



Information Kit For Coaches And Managers

Please keep as a reference for the 2021 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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2021 Loftus Yarrowarrah Rovers FC Committee

Please keep this as a reference throughout the 2021 season.

General Info

I. Key Dates

10-11 April	Competition Starts – Round 1
30 May	U7 Gala Day
TBA	Team Photos
7-8 Aug	Final Round of regular season
TBA September	Senior Presentation
TBA September	Junior Presentation & AGM

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 Quarter Half Field
	8 and 9 years	20 minutes each way	3	
	10 and 11 years	25 minutes each way	4	
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

Please keep this as a reference throughout the 2021 season.

Enjoy a successful Football Season!

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 criticise the referee at any time.
- Coach must not criticise the players. Praise and encouragement is more effective.

2. Working With Children

It is a **Football NSW Policy** that all people assisting the club in volunteer or paid roles over the age of 18 must obtain a Working With Children Number. This process is an important step in us ensuring a safe environment for all children at Rovers FC. This must be provided to Football NSW prior to the start of the season.

3. Contact Sheet

Assist the manager in putting together a team contact sheet (shirt number required for teams U12 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 the SSFA website [2021 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.

Please keep this as a reference throughout the 2021 season.

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 players 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 Summary:

• All players registered in Under 12 Divisions and older must have and present for inspection I.D. cards showing the correct team and grade for the current year. Players in Under 10 and Under 11 Divisions must have I.D. cards but only need to present these for inspection if they take part in Under 12 or older competition matches. See the SSFA Rule book for further details.

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.roversfc.com.au.

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.

MiniRoos Coaches Code of Behaviour

In addition to LYRFC's expectations there is also a MiniRoos Coaches Code of Behaviour. A copy of which is contained here.

- Remember that young people participate for pleasure, and winning is only part of the fun
- Never ridicule or yell at a young player for making a mistake or not coming first
- Be reasonable in your demands on players' time, energy and enthusiasm
- Operate within the rules and spirit of your sport and teach your players to do the same
- Ensure that the time players spend with you is a positive experience - all young people are deserving of equal attention and opportunities
- Avoid overplaying the talented players; the 'just average' need and deserve equal time
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators, and encourage players to do the same
- Show concern and caution towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people
- Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion

Team Manager

Please keep this as a reference throughout the 2021 season.

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.

1. 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 criticise the referee at any time;
- Praise the players at all times. NEVER CRITICISE 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.

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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 the SSFA website [2021 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.

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.

- 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 Summary:**
All players registered in Under 12 Divisions and older must have and present for inspection I.D. cards showing the correct team and grade for the current year. Players in Under 10 and Under 11 Divisions must have I.D. cards but only need to present these for inspection if they take part in Under 12 or older competition matches. See the SSFA Rule book for further details.
- 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 <http://www.roversfc.com.au>.
- 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.

Please keep this as a reference throughout the 2021 season.

- 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 unnecessary cost to the Club. Remember, a dollar saved is a dollar earned!!

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 on the website, Facebook and all Coaches and Managers are notified by email.

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 2 people for the canteen, 1-2 people 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.

Please keep this as a reference throughout the 2021 season.

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-Yarrowarra 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-Yarrowarra 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-Yarrowarra Rovers.

Loftus-Yarrowarra 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-Yarrowarra 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

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:

Please keep this as a reference throughout the 2021 season.

- 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.

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.

Please keep this as a reference throughout the 2021 season.

Form I – 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

Please keep this as a reference throughout the 2021 season.

Form 2 – Time Keeping Method

ROVER S 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)	2 7	10 0	2 3	3 2															18 2	Minut es
Player 2																				Minut es
Player 3																				Minut es
Player 4																				Minut es
Player 5																				Minut es
Player 6																				Minut es
Player 7																				Minut es
Player 8																				Minut es
Player 9																				Minut es
Player 10																				Minut es
Player 11																				Minut es
Player 12																				Minut es
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	1 5	1 6	1 7	18	Tot	

Please keep this as a reference throughout the 2021 season.

Ground Control, Canteen & BBQ Duties

Ground Duty – Ground Control (orange jacket), Canteen & BBQ are important club functions that parents/players are required to fulfil as part of registering to play football. All teams within Loftus Rovers are allocated Ground Control during the season on a Rotation Roster, each team can expect to be allocated ground duty approximately 3 times each season. We require these positions to be filled each week to not only comply with Sutherland Shire Football Association (SSFA) rules but also to ensure game days run efficiently and safely.

This year we continue to have canteen assistants working in the Canteen during busy periods to assist teams.

Please arrive at least 10 minutes before your allocated duty time to ensure games run on time.

How will I know I'm on Ground Control?

Each week upon receipt of the Draw from the SSFA, a post on the Rovers Website will indicate which teams are allocated to the following weekend or round.

Coaches and Managers will also receive an Email advising them their team has been allocated ground duty and relevant information for that week. Managers are required to acknowledge receipt of this email notification.

Are there any Restrictions with Ground Control?

You must be over 16 years to volunteer in the Canteen or BBQ. Responsible Adults only are to wear the Ground Control Orange jackets. For their safety, children are not permitted in the canteen or behind the BBQ.

What happens if I don't want to do Ground Control?

As part of your registration you agree to perform your team's share of Ground Duty allocations. We are a community club run by your fellow members who are all volunteers. In order to keep registration fees at a reasonable amount; game days running efficiently; and ground maintenance safe without the need for weekly raffles and fundraisers, we must have the canteen and BBQ running throughout the.

It is a requirement by the SSFA to have people on Ground Control at our fields at all times or the Club will be fined. We try to make Ground Duty as easy as possible and hopefully it will be no more than 3 times a year. It is a requirement upon registration that you can assist when required however, we understand that sometimes you have an event that you can't get out of, please speak to your manager to see what they can arrange and if you know well in advance, get in touch early so we can plan around your event.

Ground control can be fun and a great way to watch some great football and meet some new people within our club and local community.

What are Ground Duties?

This year we have made changes to Ground Duty and the requirements are slightly different between Saturdays and Sundays. A check list of what is required during Ground Duty is located on the website. Below is the breakdown of what is required from your team.

Please NOTE: All teams playing at Home must allocate 1 parent to wear a ground control during their game, this include MiniRoo teams for Home games only. This is to ensure each field has a Ground Control person on hand and supports the team/s on Ground Duty cover all requirements.

What if My Home Game is at another Field?

We must assist with the ground setup (nets etc. if you are the 1st game) also you must have 2 people wearing Ground control jackets at all times, NO EXCEPTIONS

Please keep this as a reference throughout the 2021 season.

Who helps with Ground Control?

On a Saturday Morning, when the field is at the busiest we have a Head Ground Control person that will direct what is required in the Morning by all the Helpers.

Sunday setup is completed by the allocated team only, if you require KEYS for the gear shed please contact John Lane By SATURDAY at the latest. The day must run on time, please make sure you have the correct number of people to setup the fields to commence at the advertised game time.

There is a canteen Assistant in the Canteen all day running the canteen, should you need to contact a committee members please speak to the assistant and they will get a message to the appropriate person.

What happens if there is no referee?

During MiniRoos games the club has an appointed referee coordinator, he will arrange referees/games leaders for all Home MiniRoos games.

If there is a no show of a Black and White referee during Junior and Senior games, Ground control as well with the assistance off the Home team manager must find a ground appointed referee. A whistle and a stop watch can be located in the club house near the match sheets. Please check at least 10 minutes before kick off if you have a referee in order for games to run on time.

What does the Orange jacket mean?

This is an important and official duty. The orange jacket indicates that you are a club official at the field.

One person wearing an orange jacket is to stay near the Ground Control room as all times.

Each field in use must have one person wearing an orange jacket on the sideline at all times.

The jacket makes you easily identifiable should you need to assist home or away teams while they are at Loftus Oval. This includes supporting Referees, helping visiting teams with Match Sheets and facilities; and may mean moving goal posts, crowd control, parking issues, injuries on the field, assisting the referee should they have any issues with spectators or coaches. Also if canteen or BBQ is busy for a short period of time please offer to find someone to assist, especially on a Saturday Morning when the field is at its busiest.

Each Rovers team playing at Home is required to have one volunteer wear an orange jacket for the field on which their team is playing. This includes MiniRoo teams. It is important to note that all of our MiniRoo Referees are Junior players with our Club and must be treated respectfully – Ground Control on our two small fields is primarily about providing support to these young people.

All Competition teams (Junior and Senior) must have an additional person wearing a ground control jacket solely to supervise your team's supporters. This person's name must be written on the Match Sheet. Once again, fines apply if teams don't comply. All of these Rules are to do with providing and maintaining a safe environment for all players, spectators, volunteers and referees.

Match Sheets – a blank match sheet template is kept on the Ground Control Room desk – this may be used to assist teams to complete the sheet accurately and appropriately.

Committee Contact details are listed on the wall in the Ground Control Room along with those for all Coaches and Managers. Please make contact with a committee member if you have any questions or concerns.

Thank you for Volunteering.

Please keep this as a reference throughout the 2021 season.

GROUND CONTROL BREAK DOWN

SATURDAY 1st Shift - 7am to 10am

Note – 2-3 teams will be allocated to the above time slot. You need to share the duties between all teams.

- 7am: A Minimum of 6 People to assist the Head Ground Control person with Field Setup. Please make sure that you are able to lift portable goals etc.
- 7.30am to 10am - 2 people on BBQ
- 7.30 to 10am - 2 people in the Canteen
- 7.40 to 10am – 3 people to Wear Ground control Jackets and assist with game day requirements. Please offer assistance if the canteen or BBQ become busy so there are no long queues
- 5 people are required to change over fields from MiniRoos quarter field to half field. These times will change depending on the games allocated that day.

SATURDAY 2nd Shift - 10am to 1pm

Note – 1-2 teams will be allocated to the above time slot. You need to share the duties between both teams.

- 10am to 1pm - 2 people on BBQ
- 10am to 1pm - 2 people in the Canteen
- 10am to 1pm – 3 people to Wear Ground control Jackets and assist with game day requirements. Please offer assistance if the canteen or BBQ become busy so there are no long queues
- 5 people are required to change over fields from Miniroos half field to full field. These times will change depending on the games allocated that day.

SATURDAY 3rd Shift - 1pm to Close

- 1pm to Close: 1-2 persons on the BBQ. At the end of the last game please close down and clean BBQ and equipment and pack away.
- 1pm to Close: 2 Ground control Assistants to wear Orange Jackets at ALL TIMES
- End of the day: 6 people to pull down the field, clean ground and wait until the canteen assistant has left for the day.

SUNDAY AM Shift (7am to 12pm)

- 7am: 5 to 6 people to Set Up field
- 7.15am: 1 Person to pick up bread and rolls from Sutherland Hot Bread shop (Van Tai Hot Bread) – next to White Horse Coffee and then meet Canteen Assistant at oval by 7.30 to assist with canteen setup.
- 7.30am: 1 Person on BBQ till 12pm
- 7.45am to 12pm: 2 people on Orange Jackets AT ALL TIMES NO EXCEPTION!

SUNDAY PM Shift (12pm to Close)

- 12pm to Close:** 1 person on BBQ at all times, this person is also responsible for cleaning and packing away BBQ equipment and bbq area.
- Replace Empty Gas Bottles** – During the afternoon check gas bottles (test using connection on bbq to ensure they are empty). Advise canteen how many bottles you need to fill. Collect money from canteen and organise to get the gas bottles swapped. *Make the decision* to either send someone out during your duty time to exchange bottles or have someone take them home at the end of the day and return the full bottles to the control room before the next weekend, leaving the receipt and any change in the plastic sleeve on the canteen door.
- Pack Up Field** - After Last Game 5/6 People to close down and clean up field
- Match Sheets** - Collate and summarise all Match sheets in Ground Control room, place in envelope provided and deliver to Bates Drive. Fines apply if this is not done.
- SAFETY**...After Last Game: 1 person is required to stay with the canteen assistant until they have left for the day.
- Lock Up** - Team Manager or their delegate is to ensure Club House, toilets and gear shed, container and goal cage are locked.

Please keep this as a reference throughout the 2021 season.

Match Reports - Website

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.

Please note that www.roversfc.com.au provides you with all **GROUND CONTROL** information, news from our **CLUB SECRETARY**, **Club Statistics** 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	publicity@roversfc.com.au
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Jamie Munro
Publicity Officer

MiniRoos Rules

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

Please keep this as a reference throughout the 2021 season.

LOFTUS YARRAWARRAH ROVERS FC COMMITTEE 2021

Position	Name	Phone	Mobile	e-mail
President	John Lane	9521 5133	0417 238687	president@roversfc.com.au
Vice President / Publicity Officer	Jamie Munro	9576 5900	0404 448 729	vicepresident@roversfc.com.au & publicity@roversfc.com.au
Secretary	Barbra Sharp		0412822596	secretary@roversfc.com.au
Treasurer	Fiona Murray	9545 6588	0423 150 177	treasurer@roversfc.com.au
Registrar	Kara Dent		0414619722	registrar@roversfc.com.au
Canteen Supervisor	Vacant			canteen@roversfc.com.au
Gear Steward	Hayley Munro			gear@roversfc.com.au
Technical Director	Rob Munro		0409222891	technicaldirector@roversfc.com.au
Ground Controller	Martin Duncan	9523 3978	0407 942 396	groundcontrol@roversfc.com.au
Social Secretary	Vacant			social@roversfc.com.au
Association Delegate	John Lane	9521 5133	0417 238687	
MiniRoo Coordinator	Rob Munro		0409222891	
MiniRoo Referee Coordinator	Brett Madsen		0417064677	
General Committee	Christian Strazzeri			
General Committee	Joshua Michel			
General Committee	Steven Aquel			

Please keep this as a reference throughout the 2021 season.