



Coaches and Managers

Responsibilities include:

- ▶ Get Working with Children Check
- ▶ Register as a coach or team manager via My Football
- ▶ Follow Camden Falcons Code of Conduct
- ▶ Nominate training sessions and look after equipment
- ▶ Look after kit bag and jerseys
- ▶ Abide by Competition regulations (will be available on website)
- ▶ Complete Match cards
- ▶ Online Player Injury forms
- ▶ Organise Canteen and BBQ Volunteers
- ▶ Communicate on Games and Wet Weather



Key dates

- * Community Competitions commences the weekend of 10th & 11th April 2021
- * ANZAC Day, Sunday 25th April – no scheduled games
- * Community Competition draws released (balance) Tuesday, 27 April 2021
- * Female Football Week – Dates to be advised



Working with Children Check

The Working with Children check (“WWCC”) is compulsory for all coaches and managers.

- ▶ Complete a WWCC online through Service NSW; link to the website is <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
- ▶ Enter you details and submit the request – choose VOLUNTEER. You will be emailed back a confirmation.
- ▶ Take the confirmation to Service NSW to verify your identity.
- ▶ You will eventually get an email back with a confirmation and a WWCC number.
- ▶ Allow up to 2+ weeks for this to be processed.
- ▶ WWCC **MUST be verified** by the start of Winter Competition.

PLEASE obtain ASAP.



Registration as a Volunteer

Registration is required for all coaches and managers

- ▶ Register online in the Playfootball system as a coach or manager (it is free) using this link here
<https://registration.playfootball.com.au/common/pages/reg/welcomeregplus.aspx?entityid=74308&id=81438>
- ▶ This requires you to enter your WWCC or at least an application number, so best you have it handy or apply for that before trying to complete the registration.
- ▶ It is similar to the way you registered your kids. You will also be required to upload a passport style photo.
- ▶ Coaches check with our Coaching Co-Ordinator if you need to do a coaching course and register appropriately. CFFC pays cost of all Coaching courses. Email coaching@camdenfalcons.com.au

**SAVE THE DATE – Wednesday 31st March @ 6.30 pm – u6-u9
Miniroos coaches training course at Belgenny Oval.**



Code of Conduct - Coach

The principles from the FFA are outlined along with additional guidance from the Club/ Committee (in yellow) on what is expected at the Falcons.

Operate within FFA rules and promote integrity and good character amongst participants. **Promote fair play over winning at any cost.**

Encourage and support opportunities for participants to learn appropriate behaviours and skills in all aspects of the sport. **Ensure the game and training are a positive and enjoyable experience.**

Treat each participant as an individual. **Respect the rights, dignity and worth of all players and ensure that everyone is treated fairly regardless of their age, race, gender, ability, cultural background, sexuality or religion.**

Help each participant reach their potential - **respect the talent, developmental stage and goals of each individual and encourage with positive and supportive feedback. If players are all putting in the effort try as much as possible to give all players fair time on the field. Allow for some rotation to give players development and learning opportunities. It is not about having your best players on the field every week in their best positions.**

Wherever practical, **avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with participants under the age of 18 years. Ensure that any physical contact is appropriate to the situation and necessary for the player's skill development.**

Place the safety and welfare of the participants above all else. **Provide a safe environment for training and competition, by ensuring the equipment and facilities meet safety standards. Where possible let a medic take an injured player off the field if the player can't do it themselves.**

Adopt appropriate and responsible behaviour and ensure that your decisions and actions contribute toward creating an environment which minimises participant behaviour likely to bring the game of football into disrepute. Such behaviour is not to be tolerated and includes:

- i. Discriminatory behaviour, including public disparagement of, discrimination against, or vilification of, a person on account of their gender, ability, cultural background or religion;
- ii. Offensive behaviour, including abusive, obscene, harmful, provocative or insulting gestures, language or chanting;
- iii. Intimidation of match officials, coaches or administrators or the use of actions to pressure a match official, coach or administrator to take or omit to take certain action regardless of where such action is taken;
- iv. Unwelcome physical contact or harassment which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances;
- v. Abuse of position to obtain personal benefit;
- vi. Commission or charge of a criminal offence; or
- vii. Any other conduct, behaviour or statement that materially injures the reputation and goodwill of FFA or football generally.
- viii. Refrain from foul or abusive language or any form of personal abuse towards any Player, Match Official or other persons.

Continue to improve knowledge of the game and keep up with the latest coaching practices.



Code of Conduct - Manager

Below is the Club/Committee expectations for Managers which is not covered by principles from the FFA

Ensure quality supervision and instruction for Players is undertaken by Coaches.

Support Coaches to create a positive environment at the game and training; respect the rights, dignity and worth of all Players; and try to give all players equal time on the field.

Act honestly, in good faith and in the best interests of the club as a whole.

Ensure that any information acquired or advantage gained from the position is not used improperly.

Conduct club responsibilities with due care, competence and diligence. Get involved in appropriate ways if the coach or parents/spectators behave in unacceptable ways.

Ensure team shirts are distributed to all Players prior to each game and are collected afterwards to be washed and prepared for the following week. Team shirts must be returned to the bag after each game.

Ensure match cards are completed in accordance with requirements prior to all games.

Ensure all team members and their families receive all necessary information in a timely manner.

NOTE: Weekly match fees are no longer to be collected off every player. Instead match fees are now included in upfront registration cost for weekly expenses (e.g. referee and linesman fees)



Training sessions, balls and equipment

Training sessions

- ▶ All coaches and Managers will receive the training grid via email and their allocated training times.
- ▶ If you have any queries please contact the secretary (secretary@camdenfalcons.com.au)

Training balls and equipment

- ▶ Each team Coach for Miniroos will be given a bag with a ball for each player registered in the team.
- ▶ Training equipment will also be provided to each coach. This includes cones, bibs and poles.
- ▶ If during the season you need replacement balls or training equipment then please contact the secretary who will arrange your equipment with the equipment manager.



Kit bags, jerseys and training shirts

Kit bag and jerseys

- ▶ Each team will be given a Kit bag with player jerseys (including a goalie jersey) and an orange vest for parent (team) official. The team manager will allocate a person on the day to wear the orange vest.
- ▶ Jerseys remain the property of CAMDEN FALCONS. They are not for wearing down Argyle Street on Saturday afternoons after a game! They are to be kept together in the kit bag all season to be given out before the game and collected at the end of the game.
- ▶ The Kit bag including all jerseys and vests must be returned at the **end of the season;** by presentation day at the latest. Shirt numbers will be recorded so that we can track missing shirts at the end of the season.
- ▶ Training shirts (with sponsors logos) will again be provided for players in 2021.
- ▶ Training shirts are provided for players to keep and wear to training and to and from the game (rather than jerseys).



Game Day Regulations

Coaches, Managers and Officials must abide by the following competition regulations:

- ▶ Minis – Coaches take the field with their team and must wear a **blue vest**.
- ▶ Coaches and Managers **MUST** have a hard copy of team list available on match days.
- ▶ Each team must provide a minimum of one (1) person who will act as Team Official for a Match. The Team Official is a parent of the team:
 - ▶ shall be identified by wearing an **orange** coloured vest;
 - ▶ are responsible for bringing any spectator issues to the attention of the home club's ground official and
 - ▶ once the match has commenced, the Team Officials should be positioned with their Club's supporters.
 - ▶ No coach, manager or any other person shall be permitted to stand along the goal line. The match may be stopped at the discretion of the referee if this occurs



Match Cards

Match cards are a legal document

- ▶ Match cards must be filled in correctly with either blue or black pen. Errors can be crossed off but you cannot ever use liquid paper. Details are in the “Match Card Information” section of Match card.
- ▶ Managers must complete Match cards before a game including:
 - ▶ the details of the game (when and where, home and away teams playing, age/division etc);
 - ▶ details of the players (shirt number, surnames only (no first names), FFA number, reserves, borrowed players and stood down players);
 - ▶ Coach and Manager details (surnames only and FFA number).
- ▶ Alterations to a match card cannot be made after match has commenced. Players need to be listed on the card before a match commences.
- ▶ The Referee will complete the Match Card recording player cautions, send offs and the final score.

Sign the Match card

- ▶ **NEVER LEAVE a game without signing the card!** The Coach/Manager should review and sign the card to confirm the match score and player cautions/send offs have been recorded correctly by the referee. If wrong and not corrected then the details recorded will stand.



Game Information

DURATION OF MATCH

MINI ROOS	As per mini roos guidelines
UNDER 12	2 x 25 minute halves
UNDER 13	2 x 30 minute halves
UNDER 14	2 x 30 minute halves
UNDER 15	2 x 35 minute halves
UNDER 16	2 x 35 minute halves
UNDER 17	2 x 40 minute halves
UNDER 18	2 x 45 minute halves
ALL AGE	2 x 45 minute halves
O/35	2 x 45 minute halves
O/45	2 x 45 minute halves

MATCH BALLS

2 MATCH BALLS MUST BE SUPPLIED BY THE HOME CLUB/TEAM FOR ALL COMPETITION MATCHES

AGES 6 - 9 SIZE 3
AGES 10 - 13 SIZE 4
AGES 14 AND ABOVE SIZE 5

TEAM UNIFORMS

All players must be in correct approved uniforms.
Goalkeepers must be distinguished from all other players and referees.

Referees to Complete

CAUTIONS

Club	Shirt	Name	Offence

SEND OFFS

Club	Shirt	Name	Offence

GROUND OFFICIALS PRESENT Yes / No
TEAM OFFICIALS PRESENT Yes / No
MATCH REPORT TO BE SUBMITTED Yes / No

REFEREE'S ID No. _____



Match Card

Date: 7-3-17 Age: U12 Div: 3

Ground: BEL Round No. 1

Home Team: CAM Score: _____

SIGNED: Coach/Manager Sign
CONFIRMING SCORES AND OTHER INFORMATION IS CORRECT

Visitors: NAR Score: _____

SIGNED: Coach/Manager Sign
CONFIRMING SCORES AND OTHER INFORMATION IS CORRECT

	Start	Finish
1st Half		
2nd Half		

MFA USE ONLY

Match Card Checked: _____

These details will usually be already filled in at the club you play at, except for the signatures.

This information is always abbreviated. **Club name ("CAM" for Falcons)** abbreviations are different to **ground name** abbreviations.

NEVER LEAVE a game without signing the card!
You are signing to say you agree with the score and any other outcomes of the game (like cards).

Referee fills in the score like this:
6 (six)

You are the **home team** when you play here at Belgenny. You are the **Visitors** anywhere else.

Shirt: means the number on the back of the jersey.

Goalie is usually #1

ONLY use Surnames

FFA number is included in the team list.

“R” Column is for RESERVES.

Any player in your team who doesn't go on the field at the start of the game is a Reserve and needs to be marked with an “R” in this column.

Coach & Manager **SURNAMES** with their FFA number also.

If you borrow a player from a different team you put their name & team here. You may only borrow from teams below your age &/or division.

Abbreviated team names again for Home & Visitors

The match card is a legal document. Read this information carefully.

Match Card Information

CAM VS NAR

Home Team				Visitors			
Shirt	R	Surname	FFA No.	Shirt	R	Surname	FFA No.
1		* GOALIE *	12345678	1			
2		Smith		2			
3		Jones		3			
4	R	Black		4			
5		Blue		5			
6		Yellow		6			
7		Red		7			
8	R	Orange		8			
9		Green		9			
10		White		10			
11		Purple		11			
12		Pink		12			
13		Ivory		13			
14				14			
15				15			
16				16			
Coach Manager				Coach Manager			
Borrowed Players				Borrowed Players			
		Surname	Team			Surname	Team
		Bright	U12/4				
Stood Down Players				Stood Down Players			
		Players Name	FFA No.			Players Name	FFA No.

TEAM MANAGER/COACH TO COMPLETE PRIOR TO MATCH KICK OFF.

USE **BLUE OR BLACK PEN ONLY**

ALTERATIONS TO MATCH CARD CANNOT BE MADE AFTER MATCH HAS COMMENCED

MATCHES MUST START WITHIN 10 MINUTES OF SCHEDULED KICK OFF

REFEREES FEES ARE PAID BY THE HOME CLUB DURING NORMAL COMPETITION MATCHES

HOME TEAM IS THE TEAM LISTED FIRST IN THE DRAW

ONLY 3 PLAYERS CAN BE BORROWED FROM LOWER DIVISIONS OR AGE GROUPS

BORROWED PLAYERS MUST BE SHOWN ON TEAM LIST AND RECORDED AGAINST A TEAM SHIRT. THEY MUST ALSO BE RECORDED IN BORROWED PLAYERS SECTION INDICATING TEAM THEY ARE BORROWED FROM.

STOOD DOWN PLAYERS **MUST** BE LISTED IN THE STOOD DOWN SECTION

MARK ALL PLAYERS NOT STARTING THE MATCH WITH A “R” IN THE COLUMN FOR RESERVES

DO NOT USE GEL PENS

DO NOT USE LIQUID PAPER

REFEREES TO COMPLETE REFEREES SECTION

Make sure when you are the Visiting team that you fill out the correct side of the match card!



Injury and Player Reports

Injury Reports

- ▶ If a player in your team sustains an injury that will most likely result in a doctor or hospital visit, please complete an online FFA Sports Injury Claim form.
- ▶ [Claims – FOOTBAL NSW \(gowgatesport.com.au\)](http://gowgatesport.com.au)
- ▶ Send an email to secretary@camdenfalcons.com.au outlining details of injury such as day, grounds, name of player, outcome, etc and advising that online injury claim form has been forwarded to player, players carers or submitted.
- ▶ **The claim MUST be submitted with 120 days of injury and all medical certificates, etc to be included.**

Player caution/send-off

- ** This information is recorded electronically by MFA and is accessible for Clubs via Play Football. The Secretary will also receive an email via CMC (Competitions Management Committee).



Canteen and BBQ Volunteers

Organise Parents to Volunteer

- ▶ Each week parents are required to help in the Canteen and/or on the BBQ.
- ▶ We ask that one parent from each team donates at least half an hour of their time before their child's game.
- ▶ It is a good idea to lock in parents a couple of weeks in advance when you know the upcoming draw of games.
- ▶ Discuss canteen duty with your team parents now, before the season starts, so that everyone has plenty of notice and cannot always find a reason to get out of it!



Communication on Games and Wet Weather

Game Scheduling

- ▶ The Competition begins **10th and 11th April 2021**. The Association may schedule fixtures on evenings, Saturdays, Sundays and Public Holidays, subject to availability of grounds:
 - ▶ to ensure that competition rounds are played; and
 - ▶ to play matches moved due to State Cup or other similar commitments.
- ▶ A competition is to consist of a minimum of two rounds. Possible variations are: 8 teams = 21 matches, 10 teams = 18 matches, 6 teams = 20 matches.
- ▶ Competition formats and schedule of games is to be communicated when available.
- ▶ Encourage your team parents and players (when old enough) to download GameDay App onto their phones. This provides team with the schedule of matches throughout the season, including times, dates and grounds with a map.

Wet Weather

We are mandated by the Council as to when the ground is open and when it is closed. If the Council mark the ground "Conditional" that means it is our discretion to use for competition only, NO training.

Please check the website and FB page for the most up to date information. Please don't contact us; we will contact YOU! If any away fields are closed or games are cancelled for other reasons, the Secretary will call you to make sure you know as soon as we know.



Any questions??

Committee Contacts 2021

President (Acting): David Skillen

president@camdenfalcons.com.au

Vice President: David Feeney

vicepresident@camdenfalcons.com.au

Secretary/

MPIO: Cindy Fielder

secretary@camdenfalcons.com.au

Treasurer (Acting): David Feeney

treasurer@camdenfalcons.com.au

Registrar: Jonathan Fielder

registrations@camdenfalcons.com.au

Coaching Co: Jonathan Fielder

coaching@camdenfalcons.com.au

Equipment Mgr

(Acting): Callum Anderson

equipment@camdenfalcons.com.au

Ground Mgr: Tim Arnold

Canteen Mgr: Penny Coman

canteen@camdenfalcons.com.au

Small Sided Games

Co-Ordinator: Greg James

ssgc@camdenfalcons.com.au



What's Coming Up

- ▶ If you are interested in joining the committee please contact the secretary or speak to a committee member, we are always looking for more volunteers to assist with the operations of the club, including volunteers to help in the canteen on the weekends.
- ▶ The committee meets the second Tuesday of the month from 7.30 pm.
- ▶ M League Competition starts 21st March.
- ▶ u6-u9 Miniros coaches training course at Belgenny Oval – Wednesday 31st March at 6.30 pm
- ▶ Annual General Meeting – Date TBC
- ▶ Community Competitions start on the weekend of 10th April.
- ▶ **GO FALCONS !!**

