



Marist Football COACH AND MANAGER MANUAL

April 2023

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1. INTRODUCTION

Dear Coaches and Managers

On behalf of Marist Football, welcome to the season 2023 and thank you for volunteering for these important roles. Your invaluable service enables us to organise games of football for the maximum benefit and enjoyment of the boys and their families.

This *Coach and Manager Manual* is designed as your guide and includes essential information about football at Marist, and some useful tips.

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

Once again, many thanks for giving your time and for offering your expertise. Your contribution to the development of boys at Marist College is truly appreciated.

Daniel Rothenfluh
President
Marist Football



2. OVERVIEW OF THE MARIST FOOTBALL

2.1 Club vision

The Marist Canberra Football Club (Marist Football) aims to be the sporting club of choice for boys at Marist College Canberra.

2.2 Club mission

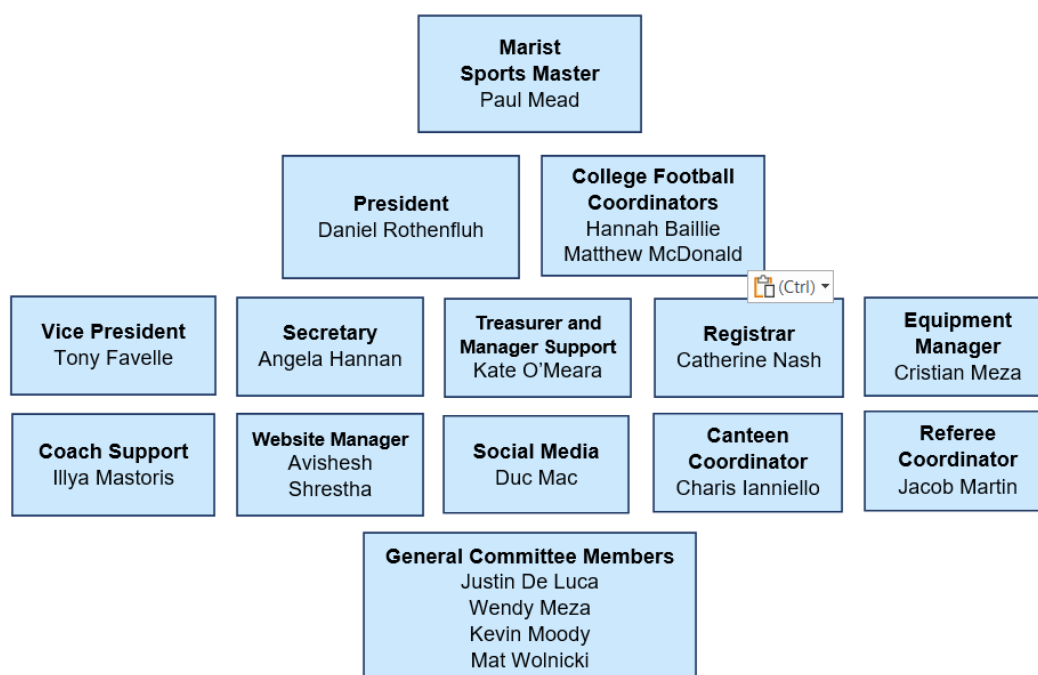
Marist Football's mission is to:

- Provide an opportunity for all boys and their families to be involved in and enjoy football regardless of skills and knowledge.
- Encourage our boys to be the leaders, fathers, carers, footballers and movers and shakers of tomorrow.
- Use football as a vehicle for other things. As an opportunity to:
 - learn and develop respect and resilience
 - understand responsibility, accountability and leadership
 - appreciate the value of camaraderie, mateship, teamwork, and a sense of community

2.3 Club structure

Marist Football is a co-circular sporting club of Marist College Canberra. Marist Football is run by a committee of volunteer parents, teachers and old boys. The Committee is led by a President (parent) and the Football Coordinators (teachers) and is responsible to the College's Sports Master.

The Committee for the 2023 season is as follows:



Review of membership

The membership of the Committee is reviewed at the end of each season. It is critical that new volunteers join the Committee every year - so that there is a strategy and process for passing on knowledge and experience.

2.4 Committee contact details

Position	Email
President	president@maristfootball.com.au
College Football Coordinator	hannahbaillie@mcc.act.edu.au
Treasurer	treasurer@maristfootball.com.au
Registrar	registrar@maristfootball.com.au
Referee Coordinator	refcoordinator@maristfootball.com.au
All other enquiries	maristfootball@maristfootball.com.au

2.5 Code of conduct

As a sporting club of Marist College Canberra, all volunteers, parents and players are required to comply with the [Code of Conduct for Marist Sports Club](#). At all times the behaviour of the Marist Football community must be consistent with the College's values and reputation.



3. ROLES AND RESPONSIBILITIES

3.1 Coach

The role of a coach is to lead, instruct, motivate and organise their team. Responsibilities of a coach include to:

- Conduct training sessions that develop general football skills appropriate to the age group and playing division.
- Coordinate the team at matches including allocating players to positions and managing substitutions. This involves ensuring equal match time between players.
- Advise players on game day tactics and plays.
- Motivate the team, display leadership and act as a mentor.
- Promote fair play over winning at all costs, and ensure that players act within the rules of the game.
- Respect the referee's decision and expect players to do the same.
- Manage any problems that arise between players and/or parents. This includes addressing any inappropriate behaviour in a respectful way.

Tips for coaches

- Be punctual and plan your program early, don't turn up on the day and try to wing it.
- Be positive and encouraging. Don't penalise mistakes or use goalkeeping or substitutions as punishment.
- Don't argue or get drawn into a debate with the opposition or referee/s. If appropriate, use the *Raise a Dispute* function in the Dribl (refer section 7.12) or contact the President immediately after the match.
- Stay calm, keep an eye on each other and support your fellow coaches as necessary.
- Have the moral courage to speak to your supporters if they are out of order – both home and away.
- Remember you are not only representing Marist Football, but also Marist College Canberra.



Support for coaches

- Capital Football holds a range of coaching courses throughout the year. Marist Football will reimburse the cost of attending training after successful completion of the course.
- In addition, there are many experienced coaches within Marist Football that are able to provide other coaches with advice and assistance.
- Marist Football acknowledges that coaching can be challenging despite the rewards. **Please do not hesitate to contact the President if you would like any additional support.**

3.2 Manager

The role of the manager is to support the coach with the coordination and administrative functions of running a team.

Responsibilities of a manager include to:

- Distribute information to parents as required including details of training sessions and match locations.
- Coordinate with the coach to pick up the training and match kit at the beginning of the season.
- Distribute jerseys to players at the beginning of the season.
- Prepare and submit the match sheet, including the entering of scores in Dribl (refer section 7.10)
- Coordinate a team roster for half time fruit - usually for younger teams only and in accordance with COVID restrictions.
- Ensure that there are volunteers as required for:
 - Field set up and pack up (refer section 7.4)
 - Club vested officials (refer section 7.9)
 - Assistant referees (refer section 7.8)
 - Canteen and BBQ (refer section 7.16)
- Ensure the training equipment and match kit are returned to the shed at the end of the season. This includes collecting the jerseys and ensuring that they are washed and free from stains.



Tips for managers

- At the beginning of the season, agree with your coach what method of communication will be used for the team. Some teams use a phone app (WhatsApp or Heja) whilst others communicate via email or text. Whatever you use, please always safeguard the privacy of the team's contact details e.g use bcc. when sending out emails.
- Remember your role is to coordinate: not necessarily to do everything yourself. If nobody volunteers, assign someone to the task.
- In particular, helping in the canteen/BBQ is a responsibility for all parents – not just the manager and coach (and their family). If you are having any issues getting parents to volunteer send out a roster with 30-minute shifts for each family.

Support for managers

A separate manager checklist has been developed and can be found in the [Mangers](#) section of the Marist Football website. This checklist is a summary of the information included in this manual.

If you have any questions throughout the season, please don't hesitate to contact our Manager Coordinator: Kate O'Meara (treasurer@maristfootball.com.au).

3.3 Registration in PlayFootball

All managers and coaches are required to register as volunteers in [PlayFootball](#) which is Capital Football's registration system.

Only registered volunteers can have access to Dribl (the online match sheet system) and be allowed in the technical area at matches.

3.4 WWVP registration

All Marist Football volunteers, including coaches and managers, must comply with the *Working with Vulnerable People (Background Checking) Act 2011*. This requires individuals volunteering in activities for children to have a valid working with vulnerable people (WWVP) registration.

A WWVP registration can be obtained via the online application process at [Access Canberra](#).

Coaches and managers are also required to:

- Provide evidence of their WWVP registration directly to the College via a secure online [WWVP Register](#).
- Carry their WWVP registration card at all times while working with children (or their application receipt if they are awaiting the arrival of their registration).



3.5 Child safeguarding and code of conduct training

As part of the College's ongoing commitment to providing a safe environment for all students, *Child Safeguarding and Code of Conduct training* is now an annual and mandatory requirement.

This training is designed to educate and support volunteers and assist them to understand the standards and expectations of the College. It explains the frameworks that are in place to ensure a child safe environment, whilst supporting volunteers to build positive relationships with the players.

In 2023 this training will be conducted as part of the annual Coach and Manager meeting which is held at the beginning of the season.

4. COMPETITION OVERVIEW

4.1 Player eligibility and age groups

To play for Marist Football, a boy must be a current student at Marist College Canberra and be registered in PlayFootball.

Boys play in teams based on their school year group as follows:

Year group	Playing group	Capital Football competition
Year 4	Under 10	MiniRoos
Year 5	Under 11	MiniRoos
Year 6	Under 12	Junior League - modified
Year 7	Under 13	Junior League
Year 8	Under 14	Junior League
Year 9	Under 15	Junior League
Year 10	Under 16	Junior League
Years 11 and 12	Under 18	Junior League

As Marist Football has competitive teams at all levels, boys are **not** permitted to play in team above their age group. The only exception to this rule is if Marist Football is required to move boys into different age groups in order to form viable teams. Any such move will be made in consultation with the player/s parents.

4.2 Capital Football's competition

Marist Football participates in Capital Football's community league. Teams are entered in the following competitions:

- MiniRoos - Under 10 and Under 11
- Junior League – Under 12 to Under 18

Competition regulations

All matches are played in accordance with [Capital Football: 2023 Junior League and MiniRoos Competition Regulations](#).



4.3 MiniRoos competition – under 10 and 11

The MiniRoos program is a modified version of football where the emphasis is on fun, participation and skills development.

MiniRoos matches are played in line with the [MiniRoos National Playing Formats and Rules](#) which can be summarised as follows:

Number of players	9 per side including a goalkeeper Maximum of five substitutes
The field of play	Half field – sideline to sideline
Goal size	Smaller goal - 5m wide x 2m high
Ball size	4
Duration of the game	25 minutes halves Minimum 5 minutes half time break
Match location	Home and away
Match results	Online match sheets (including scores) are recorded in Dribl, but for statistical purposes only. Weekly results and competition ladders are <i>not</i> made public by Capital Football.
Competition structure	Teams are placed in colour groups with other teams of similar ability. Divisions are not used.
Competition duration	18 rounds with no finals
Referee	Referred to as a Game Leader
General rules	<ul style="list-style-type: none"> • No offside rule but loitering rule applies. • Goalkeeper is allowed to handle the ball anywhere in the penalty area. • Unlimited interchange from halfway at any time during play. Game Leader consent is not required but interchange must not interfere with the play. • Only indirect free kicks. • No free kicks within the penalty area. Indirect free kick is taken from outside the penalty area. • Penalty kicks are only given for a deliberate handball or deliberate serious foul. • No yellow or red cards are issued.

4.4 Junior League modified competition – under 12

Under 12 teams play a modified version football within the Junior League competition. Matches are played in accordance with the [Capital Football Under 12 Playing Format and Rules](#).

Number of players	9 per side including a goalkeeper Maximum of five substitutes
The field of play	Half field – sideline to sideline
Goal size	Smaller goal - 5m wide x 2m high
Ball size	4
Duration of the game	30 minutes halves Minimum 5 minutes half time break
Match location	Home and away
Match results	Online match sheets (including scores) are recorded in Dribl, but for statistical purposes only. Weekly results and competition ladders are <i>not</i> made public by Capital Football.
Competition structure	Teams are entered into divisions - ranging from division 1 to division 4
Competition duration	18 rounds with no finals
General rules	<ul style="list-style-type: none"> • No offside rule but loitering rule applies. • Goalkeeper is allowed to handle the ball anywhere in the penalty area. • Indirect free kicks are awarded for all acts of handball or fouls and misconduct. This includes kicking, tripping, charging, pushing, or tackling an opponent from behind. • No yellow or red cards are issued.

4.5 Junior League competition – under 13 to under 18

The Junior League is a competitive league that is played on full fields with large goals and in accordance with the [IFAB Laws of the Game](#).

Number of players	11 per side including a goalkeeper Maximum of five substitutes
The field of play	Full field - 105m long and 68m wide
Goal size	Full size goal – 7.2m wide x 2.5m high
Ball size	Under 13 – size 4 Under 14 up – size 5
Duration of the game	Under 13: 30 minute halves Under 14: 35 minute halves Under 15: 40 minute halves Under 16 and 18: 45 minute halves Maximum 5 minutes half time break
Match location	Home and away
Match results	Online match sheets (including scores) are recorded in Dribl. Results and ladders are publicly available: https://capital.dribl.com/ladders
Competition structure	Teams are entered into divisions - ranging from division 1 to division 4 (depending on age group)
Competition duration	Under 13 to Under 15 – 18 rounds with no finals Under 16 and Under 18 – 18 rounds plus 2 rounds of finals for the top four teams
Interchange rules	<ul style="list-style-type: none"> • No limits on the number of substitutions that can be made, unless the referee determines that the frequency of interchanges is disrupting the flow of the match. • Referee permission needs to be sought prior to any substitution being made. • All interchanges must take place 1) during a stoppage in play 2) at the halfway line after the interchanged player has left the playing area.

4.6 Team names

Marist Football has adopted the following naming convention for its teams:

Age group	Team names
Under 10 and Under 11	Are named after their MiniRoos colour group e.g. Under 10 Red or Under 11 Green .
Under 12 to Under 16	<p>Consistent with other Marist sporting clubs, teams are assigned a “blue and blue” colour name:</p> <ul style="list-style-type: none"> First graded team in age group: Under X Royal Second graded team in age group: Under X Sky Third graded team in age group: Under X Blue Fourth graded team in age group: Under X Navy <p>Colours are <i>not</i> necessarily representative of a particular division i.e. Royal is not always division 1 and Sky is not always division 2. Depending on the strength of the team and allocations by Capital Football, the Royal team may be placed in division 2, or both the Royal and Sky team may be in division 1.</p>
Under 18	<p>Consistent with other Marist sporting clubs, the Under 18 teams are named:</p> <ul style="list-style-type: none"> First graded team: First XI Second graded team: Second XI Third (or non) graded team: Third XI

A team should always be referred to by their team’s name and not their division e.g. always Under 14 Royal and not Under 14 Division 1.

4.7 Premier league arrangements

Marist Football does not participate in Capital Football’s National Premier League (NPL) or Capital Premier League (CPL) competitions. This is a decision of the College and is not at the discretion of the Committee.

Marist students who wish to play for a NPL or CPL team must apply to the College’s Head of Sports for an [exemption](#) to the [Marist College Canberra Sports Policy](#) at the beginning of each year.

It is important to note that this exemption does **not** include participation in “development” or “pathway” teams. This is because these teams play in the same MiniRoos and Junior League competition as Marist Football.

5. GENERAL INFORMATION

5.1 Season dates

Date	Event
1 February 2023	Registrations open
18 and 19 February 2023	Grading week 1
24 and 25 February 2023	Grading week 2
10 March 2023	Teams announced
1 April 2023	Kit and equipment pickup
3 April 2023	Coach and manager meeting
22 April 2023	First match
2 to 7 July 2023	Kanga Cup (optional)
3 July and 1 August 2023	Team photos
26 August 2023	Final match – Under 16 and Under 18
2 September 2023	Final match – Under 10 to Under 15 Championship round 1 – Under 16 and Under 18
9 September 2023	Championship round 2 – Under 16 and Under 18
11 September 2023	Presentation night
16 September 2023	Kit and equipment return

5.2 Grading

At the beginning of each season Marist Football undertakes a grading process to assess the skills of each boy, and form teams who have a similar level of ability and potential. This gives our players the best opportunity to fully participate, develop and enjoy football.

Whilst all players are encouraged to attend grading, it is not compulsory. Boys who elect not to grade are automatically placed in the lowest division team.

Marist Football coaches play an important role in grading as “assessors” or “graders”, often for multiple age groups. Despite this, a coach does not have the ability to choose his/her own team or grade their own son.

Further details about our grading policy and process can be found on the [Marist Football website](#).



5.3 Equipment

Issuing of equipment

Marist Football has an equipment container at the College. It is currently located in the corner of Oval 4, near the senior cricket nets.

A few weeks before the first match of the season, each team will be issued with the following kit from the equipment shed:

Kit	Includes
Match kit	Set of jerseys, red goalkeeper jersey, goalkeeper gloves, match balls and substitution bibs
Training kit	Training balls, cones, poles and training bibs

Each coach or manager is responsible for the custody and maintenance of their kit throughout the season.

Match balls

Marist Football has invested in branded match balls of a high quality. **Please ensure that you safeguard these balls and collect them at the end of every match.**

Missing or damaged equipment

Please report any missing or damaged equipment to the Equipment Manager (Cristian Meza). Cristian can be found at the equipment container on Saturday mornings.

Return of equipment and jerseys

At the end of the season all equipment and jerseys must be returned to the equipment container.




The manager is responsible for ensuring that all jerseys are returned to the Marist Football equipment container at the end of the season. The jerseys must be clean and free of stains.

In the last couple of seasons, a significant number of jerseys have gone missing or been returned very dirty. This places a financial burden on Marist Football to replace these, and results in Committee members having to wash large quantities of jerseys at the end of the season.

5.4 Uniform and dress standards

In the tradition of Marist College Canberra, our players wear a smart “blue and blue” football uniform.

Type	Details
Field player 	<ul style="list-style-type: none"> • Jersey - a light blue jersey is provided to each player (by the manager) at the beginning of the season and is returned washed at the end of the season. • Shorts and socks – which can be purchased from the College’s uniform shop. • Skin (optional) - a long sleeve, light blue tight top may be worn under the jersey for warmth. Skins can be purchased from the MCFC Canteen which operates on Saturday during the season. <i>Other coloured skins (including black) are <u>not</u> permitted in accordance with FFA requirements.</i>
Goalkeeper 	<ul style="list-style-type: none"> • Full time goalkeepers - at the beginning of each season full-time goalkeepers will be issued with a uniform which includes a red, long sleeve jersey, red shorts, red socks and goalkeeper gloves. This can be collected from the MCFC equipment shed on Saturday mornings. • Teams without full time goalkeepers - will use the red goalkeeper jersey and goalkeeper gloves which are included in the match kit. Boys who play as goalkeeper for the match will wear the red jersey with their normal blue shorts and socks.
Clash jerseys 	<ul style="list-style-type: none"> • If there is a clash of jersey colours with an opposition team, the <u>home</u> team must wear an alternate jersey. This should only occur if you are playing another Marist team, Belsouth or Canberra Grammar School. • The Marist Football alternate jersey is dark blue. Sets of these jerseys can be collected from the equipment shed on Saturday mornings. • At the conclusion of the match the manager must collect the jerseys from the players, arrange for them to be washed and returned to the equipment shed by 10am the following Saturday. • <i>Please do not allow players to take the alternate jersey home after the match – it is difficult to get them back.</i>

**ALL PLAYERS MUST ALSO WEAR SHIN PADS AND FOOTBALL BOOTS.
These can be purchased from sporting stores such as Rebel.**

Other uniform restrictions

In accordance with FIFA Laws of the Game #4, a player must not use any equipment or wear anything that is dangerous. Forbidden items include:

- caps or hats with hard brims (except for goalkeepers)
- plaster or fibreglass casts
- any jewellery or watches including necklaces, rings or bracelets. The only exception being a Medi-Alert bracelet which must be taped.

Uniform standards

At all times our players and volunteers are representing the College and this should always be reflected in their appearance.

- Uniforms must be clean and tidy.
- The jerseys are long and should be worn tucked into the player's shorts.
- Only the blue Marist Football skin (undershirt) can be worn. Black skins or other coloured skins are not allowed.
- **Only the Marist College PE tracksuit can be worn to and from matches for warmth.**

5.5 Player injuries

If an injury occurs to a player during training or matches, you should manage the situation by following these 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 has occurred.
 - 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 understand the details of the suspected injury, the ground location and best access to the ground.
 - 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.
 - Clear the immediate area of spectators.
 - Keep the injured player as comfortable as possible - protected from direct sunlight, rain or wind.
 - 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 his head.

First aid kits

A first aid kit can be accessed from:

- Marist College grounds – Marist Football equipment container (corner of oval 4)
- Phillip grounds – Marist Football green shipping container
- Curtin grounds – a first aid kit should be taken to the grounds from Phillip when the field set up equipment is collected.

Calling an ambulance

If there is a serious medical emergency and it is necessary to call an ambulance:

Ground	Procedure
Marist College	<ul style="list-style-type: none"> • Locate a Marist Football club official (wearing orange vest) or the Referee Coordinator (Jacob Martin). • They will contact the College's Caretaker on 0413 888 174 who will confirm the best access route for the ambulance. • When you call the ambulance be ready to provide the following information: <ul style="list-style-type: none"> – Address of Marist College (Marr St Pearce) and the access point as advised by the College Caretaker – A description of the medical problem and patient condition.
Phillip or Curtin	<p>When you call the ambulance be ready to provide the following information:</p> <ul style="list-style-type: none"> • Address of the ground: <ul style="list-style-type: none"> – Phillip District Playing Fields: Ainsworth Street (nearest cross street = Kitchener Street) – Curtin Neighbourhood Oval: Carruthers Street (nearest cross street = Colebatch Place) • A description of the medical problem and patient condition.

Reporting of injuries and near misses

Under the College's *Injury and Incident Reporting* policy, coaches and managers have a responsibility to report notifiable incidents to the College.

Notifiable incidents can occur at either training or matches and are defined as:

Injuries	Near misses
Physical harm including: <ul style="list-style-type: none"> • loss of consciousness • suspected concussion • bone fracture or sprain • dislocation • cuts or punctures where blood flows freely • teeth loosened or knocked out • injured person stretchered from field of play • ambulance required to attend • player advised to seek further medical assistance 	Any incident that occurs which highlights the existence of a hazard but does not result in an injury.

The coach or manager must report the notifiable incident using the [MCC Sports Club Safety Incident Form](#). Please note that this form is only for the use of Marist Football coaches and managers – it should **not** be provided to parents.

5.6 Insurance coverage

Marist Football players are covered by the *MCC Student Accident Care* insurance policy. This insurance policy provides coverage for **serious injuries** sustained as a result of participation in a College sanctioned activity.

Any parent or guardian who is interested in making an insurance claim should contact sport@mcc.act.edu.au for further information. It's important to note that an insurance claim can only be made after the incident has been reported by the coach or manager via the [MCC Sports Club Safety Incident Form](#).

Capital Football also provides limited [insurance coverage](#), however parents will need to pursue a claim under this policy independently.

6. TRAINING

6.1 Training times and locations

Training is held once per week for lower division teams and twice per week for higher division teams.

For 2023 the options for training locations and times are:

Location	Field	Availability
Marist College	Oval 3 or 4	3.30pm to 5pm
	Jubilee Oval	3.30pm to 5pm
ACT Government Sportsgrounds	Melrose Synthetic	3.30pm to 5pm
	Phillip District Playing Fields	5pm to 7pm

There are no set training days or times for each age group. Training times are set at the beginning of each season by the College's Football Coordinator in consultation with the coach.

6.2 Useful phone numbers when training at ACT Government sportsground

Service	Phone #	To be used for
Sportsground Ranger	6207 5142	Melrose Synthetic is locked
After hours (on call)	0409 791 523	Lights have not come on at Phillip Oval

6.3 Player attendance at training

Players are required to attend all training sessions unless they are sick or have arranged with their coach (in advance) to be absent. Attending training allows players to improve their skills, fitness and build teamwork. It's an important part of the Marist spirit and a sign of respect to the other players in the team, and the volunteer coach.

Sometimes a younger player may have a clash of training times with other sports (e.g. rugby or AFL). In this situation the player should alternate their training between the different sports.



6.4 Wet weather and training

Training can still go ahead if it is raining, as long as the fields are open and it is safe. If a training ground is close due to wet weather, you will be advised in the following ways:

Ground	Closure communicated via:
Marist ovals	<ul style="list-style-type: none"> • A post on the College's mobile app, Facebook and Instagram. • The boys will be notified at school via an announcement. • Every effort will be made to send an email to the coaches and managers.
ACT Government ovals - Phillip and Melrose synthetic	<ul style="list-style-type: none"> • To find out if the ground has been closed go to the ACT Government Sportsground website: https://actsportsgrounds.act.gov.au/home • Every effort will be made to send out an email to the coaches and managers. • Melrose Synthetic usually stays open unless the weather is particularly poor.

At the beginning of each season please advise your team:

- To assume training is on until a ground closure is announced.
- Have a standing plan in place with their son in case training is cancelled e.g. to catch the bus home.
- Keep an eye on the College's social media for messages about ground closures. Don't just rely on the manager to send a message out - which could be delayed due to their work commitments.

Training in inclement weather is also at the discretion of the coach and manager. **The safety and wellbeing of our players and volunteers is paramount. In particular, do not allow a training session to continue if there is any threat of lightning strikes.**



6.5 Goalkeeper training



To develop our goalkeepers, Marist Football conducts weekly goalkeeper training sessions.

These sessions are held on Wednesday afternoon at the College (oval 3) from 3.30pm to 5pm.

These sessions are open to full-time, part-time and prospective goalkeepers of all ages. Please encourage any interested players to go along.

7. MATCH DAY

7.1 Match times and duration

All matches are played on **Saturday** at times set by Capital Football.

Age group	Year group	Match time	Match length
Under 10	Year 4	11.30am	25 minute halves
Under 11	Year 5	12.30pm	25 minute halves
Under 12	Year 6	1.45pm	30 minute halves
Under 13	Year 7	12.30pm	30 minute halves
Under 14	Year 8	1.45pm	35 minute halves
Under 15	Year 9	3.10pm	40 minute halves
Under 16	Year 10	3.10pm	45 minute halves
Under 18	Year 11 and 12	3.10pm	45 minute halves

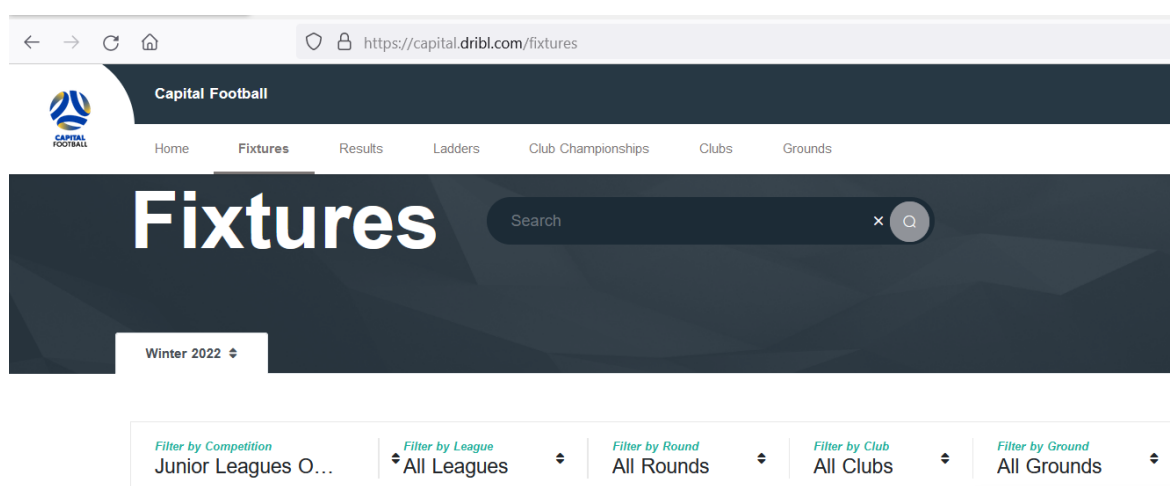
7.2 Fixtures and draw

The fixture for the season, including the location of matches and details of the opposition can be found on the Dribl website: <https://capital.dribl.com/fixtures>

To find your match click on the *Fixtures* tab and:

- filter by *Competition* - either MiniRoos Open (U10 and U11) or Junior Leagues Open (U12 to U18)
- filter by *League* – e.g. Under 10 Green or Under 13 Division 3
- you can also filter by *Club* – to see all your matches for the season.

Check the draw on a weekly basis – before you send out the communication to the parents. This ensures that you pick up any late field changes.



7.3 Home grounds

Marist Football has several home grounds:

Name	Oval #	Address
Marist College	3 and 4	Marr Street, Pearce
Phillip District Playing Fields	201 and 202	Ainsworth Street, Phillip <i>opposite the Canberra Hospital, adjacent to the enclosed athletic track.</i>
Curtin Neighbourhood Oval	201 and 202	Carruthers Street, Curtin <i>Behind Curtin Primary School</i>

For home matches there will be a field recorded in the draw at the beginning of the season, but this can change if there is a movement with field availability at Marist.

On either Monday or Tuesday, the College Football Coordinator (Hannah Baillie) will email out a *Field Allocations for Home Games*. This will notify you:

- the exact field your home match will be played; and
- if you need to set up or pack up the field.

If the location on the *Field Allocations for Home Games* email is different to the draw – always go with the email. When a field is changed Hannah advises Capital Football, but it can take them a few days for the draw to be updated.

During 2023 Marist Football will have very limited access to grounds at Marist College due to the building works. The majority of home games will be played at Phillip, Curtin and potentially other ACT Government sportsgrounds. Marist Football appreciates your support during this time.

7.4 Field set up and pack up

Depending on the schedule of matches you may be required to set up and/or pack up your field.

It is the manager's responsibility to **coordinate** this, rather than do everything. Make sure you get assistance from the players and other parents.

How do I know if I have to set up or pack up?

Refer to the field allocations email that the College Football Coordinator sends out at the beginning of each playing week.

How do I set up or pack up?

This depends on the location of your match:

Marist College Canberra	
Set up	<ul style="list-style-type: none"> The fields will be already set up by a team of senior boys.
Pack up <i>U10, U11 or U12</i>	<ul style="list-style-type: none"> Take down the nets from the small goals and store them (along with the pegs) in the large blue or black bag. Collect the flags. Place all equipment on the trolley at the side of the field. Arrange for parents to carry the small aluminium goals over to the side of oval 4 near the equipment container <i>* be gentle they are fragile *</i>
Pack up <i>U13 to U18</i>	<ul style="list-style-type: none"> Take down the nets and collect all the pegs. Collect the flags and portable benches. Place all equipment on the trolley: nets and pegs in top black basket section, flags on top bracket, benches underneath (curved end first handle to the top), ladder hung on rear hook. Take the trolley back up to the equipment container (corner of oval 4 near the senior cricket nets).
Phillip District Playing Fields	
Set up	<ul style="list-style-type: none"> There is a large, green shipping container at the fields (never Yamba Drive) which stores the Marist Football equipment. There is a key to the shipping container in the side pocket of your match bag (the navy sports bag). It's a small key on a large unmarked key ring. Unlock the shipping container and collect a trolley which includes nets, step ladder, corner flags and benches. Also collect a first aid kit from the container.
Pack up	<ul style="list-style-type: none"> Take down the nets and collect all the pegs. Rollup the nets and store them in the top section of the equipment trolley. Collect the flags and portable benches. Place all equipment on the trolley; hang ladder or rear hook, place flags on top bracket, placed benches underneath (curved end first handle to the top) and nets on top. Place everything back in the shipping container. Lock up the shipping container. Ensure one of the locks is placed in the concealed lock box. Put the key to the container back in the side pocket of your match kit

Curtin Neighbourhood Oval	
Set-up	<ul style="list-style-type: none"> • All equipment is to be collected from the green shipping container at Phillip District Playing Fields. • There is a key to the shipping container in the side pocket of your match bag (the navy sports bag). It's a small key on a large unmarked key ring. • Unlock the shipping container and collect the equipment labelled as "Curtin". This includes a black bag of goal nets, step ladder, corner flags and a first aid kit.
Pack-up	<ul style="list-style-type: none"> • Take down the goal nets, collect the pegs and place everything in the black canvas bag. Collect the corner flags. • Take all equipment back to the green shipping container at Phillip District Playing Fields.

7.5 Match ball

The home team is responsible for supplying the match ball. The Marist Football match ball is kept in your match kit bag (navy logo sports bag).

Please ensure that the match ball:

- is only used for home matches and not for training;
- is kept pumped up and clean; and
- is collected at the end of the match and placed back in your match kit.

7.6 Technical area

The technical area is designated zone on one side of the field that only the coach/es, manager and substitute players can occupy during a match. Please ensure that your spectators do not stand in this area.

7.7 Player substitutions and playing times

Marist Football requests that a coach:

- Ensures that every player who presents fit, and who has regularly attended training, plays at least half a match every round.
- Is as equitable as possible with the number of full matches players receive, without seriously comprising the team's performance.
- Does not have the same players off at the start of each match.
- Rests players for shorter, rather than longer, periods of time – to minimise the risk of injury to a player that has sat out for too long.

At matches, all substitute players who are waiting in the technical area must be wearing a yellow high visibility bib.

7.8 Referees

Marist Football has a well-established and highly respected referee program. The club values and supports our referees – we could not play football without them.



Our referees are trained and mentored by the Referee Coordinators: Jacob Martin

(refcoordinator@maristfootball.com.au). The Referee Coordinator does the weekly allocation of referees to matches.

All referees wear the official Capital Football referee's uniform. Referees for the MiniRoos matches (Under 10 and Under 11) are referred to as Game Leaders and wear a green shirt.

Assistant referees (linesperson)

Sometimes no assistant referees, or only one assistant referee, will be allocated to a match. If this occurs, it's the manager's responsibility to locate a volunteer parent to act as an assistant referee and 'run the line'.

- If there is only one allocated assistant referee - the home team must supply a volunteer to act as the other assistant referee.
- If there are no allocated assistant referees - both the home and away team must supply a volunteer to act as the assistant referees.

For Under 13 up matches the volunteer needs to have an understanding of the offside rule.

No referees allocated to match

Marist Football and all other clubs, make every effort to allocate at least a centre referee for every match. However, sometimes due to illness there may be no referee available.

In this situation the Capital Football regulations state that it is the right of the visiting team to nominate a referee from those present. If the visiting team declines, then the home team must nominate a referee. Both teams are required to supply a volunteer assistant referee.

The stand in referee is unofficial and does not receive match fees. However, once nominated, they have *all* powers and authority of an official referee for the whole match and must receive your full support. The stand-in referee is also required to officiate the entire match.

Referee match fees

The home team is responsible for meeting the cost of the referee match fees. All Marist Football referees are paid via EFT by our Treasurer.

When playing an away match, you should never be asked to supply payment to the referee.

Respect and protect our referees

Referees are a vital part of our game and Marist coaches and managers play a vital role in encouraging them to continue and develop. We request that:

- **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 (and coaches!) do.
- Intervene if a visiting coach, spectator, or parent appears to be speaking or motioning to a referee in an inappropriate way.
- If you believe that control of a match has been seriously deficient by the referee, please exercise restraint and contact the Referee Coordinator or the President within a day of the match.

**7.9 Club vested officials**

Club vested officials (CVO) is an initiative of Capital Football which aims to encourage a positive atmosphere for players, referees and spectators. At every match, each team is required to supply a CVO. This is a parent or family member who wears a yellow high visibility CVO vest which is kept in the match kit.



The CVO cannot be the coach or manager. They must be located with the spectators and cannot stand in the technical area.

The duties of the CVO are to:

- work with the CVO from the opposition team to ensure that spectator behaviour does not interfere with the match
- ensure the regulations pertaining to smoking, alcohol and dogs are enforced
- ensure the safety of referees at all times
- seek assistance from Club officials for behaviour issues as required

It is the manager's responsibility to find a parent to be the CVO at each match. This can be done via a rostering system or asking for a volunteer at the ground every week.

7.10 Dribl: match sheets and scores

Match sheets (formerly known as team sheets or match cards) are now completed via an online app called Dribl.

Both the home and away managers are responsible for preparing the match sheet prior to the game and entering the score (along with the referee) at the end of the game.

Refer the Dribl instructions on the Marist Football website.



7.11 Player penalties (only applies to Under 13 up)

During the course of a match, a Marist Football player may receive a penalty (yellow or red card) from the referee.

Penalty	Details
Yellow card	<ul style="list-style-type: none"> One yellow card in a match is not a send-off offence. Two yellow cards in a match will result in the player receiving a red card and being sent off. Four yellow cards during the season will result in a player being suspended for one match.
Red card	<ul style="list-style-type: none"> Is an automatic send off and a further one match suspension. Depending on the severity of the penalty the player may also face a Capital Football Disputes and Disciplinary Panel hearing. Should one of your players receive a red card please advise the President and College Football Coordinator. The player is still required to attend the match they are suspended from, wearing their full College PE uniform (not Marist Football uniform).

7.12 Disputes

In rare circumstances it may be necessary for a manager or coach to dispute an aspect of the match. This includes the score or allocation or red or yellow cards.

Disputes are lodged via the Dribl app using the *Raise a Dispute* function. Refer to the Dribl instructions on the Marist Football website to do. Please also advise the President of the issue.

7.13 Wet weather and matches

It is generally the condition of the ground that results in a match being cancelled, not necessarily the current weather. A match can still be played in the rain if the ground is open and the Referee Coordinator has deemed the field safe.

Always assume that the match is on until it's communicated otherwise. An announcement will only be made if the ground is closed and the match is cancelled.

How will I know if a match is cancelled?

Type	Communicated via:
Home match	<ul style="list-style-type: none"> • Notification from Dribl • The Marist football Facebook page • An email will be sent out to the coaches/managers • Capital Football's inclement weather web page
Away match	<ul style="list-style-type: none"> • Notification from Dribl • The away club's Facebook page • Capital Football's inclement weather web page.

It is the manager's responsibility to advise the team that the match has been cancelled.

What if a match becomes unsafe during play?

A match can also be abandoned by a decision of the referee. This may be necessary if the conditions become unsafe or untenable. The match should be recorded as "abandoned" on the match sheet in Dribl.

7.14 Finding extra players

If your team is short of players for a match you should try and locate additional boys from the:

- **Same age group** - contact the manager/s of the other teams within your age group to inquire if they have any spare players you can borrow. There are no restrictions on boys playing up or down divisions within their age group.
- **Lower age group** – players can play up a maximum of two age groups e.g. Under 13 can play up to Under 15. Have a look at the draw and find out which Marist teams are playing near by. Contact the relevant manager to inquire whether they have any players that would like to have a second match.

In the spirit of Marist College – if you do have spare players, please do everything to assist other teams that are short.

A match can still be played as long as there is the required minimum number of players: Under 10 to Under 12 = 5 players and Under 13 to 18 = 7 players.

7.15 Forfeiting a match

Marist Football has a proud history of not forfeiting matches. Despite this, in **extremely rare circumstances** it may be necessary to forfeit a match because the team is below

the minimum number of players. A \$500 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 immediately who will advise the opposing club and Capital Football.

Should you forfeit a match due to circumstances that develop on match day, again contact the President, and explain those circumstances to him. He can then advise and apologise to the affected club.

Having to travel to Yass, Bungendore or Cooma is not a reason to forfeit a match.

7.16 Canteen and BBQ

During the season Marist Football will operate a BBQ at the College on most Saturdays. This is an important fundraiser, and it creates a community environment for our club and visitors.

The canteen is managed by the Canteen Coordinator (Charis Ianniello) however, we rely on families to assist every weekend.

Approximately two to three times per season your team will be rostered on to provide three volunteers for the canteen/BBQ. This will be as advised by the Canteen Coordinator and it will always be when you have a home match at Marist.

The shift for the volunteers will be for approximately one hour prior to your kick-off time.

Assisting with the BBQ is a responsibility for all parents – not just the manager and coach (and their family). If you are having a problem getting parents to volunteer send out a roster with 30 minute shifts for each family.



8. OTHER EVENTS

8.1 Tournaments

Marist Football encourages and supports teams to enter both pre-season tournaments (e.g. Lightning Tournament and Wanderers Cup) along with the Kanga Cup.

Marist Football will contribute \$200 to the registration cost of any entry into these tournaments.



Sometimes the team that is entered into these tournaments will be a combination of a number of teams across the age group.

8.2 Team photos

In late July or early August the Marist Football team photos will be taken at the College. As these photos appear in the College's year book it's important for all players and as many coaches and managers to attend.

8.3 Presentation night and awards

At the end of the season (mid to late September) the College hosts the Marist Football Presentation Night. At this event a number of perpetual and team awards are presented:

Perpetual (club-wide) awards	Team awards (each team)
Junior Player of the Year (Under 10 to 12) Senior Player of the Year (Under 13 up) Junior Coach of the Year (Under 10 to 12) Senior Coach of the Year (Under 13 up) Captain of the First XI First XI Best and Fairest Jack Kynaston Perpetual Shield Richard Barrington-Knight Referee of the Year	Best and Fairest Coaches Award

It is at the discretion of each coach how their team's Best and Fairest is awarded. Some options are:

- Coach's pick
- Vote at the end of the season by players and/or parents (based on 3, 2, 1 points)
- The cumulation of weekly voting by players and/or parents (based on 3, 2, 1 points)

Marist Football will contact managers and coaches towards the end of the season to obtain their nomination for both perpetual and team awards.