



Coach and Manager Manual

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PREFACE

Dear Coach/Manager

On behalf of the Marist College Canberra Football Club Committee, welcome to the forthcoming season. Marist College Canberra Football Club thanks all Coaches and Managers who have offered their assistance. Your invaluable service enables the Club and the College, to organise games of football for the maximum benefit and enjoyment of the boys and their families.

This *Coaches and Managers Manual* is designed as your guide and includes both essential information about football at Marist and a number of tips and guidance. Of course, there is much that is not covered by the manual and you are encouraged to explore the club's website for a greater range of information to assist you in your new role.

At any stage during the season if you need assistance, or if you have any queries, please do not hesitate to contact members of the Marist Canberra Football Committee around the grounds or via maristfootball@maristfootball.com.au.

Once again, many thanks for giving your time and taking on this important role.

Your contribution to the development of boys at Marist College is truly appreciated.

President
Marist Canberra Football Club

INTRODUCTION

Background

This Manual is intended to assist Coaches and Managers with their duties and to provide information on how the Junior League and Modified Game football are organised in the ACT and within the Marist College environment. The Manual is based on the Capital Football Junior League Rules and Regulations and the Marist College Sports Policy. Copies of these documents are available from the Committee and on the club website: - www.maristfootball.com.au.

At the outset, it is most important to emphasise that *the overriding consideration is that all participants enjoy their football and improve their skills in a happy and friendly environment*. The Under 10's and Under 11's age groups participate in non-competitive games each week. The grading of players and competition tables for older competitive ages aims to give boys the opportunity to play at a level suited to their individual skills. In the process, it is hoped that both the principles of fair play and a knowledge of football will be imparted to all involved; Players, Coaches, Managers and Parents alike.

It is an undeniable fact that the great majority of the Club's Coaches and Managers are parents or relatives who have been gently coerced into taking on the job. Most have accepted often because there is no one else and because they would like to see the boys coached and well looked after. It is these people the Club relies on and who, with some assistance, equipment and organisation provide our young players with a season's enjoyment.

Committee

The club has a strong history and is both well respected and a significant contributor to Canberra's football league. This is in no small part due to the volunteers who form the committee and the collaborative relationship it maintains with the school.

It is important the Committee has depth of knowledge and experience so that it maintains its value year on year. It is important fresh ideas are brought to the committee through new members.

All interested parents and carers are most welcome to attend. A list of existing Committee members and vacancies can be found at [Committee Members](#).

The Committee meets at 6.30pm on the first Monday of every month.

CLUB COLOURS AND UNIFORM STANDARDS

Team appearance, whether on or off the field, is important and the Headmaster reminds players they are representatives of the College whenever they wear the MCFC or College uniforms. Maintaining an appropriate standard of uniformity in keeping with the expectations of the college is the responsibility of all players the club expects both staff and parents to assist with this.

Shirts

Shirts are a combination of navy blue and sky blue. Shirts including a goal keepers jersey will be provided at the start of the season.

Care and maintenance of our shirts is a high priority for the club. Managers are required to keep an eye on this and ensure all shirts are returned at season end. Failure to return shirts will incur a \$50 levy for each shirt not returned and requiring replacement. If a manager chooses to control the shirts and issue them weekly, they will be fully supported by the club. If shirts are issued, for accountability be sure to log which boy is issued which number.

It is preferred, if shirts are issued to players for the season, they are advised not to wear them outside of game time. Replacement shirts are expensive, and we seek to make them last as long as possible, unnecessary wear reduces their serviceable life and impacts funding for other items.

In the event of a clash of colours with opposition teams, the Club has a number of sets of alternate strip. These can be reserved through the equipment manager. Review the fixtures and identify early on when they will be required. Alternate strip is only used when we are at home.

If a team requires the alternate strip, collect and issue it on game day. Following the game, collect the strip and wash it as a bundle, do not leave it with each player to wash. Be sure to check the kit is not required by another team on the same day before taking it home. Alternate kit must be returned within the following week, prior to the next weekend round.

Goal Keeper Strip

Goal keeper shirts are considered part of a team's shirt set. A pair of goalkeeper gloves are provided by the Club with each kit bag, they remain Club property. It is recognised a number of goalies who are committed to being goalie full time (U14 up) will want to procure additional equipment appropriate to the role such as padded shorts braced finger gloves or gloves with simply more padding. The club does not provide these but will support full time goalies with a voucher to rebel support to offset the cost of these items.

Shorts

Players wear the College PE shorts to all matches. The College PE shorts are available for sale in the College Uniform Shop.

Socks

Players wear dark blue socks. Socks are available for sale at the College Uniform Shop.

Boots and Shin Guards

Other items such as boots, shin guards are considered an essential component of a player's uniform. Without these items a player cannot train or play. It is as simple as that and comes down to both FFA requirements and supporting any claim in relation to injury. It's a simple rule and there need be no apology for coaches or managers enforcing it.

Team Appearance & College Tracksuit

It is a requirement of the College that all players wear their College tracksuits to and from games and while a game is underway. On-field appearance can be translated as 'shirts in - socks up' (this is also a requirement of Capital Football). Failure to participate in the correct on field uniform can result in penalties being imposed on the club or players not being allowed to play.

Coaches and Managers Appearance

It is equally important for our coaches and managers to demonstrate a high level of personal appearance that sets a good example to the boys. Coaches and Managers are provided with a jacket compliments of our sponsors, these should be looked after and reserved for football in the same way a footballer's strip is. Please do not wear jackets for non-football events, keep them clean and serviceable and wear them with pride.

Other Apparel / Supporter Wear

The club is investigating additional apparel options for both supporters and the Coaching / Managing staff that will suit all weather events.

Other Supporter items are also being investigated, please pay attention to your supporters and what they may like in this regard.

GENERAL INFORMATION

Calendar of Events

Coaches, Managers and parents are encouraged to check the club's calendar of events regularly. This section of the website will keep you up to date on club events, meetings, competition tournaments and other dates relevant to the current football and college schedules. [MCFC Calendar of Events](#)

Weekly Match Fixtures, Home Ground Allocations, Training and Team Details

Home ground allocations for both training and for each week's fixtures can be found on the club website at [Teams](#) or [Grounds](#).

Ground allocations for both Marist and non-Marist sponsored games can be obtained at [SportsTG](#).

Match and Training Cancellation due to Ground Closures

As soon as the club is notified of the closure of ACT Government sportsgrounds for a particular day, or of the closure of Marist College grounds, all coaches and managers will be notified by email, and the manager or the coach should then pass the news to affected players and parents. Cancellations will also be posted on our Facebook page as soon as possible thereafter. Alternative sources of ground closure notifications are available on the club website at [Wet weather/Ground Closures](#).

Marist Home Grounds and other Junior League Playing Venues

Marist utilises four home ground locations, consisting of:

- **Location 1:** Marist College - Marr Street, Pearce. 2A, 3A & 4A are the ends closest to the canteen
- **Location 2:** Pearce 102 or Pearce Neighbourhood Oval - Cnr of Pethebridge Street and Hodgson Crescent, Pearce
- **Location 3:** Phillip 201 and 2012 - Ainsworth Street, Phillip. 201 is closes to the carpark 202 is closest to the Hospital / Yamba Drive.
- **Location 4:** Pearce 201 Melrose Synthetic - Marr Street, Pearce

Maps of all Marist grounds can be found at [Ground Locations](#) and the addresses of grounds belonging to other clubs are available through [SportsTG](#).

Code of Conduct

All players, coaches and managers and required to sign a code of conduct prior to the commencement of each season. The code of conduct forms, grading policy and other relevant documents can be found at [MCFC Policies and Forms](#).

Working with Vulnerable Persons

It is a requirement that all Club Officials and volunteers obtain a Working with Vulnerable Persons Clearance/Card. Once obtained a copy of your card should be provided to the College and Club.

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Further information on this policy and associated legislation can be found in the Marist College [WWVP Policy and Application Process](#).

Team Photographs

All Marist sporting teams, including players, coaches and managers, will be fully represented in the College annual magazine, 'The Blue and Blue'. The Club Secretary will confirm details of when, and where, the photographs will be taken.

Representative Football Tours

Representative Football Tours are offered, at the discretion of the College every three years to all senior students who play football for Marist. The tour traditionally visits the United Kingdom.

The Committee assists the tour with funding and through the canteen, the participants will staff the canteen in the tour year to offset some of their costs.

PLAYER AND MATCH ARRANGEMENTS, CAPITAL FOOTBALL RULES

MCFC Player Eligibility

MCFC strongly supports the College Sports Policy and provides opportunities to students of all abilities to represent the College at football. The club appreciates some boys may wish to play within a friendship group and others may desire a more competitive environment. The Committee attempts to accommodate the wishes of all boys where possible. Of priority is the Clubs commitment to providing a fun, safe and welcoming club environment for all players and their families.

To be eligible to play in a particular age group, a player must be less than that particular team age as at 1 January in that year. Please note that a player must be a Marist student or a student's sibling attending a Parish Primary school and intending to enrol at Marist (requires College approval).

Only Marist Canberra FC registered players may represent Marist FC in any game or any competition during the season.

The Club encourages and makes allowance for boys to play in their year group with their friends rather than age group. The Committee may approve a boy playing two years above his age group, provided this does not deprive teams in the younger age group of sufficient playing strength required to be viable, nor preclude opportunities for boys at the correct age.

Exemptions to play above or below age groups will be managed by the committee on behalf of the player and undertaken in accordance with Capital Football Policy.

Capital Football – Rules

Coaches and Managers must make themselves familiar with the Capital Football Rules. This document clearly explains governing rules on issues that will arise during the season, including, player eligibility, identification, player and official misconduct penalties, fines, suspensions, red and yellow cards, codes of behaviour etc.

A full list of rules can be found at [Capital Football Laws of the Game](#).

Locating Substitute Players for Your Team

If you become aware that your team will have insufficient players for a game you should first exhaust all options within your age group to seek a substitute. These are boys registered to play in the same age group as your team. It is possible to play boys across divisions. If time permits you should ask your age coordinator to contact the other coaches or players within the age group or go directly to the coach of the team. If you are still unable to find a substitute player then you should try the next age group below your team's age group.

Notwithstanding the above rules, if a situation develops during the season where some permanent re-allocation of player's among teams within an age group seems desirable (a higher division team has 15 players while a lower division team is struggling to field 11 players), this

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can be accomplished by seeking a formal change in the regrading of these players. If so, contact the Age Coordinator in the first instance with your proposal, so they can bring it to the committee.

Format of Junior League Matches

The format of Junior League Matches, ranging from U10s to U18s can be found at [ActewAGL Junior Leagues Administration Information 2019](#).

Referees and Assistant Referees

A cadre of Marist players, aged from 13 upward officiate at all MCFC home games. These players are mentored and trained by the MCFC Referee Co-ordinator and are fully supported in their efforts by the MCFC Committee and College Administration.

Referee's, regardless of age, are Capital Football Officials and will wear the official Capital Football referee's uniform. Due to conflicting game time's the club will sometimes utilise non-student referees for those matches scheduled at 3.15pm.

Appointments for the MCFC Junior League home games are organised through the MCFC Referee's Coordinator. Fees for official referees and assistant referees (linesmen) are shown below and will only be paid if the referee or assistant referees **are wearing their official uniform**.

Each team pays **half** of the fees, for both referee and assistants, to the referee before kick-off. At the start of the season MCFC will provide funds to all Managers for these payments.

Age Group	Referee	Each Assistant Referee
U10	\$15	N/A
U11	\$17	N/A
U12	\$28	\$14
U13	\$33	\$16
U14	\$35	\$17.50
U15	\$40	\$20
U16	\$44	\$22
U18	\$50	\$25

In the event of an officially appointed referee not being available for a match, then the Coach or Manager of the visiting team is to be invited to nominate a referee from those present. If the Manager or Coach of the visiting team declines, then the Manager or Coach of the home team may nominate a referee. Both teams supply assistant referees. Referees and assistant referees so nominated are unofficial and do not receive match fees. However, once nominated, the unofficial referee has *all* powers and authority of an official referee for the whole match and must receive your full support.

Officially appointed assistant referees need to be provided for all U12 to U18 All Divisions

MODIFIED GAME FOOTBALL

Modified Game Football covers boys in the U10 and U11 age groups. No competition points are awarded for Modified Game Football games, and no ladders are kept. All games are played in a friendly atmosphere and all team members must play at least half a game whenever they attend a game. A common and sensible approach where there are uneven numbers of players in competing teams, and hence players on the sideline, is to interchange players every 10 minutes or so.

If teams have unequal numbers of players it is usual for the team with lesser players to borrow from the opposition, provided they are in agreement and a player willing to switch sides is available. The Club encourages such arrangements in the interest of maximising player participation. However, if your team is seriously depleted, remember that the opposition is entitled to field the minimum number of players itself (7 for U10s and U11s) before helping you out. For U10 and U11 inter-club games, the laws of the game as laid down by FIFA apply, subject to the following variations:

Under 10s and Under 11s

Number of players	9 including GK. Max of 3 substitutes. 7 minimum
Goalkeeper	Yes
Time of each half	25 minutes
Half time break	5 – 7 minutes
Preferred pitch dimension	Min: 60m x 40m; Max: 70m x 50m
Goals	Min 4.5m wide x 1.8m high Max 5.0m wide x 2.0m high
Penalty area	5m depth x 12m wide
Centre circle	4.5m radius
Ball size	4
Distance defenders need to retreat from the ball for a restart (corner kick, free kick, goal kick)	5 metres
Match Card	Not required
Interchange	Unlimited, from halfway, any time during play, referees consent is not required but interchange must not interfere with the play
Offside	No Offside, Loitering rule applies
Free Kicks	Only indirect.
Free Kicks within the penalty area.	No penalty kicks. Take indirect free kick from outside the penalty area.
Penalty kick	Given only for a 'deliberate handball' or a deliberate serious foul in the penalty area. Taken from an 8m penalty mark.
Referee	Instructing Referee

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Please note that these rules may be subject to change. Please check prior to the start of the season at website: - [Capital Football MiniRoos](#). Further information regarding modified game laws can be found in the [Miniroos National Playing Formats and Rules](#).

JUNIOR LEAGUE FOOTBALL

Full Competition conditions begin at the Under 12 age group. With minor modifications for younger age groups (see below) all the rules of football apply and full-size fields and goals are used.

Match Conditions

Match conditions for junior games are as follows:

- Duration of Games:

U12s	30-minute halves
U13s	30-minute halves
U14s	35-minute halves
U15s	40-minute halves
U16s	45-minute halves
U18s	45-minute halves
- Ball Size: Size 4 - for U12' and U13s, Size 5 - for U14's and above.
- Each team must have a minimum of 7 players.
- Four interchange players allowed for U12 to U18 inclusive.
- Half time intervals for U12 – U18 are: max 5 minutes.
- All players' shirts are to be numbered. Where an interchange player takes the field in a shirt previously worn by another player, the referee must be notified immediately.

Size and Membership of Team Squads

The maximum number of registered players allowed in a team squad is 16. If members of a squad are reliable, 15 or 16 may be too many and 14 may be a better number. The Marist Football Club encourages Coaches to ensure that **every player, who presents fit to play for a game and who has attended all training sessions, plays at least half a game**. If a team has 15 players then this policy would result in eight boys playing half a game each week. The club tries to avoid this situation, but sometimes the total number of players registered in an age group prevents this. If you find yourself with a large squad with regular attendees at training and games, and hence players are getting half games each week:

- Try to be as equitable as possible in the number of full games players receive, without seriously compromising team performance. The Club does not expect Coaches to sacrifice on-field success to achieve absolute equality of playing time. Nonetheless, even 'key' players should take a turn on the sideline when the opportunity presents itself (eg. when you are well ahead or playing opposition known to be relatively weak).
- It is also possible to rest players for small periods during each half to ensure they are not sitting out for a full half of any game. The Coach must manage all players in a safe and positive way, while maintaining continuity for the team as a whole. Players that are rested for long periods may be unable to resume playing to the best of their ability and are also put at risk of injury.
- If confronted with parental complaints about players not getting sufficient playing time, try to explain the situation in the terms outlined above. If unsuccessful, refer the complaint to the Club President or the Master in Charge.

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- During the first three games of a season, provision exists for transferring players between teams in an age group. In conjunction with the Clubs' Grading process, this allows an opportunity for final movement of players if required.
- After week three, the Club is required to submit team lists to Capital Football that commits each player to a team. From that point on, rules governing boys playing for a team other than their own come into force.

Interchange of Players

The interchange system extends to all Junior-age groups from U12s through to U18s.

The following are the key features of the interchange system:

- A team is permitted up to four interchange players;
- There is no limit to the number of times the interchange is implemented by the Coach unless the referee decides that the frequency of interchanges is disrupting the flow of a game. The referee is entitled to deny the coach's request for interchange;
- A player interchanged can re-enter the game any number of times; and
- All interchanges must take place (i) at the halfway line, (ii) during a stoppage in play, (iii) after the interchanged player has left the playing area, and (iv) be with the consent of the referee.

Match Cards and Game Results for Home Games, U12s and up

Match cards will be issued by the Club and are required to be completed for all home games in the U12s and older age groups.

The Marist Scores Coordinator is required to email all home results to the Junior League Manager. Match Cards for home games are to reach the Junior League Manager by the Wednesday following each game.

Capital Football has clearly signalled its intention to fine football clubs that do not email the scores in on time or have failed to have match cards at Capital Football by the TUESDAY deadline.

All Team Managers, for *all* age groups, are responsible for ensuring that the score is sent:

via text message to Trevor Matthews 0491 160 484
before 6.00pm on the Saturday of the game.

Please provide the information as:

Age/Div score Opponent Opponent's score e.g.

13/2 3 Belnorth 0

There is no need to use the words Marist, Under, Won, Lost or Drew.

Results of Junior League matches are normally published in the "Personal Best" section of the Tuesday edition of the *Canberra Times*, provided that the above timetable is adhered to. Scores and ladders are also updated on SportsTG by Tuesday following the game.

http://websites.sportstg.com/club_info.cgi?clubID=113905&c=1-8284-0-530677-0

The WHITE copy of the match card must be returned to the Marist Scores Coordinator by placing it in the standalone letter box on the right-hand side of the Gym, as you enter from the first entrance off Maher St. This should occur on the Saturday after each match.

There is only **one** match card per game; containing all details of both teams.

The procedures for match cards are as follows:

The Home Team Manager brings the match card to the game. The Home Team fills in all their team details and gives the sheet to the Opposition Team Manager to complete their details. When filling out the match card, please pay attention to the following:

- Complete the card in BLOCK LETTERS.
- **Make sure that the player's surname, initial; shirt number and registration ID number are completed correctly.**
- Take care to fill in **all** details asked for, that are known prior to the game. Match cards with dates, age group, division or other features missing cause considerable confusion. If you do not know the ID number of a player, don't make one up!
- Do not sign the card before the game. Your signature indicates your agreement with the result recorded on the card and should not be added until after the game.

Hand the card to the referee before kick-off. The referee retains the card during the game, to enable him to check on interchanges, the names of players shown, yellow and red cards, etc.

At the end of the game the referee fills in the result of the game and his own name and signature on the card. Each Manager then signs the cards after checking that they agree with the result the referee has recorded. Make sure that the card shows the correct result.

If your team wishes to lodge a protest then there is provision to question the result in the comments box at the bottom of the form.

Injuries

For insurance reasons, it is necessary to record injuries that eventuate from all sanctioned Capital Football fixtures on the match card comments section at the completion of the match. This section must be completed otherwise there could be problems/delays in claiming through the insurance policy.

Recording of injuries in the Modified Game should be by way of a Club report. This should also be recorded at the time of the injury.

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All injuries of Marist Players must be reported to the Marist Canberra Football Club Marist in Charge by the Team Manager (or Coach) ASAP. Parents wishing to file insurance claims on behalf of their son should be advised to contact the Club First Aid Coordinator.

When the Match Card is signed by both Managers and all Referees, the Home Team Manager gives the GREEN copy to the Away Team Manager and retains the BLUE copy. The WHITE copy is to be forwarded to Capital Football by way of the Home Team.

Results must be texted or emailed through to the Scores Coordinator as soon as possible after the completion of the match (see previous page). They must be received by 6.00pm that evening at the latest. Deposit the match card as described in the previous page.

Protests

If you wish to protest about some aspect of the game, *do not refuse to sign the match cards*. You should record your protest on the match card in the Comments box and advise the opposing team's Manager that you are signing under protest. However, *please do not take this action lightly*; it is for situations in which you believe the result recorded is incorrect or there was something seriously amiss with the conduct of the game.

If you sign a match card under protest you must then contact the Club President and provide them with a written account of the matter without delay. Capital Football takes no notice of match cards being signed 'under protest' until the matter is followed up with an official letter from the relevant Club on club letterhead.

A final hint for filling out match cards: You should have sufficient shirts to allocate each player a specific playing number for the season. You can then fill out an entire season's home games' match cards in advance. That way, you spend a couple of hours doing the job one night in the comfort of home and save yourself having to do it each Saturday in possibly, wet, windy and cold weather thereafter, as each game comes around:

- Distribute shirts to players according to their season number;
- Cross out names of any players on the match card who are not playing that week; and,
- Indicate to the referee before the game which players are your interchange players.

Player Identification

If you become suspicious of an opposition player's eligibility during the course of a game, note his number and his name when you sign the match card, then notify the President or Master in Charge via the Club e-mail address of this information and the basis of your suspicion.

In the event that you or an opposing team Manager suspect that a player is ineligible (whether or not that player takes part in the game), it is a matter for the two Managers to resolve with two principles in mind: firstly, *under no circumstances* is the referee expected to arbitrate in any dispute; secondly, an agreement should be reached that will allow the game to be played. If a Manager wants to play a player whose eligibility has been queried, they play him on the basis that if the player is later *proved* to be ineligible his team will lose the game on forfeit and they may be fined.

Penalties & Fines

Coaches and Managers should familiarise themselves with the schedule of penalties in the Junior League Rules and Regulations for infringement of rules and spectator misbehaviour. Full details are available from the Club Secretary or at [Community League and Junior League Competition Regulations](#).

Note in particular, that fines for misbehaviour by Club officials and spectators are substantial (hundreds of dollars), and the utmost restraint should be exercised (see Code of Behaviour and Code of Conduct), especially when dealing with referees.

No matter how wrong you may believe a referee to be, teach the players to accept the referee's decision by your own example. Some referees are young and inexperienced and may make mistakes, just as players do.

Young referees are hard to come by and are easily lost to us if they are given a hard time. Realise that there may be some refereeing mistakes from time to time but that it is exceedingly rare that a complaint about a referee has led to a game being replayed or the result on the day being altered. On the other hand, abuse of a referee, no matter what the provocation, entitles the referee to submit a Match Report that could result in:

- Your team losing any points gained in the relevant game;
- The Club being heavily fined;
- The person responsible for the abuse being suspended (even Coaches and Managers); or
- A combination of the above.

If the control of a game has been seriously deficient, please exercise restraint at the time, make a report to the Marist Referee Coordinator or the President within a day of the game and the matter can then be followed up through appropriate channels.

The Club is responsible for the behaviour of its spectators and it relies on team Coaches and Managers to ensure that a team's spectators behave properly. If a Marist spectator at one of your games is abusive or otherwise misbehaves, you should attempt to verbally pacify them. The Club does not expect you to place yourself in physical danger, but often a quick word may defuse a situation, avoid a game being abandoned or fines being imposed.

Other financial penalties that may be imposed on the Club by the Junior League are for:

- Playing of an unregistered or otherwise ineligible player.
- Walk-off by a team before the completion of the game. Sometimes it may seem the best thing to do, particularly if players appear to be in physical danger. However, except in the most extreme circumstances do not yield to the temptation to bring your team from the field as you will not be able to have the match replayed and the Club will incur a fine.
- Lost match cards.

Red Cards

Should one of your players be shown a red card by the referee (i.e. sent off), the referee must note this next to the player's name on the match card **and you should contact the Club's**

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President, Vice President and Master in Charge. The referee will submit a report on the send-off to Capital Football within three days. Generally, the matter is considered by the Junior League Manager by the Wednesday night. The list of penalties for Junior League offences by players, officials or spectators, are contained in the 'Junior League Table of Penalties' in this Manual.

In the event that a player is sent off during a game, the player will serve an automatic one match suspension which will be applicable to the next programmed fixture his team plays. A player's club cannot contest the automatic suspension. The Capital Football Disputes and Disciplinary Panel or Junior League Manager may impose additional penalties in addition to the automatic one-week suspension.

Offending players or Club officials may be required to attend a Disputes and Disciplinary Panel hearing if the charge is serious or repetitive. All players appearing before the Panel must be accompanied by a parent and either the Coach or the Manager. Legal representation is forbidden. Any failure to appear at a Hearing, when obliged or instructed to do so, will result in the imposition of fines and suspensions. Affected players will be advised by the Club's JLAC Representative of the outcomes of disciplinary hearings.

Please note that any Junior League player suspensions apply equally to Senior League matches and vice versa. Thus, where match suspensions are applied through the Junior League match judiciary, the suspension will prohibit a player from playing an equal number of scheduled Senior League matches.

The decision of the Convenor of the Panel is final and only the severity of the penalty, where it exceeds the minimum allowed for that offence, may be protested by the player's Club. Clubs may appeal the decision of the Convenor's Protest Panel. Contact the Marist JLAC Representative or the Club Secretary if you wish to follow this course of action.

You can appeal against a sentence imposed by the Disputes and Disciplinary Panel, but it must be justified. If you appeal and the Junior League thinks the appeal frivolous, the appeal will be dismissed, and the Club will be fined.

You should point out to your players that the Headmaster will be informed of the name of any boy who receives a red card (this is done by the Club).

Yellow Cards

One yellow card is not a send-off offence. If a player receives two yellow cards in the one match the referee will follow up the second yellow with a red and the player will be sent off.

Further, if a player receives four yellow cards during the season, he will be suspended for one match, seven yellow cards two match suspension, and ten yellow cards three match suspension. Such suspensions will be served only after formal notification from Capital Football to the Club.

Forfeiture of Matches

Occasionally a team may become depleted (eg. through illness) below the minimum number of seven so that it becomes necessary to forfeit a match. A fine applies to forfeiture of a match without reasonable notice. Should your team need to forfeit a match in circumstances where advance notice can be given to your opposition, you must contact the President who will advise the opposing club and Capital Football. Should you forfeit a match due to circumstances that

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develop on match day, again contact the President and explain those circumstances to him. He can then advise and apologise to the affected club. This is of particular importance if a visiting team, eg Yass, is travelling some distance to the match.

In the event that a match does not proceed because of a forfeit, the team Managers should complete their match cards as usual. The referee will mark up the card as "Match Abandoned" and will submit a Match Report to Capital Football. It is up to Capital Football to formally determine the result by forfeit (a three - nil score) and not the match referee or team Managers. The referee has the discretion of abandoning a match if a team does not turn up within 10 minutes for U13 and below and 15 minutes for U14 and above of the scheduled starting time.

Match Officials are still paid,

GROUND INSPECTIONS, INSURANCE & INJURIES

Ground Inspections

The MCFC Ground Manager will complete an FFA Match Day Inspection Form prior to the commencement of the first scheduled game played at the College - [Match Day Inspection Form](#)

Managers of teams playing at Pearce and Philip will be responsible for completing the Match Day Inspection Forms. Completed Forms can be placed in a dedicated folder kept in the MCFC first aid tent. Forms relating to matches played at Pearce or Philip should be submitted when returning equipment or at the managers earliest convenience.

All Managers are encouraged to inspect their respective fields prior to the commencement of each game. Any identified hazards/risks should be attended to. Significant risks that cannot be mitigated should be brought to the attention of the Ground Manager and/or MCFC Committee

Insurance

A [Sports Injury Reporting system](#) is available through Marist College and must be completed and signed by the Coach or Manager. Injury reporting must be completed as soon as possible after the event and with notification to the Master in Charge. See [Marist College Sport Injury/Incident Reporting Procedure](#). All Marist players are covered by the Marist College insurance policy.

Note the section above on match cards, where Capital Football requires that injuries sustained on match day be recorded on the match card.

Player Injury at Marist Grounds

The club employs a qualified sports medic for all games played at the College. The medic is located in the MCFC tent below the sports canteen building.

Ambulance access to the College grounds is via an emergency gate off Melrose Drive. The gates are unlocked on competition days by the ground maintenance manager on duty. The MCFC ground setup manager will ensure this is the case.

In general, if an injury occurs to a player you should control the situation by noting the following guidelines:

Generally, players will get up off the ground by themselves after a hard tackle. However, if they remain still or cry out in pain:

- DO NOT pick up an injured player and carry him from the field unless you are absolutely certain that no fracture exists;
- DO NOT manipulate or try to straighten a limb - if it is fractured you are likely to cause more damage and more pain;
- If you SUSPECT a fracture, leave the player where he is and:
 - Send someone for an ambulance - making sure they know the suspected injury, the ground location and best access to the ground.
 - Clear the immediate area of spectators.
 - Have someone stay with the injured player to reassure him and have someone wait at the access point to the ground to direct the ambulance to the scene.
 - Keep the injured player as comfortable as possible - protected from direct sunlight, rain and wind.

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- Cover the player if they are cold but 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.

First Aid Kits are allocated to teams playing at alternate home grounds. **Any use of the First Aid Kits must be reported to the Club First Aid Coordinator** on the day of use so that used components can be quickly replaced.

PREMIER LEAGUE ARRANGEMENTS

Marist College Canberra has elected its Football Club not to be engaged in the National Premier League competition regardless of whether it would be competitive or not.

For the School to engage in NPL the following considerations / changes would have to be made:

- Current football season would be extended to match that of the NPL competition, this places an enormous burden on the college fields and other sports.
- The College policy that requires boys to play in sports offered by the College would impact many of the extant NPL clubs and boys who have an established relationship.
- The FFA are supported by a regulation that enables any player to choose the club they wish to play for. This is contrary to the policy of playing for the school and for non-Marist student playing for the school.'
- It is a significant burden for a club to commit to providing an NPL program, this is not a burden the college believes its football club and its volunteers should bear.

The College allows boys who are of an appropriate standard to be selected in an NPL team to seek exemption to play with said team. Policy regarding this can be found in the [Football Exemption Policy and Form](#).

RUNNING A TEAM

The following notes are intended as a guide only for running a team at Marist College Canberra.

All positions may not be needed and more may be added, or the areas of responsibility may be shared somewhat differently than as suggested here.

Coach

The role of Coach of a team is critical, as it is the Coach's responsibility to encourage, motivate and hone the skills of individual members of a team so they all participate in the game with skill and enthusiasm.

In general, while the ideal is that the Coach be an experienced player and have some prior knowledge of training procedures, these qualities are not essential. Many Coaches start with a young team and gradually learn the relevant skills themselves as the team develops. The Marist Coaching and Development Administrator is available to provide support to new and experienced coaches.

Marist Canberra Football Club have taken steps to program a number of opportunities for coaches to attend courses. Course costs are reimbursed by the club on successful completion of the programmed courses.

At least once each year (usually more often), Capital Football hold coaching clinics that help impart to Coaches the necessary knowledge about how to arrange training sessions. The sessions are graded at various levels, the Grass Roots Certificate (level 'O') taking only three hours. This level is adequate for the Modified Game. "Junior License" (previously Level 1) clinics are also available and are the appropriate level for Coaches of Junior teams. These clinics are held over two days. Marist College encourages all Coaches to become qualified and backs this encouragement by contributing towards coaching courses.

From time to time complaints against coaches arise and the Committee has developed a process for considering complaints that aims to strike a balance of fairness and objectivity. Accordingly, the following procedure will apply:

- Any issues regarding the coaching of a team can initially be raised with the Club's President or Vice-President.
- Formal complaints must be in writing.
- The complainant can, if they feel the need, request a meeting with the Coaches and Grading Steering Committee.
- At its discretion, the Committee will discuss the complaint with the coach.
- The Committee may elect to observe the coach at training or match sessions before taking appropriate action.

Coaches need to recognise the process described is administrative and not personal. Collectively we are all here to ensure maximum enjoyment and participation in the world game.

Training

Training session arrangements need to be geared to the Coach's available time. The Club reserves fields at Marist for training immediately after school, and other fields with lights are also used subject to ACT Sportsground allocations and availability. Please indicate your preference to the Marist Grounds Liaison Officer (also the Master in Charge of Football) as soon as possible to enable bookings to be completed.

The booking period is normally for the whole season except for the two-week school holiday period at the end of term 2. Modified Game teams would normally train after school at Marist.

The Club will attempt to obtain additional hours from ACT Sportsgrounds at the beginning of April when additional fields may become available.

The venue for training sessions is usually decided by agreement between team officials and members, although the Coach's availability usually determines the time and location. As a minimum, one training session of one hour per week should be held, although the higher age groups in the junior teams will require more to be competitive. Remember, in mid-June it is almost dark by 5.15pm.

If a player arbitrarily misses training without a reasonable explanation, then the Coach should give priority for match selection to those players who attend training on a regular basis.

Coaches are responsible for selecting their team's starting line-up for each match, and for any adjustments to that line-up during a match. In carrying out this function, Coaches will obviously wish to consider individual players' performance and commitment at training and in previous matches. However, Coaches must also be alert to the need for all players to be given an adequate opportunity to develop their playing skills and to participate in the game.

It is generally accepted that football players develop, become fitter and improve skills through the process of regular mentoring and training. However, the question is often asked 'How much training is needed in order to improve?' or perhaps, more importantly, in terms of a child's safety 'How much is too much?'

The ideal coaching session should last between 45 and 90 minutes depending on the age of the players and other factors such as the weather, player fitness levels and their ability to concentrate. In this respect, it is important to sustain the interest of players by:

- Varying the activities in each part of the session
- Conducting skills practices that are appropriate for the team's age and skill level
- Providing frequent rest periods for drink breaks and recovery
- Limiting the amount of time players are not actively participating.

Do not fall into the trap of thinking 'more is better'. A well organised and planned weekly session lasting 60 minutes is of far greater value than two sessions that start late, are disorganised and attended by only a few players. Also, do not forget that players can practice at home. In fact, one of the best things a Coach can teach players is some skill-sets that they can practice by themselves or with a friend. Encourage extra private practice as much as possible.

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It is the Coach's responsibility to sign for and look after the training aids, match and training balls issued by the Clubs Equipment Officer at the beginning of the season. Please clean items and return them to the Equipment Officer as soon as possible after the season ends.

Manager

The team Manager greatly assists with the running of a team by relieving the Coach of administrative matters, thus leaving the Coach free to concentrate on coaching. The Manager's main responsibilities include:

- Paying the referee and assistant referees' fees; these fees are reimbursed by the Club.
- Providing the referee with team match card – make sure it is completed on time and with sufficient time for the opposition to complete their detail.
- Checking and signing the match card after the match U12 and above.
- Taking control of the match ball at the end of the game.
- Drawing up a parent roster for washing shirts, canteen duty and half-time fruit / drinks (plain water is best). In the matter of washing shirts, please stress to players and parents that shirts should not be ironed - they will disintegrate!
- Obtaining shirts from the Equipment Officer at the beginning of the season and returning at the end of the season.
- Disseminating team lists, the draw and ground locations to parents.
- Be the team point of contact with the Marist Committee and other clubs.
- Ascertain whether any parents have first aid qualifications.
- Ensuring Match Day Inspections have been completed by club you are playing at, raising concerns if necessary.
- Rostering Club Vested Official from your spectator group.

Modified Game and Junior League players have their shirts provided by the Club. Shirts **MUST be kept in team sets** and not be given to each boy to keep for the season. The latter system has proved conducive to shirts being lost (players leave town, etc) and boys have been known to forget to bring their shirt to a game. The loss of a shirt ruins the entire team set. With a view to minimising the risk of losing shirts it is suggested that before the first game, players are allocated a playing number for the entire season. Players should then wear that number each week.

On match days, the Manager ensures that tasks required to conduct the match are attended to, including:

- Dressing and undressing fields when the team is playing at home for junior matches. Dressing the field entails collecting the necessary equipment, erecting the goal nets, and inserting corner flags and halfway flags (the latter should be placed one metre away from the sideline, not right on the sideline). Undressing fields entails taking down goal nets, the corner flags, and related equipment (mallet, stepladder, etc.) and returning it to the collection point. In taking down goal nets please be especially careful not to leave any of the metal pegs used to secure nets lying around.
- A schedule indicating which teams are responsible for dressing and undressing each Saturday will be provided to Managers early in the season. Equipment is stored for the different Marist Home grounds at the school and managers will be advised of the storage location prior to the start of the season.

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- Note that the first team to play at the relevant ground must collect, and the last team to play must return all equipment to Marist. Please contact the President or any committee member if you have any difficulties.

For U12s and older age groups:

- Fill out and complete match day formalities associated with the match card, as outlined earlier. A reminder that cards should be completed correctly and legibly; be signed by the referee and both teams Managers at the end of the game.
- Maintain your own record (not on the match card) of 'Best and Fairest' cumulative points for trophy awards at the end of the season. The match points are usually awarded by the Coach on a '3 for best, 2 for second best, 1 for third best' basis.
- Phone in match results before 5.15pm and return match card to the Registrar.
- Ensure that a properly inflated match ball of the correct size is made available to the referee at the start of the game, and take custody of all training balls belonging to the team. Both teams participating in a match should provide a match ball from which the referee selects one, usually from the home team.
- Before the game starts, retrieve all training balls and, if the referee decides not to use it, your match ball. If the game is played with your match ball, retrieve it after the game. Please take seriously the custody of balls as they are easily mislaid and are expensive to replace.
- Ensure that all team members are correctly attired in Club colours, shin pads (which are compulsory) and boots. Each player's shirt number must correspond with the player's number on the match card. Boots must be worn, but referees can disallow anything they deem dangerous, such as sharp edges on studs. These can be dealt with using a file or a piece of coarse sandpaper, and while players should be encouraged to properly maintain their boots themselves, it is useful to carry one or other item in the team kit.
- The practice has developed lately of players wearing bicycle shorts (otherwise known as thermal pants) under their soccer shorts. FIFA, the world governing body of soccer, has decreed that these shorts are only permitted if they are the same colour as the team shorts or of a shorter length than the shorts. Referees at junior games may turn a blind eye to breaches of this regulation, but then again they may not. Players who do breach the regulation should be warned that a referee could refuse to let them play in a game if their bicycle shorts do not conform to the above.
- Be alert to colour clashes with your opposition. In the U13s and older age groups, when opposing teams have similar colours, the home team is required to change. Sets of alternate kit are available through the Equipment Officer, and you need to anticipate colour clashes and arrange to obtain one of these sets from him well in advance. If you use them, get them back to the equipment shed (clean) as soon as possible.
- Pay the officially appointed referee and assistant referees (where applicable) before the game. The applicable fee is listed under 'Referees & Assistant Referees' in this Manual. The Club will pay each Manager all Referees' fees in advance, for the entire season. At the end of the season, Managers should submit a reimbursement form, (supplied at the Coaches and Managers meeting), monies received in advanced and the balance owing. It is relatively uncommon to find assistant referees appointed to a game, especially at younger ages (it never happens with the Modified Game). It is thus easy to be lulled into thinking you only ever have to pay a referee, and to find yourself embarrassed when suddenly confronted with a request for payment of an

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assistant or two as well. Note that only officially appointed referees and assistants attired in their referees' uniforms are entitled to payment.

- If there is no official referee to control the match, negotiate with the opposing team's Manager over who should act as referee. Junior League regulations state it is the right of the visiting team to nominate a referee. If the visiting team's Manager or Coach declines; then the home team can nominate a referee. A referee so nominated has the full authority of an official referee and decisions made must be supported. Do not be party to arrangements that one team will referee the first half and the other the second half. Such arrangements have in the past led to unsavoury incidents as a second half referee tried to compensate for perceived bias in the first half. The substitute referee MUST complete the full game unless there is a need to replace him/her due to injury etc.
- Ensure that the team has one parent available to act as assistant referee (linesman) for the referee. If official assistant referees (uniformed) are not available, each team provides a 'club linesman' to assist the referee. Instructions to club linesmen will be given by the referee. Marist runs sessions for prospective club linesmen through the season and it is recommended that at least the Manager and one parent from the team attends.
- Advise parents and boys of details for the next training session and the next game. Tell them where and when. If a bye is scheduled ensure parents are aware of it.

Pre-Season Checklist

The following items are listed to assist with pre-season preparations:

Obtain a team list from the Registrar. The team list will contain the names, FFA number, email addresses, telephone numbers and birth dates of all team members.

A reminder that this schedule/roster should include:

- The date of each game for the season
- The opposing team
- The location of the match
- The name of the player bringing shirts
- The name of the player to take shirts for washing
- The name of the families responsible for preparing or undressing the field on the day
- The name of the Club Vested Official (CVO)

Equipment

Equipment supplied by the Club to each team is to be collected from the Equipment Officer prior to the team's first training session (unless items are being used for grading sessions). Please check all equipment off the list of team equipment items supplied and advise discrepancies to the Equipment Officer.

Please also advise of any breakages or losses through the season. Replacement may be possible depending on item surpluses from the beginning of the season. Coaches and managers are asked to take steps to minimise the loss of items. Please return to the Equipment Officer any items in your kit that you do not expect to use.

Return of equipment

All items of equipment should be cleaned and returned at the end of the season. Please shake out the ball bag, wipe over the cones and balls and wash the bibs and shirts. If you have damaged items, including balls that you think do not hold air well enough to be useable next season, please identify them in a separate bag inside your ball bag when it is returned. This will help with estimating numbers of items that need to be purchased for the following season. Please check all items against the list of team equipment supplied and advise the Equipment Officer what is missing.

For each team, equipment consists of a training kit and a uniform kit.

Training kit

- Ball bag with identification tag
- Training balls (minimum of one per player plus one per team)
- Match Ball (one only that should not be used for training)
- Training bibs (minimum of one per two players in a main colour plus two in a contrast colour)
- Short flexible cones (minimum of one per player up to 14)
- Tall cones/hats (three per team)
- Goalie gloves
- Ball pump with needle
- Whistle
- Whiteboard pack (some teams only)
- A small number of goalie gloves in assorted sizes, ball pumps, needles and whistles will be available from the equipment shed on game days for use in 'emergency' circumstances. Please return these borrowed items after your game.

Uniform Kit

Shirt bag with identification tag

- Uniform shirts (minimum of one per player)
- Goal shirt
- Contact the Equipment Officer if you are playing another Marist team and require contrasting jumpers.
- If you need a second uniform kit, for example if you are intending to take your team to a tournament and want another set as a 'change', please contact the Equipment Officer well ahead of time.

Canteen

The responsibility for running the College Sports Canteen alternates between the Marist Canberra Football Club and the Marist Rugby Club.

At this time the Club does not have a Canteen Manager and canteen hours may be limited. Alternatively, there may be weekends where it is closed. The club is currently looking at options to attract a permanent Manager to the Committee and a base of volunteers. Managers will be advised of arrangements and any need to coordinate 'canteen parents' once a decision has been reached.

COMMUNICATION - MARIST FOOTBALL NEWS

The primary source of communication between the club and the MFCF community is the club's website, www.maristfootball.com.au, and the associated Facebook page. These will contain news, events, team lists, draws, ground allocations, referee allocations, policies etc. They will contain news and information about the Club, its teams and the football scene generally and endeavours to promote/publicise our game to the wider Marist community. Items, articles and images for publication are always welcome and strongly encouraged.

All players, parents and coaches are encouraged to follow and interact with the club's Facebook account.