

Information Kit For Coaches And Managers

Please keep as a reference for the 2014 Season

Firstly - Thank You for being a team official

This information kit is intended to provide Coaches and Managers with information and guidelines to carry out their duties for the season. If you need further information or help at any stage of the season please don't hesitate to contact a committee member. Please advise a member of the committee of problems you may experience during the year. The committee are interested in any suggestions or improvements you may have to the running of Rovers Football Club.

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General Info

1. Key Dates

29-30 MAR 2014 Competition Starts – Round 1
May 2013 U7 Gala Day
2 Aug & 3 Aug 2013 Final Round of regular season

2. Matches

Minimum number of players ready to commence play within 15 minutes of starting time otherwise forfeit:
 6 and 7 years – four (4) listed players
 Other teams – seven (7) listed players

	Age	Match Duration	Ball Size	Field Size
MiniRoos	6 and 7 years	15 minutes each way	3	20 x 30m
	8 and 9 years	20 minutes each way	3	Quarter
	10 and 11 years	25 minutes each way	4	Half Field
Junior Teams	12 years	25 minutes each way	4	Full
	13 years	30 minutes each way	4	
	14 years	30 minutes each way	5	
	15 & 16 years	35 minutes each way	5	
Senior Teams	17 years	40 minutes each way	5	Full
	18 and over	45 minutes each way		

3. Wet Weather

Council grounds may be closed at anytime due to wet weather.

Week Days: During the week the Council conducts regular ground inspections and decides if grounds are open. Managers/Coaches or players may phone the Council's wet weather service on **9710 0105** from 12 noon on the day of your training. A recorded message will advise of any ground closures.

Competition – Saturdays and Sundays:

DO NOT CALL THE COUNCIL WET WEATHER LINE FOR THE WEEKEND GAMES.

On weekends the Sutherland Shire Junior Football Association decides (not the club) if grounds are playable during inclement weather. The club will not be informed until about 7.30am of that morning. As soon as the club has been informed a club representative will ring all team managers to allow them to contact their players. Generally the ringing will start with the first games played that morning, moving progressively through the timeslots. Please be patient, everyone will be informed.

As a general rule if in doubt, go to the field and be ready to play.

Emergency Services

000 Ambulance/Police/Fire

Utilities:

Water 13 2090
Electricity.....13 1388
Central Ambulance.....13 1233
State Emergency.... 9580 0999

Local Police:

Cronulla.....9527 8199
Engadine.....9548 4999
Miranda.....9541 3899
Sutherland.....9542 0899

Poisons Information Centre - 13 11 26

Enjoy a successful Football Season!

COMPETITION DATES 2013

ROUND	SATURDAY	SUNDAY
1	29 March	30 March
2	5 April	6 April
3	12 April ***	13 April ***
4	26 April ***	27 April ***
5	3 May	4 May
6	10 May	11 May
7	17 May	18 May
8	24 May	25 May
9	31 May	1 June
10	7 June	8 June
11	14 June	15 June
12	21 June	22 June
13	28 June ***	29 June ***
14	5 July ***	6 July ***
15	12 July ***	13 July ***
16	19 July	20 July
17	26 July	27 July
18	2 August	3 August
Semi Finals	9 August	10 August
Finals	16 August	17 August
Grand Finals	23 August	24 August

Note - Spare Days – Monday Long Weekend 9th June and Sat/Sun 30 August / 31 September

***** - School Holidays**

Note – No games are played on the Easter Weekend

Please keep this as a reference throughout the 2013 season and print and bring with you on Monday 12th March to our

The Coach

Duties & Responsibilities

This is a guide only of duties for a Team Coach. If you are a first time Coach or haven't coached for a while, it may help you through the first few weeks of play. Of course assistance to all coaches is available any time upon request.

1. General

The aim is to maintain team discipline and ensure good sportsmanship at all times, and to encourage parents and supporters to support the team.

- Coach must instil in the players that SPORTSMANSHIP & FUN are the order of the day.
- Coach must ensure that ALL players have EQUAL TIME ON THE FIELD.
- Coach must not criticize the referee at any time.
- Coach must not criticize the players. Praise and encouragement is more effective.

2. Child Protection

In accordance with the CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998, each of Loftus-Yarrowarra Rovers Coaches, Managers with players 18 or younger as well as Committee Persons is required to complete and sign a Prohibited Employment Declaration form and return it to the Club Secretary ASAP and definitely prior to the start of the season. Additional forms are available from the Club Secretary or Member Protection Officer.

3. Contact Sheet

Assist the manager in putting together a team contact sheet (shirt number required for teams U13 and above), ID number, phone, email address etc. This should be provided to all players/parents as "ring-around system" if/when required.

4. Equipment

A bag containing a match ball, training balls, cones, bibs & managers yellow jacket is provided by the Club at the start of the season. Additional training equipment is available in the gear shed; this should be returned at the completion of training. **Please ensure all equipment is collected at the completion of the last game and returned to the Gear Steward within one week of the end of the season.**

5. Training

Teams should be coached/trained at least once per week. Players should be shown and encouraged to practice skills or simple drills at home or with a parent.

Times & Fields: These will be allocated by the committee; any changes to training day/time should be coordinated via the committee;

Wet Weather Week Days: Ring Council's wet weather number **9710 0105** from 12 noon on the day of your training. There is to be no training if grounds are closed. Alternatively you can check our website www.roversfc.com.au

Note: Significant fines apply to clubs/teams that are found training on closed fields.

Dress: Ensure all players are correctly attired; boots and shin-pads; suitable clothing – the playing strip **is not to be worn at training.**

6. Player Rotation

Club policy is for players in all teams up to and including U15 to be rotated to ensure all players have an equal time in match play throughout the competition rounds, please refer to Fair Play Policy in this manual. To avoid disputes it is suggested that a player-rotation system be discussed with the manager and records kept of rotations/game times. The semi, final and grand finals are at the discretion of the coach.

7. Borrowing Players

Consult the coach and/or manager of the team from which it is proposed to borrow a player. Then, if necessary, approach the player. There is a range of rules regarding borrowing players, please familiarise yourself with these rules available via this link on our website [2014 Rules](#). If you are in doubt re borrowing a player(s) please contact club secretary or president prior to the game. The borrowed player's name and ID number must be entered on the match card along with the team the borrowed player is registered with and the player must sign the card. The same player can be borrowed a maximum of 3 times.

Borrowing players contrary to the Rules result in a loss of the match by forfeit together with the additional appropriate penalties.

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8. Match Days

a. Wet weather Competition – Saturdays and Sundays: If not previously advised, managers only are to contact the Club Secretary (after 7.30am) on match days if wet weather could cause transfer or cancellation of matches. They should then contact the Coach and team members. If there is any doubt go to the ground.

b. Pre-match: 30 minutes before the kick-off, players should be at the field, ready to play to enable the coach to organise the team and conduct a stretch/"warm up".

c. Match-sheets: Ensure match cards are filled in and signed at the end of the game (cross check with Manager). The referee must be notified if there is any change of goalkeeper, reserves, interchange or if additional players take the field. All names and ID numbers on the match card will be clearly printed. If a player is absent or not taking part in the game the player's name must be crossed off. The Coach and Manager's name must be printed on match sheet. All players 13 years and over must have their shirt number listed on the match card alongside the player's name. On completion of the game (after the referee has signed), sign the match card to verify the score and return the card to Ground Control.

Ensure Match Cards are Completed Correctly Otherwise the Club is Fined.

d. Dress: Ensure all players are correctly attired before taking the field. Check each player for the following: boots are tied and taped if necessary, shin pads are worn, the correct club strip shirts are worn and tucked in, no jewellery, no piercings, no long finger nails and ID cards are ready. Note all players are to have their own drink bottle. Drink bottles, buckets or sponges are not permitted on the field during a match.

e. Photo Identification Cards: All competition team players (10 years and above) must have ID cards in hand for checking by a representative of the opposition when the players take the field prior to kick off.

f. Match Ball: Ensure a licensed Match Ball is available for the game.

g. During the Game: Ensure instances of insulting language or threatening behaviour is reported to a ground controller (should be wearing high visibility official's vest).

h. Newsletters: Our Top Corner publication can be viewed on our website www.loftusrovers.com.au. You can also subscribe to have this delivered via email.

i. Ground Control: Assist/support the manager in getting the team organised, to roster or fulfil ground control duties.

9. Players

Let's not forget them because it's why we're all here, so be sure to encourage all players in your care to have a good time and enjoy their soccer and play in the spirit of the game.

Team Manager

Duties & Responsibilities

This is a guide only of duties for a Team Manager. If you are a first time Manager or haven't managed a team for a while, it may help you through the first few weeks of play. Of course assistance to all managers is available any time upon request.

I. General

Maintain team discipline and ensure good sportsmanship at all times. Liaise between coach and parents so the coach can devote all their time and energy to coaching. Request parents and supporters to encourage the team and recognise the efforts of all players.

- Instil in the players that SPORTSMANSHIP and FUN are the order of the day;
- Ensure that ALL players have equal time on field throughout the season;
- Do not criticize the referee at any time;
- Praise the players at all times. NEVER CRITICIZE a player. Praise and encouragement is more effective.

2. Child Protection

In accordance with the CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998, each of Loftus-Yarrowarra Rovers Coaches, Managers with players 18 or younger as well as Committee Persons is required to complete and sign a Prohibited Employment Declaration form and return it to the Club Secretary ASAP and definitely prior to the start of the season. Additional forms are available from the Club Secretary or Member Protection Officer.

3. Contact Sheet

Managers should provide all players with a contact list which includes the phone numbers of the coach, manager and all players (for a "ring-around system" when required). This should include (shirt number required for teams U13 and above , ID number, phone, email address etc.).

4. Draw up a Roster

It is strongly recommended that you draw up a team roster for some common team duties and hand it out to players/parents early in the season. Most junior teams roster a player/parent on each game to collect newsletters, write up the match report and organise post match treat (drink, fruit, chips, sweets).

5. Equipment

A bag containing a match ball and training soccer balls is provided by the Club at the start of the season. **These balls must be returned to the Gear Steward at the end of the season.** Additional training equipment is available in the clubhouse; this should be returned at the completion of training. Club shirts are a major expense and asset for the Club, so should only be worn for matches, not at training or at school or work. **Please ensure all balls and shirts are collected at the completion of the last game and returned to the Gear Steward within one week of the end of the season.**

6. Yellow TEAM MANAGER Jackets

Yellow jackets are required to be worn by managers. These will be supplied in your kit bag from the Gear Steward.

7. Match Reports

Arrange for match reports to be written each week by the manager or a roster of parents. Deliver the report to the Publicity Officer in time for its inclusion in the Top Corner newsletter (see the separate section in this manual detailing publishing requirements).

8. Training

Teams should be coached/trained at least once per week and the manager should be there to support the coach. Training provides an excellent opportunity to determine player availability and finalise rosters for upcoming ground control duties.

Wet Weather Week Days: Ring Council's wet weather number **9710 0105** from 12 noon on the day of your training. Alternatively you can check our website www.roversfc.com.au

Competition – Saturdays and Sundays: Managers only are to contact the Club Secretary (after 7:30am) on match days if not previously advised if wet weather could cause transfer or cancellation of matches. Then in turn contact the coach and the team members.

9. Player Rotation

Club policy is for players in all teams up to and including U15's to be rotated to ensure all players have an equal time in match play throughout the competition rounds, please refer to Fair Play Policy in this manual. To avoid disputes the Manager should complete a player rotation sheet after each match, examples included in this manual. The semi, final and grand finals are at the discretion of the coach.

10. Borrowing Players

Consult the coach and/or manager of the team from which it is proposed to borrow a player. Then, if necessary, approach the player. There is a range of rules regarding borrowing players, please familiarise yourself with these rules available via this link on our website [2014 Rules](#). If you are in doubt re borrowing a player(s) please contact club secretary or president prior to the game. The borrowed player's name and ID number must be entered on the match card along with the team the borrowed player is registered with and the player must sign the card. The same player can be borrowed a maximum of 3 times.

Borrowing players contrary to the Rules result in a loss of the match by forfeit together with the additional appropriate penalties.

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11. Match Days

Wet Weather Competition – Saturdays and Sundays: If not previously advised, managers only are to contact the Club Secretary (after 7.30am) on match days if wet weather could cause transfer or cancellation of matches. They should then contact the Coach and team members. If there is any doubt go to the ground.

Match-cards: Ensure match cards are filled in correctly and signed at the end of the game (cross check with Coach).

- Upon arrival at the field, fill out the match card in BIRO. Match Cards are at Ground Control.
 - At the end of the game, go to Ground Control and check that you have put all names, numbers, Coach Name and Managers Name on the sheet correctly. Tick all appropriate boxes, check score, and then sign the match card.
 - Ensure Match Cards are completed correctly otherwise the club is fined.
- a. **Pre-match:** Players should be at the field, ready to play 30 minutes before the planned commencement of the match to enable the coach to organise the team and conduct a "warm up".
 - b. **Dress:** Ensure all players are correctly attired before taking the field. Check each player for the following: boots are tied and taped if necessary, shin pads are worn, the correct club strip shirts are worn and tucked in, no jewellery, no piercings, no long finger nails and ID cards are ready. Note all players are to have their own drink bottle. Drink bottles, buckets or sponges are not permitted on the field during a match.
 - c. **Photo Identification Cards:** All competition team players (10 years and over) must have an ID card available for checking by a representative of the opposition when the players take the field prior to kick off. The manager is responsible for the safe keeping of the ID cards. Cards for borrowed players must be returned by the manager of the team borrowing to the manager of the lending team. Loss of an ID card will prevent the player concerned from playing until a replacement is obtained.
 - d. **Match Ball:** Ensure a licensed Match Ball is available for the game. This match ball is supplied in your kit bag from the Gear Steward and should be kept aside for Match Days only and not to be used in training sessions.
 - e. **During the Game:** Ensure instances of insulting language or threatening behaviour is reported to a ground controller (should be wearing a high visibility vest).
 - f. **Red Cards:** Where a player receives a red card, the Manager must hand the player's ID card to the referee at the completion of the game. Failure to comply will incur a fine against the club. If this process fails please contact our club president or secretary.
 - g. **Newsletters:** Our Top Corner publication can be viewed on our website www.loftusrovers.com.au. You can also subscribe to have this delivered via email.
 - h. **Ground Control:** When allocated to ground control, ensure a roster is created and published. To avoid being late please aim to take over duties early (5 minutes).
 - i. **Ground Control jacket:** Ensure an orange vest at all HOME GAMES only is given to a parent of your team to do Ground Control duties at that field only.

12. After The Match

- a. Ensure you collect all gear, match ball etc and have all ID cards.
- b. Complete the match card and ensure it is signed by the coach and manager.
- c. Report any injuries to Ground Control and if necessary fill out an injury form. This is essential if there is any possibility of an insurance claim.
- d. Write the match report and forward it to the Publicity Officer (refer to the Publicity Officer's section for deadlines).

13. Fines

There are various fines the club receives from the Association for administrative errors/omissions while you carry out your duties on match-days. Please make yourself fully acquainted with them (contact a Committee member) to avoid

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unnecessary cost to the Club. Remember: a dollar saved is a dollar earned!! A current list of fines is located in this manual.

14. Ground Control and Canteen Duty

Each team will be allocated ground control and canteen duty by a roster from the committee. This notification appears in the Top Corner each week as an underlining of the rostered teams on the page showing the next week's draw.

The Manager will arrange a roster of parents and players to carry out these duties on the dates as allocated. **If there is any difficulty raising numbers for the roster let the Publicity Officer know by Sunday evening (the day after notification has been announced).**

Saturday Two SSF / MiniRoos teams (U6 – U9) will be rostered morning duties usually between 7.30 and 10.00am.

They will be required to provide 2 people for the canteen, 1 person for the BBQ, 3 people for Ground Control (orange jackets) and 4 people for setup from 6.50am.

One SSF / MiniRoos team (U10 – U11) will be rostered morning / afternoon duties between 10.00 and 1.00pm. They will be required to provide 1 person for the canteen, 1 person for the BBQ, 2-3 people for Ground Control (orange jackets) and 2 people for setup from 6.50am.

One competition team (U12 and above) will be rostered afternoon duties between 1.00pm until close. They will be required to provide 1 person for the BBQ, 2-3 people for Ground Control (orange jackets) and will be required to pack up the oval at the end of play.

Sunday There will be an AM team that will be setup and ground control between 7.00am and 12.00pm and a PM team that will be pack up and close from 12.00pm. Each team will be required to provide 1 person for the canteen if required, 1 person for the BBQ and 2 people for Ground Control (orange jackets). The PM team will be required to forward completed match sheets to the blue mailbox at Bates Drive.

Please note that Sunday teams will need to contact John Lane our club secretary for keys to the clubhouse to open up on a Sunday morning.

There is a GROUND CONTROL checklist that details each job that needs to be done relevant to the time of your duty. Please familiarise yourself with this – it can also be printed out from our website www.roversfc.com.au for you to use on the day.

15. Season Finish

- a. Return all match and training balls and equipment to Gear steward.
- b. Provide a team report to Publicity Officer for the Annual report.

Child Protection Policy

Guidelines published by the NSW Department of Sport and Recreation and endorsed by the Sutherland Shire Soccer Football Association has established that each Club within the Association is to have a Member Protection Officer, establish a Policy and adhere to published procedures while maintaining confidentiality concerning any reported incidents.

LYRFC Child Protection Policy

Protecting children from abuse is a responsibility that we all must undertake.

Through the implementation of strategies that assist in preventing child abuse from occurring, Loftus-Yarrawarra Rovers has taken a proactive role in relation to child protection and intervention.

These strategies will help to foster a safe and positive environment for children and young people to participate in soccer activities.

Loftus-Yarrawarra Rovers is committed to ensuring that the safety, welfare and well being of children is maintained at all times during their participation in soccer activities run by Loftus-Yarrawarra Rovers.

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Loftus-Yarrawarra Rovers aims to promote a safe environment for all children and to assist all officials, coaches, members and volunteers to recognise child abuse and neglect and to follow the appropriate notification procedures when reporting any alleged abuse.

In accordance with the CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998, each of Loftus-Yarrawarra Rovers Coaches, Managers and Committee Persons is required to complete and sign a Prohibited Employment Declaration form.

Procedure

Should any Club member suspect a case of child abuse during any of our soccer activities please report it promptly to the Child Protection Officer. Note that all matters will be treated in the strictest confidence.

Member Protection Officer

Jannell Lane

Telephone 0403 956 225

Fair Play Policy

To all Coaches & Managers

Fair Play Policy

The Rovers Football Club has a "fair play policy" for all players in teams under 6's to under 14's. The Sutherland Football Association has this self same policy for all clubs in The Sutherland Shire. This document is intended to guide C & M's in the interpretation of the policy as it applies to our club. The policy is intended to give all players within these age groups as equal a playing time as possible throughout the season. The policy is an attempt to:

- Encourage the concepts of teamwork and sportsmanship.
- Educate players in the concepts of "fair play".
- Maintain dignity and pride for all the individuals within the team.
- Encourage individuals to be committed to their team. Where it is demonstrated to a player that they are an equal contributor to their team, they are more likely to develop skills and fitness for that team.

In implementing this policy the following points need to be adhered to:

- A record of player time on and off the field is to be kept throughout the season.
- No player (or players) is to be considered "bench players" :i.e. start from the bench each week. Where a team has more than eleven players all team members are to share a time starting from the bench.
- Whilst the policy is intended to give equal playing time throughout the season, it is also intended that players are given as equal time in individual games as possible.
- Where a player misses several games, as they are unable to play for whatever reason, it does not give that player the right to play the rest of the season without being subbed. A player who presents themselves every game demonstrates a commitment to the team irrespective of that player's ability.
- No player from a team is expected to be benched for a game at the expense of a player borrowed from another team. The intension of a borrowed player is to supplement the team; not to dominate the play.
- Players are to be encouraged to stay on the field. A player seeking to be subbed should have a credible reason (mainly injury). The coach should demonstrate to every player the expectation of commitment from that player.

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Exceptions:

- Where a team is in competition the goalkeeper is considered a specialist position to the degree it is normal for 2 to 3 players to be available for that position. However, where a coach is using a regular goalkeeper the player would still be expected to be replaced at appropriate times: e.g. if the team is 2-3 goals ahead, use the substitute goalkeeper.
- If a coach considers another position to be a specialist one due to circumstances, it must be discussed with the committee.
- Where a team has more than 2 reserves, the coach may prefer to roster players off duty each week. All players would need to be included on the roster.

Communication with players and parents: Coaches & Managers are expected to communicate their point of view to players and parents and seek their approval for the strategy they wish to implement.

Finals Series: Whilst it is coach's discretion for teams that make the finals, it is expected every player in the team has reasonable match time. U10's, 11's & 12's = 15-minutes minimum playing time. U13's & U14's = 20-minutes minimum playing time. A borrowed player cannot play at the expense of a regular team player.

Fair Play Policy – Time Keeping Records

Below are two forms that can be implemented in keeping time records of players on the field during a game. A choice of either of these forms is to the discretion of the manager and coach. These are essential for managers to fill out to ensure equal playing time is given to each player and to ensure any disputes are managed correctly by the committee.

Form 1 – Point System Method

ROVERS FC																			
Player availability stats points system																			
Points: away = 1 / can't play injured = 2 / benched = 3 / bench whole game = 4																			
Note: High numbers have priority for full games.																			
	Round																		
Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Player 1 (example)	4	3	1	2															10
Player 2																			
Player 3																			
Player 4																			
Player 5																			
Player 6																			
Player 7																			
Player 8																			
Player 9																			
Player 10																			
Player 11																			
Player 12																			
Player 13																			
Player 14																			
Player 15																			
Player 16																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Tot

Form 2 – Time Keeping Method

ROVERS FC																				
Player availability stats time system																				
Minutes: away = half game time / can't play injured = quarter game time																				
Low number of minutes gives player priority																				
Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Tot	
Player 1 (eg)	27	100	23	32															182	Minutes
Player 2																				Minutes
Player 3																				Minutes
Player 4																				Minutes
Player 5																				Minutes
Player 6																				Minutes
Player 7																				Minutes
Player 8																				Minutes
Player 9																				Minutes
Player 10																				Minutes
Player 11																				Minutes
Player 12																				Minutes
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Tot	

Ground Control & Canteen Duties

Duties and Responsibilities

Ground Control and Canteen duties are important Club functions which team players/parents are required to fulfil no more than three times per season. Managers should impress upon and clarify this with their team parents so that no glitches occur on match-days due to 'no-shows' or 'no interest'. **In the event there is a real problem, contact the Head Ground Controller or Canteen Manager as soon as you find out your team is on ground-control.**

Ground Control and Canteen duties—including running the barbecue—are allocated by the Committee and advised in the weekly Newsletter and on our website www.roversfc.com.au. Managers are then responsible for setting up a roster to carry out all of these duties on the nominated day.

This season we are endeavouring to make this easier for Managers by supplying a Ground Control Checklist on the website for our Managers to download and print prior to their Ground Control duties, this ensures coverage of all tasks and allows for games to run smoother on the day. We are also suggesting the following guidelines for rostering on your team for ground control.

GUIDELINE FOR GROUND CONTROL: (example only)

TIME	CANTEEN	BBQ	HEAD OF GROUND CTRL	SET UP OF FIELD
7:00 – 8:30am	LAMONT FAMILY CURREY FAMILY	YOUNG FAMILY	LANE FAMILY	HOLLANDS FAMILY LOCKWOOD FAM
8:30– 10:30am	FSADNI FAMILY PARNELL FAMILY	WILLIAMS FAMILY	FITZPATRICK FAMILY	

Once you have allocated a spot, it is then sent out to your team. If they cannot do the allocated spot given to them they must arrange a swap with another family or find one person to fill in for them. This eliminates the Manager's time in trying to cover duties with reluctant parent participation.

Change over times varies each week depending on the games given to us by the Association. Your times that your team need to cover will be detailed and outlined in the newsletter two weeks before your Ground Control duty.

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Ground Control Duties

The Head Ground Controller (Committee) arrives at 6:50am to organise volunteers to start preparing the field. At least six persons are required for setting-up the field each week, and they should arrive at 6.50am to do this work to make the fields ready for an 8:00 kick-off.

(N.B. The Club is fined if matches don't run to time, hence the early start).

The BBQ is to be set up and cooking by 7.40am. Usually one person can start cooking, although two may be required for busy periods during the day i.e between games and between 12 midday and 1:30pm.

On Saturday mornings, depending on the number of games, two SSF and one junior teams will be allocated on from 7:00am – 1:00pm. A junior or senior Sat team will then take over from 1pm till close.

On Sunday's – Ground Control will look different this year as we will be having an overflow field. This field will more than likely not have a canteen available or BBQ, so one team will be assigned Ground Control to set up the field and wear our orange Ground Control jackets in case of ambulance assistance, referee management and crowd control. At Loftus oval we will endeavour to have two teams rostered on to Ground Control depending again on the games allocated by the Association.

N.B. Every team must be prepared to complete their share of ground-control/canteen duties. If a manager knows there will be problems rostering enough personnel to complete set-up and canteen duties, they must contact the Head Ground Controller as early as possible in the week so that alternative arrangements can be made.

Specific Ground-control Duties Required

- Check which age division matches will be played during the day and set the fields in accordance with field sizes.
- Mark the fields
- Erect corner flags and halfway line flags (one metre out from sideline).
- Erect goal nets (ensure that balls cannot pass between the net and the post or under the net).
- Open the public toilets and lock them at the end of the day (keys in the canteen).
- Provide two people for Saturday or one person for Sunday canteen duty from 7.30am
- Provide one person for BBQ duty from 7.30am
- Provide one person to be Head of Ground Patrol wearing a flame orange vest. **(N.B. This is an Association ruling)**. Their main duties are to act on a referee's request to check unruly behavior, ensure flow of car parking facilities and to ensure games run to time and be point of contact for any field emergencies.
- Organise a Club-appointed referee should a "black and white" not be available. This can be anyone at the Ground, but preferably a Loftus-Yarrawarra representative. SSF referees are usually allocated by the Club.
- Ensure that referees and teams are ready to commence each game on time.
- Monitor & ensure referees' safety.
- Referees are to be in centre of their field & blow the whistle (three minutes prior to game start) to alert coaches & managers for on time start.
- Ensure match cards are filled in correctly and are signed by the coach and manager of both teams.
- Ensure supporters behave in a sportsman-like manner. **Any situation of threatening/abusive behaviour not able to be resolved should be reported to Engadine Police (phone: 95484999).**
- Remove any person coaching a team from behind the goal posts.
- There is an Association requirement that whenever our teams play North Caringbah the Loftus team must wear a contrasting shirt. Contact the Gear Steward, who will allocate the correct shirts for the day. These shirts must be returned to the Gear Steward prior to the next weekend and must be washed.

Upon Completion of the Day's Play

- Three parents/players are to remove all field equipment and store it in the ground control shed, ensuring it is secured;
- Ensure match-cards are filled in correctly and are signed by the coach and manager of all teams. **[N.B. The Club is regularly fined for infringing this, and the following, Association ruling.]** ;

Please keep this as a reference throughout the 2013 season and print and bring with you on Monday 12th March to our

- Ensure the gear-shed, clubhouse, clubhouse toilets and surrounds are clean, tidy and locked;
- Someone is to remain with the Canteen Committee member on duty, assist with lock-up and help carry any left over items to their car.
- **Sunday ground control teams must take all match sheets and match day summary sheets to Bates Drive Football Complex and deposit them in the large blue mailbox at entrance gate at the end of the day.**

Canteen Duties

The Club depends on Canteen takings for a significant part of its revenue and so its operation is an important part of the Club's management. Please treat the role responsibly, honestly and respectfully when it is your turn to assume this function during the season. The club now has paid positions in the canteen that will require assistance from the team on ground control when busy.

Never leave the canteen empty during the day, if for example the canteen employee needs to leave for a bathroom break the team on ground control need to supply a volunteer to assist.

(N.B. Every team must be prepared to complete their share of canteen duties if assistance is required.

Specific Canteen Duties Required

- Employee rostered on for the day will arrive 7.30 to set up the canteen.
- The team that is on ground control will setup the BBQ and start cooking (bacon, eggs, sausages, onions & steak) once the canteen employee has arrived.
- The team on ground control needs to supply volunteers at their designated ground control time allocation to assist the canteen employee.

Canteen Employee Duties

- Open at 7.30am.
- Help direct assigned ground control of their BBQ duties.
- Set up the Coffee Machine and familiarize yourself with its operation.
- Fill and turn on water urn/jug (keep full and hot).
- Refill drink fridge as necessary throughout the day, ensuring that new stock goes behind stock already in the fridge.
- Keep sufficient stock of pies and sausage rolls in the oven. **N.B. Pies will burn if the oven is left on the "High" setting.**
- Rolls are stored in tub provided.
- Cut bread rolls and pair slices of bread, wrap in serviettes ready for sale, this is ongoing throughout the day.
- Return remaining food to fridge and freezers. Bread is stored in plastic tub provided.
- **Note - Referees & linesmen are entitled to a free soft drink or coffee from the canteen.**
- At the end of the day leave the canteen floor and bench-tops clean, turn the oven and urn off and leave the fridges on.
- During the day when possible, Canteen Committee Members will monitor the cash in the cash register and reconcile the takings at the end of the day.
- Detailed operation instructions are displayed in the canteen.

**Note – Children under the age of 16 are not permitted in the Canteen
(Due to risk of injury and licensing laws)**

Match Reports - Newsletter

It is customary for teams, to submit a match report of games each week. In the past we have relied on a weekly newsletter but, this year, with the availability of our website, www.roversfc.com.au, reports will be posted directly to that site for viewing. Managers can either write the report themselves or delegate one of the parents or players to do it. Either way, as soon as it can be returned the faster it will appear on the web.

The newsletter will now be known as “**The Top Corner**”. It will be provided as a PDF document on our website. You can also elect to receive it via email by logging on to our website www.roversfc.com.au and subscribing to our newsletter.

As for match reports, to ensure uniformity please use the guidelines shown below and pass them on to anyone in the team who will be the stand-in scribe each week.

I use an Apple MAC and MS-Word or Apple Pages as the editing program, so I need compatible with those formats. Late reports can be posted in a following week, but players (even senior players, I suspect) like to see it the next week so try to be punctual.

Match Report

Tuesday by 12 noon - E-mail match report to publicity@roversfc.com.au

Attach the report as a Word (.docx) document. Use the following format in the subject of your email so I know which team I'm reading about and which week it was:

“11 Mar 13C vs MENAI HAWKS Won 2 – 1”

For SSF teams (U11's not included) please do not include the result/score as the Association does not allow us to print them. Thanks.

Please note that **The Top Corner** also provides you with all **GROUND CONTROL** information, news from our **CLUB SECRETARY**, **Club Statistics** for 2011 and all other **IMPORTANT information** for our club on a weekly basis so it is important to ensure you read this each week and inform your team.

It is also important to check your emails on a Friday for any game amendments we may receive from the association. This will be emailed to you direct from the Publicity Officer and asked for a confirmation that you have received the amendment and informed your team. These aren't frequent but when they do happen it's good to be in practice to check your emails.

If you have any problems or questions, you can contact me:

Phone or e-mail

0404448729	jamiemunro@optusnet.com.au
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Jamie Munro
Publicity Officer

Please keep this as a reference throughout the 2013 season and print and bring with you on Monday 12th March to our

MiniRoos Rules

Please find a full set of rules via the link on our website.

LOFTUS YARRAWARRAH ROVERS FC COMMITTEE 2014

<u>Position</u>	<u>Name</u>	<u>Phone</u>	<u>Mobile</u>	<u>e-mail</u>
President	John Lane	9521 5133	0417 238687	a-lane@bigpond.com
Secretary	Michelle Currey	9545 6216	0438 100 760	dmcurrey@optusnet.com.au
Vice President	Danni Fitzpatrick		0449 877 781	dani1970@optusnet.com.au
Treasurer	Michael Clayden	9521 6856	0439 436 296	michael@criterionfs.com.au
Registrar	Joshua Fsadni	9521 7850		fsadni@optusnet.com.au
Canteen Supervisor	Fiona Murray	9545 6588	0423 150 177	brenfemurray@bigpond.com
Publicity Officer	Jamie Munro	9576 5900	0404 448 729	jamiemunro@optusnet.com.au
Gear Steward	Sue Jones		0419 258 447	dsjones1001@optusnet.com.au
Ground Controller	Martin Duncan		0407 942 396	martin.duncan@bigpond.com
Technical Director	Mitchell Peacock		0409 711 976	mitchell_ranga89@hotmail.com
Social Secretary	Alison Maloy		0438 233 581	alison@telcovision.com
Association Delegate	John Lane	9521 5133	0417 238687	a-lane@bigpond.com
General Committee	Darrin Currey	9545 6216	0417 484 044	dmcurrey@optusnet.com.au
General Committee	Rob Walton	9576 5659	0415 169 684	Rwalton2232@gmail.com
General Committee	Gary Young	9548 5102	0431 937 488	gazzar@internode.on.net
General Committee	Tania McLean	9542 4865	0419 605 185	familymclean@bigpond.com
General Committee	Karl Lauxmann		0413 750 210	karl.e.lauxmann@yahoo.com.au
General Committee	Marc Lamont		0417 226 948	dsjones1001@optusnet.com.au
General Committee	Greg Quinnell		0412 683 339	kgquinnell@optusnet.com.au

Enjoy!

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