

Home Team: St Clair United SC						Away Team: Pitt Town SC White-White					
Team Marshall's Name & Signature: _____						Team Marshall's Name & Signature: _____					
ID Check	Reg No.	Player Registered with Team	Shirt No.	YC	RC	ID Check	RegNo	Player Registered with Team	Shirt No.	YC	RC
	79391900	Ahmet, Amal	12				82783382	Benson, Maxwell			
	84351055	Atak, Ouz	3				80348196	Boni, Mikaylah			
	78031291	Atkinson, Callum					79668216	Boha, Michael			
	81129535	Austin, Daniel	13				79223855	Brkich, Pley			
	77304055	Bonanno, Annalise	2				77899730	Cleary, Kason			
	77604959	Bonanno, Emily	10				81326910	Ho, Brodie			
	76382977	Burton, Zachary	9				77952547	Jones, Corey			
	77970982	Curley, Noah					76375096	Mackenzie, Courtney			
	74931429	Finnigan, Cooper	11				28548782	Mamula, Campbell			
	81235119	Lopes, Joanna	5				28601631	Pisani, Adam			
	79475182	Simpson, Ty	7				82223866	Wallace, Cooper			
	77160406	Finnigan, Marc	C				54588009	Wallace, James		C	
	79092920	Bonanno, Kylie	M				80140655	Wallace, Olivia		M	

Coach and Manager to **initial next to names**

Complete opposition **ID check** – Must sight ID cards & players. Initial next to players name once viewed

Print and sign here if you have an **acting coach or manager**

Registered: Coach & Manager must initial next to their printed names (above) if present at the game. If the Coach or manager are not registered and are acting in these roles, please record name of acting coach/manager in the space provided below.

Acting Coach/Manager Details:
Name & Signature: _____ Name & Signature: _____

* All players not from this team to be listed in the labelled area below.
* Total number of players listed in this sheet with shirt numbers and participating must be no greater than 14 for U11's and 16 for all other age groups.

Complete all details here if you are **borrowing a player** from another team. Please check with **Committee prior to upgrading!**

ID Check	Reg No.	Name of Substitute from Different Team	Normal Team/Div	Shirt No.	Card Y	R	ID Check	Reg No.	Name of Substitute from Different Team	Normal Team/Div	Shirt No.	Card Y	R
Home Yellow Cards						Away Yellow Cards							
Home Red Cards						Away Red Cards							
Match won by _____						Score _____							
Home Team						Away Team							
If the referee is not an official referee, both teams must sign off to agree to the club or unofficial Ref. Game cannot commence without mutual agreement.													
Home agrees: _____						Away agrees: _____							
Asst Ref 1 name _____						Asst Ref 1 name _____							
Asst Ref 2 name _____						Asst Ref 2 name _____							
Home Manager's Signature confirming score _____						Away Manager's Signature confirming score _____							

Do **NOT** use **PENCIL** or **WATER SOLUABLE PENS**.
Always use a **Blue** or **Black Ball point pen**
If you are unsure please speak to one of the **Committee members**.

Sign off on the **Score** at the end of each game. This confirms the score.

In the event of an **unofficial referee**, sign here to agree

ADDENDUM 4 – IS A PLAYER OFFSIDE?

The Offside Rule is one of football's most misunderstood laws. Below is a great visual summary of the correct decision tree for the offside rule. This is specific to a player's position when the ball is played towards them (at the moment their teammate strikes the ball).



IS A PLAYER OFFSIDE?

When the ball is played:

Are they in the attacking half?

