VCFA JUNIOR TEAM MANAGER FOLDER 2018

U12-U17's

Welcome to your role as Team Manager at Monbulk Rangers Soccer Club.

This pack has been put together to inform you of the tasks that need to be completed. The pack contains examples and blank soft copies can be emailed to you for your use.

You will be the main contact for everyone in your team. You will also be receiving information from the Club of functions, information and events. PLEASE distribute the information to your team as soon as you can, it is a vital part of the role.

The Manager's main role is to:

- Coordinate the players and parents, keeping them informed of training, game fixtures, and roster responsibilities, and team social events
- To make players and their families feel that they belong to a friendly soccer club
- Prepare and distribute all team information (roster, fixtures, shirt number recording)
- Communicate events (Trivia Night, Presentation days, etc) from the Committee to the families
- To provide feedback to the Committee

In addition please don't hesitate to contact the Club if you need any help or clarification on being a Team Manager.

Good luck and have a great season, both with your team and their families.

Kind regards

Monbulk Rangers Soccer Club

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TEAM MANAGER'S SPECIFIC TASKS

All information and schedules, forms, teams, contact etc can be found easily on the club's website, www.monbulkrangers.org.au

Cash Handling and Petty Cash Receipts

There may be several occasions, especially at the start of the season where parents pay their fees either late or in later payments, or new members join the Club after registration day.

This may be paid with cash, or by EFTPOS either when the canteen, or the uniform shop is open, or they may do a direct deposit into the club's account.

MRSC Bendigo Bank BSB: 633 000 Account: 152 814 893.

If you need to buy an item or have an expense for the Team please contact the Treasurer regarding the process to be followed and the allowances by the Club.

New Players

For new players, you need to ensure:

- The Match Card is updated
- They have the correct uniform
- They have all the information needed.

Coach Collection

Please remember that if you want to run a collection for the Coach at the end of the season start about 4 weeks before the end. This will give you the chance to get ideas what to buy them and also it is not a mad dash at the end. This is an option, not a direction.

Codes of Conduct Sheets for the Club

Please read the Codes of conduct, included in the Reference section of this folder.

At the start of the season it is a good idea to write a newsletter for the team and the Codes of Conduct for the parents and players to read through.

Fixture and Roster Form

At the start of the season it is best to just give out the information for the first two matches as there are often alterations that take place.

As soon as the fixtures are published it is the Team Manager's duty to get them from the website:

♦ Churches League: www.vcfa.org.au (this will redirect to Sporting Pulse then Select Fixtures)

All the matches will need a roster, to be provided by the parents. For the home matches you will need to draw up a roster:

- 1-2 x parent on Canteen
- 1 x parent to run lines
- 1 x parent marshall (Match Steward)
- 1 x parent to supply halftime fruit
- First & last game: possibly 2 x parents on duty to set up goal nets/packing away nets, corner posts etc

We do strongly recommend that you do not roster the Coach's family or your family on, as you will both be busy with the match preparations etc.

Please ask the parents to arrange their own swaps of their rostered day if they cannot do the roster that day.

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Injury Notification

In the Reference section is a form to record players' injuries.

This MUST be handed over to the Club's secretary for insurance purposes.

Team List Form

This is to record all players' details & parents contact details. Please keep the information up to date. See Reference section.

Please ask parents permission to have this information socialized, as well as having any team photos being published. It is a good idea to release team contact information within the team, so that communication is encouraged, and such arrangements as carpooling can be organised.

Medical Details

Parents may have supplied us with Player Medical information on registration, for any medical conditions that the team manager & coach needs to be aware of e.g. allergy to stings and bites, asthma, anaphylaxis, etc. you will be contacted and given this information.

Please familiarize yourself with these.

Training Alternatives

There will be no alternative training venues unless the weather is extremely wet & cold. We suggest a swimming pool session or a movie night to keep the social cohesion of the team if there is an extensive very very wet period.

<u>Uniform</u>

IMPORTANT INFORMATION FROM THE CLUB

- Please do not wash uniforms using bleach.
- If they need removal of stains, use any of the oxybleach products available
 - Eucalyptus wool wash
 - o Pre-wash stain products
 - o Stain removal soaps (hand wash stubborn stains) then throw in normal wash cycle.
- Be careful not to iron or place near heat as material will easily melt or scorch.
- Remember that the Uniforms need to be looked after as will be passed onto another player the following season.

Players Kit

- Club Jersey: on loan from the Club.
- Maroon Shorts: purchase from Uniform supplies
- Maroon Socks : purchase from Uniform supplies
- Shin Pads: NO SHIN GUARDS = NO MATCH OR TRAINING
- Regulation soccer boots
- Ensure no jewellery is worn
- · Piercings: all piercings to be removed

Any under garments should be the same colour as the kit.

Uniform Shop and Supplies

The uniform supplies (socks, shorts, jackets, etc) are sold on Registration Day, and thereafter on Wednesdays 5 - 7pm, during school terms, or as advised by the uniform officer.

Shirt Register and Distribution-

Please make sure that the members of the team sign for their shirts, reminding them that they will be charged if the shirt is not returned. Inform Uniform Manager of any repairs etc that are needed to the shirts, please. On the sample Team List form we have also included a column for their shirt number to go in.

Club Newsletter

These will be emailed to the email address associated with each player.

Team Social Events

Pie/Chip Nights

The soccer club encourages each team to have a 'pie night' during the season. Alternatively this could be a chip, pizza or sausage night.

In the past the club used to reimburse teams for the cost of the 'pie night', however due to the fact that we try to keep our fees as low as we can, we can no longer do this. We suggest each parent chips in (pun intended) to make this social night a success. It is the responsibility of the Team Manager to ensure the area is tidied and cleaned.

Team Photos

Photos of the team are a great keepsake at the end of the season. Again due to financial constraints the club can no longer subsidise this activity, however we assume that with the advent of smartphones and home colour printers, the photos can be produced by an enthusiastic parent.

It is recommended that you take a team photo midway through in the season as towards the end, many players are away either sick, injured or on holiday.

Presentation Day/Evening

This occurs once all the games have completed, and is a day to thank the players, coaches and team managers.

The Each team member will receive either an engraved trophy or medal.

We suggest a third parent collects monies for a gift for the Coach and Team Manager.

Break-Up Ideas

Many teams organise an end-of-season event. This cost is to be paid for each team member, should they participate. Some ideas:

- Taskworks
- Swimming night
- BBQ
- Go-karting
- Bubble Soccer
- Paintball

Club Social Events

From year to year, the Club may hold various events e.g. Trivia Night. Such information is communicated via the website and Newsletter. Please ask your parents to support such events, where possible.

Additional Information

Please remind all your team and parents that the clubroom, change rooms, and grounds are to be left neat and tidy.

Please make sure that the team assists the coach in returning the equipment to the appropriate place; it is for their benefit, and all the other teams that also use this training gear..

Committee meetings are held monthly, all our members can contribute ideas, reports, or messages, to committee members for consideration.

Junior Team Manager's Kit

Kit List:

- Match Ball This must be a VCFA approved ball. It must be supplied by the home team to the referee. It must be clean and pumped up.
- Goalkeeper gloves These should be given back to the Manager at the end of each match.
- Goalkeeper Jersey Best to be kept in the Managers Kit if your team has a number of Goalkeepers.
 Usually in Sub Juniors team members take turns in the position. Please make sure it is clean for each match.
- **First Aid Kit** This is fully stocked for the team at the start of the season. Contents list is located in Reference section. If you need any refills or queries regarding the Kit please contact Emergency Kits & First Aids Task Manager.
- Achievements Awards These are to be used at the home ground Canteen for a drink or a Sausage.
 There should be 18 awards issued out at the start of the season in this pack.

See Awards page for more information. Please assist the Coach so he/she can try to cover the whole team in the season.

• Opposition Fair Play Awards – These are to be used at the home ground Canteen for a drink or a Sausage. There should be 9 awards issued out at the start of the season in this pack.

See Awards page for more information.

- Captain's Armband It is important that different children within the team get the opportunity to wear the armband and perform the toss. Perhaps the child who wins the Achievement Award gets to be Captain the following week.
- Ball Pump and Needle- If you need a replacement needle please contact the Secretary or the Coordinators.
- Manager's Plastic Box There is a spare whistle and spare ball needles in here. Achievement Awards are also supplied to you in here.
- **Spare Shirts** Once you have issued your team with their shirts there should be two spares. These are very useful if someone forgets theirs or an emergency.
- Match Prayer

Juniors Team Manager's Checklist

First time user – Prelim for accessing the VCFA Match Cards:

- Go to https://passport.sportingpulse.com
- Click on: Register
- Fill in your details and at bottom of the page click on: Create my Passport
- You will receive an email from Sportingpulse and you have to confirm your email address by clicking on the link they send you.
- Email the "email address" you just used to create your passport to the club via <u>registration@monbulkrangers.org.au</u> and ask if it can be added to the Sportingpulse Admins for your team. This should then allow you access to the Monbulk Rangers Sporting Pulse site.
- Once we have done this, you can sign in at https://passport.sportingpulse.com using your email address and password

Pre Match Day:

- Getting a VCFA Match Card
 - o Sign in at https://passport.sportingpulse.com using your email address and password
 - Once signed in, click on: Results Entry & Live Scoring
 - Click on the Monbulk Rangers VCFA account
 - Click on: Pre Game (blue button on the right)
 - In the middle of the page (more or less) under Auto-select Players click on: Players registered to this team.
 - Alternatively you can add players to your team sheet from the box on the left by clicking on the green + sign or you can delete players from your team sheet by clicking on the red – sign next to their name
 - o If you already know their shirt numbers you can fill them out in the little boxes in front of their names
 - o Under the Box with Selected Players click on: Save
 - Once the selection is saved, click on Team Sheet (blue button on the right of the Selected Players box)

- You can now print out the team sheet
- Ensure the match ball is clean and pumped up

Match Day Pre-match:

- Advise coach of any absent players
- Nets and Corner Flags for home matches (WHEN APPROPRIATE)
 - ♦ These need to be put up before, and then put away after the match. Re-mark the lines as necessary. Please make sure that the nets are put in the correct wheelie bin.
 - ♦ This item is best sorted out before the start of the season. Put parents on the Nets and Lines Roster
- Check rostered people are present, and have relieved previous teams' parents, where appropriate
- Check that all the players are present; Cross out any absent players from match card
- Hand match card to the referee.
- Kit Checklist:
 - ♦ Shin guards worn, covered by socks. NO SHIN GUARDS, NO MATCH.
 - ♦ Regulation soccer boots
 - ♦ Ensure NO jewellery is worn.
- Provide referee with official ball(s). This must be a VCFA officially approved match ball. There is a \$50.00 fine if it is not approved.
- Ensure 1st Aid kit is readily available. It must be placed near the Centre Line or the Club can be fined. (Refer to Injury Notification section also)
- If it is a home match the prayer in the plastic pocket must be read before the start of the game.
- U14 and above teams Prepare the voting process (see section Voting Process)
- ENJOY THE GAME AND ENCOURAGE THE TEAM
- Ensure at half-time that oranges/fruit are provided & that the team drink plenty of fluids (water preferably.

End of the Match:

- Retrieve match ball.
- U14 and above teams Distribute & Collect voting slips as appropriate.
- Provide Achievement award card to coach to present to the player of the week player
- Provide Opposition Fair Play award card to coach to present to opposition player
- If another game is being played, ensure the following team has relieved the roster parents on the BBQ and canteen.
- If you are the last game being played, ask parents to help pack up.
- If you are the first to play ask parents to arrive 45 minutes before the game so that they can help set up lines, nets etc.
- RECORDING OF RESULTS FOR HOME GAMES:
 - ♦ Sign in at https://passport.sportingpulse.com using your email address and password
 - Click on Post Game: And update match score.
 - ♦ Needs to be done before 8pm, failure results in a \$50 fine for the club!!!

Match Awards: Sub Junior and Junior Teams

Achievement Award

Each week the Coach chooses a player who has shown an achievement that week during the match. It is a great tool to encourage members of the team for all different reasons, e.g. stamina, trying their hardest, great passing etc.

The club supplies the Manager with enough Achievement Awards for 1 to be given out for each game of the season. The Award entitles the winner to get items from the Home Canteen for free.

It is a good idea to keep a record of who gets it so that hopefully they can be evenly distributed throughout the season.

Opposition Fair Play Award

Each week the Coach and/or the players chooses an opposition player who has shown an achievement that week during the match, eg fair play, stamina, trying their hardest, great passing etc.

The club supplies the Manager with enough Achievement Awards for 1 to be given out for each home game of the season. The Award entitles the winner to get items from the Home Canteen for free.

Junior Match Duration

Age Group **Duration of VCFA Competition Fixtures – Normal Time**

Under Eleven (11) Under Twelve (12), Under Thirteen (13)

Under Fourteen (14), Under Fifteen (15)

Under Sixteen (16), Under Seventeen (17)

2 x 20 minute halves (= 40 minutes)

2 x 25 minute halves (= 50 minutes)

2 x 30 minute halves (= 60 minutes)

2 x 35 minute halves (= 70 minutes)

Ball Sizes

Age Group **Ball Size** Size 4

Under Twelve (10) -> Under Thirteen (13)

Under Fourteen (14) -> Up Size 5

Voting Guidelines for Junior Awards (U14 and above)

Players Player Award

- 1. Each player in the team is eligible to vote at the end of the match.
- 2. Team Manager or nominated parent distributes and collects the voting slips, see awards sheets. The votes must be kept in a sealed envelope labeled with the date and opposition teams name on it. Each week's envelope is to be kept by the Team Manager to hold until the end of the season.
- _Each vote consists of a 1^{st} 3 points, 2^{nd} 2 points, 3^{rd} 1 point, as decided on by the player voting.
- 4. Ensure that the team is briefed on how to vote and that they have to write Names not numbers of the players that they are voting for.
- _During the last couple of weeks of the competition the Team Manager opens all the enveloped and records the results on the spreadsheets. Get them emailed to you for easy use. You must then inform the committee of who has won and who has got the runner up place. this gives time for the engraving of the trophies.
- Only one name per vote is allowed. If the "whole team" or multiple names are included then it invalidates the vote.
- The winner and the runner up will be presented with their trophies on Presentation Day/Night at the end of the season.

Most Improved Player

- 1. There is only one winner of this award.
- 3 voters Coach/Team Manager and 2 parents.
- Each vote consists of a $1^{st} 3$ points, $2^{nd} 2$ points, $3^{rd} 1$ point, as decided on by the parent and coach/team manager
- Make sure that the voting opportunity is passed around the entire teams parents, where possible, throughout the season.
- __The Team Manager distributes and collects the voting slips, see awards sheets. The votes must be kept in a sealed envelope labeled with the date and opposition teams name on it. Each week's envelope is to be kept by the Team Manager to hold until the end of the season.
- Ensure that the team parents are briefed on how to vote and that they have to write Names not numbers of the players that they are voting for.
- 7. During the last couple of weeks of the competition the Team Manager opens all the enveloped and records the results on the spreadsheets. Get them emailed to you for easy use. You must then inform the committee of who has won and who has got the runner up place, this gives time for the engraving of the trophies.
- Only one name per vote is allowed. If the "whole team" or multiple names are included then it invalidates the vote.
- The winner will be presented with their trophy on Presentation Day/Night at the end of the season.

Coaches Award

- There is only one winner of this award.
- This award is for the most deserving as decided by the Coach.
- The Team Manager can inform the committee the week after the last match so that the engraving can be done.
- The winner will be presented with their trophy on Presentation Day/Night at the end of the season.

CLUB AWARDS

ROSE LEE AWARD (U14 – U18)

Rosemary Lee was the mother of two players at Sherbrooke Rangers Junior Soccer Club. She passed away in January 2000 after a short battle with cancer.

Rosemary was also a coach and committee member at Sherbrooke. She represented what the club stands for, a friendly willing person who was not afraid of getting involved, who saw what needed doing and did it., and by so doing, contributed to the running of the club, helping ensure its long term viability. The award was dedicated in 2000 in memory of Rose Lee and her contribution to the club.

The award is presented to a player in the youth ranks (U14's - U18's).

The player need not be best on the field or one who has scored the most goals nor tackled the hardest but one who is willing to help his/her fellow players, showing commitment to the team and club.

The Coaching Staff or Committee Member would be looking for players who put the club before themselves, who are always ready to help with such tasks as marking lines, putting up/down nets assisting at training encouraging team mates. The player may help at working bees, assist at annual clinics, help set up training equipment and generally assist where needed. They may be a player who never misses training and games, who takes their position on the pitch without question and listens respectfully to coach and manager instructions. The player would support and encourage club mates and follow the club's players "Code of Conduct" at all times.

All nominees must be financial playing members of the club, allocated to a youth team.

The coaching staff or committee member should present a recommendation in writing to the committee detailing the reasons for the recommendation. The committee will request recommendations by a set closing date after which they will ratify recommendations suitable for nomination. Selection of the winner will be made by an independent panel of Executive members from the approved nominations.

Each nominee will receive a certificate to be presented on presentation day. The winner will be announced and presented with a trophy and their name inscribed on the perpetual Rose Lee Shield, which is retained by the club.

ALEX WEBB AWARD (U11 - U13)

Alex Webb was an outstanding 12-year-old soccer player, playing at Sherbrooke Rangers Junior Soccer Club, who died in a tragic BMX accident at Monbulk in July 2008.

Alex had just been chosen to represent Victoria's U14 VCSA State team as their goalkeeper for the upcoming Queensland National titles. At the age of 12 this reflected the outstanding talent he exhibited on the soccer field.

This award is presented to a player in the junior ranks (U11's - U13's).

The player must exhibit outstanding qualities and commitment to soccer. He/she is always willing to help his/her fellow players, showing commitment to the team and the club by leading through example.

The Coaching Staff or Committee Member would be looking for a player 10-13 years old who exhibits outstanding soccer qualities and a commitment to soccer through participation, effort and endeavour.

All nominees must be financial playing members of the club, allocated to a junior team.

The coaching staff or committee member should present a recommendation in writing to the committee detailing the reasons for the recommendation. The committee will request recommendations by a set closing date after which they will ratify recommendations suitable for nomination. Selection of the winner will be made by an independent panel of Executive members from the approved nominations.

Each nominee will receive a certificate to be presented on presentation day.

The winner will be announced and presented with a trophy and their name inscribed on the perpetual Alex Webb Award, which is retained by the club.

CLUB CONTACTS

Website: www.monbulkrangers.org.au
Facebook: Monbulk Rangers Soccer Club

Committee Page

President	Samantha	Knight	408771372	president@monbulkrangers.org.au
Secretary	Judy	Kennedy		secretary@monbulkrangers.org.au
Treasurer	Brenda	Doonan	"0488 273 689	treasurer@monbulkrangers.org.au
rreasurer	Dieliua	Doonan	0400 273 009	
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Senior Coaching Coordinator	Theo	Kerstens	0407 537 731	seniorcoaching@monbulkrangers.org.a u
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Club Media & Promotions Officer	Judy	Kennedy		media@monbulkrangers.org.au
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Ordinary Member	Gigi	Collins		g_collins1998@outlook.com
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Goalkick Administrator	Steven	Racz	0400 332 655	goalkick@monbulkrangers.org.au
Referees & Scheduling Coordinator	Theo	Kerstens	0407 537 731	referees@monbulkrangers.org.au
Grounds & Equipment Manager	Steve	Racz	0400 332 655	grounds@monbulkrangers.org.au
Uniform and Merchandise Manager	Michelle	Vogrinec	411232676	uniform@monbulkrangers.org.au
Canteen Manager				canteen@monbulkrangers.org.au

Coaches Page

2018 Coaches & Team Managers		As of 04/04/2018			
TEAM	League	COAC	CHING STAFF	EMAIL	PHONE
GoalKick		Cord	Steve Racz	miffy02@bigpond.com	0400 332 655
		Ass			
U8 Phantoms	VCFA	ССН	Michelle Barnard	ollie.soccer.barnard@gmail.com	418722841
	Sub Junior	тм	Trina Huntos	trinahuntos@yahoo.com.au	484603525
U8 Spooks	VCFA	ССН	Carl Sebire	carl@sebire.org	431927671
	Sub Junior	тм	Kate Sebire	kate@sebire.org	0431927671
U8 Ghosts	VCFA	ССН	Paul Oswald	paul.oswald@anz.com	418483696
	Sub Junior	тм	Rhoda Gavin	rhoda.g@optusnet.com.au	450583309
U8 Shadows	VCFA	ССН	Hein Dudink	htrd81@yahoo.com	430146088
	Sub Junior	тм	Nancy McLeish	nancymcleish@gmail.com	438912805
U9 Rockets	VCFA	ССН	Clint Westig	clint.westig@gmail.com	422685005
	Sub Junior	тм	Jacqui Paul	Jaqwa75@hotmail.com	429906975
U9 Rapids	VCFA	ССН	Jeroen Rodenstein	jeroenrodenstein@yahoo.com	450403411
·	Sub Junior	тм	Cormac Deffley	cormac@epress.com.au	0400 401 728
U9 Ravens	VCFA	ССН	Kate Hughes	johnny.ohms@hotmail.com	0419 775 363
	Sub Junior	тм	Coral Hunter	coralhunter@bigpond.com	0437 770 266
U9 Razorbacks	VCFA	ССН	Roshan Perera	fulljag99@hotmail.com	410445290
	Sub Junior	тм	Fiona Rhodes	fiona.rhodes@optusnet.com.au	0408 599 326
U10 Wasps	VCFA	ССН	Tony Lewis	mckellarlewis@optusnet.com.au	434005859
		тм	Kylie McKellar	mckellarlewis@optusnet.com.au	403259138
U10 Wolverines	VCFA	ССН	Michael Dawson	mpdawson5@gmail.com	419379123
	Sub Junior	Ass	Greg Moody	gregmoody09@gmail.com	400604221
		тм	Carolyn Bede	clm5@netspace.net.au	438277240
U11 Dynamite	VCFA	ССН	Gigi Collins	g_collins1998@outlook.com	0490 459 183
	Sub Junior	тм	David Jackson	dbowenj@outlook.com	0419758703
U11 Genies	VCFA	ССН	Mike Bruni	mbruni@iprimus.com.au	0402 042 702
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U12 Wizards	VCFA	ССН	Dom Friguglietti	friguglietti.domenic@abc.net.au	418461175
	Sub Junior	тм	Alison Goggin	alisongoggin@gmail.com	401158895
U12 Centaurs	VCFA	ССН	Russell Connell	soccer@crb.id.au	0412 173 831
		Ass	Daniel Schaeffner	sonjaschaeffner@optusnet.com.au	0413 992 306
		Ass	Luke Falconer	luke.falconer@yahoo.com.au	0404 045 682
	Sub Junior	тм	Cath Connell	soccer@spicycat.com.au	0412 602 284
U13 Tigers	VCFA	ССН	Andrew Price	ap@plmfinancialgroup.com	0400 566 055
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U14 Rebels	VCFA	ССН	Martyn Wood	martynwood55@gmail.com	0403 025 225
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U14 Renegades	VCFA	ССН	Shaun Embleton	lyrebirdlandscapes@gmail.com	0425 798 331
		ССН	Mark Litkowski	mark.litkowski@ausmartinternational.com	0400 641 810

		T	<u> </u>	T.,	T
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U16 Panthers	VCFA	ССН	Glenn Maunder	glenn_maunder@yahoo.com.au	425822808
			Josh Vogrinec	Joshvoggas@gmail.com	429452086
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U12 Raptors	FFV	ССН	Rob de Wit	medewit@hotmail.com	0418 516 052
		тм	Narelle Wilson	gtandng@gmail.com	0400 911 761
U13 Lions	FFV	ССН	Tony Briggs	tbriggs@industrialsteels.com.au	0438 575 641
		тм	Judy Kennedy	jfk2010@bigpond.com	407630972
U14 Outlaws	FFV	ССН	Ben Wallis	wanderingstar3@hotmail.com	0407 560 750
		ССН	Jamal Bellalijou	jamal.bellalijou@hotmail.com	402505688
		тм	Ewa Wallis	wanderingstar3@hotmail.com	0402 168 023
U15 Cubs	FFV	ССН	Josh Vogrinec	Joshvoggas@gmail.com	429452086
		ass	Paul Grujic	katepaul@live.com.au	438575743
		тм	Kate Grujic	katepaul@live.com.au	438575743
U18 Stingers	FFV	ССН	Adam Pater	pvf@sctelco.net.au	9752 0951
		ССН	Oscar Hulbert	hulbie10@outlook.com	431733854
		тм	Duncan Sears	karensears@bigpond.com	0413 750 940
				C Si	
U12 Girls Sapphires	FFV	ССН	Natalie Doolan	natalieedoolan@hotmail.com	
		TM	Andi Kitteradge	marufaluf7@icloud.com	425764316
U14 Girls Spells	FFV	ССН	Ben Wallis	b36ji.w@gmail.com	428723276
		TM	Fiona Green	fionaktgreen@gmail.com	417107646
U16 Girls Sprites	FFV	ССН	Sam Wilson	sampete6@gmail.com	0448 819 368
The same spines		TM	Sam Knight	s.knight72@bigpond.com	408771372
		1	- Cum rungin	ommight. Lessigpondioom	100771072
Knights - Div 2	VCFA	ССН	Adam Pater	pvf@sctelco.net.au	9752 0951
Tangna Div 2	VOLA	TM	Simon Vogrinec		0416 291 026
Barons - Div 3	VCFA	CCH	Harry Scott	simon@gaiaskinnaturals.com hnsco1@student.monash.edu	0416 291 026
	7517	тм	Leah Eekelschot	russellleah@optusnet.com.au	0418 342 937
Jets - Div 4	VCFA	ССН	Ray Turley	turleypost@gmail.com	9755 1485
0010 - DIV 4	7017				
Nuggets - Div 5	VCFA	ССН	Ray Turley Dagan Filardi	turleypost@gmail.com daganwilletfilardi@gmail.com	9755 1485 0431 256 093
radaera - DIA a	TOFA			<u> </u>	
		TM	Emmett Williams	emmett_williams@hotmail.com	427206944
Maria 4 4 GC 1					
Men's 1st - State League SE 3	FFV	ссн	Paul Burrows	MensFirstsCoach@monbulkrangers.org.au	0419 758 898
		TM	Carolyn O'Rourke	orourke.carolyn.a1@edumail.vic.gov.au	

Men's Reserves - SL 3 SE	FFV	ССН	Mike Kelly	MensReservesCoach@monbulkrangers.org.au	0401 700292
		тм	Lisa Doolan	president@monbulkrangers.org.au	0427 560 204
Ladies 1st - State League 1 SE	FFV	ССН	Mike Kelly	mensreservescoach@monbulkrangers.org.au	401700292
		Ass	Steve McRae	steve.mcrae.football@hotmail.com	431272895
		тм	Steve Racz	miffy02@bigpond.com	400332655
Ladies Reserves - SL 1 SE	FFV	ссн			
		тм	Steve Racz	miffy02@bigpond.com	400332655

REFERENCE SHEETS & FORMS

INJURY NOTIFICATION FORM

Team:
Coach:
Team Manager:
Person submitting details:
Name:
Telephone:
Date of report:
Date of incident:
Time of incident:
Place/location where incident occurred:
Name of injured person, if different from above:
Brief description of incident (give details of the type of injury, if any , caused by the incident):
Dataile of injured paragra
Details of injured person: Name:
Male/Female:
Address:
Date of Birth:
Telephone Number:
Person(s) who saw incident or first came to scene:
Signature (person submitting details):
Name:
Date:

Club Code of Conduct

This code of conduct has been developed by the committee in response to, and in consultation with, members, expressed concerns, Victorian Soccer Federation guidelines, the Good Sports Accreditation Program and the elected committee views.

The code of conduct applies to all participants and spectators, parents and officials attending training, matches or other official functions at the Monbulk Moores Road ground, the Menzies Creek Reserve ground, and also at Baynes Park. Monbulk.

The code of Conduct will be monitored and enforced by all committee members, individually or as a group, all officials of the club including coaches, team managers, rostered game day security officers, and any volunteers rostered for club duties on a particular day.

Any person not adhering to this code of conduct will be initially advised of requirements by an official (as listed immediately preceding).

Immediate action to meet the code requirements will be required or the person will be excluded from the club rooms and playing area for the duration of the day (Power for this enforcement is provided by the official asking the person to leave Reserve, advising the person of their official status (The nature/category to be stated), and informing them to remain on the Reserve will be treated as trespass after a period if 5 minutes in which they can arrange departure. The person (or persons) will be named to the committee with a report (in writing) for consideration and the next committee meeting. The committee will consider any previous incident and the extent or impact on the club, members and guests (including all players) that may of occurred. The committee will decide on action and provide the person with notification in writing to their home address or to their club (if visitor).

Code of Conduct

For the purposes of this code The Club refers to the Monbulk Rangers Soccer Club, and "The Premises" refers to the club rooms (at all times) and the playing area (during training/matches).

As a public access reserve, the playing area is under control of the club during all official functions, training sessions, matches and other events, during the winter season.

- 1. Alcohol is not to be sorted or sold on club premises.
- 2. Alcohol is not to be consumed on club premises
- 3. Clubrooms are a smoke-free zone as indicated by the no smoking signs displayed.
- 4. Alcohol will not be used as awards or prizes
- 5. All bus trips to matches, team trips to events and other official representative trips are subject to monitoring to ensure appropriate behaviour and responsible actions by participants.
- 6. The behaviour of all people on club premises must be responsible and appropriate at all times.
- 7. This includes meeting the relevant VSF Code of Conduct for spectators, parents, coaches, and officials, the AIS Code of Ethics for coaches, and the intention on the Good Sports Program in relation to alcohol and cigarettes. Behaviour includes aspects of abuse (verbal, physical), discrimination, vilification and associated aspects as monitored by our Member Protection Office.
- 8. People clearly under the influence of alcohol will be refused admission to club facilities and will be requested to leave club premises (see above)
- 9. Appropriate liquor licences will be obtained and displayed for any club functions where BYO or liquor service is to be available.

Coaches Code of Behaviour

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

Players Code of Behaviour

- 1. Play by the rules.
- 2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- 4. Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
- 5. Be a good sport. Applaud all good plays regardless of who make such plays.
- 6. Treat all participants in your sport the way you would like to be treated. Do not bully or take unfair advantage of another competitor.
- 7. Cooperate with your coach, team-mates and opponents. Without them there's no game.
- 8. Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents Code of Behaviour

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- · Remember children learn best by example. Appreciate good performances and skillful plays by all participants
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectators Code of Behaviour

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the games' outcome.
- Respect the decisions of the officials and teach young people to do the same.
- Never ridicule a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team opponents. Without them, there will be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Marshalling Information

It is vital that each team has a Marshalls/ Match Steward for each home game or we are liable for a fine as it is an offence not to provide them.

THE DUTIES OF THE MARSHALLS

- To see the referee safely on to and off the ground. At the beginning, half time and at the end of the game.
- To assist in making sure players, club officials, family members and spectators adhere to the code of conduct as set out in the Codes of Conduct section in your club.
- To assist the referee in maintaining control of individuals who might be creating a nuisance.
- To make sure that anyone sent off (player) or asked to remove themselves from the vicinity of the game (club officials or spectators) do so.

The fluro jackets that the Marshalls must wear are in the changing rooms, and there is one in your Team Box. The Marshalls must be easily identifiable at all times (hence the fluro jackets).

FLAGGING TIPS by Julian Carosi

- 1. When standing at the halfway line, and when play is in the other half of the field of play, Assistant Referees should always hold their flag in the hand that is nearest to the halfway line. This ensures that when play breaks back into their half, the Assistant Referee (when he turns to run down towards the corner flag) will already have the flag in the correct hand facing inwards towards the centre Referee.
- 2. Never roll the flag up. Always have it unfurled, with as much of the flag's surface area visible to the centre Referee. Keep the flag as motionless as possible whilst running.
- 3. When making the 'substitution' flag signal, do not hold it in front of your face. If you do, you may miss an incident. Hold is slightly to one side of the face to allow you visibility.
- 4. When signalling for a goal kick (or a corner kick), hold the flag in the hand that is nearest to the goal line. This will prevent you obscuring the centre Referee from your vision and will open up your body position so that you are correctly facing towards the field of play. This will also give a greater eye contact line with the centre Referee.
- 5. When signalling for a throw-in, use the correct hand. If the throw-in is to the right, use the right hand. If the throw-in is to the left, use the left hand. DO NOT use the right hand to indicate a throw-into the left, and do not use the left hand to indicate a throw-in to the right. In other words, do not cross your flag arm across your chest, or turn your body unnecessarily when making signals.
- 6. Always hold the flag in the hand that is nearest to the field of play. This will enable the centre Referee to view it easier. Whilst switching hands, keep your hands low.
- 7. When signalling, stop, face the field of play, stand erect and try to locate and make eye contact with the centre Referee.
- 8. If the centre Referee acknowledges the flag, drop it immediately and continue to move with the ensuing game.
- 9. Be sharp with the flag when you are raising it. When you bring it down, do it gracefully!
- 10. Assistant Referees must learn the correct flag signals, and use them properly.
- 11. Whenever the ball leaves the field of play, the flag signal of the Assistant Referee should show clearly the correct restart and direction. In clear throw-in situations, the Assistant Referee can directly show the direction (along the whole touch line). But if he has any doubt about the direction, the Assistant Referee should simply raise his flag, make eye contact with the referee and follow the referee's signal. On very tight decisions, when the ball stays in play, a discreet hand signal could give valuable support to the Referee.
- 12. Whenever an Assistant Referee signals the ball out of the field of play (even if players continue to play the ball) he must retain the signal until acknowledged by the Referee taking action.
- 13. When the ball enters a goal: To confirm a valid goal has been scored, an Assistant Referee should display clear movement down the touchline towards the centre line. In borderline cases, this movement should be clear (sprint) to be recognised by the Referee. To confirm a goal, the Assistant Referee should not raise his flag. If in his opinion a goal has not been scored correctly, the Assistant Referee should stand still, retaining any signal already given. The Referee may then choose to consult further if he needs additional guidance.
- 14. An Assistant Referee must use a raised flag signal to advise the Referee that he has seen a foul committed (or unsporting behaviour or violent conduct) when he is better positioned than the Referee and the Referee has not clearly acted on the offence. If the Assistant Referee has additional information, concerning the offence, he wishes to give to the Referee or if the Referee has not seen his flag signal the electronic beep signal should be used if available, but only to supplement the flag signal already given. It was emphasised that such action by an Assistant Referee must be taken for all appropriate offences including those committed inside the penalty area. There is benefit in the Assistant Referee being seen to be aware and signalling for any offence in his immediate vicinity and this practice is recommended. When a flag is raised for Law 12 offences, it should be unfurled and waved to distinguish from the signal for offside.
- 15. If a flag signal for any offence is not seen immediately by the Referee, the Assistant Referee must keep signalling until the Referee acknowledges him or he recognises a clear advantage to the team against which the offence has been committed.
- 16. Eye-contact and discreet hand signals from an Assistant Referee may be helpful in passing information to a Referee e.g. type of offence, next action etc. This would reduce the need for the Referee to come across to the Assistant Referee for consultation. Where direct consultation is necessary between the Referee and Assistant Referee, the information should include, as concisely as possible, what happened, which players were involved, the precise location, recommended action and the re-start of play. It is recommended that in such cases the assistant referee advance towards the referee by 4 to 5 metres. During consultation, the Assistant Referee and Referee should both face the field of play. It is usually appropriate to avoid the consultation being heard or understood by others.
- 17. Offences of violent conduct seen and signalled by an Assistant Referee must be acted upon in accordance with the Laws of the Game by the Referee. If play has been stopped for the disciplinary action (even if the signal has not been seen immediately and play has continued), the restart must also be in accordance with the Laws (free kick / penalty kick). However, if the Assistant Referee's signal is not seen immediately and play has been restarted for a subsequent situation, only the appropriate disciplinary action can be taken against the offending player.

- 18. Where a Referee seeks guidance from an Assistant Referee concerning the exact location of an offence near the boundary of the penalty area the action of the assistant referee should be as follows: (a) If the offence is inside the penalty area the Assistant Referee moves visibly down the touchline towards the corner flag. (b) If the offence is outside the penalty area the Assistant Referee stands still having moved to be in line with the edge of the penalty area.
- 19. If an Assistant Referee knows that a Referee has made an obvious disciplinary error (e.g. two yellow cards to the same player without sending him off, red or yellow card to the wrong player, player kicked the ball twice at free kick, etc.) he must intervene immediately (flag and beep or even enter the field of play). The other Assistant Referee (or 4th official) should if necessary, also assist in such case.
- 20. Control of the 9.15m distance: When a Referee chooses to use the help of an Assistant Referee on the field of play to control the 9.15m distance from the ball at free-kick, it is recommended that the Assistant Referee does not physically measure the 9.15m but rather asserts his control from the position of the ball. This exceptional on field involvement of the assistant referee is recommended only for free kicks very near the touchline.

21. Positioning:

- (a) Free kick close to the penalty area At free kicks close to the penalty area, the Assistant Referee should position himself in line with the second last defender (controlling the offside), but also with awareness of the goal line. The Referee should control the ball and the wall.
- (b) After an offside when possible, an Assistant Referee, after a free kick for offside has been given, should position himself in line with the spot where the ball should be positioned to restart the game. He should then immediately take up a position to control the offside line (level with the second-last defender), which is his priority.
- (c) Goal kick and goal clearance For goal kicks and when the goalkeeper is in possession of the ball inside his own penalty area, it is advised that the Assistant Referee occasionally checks that the ball is correctly positioned or that the goalkeeper does not cross the 16 metre line before releasing the ball from his hands. This should be done in convenient situations (e.g. second last defender near the penalty area). Control of offside from subsequent play is the priority concern.
- (d) Corner kick: For corner kicks, it is recommended that the Assistant Referee involved takes a position behind the flag in line with the goal line.
- (e) Penalty kick: When a penalty kick is awarded during the normal course of play, the assistant should be on the goal line where it meets the penalty area boundary line.
- (f) Kicks from the penalty mark to determine the winner of a match: One assistant should be positioned on the goal line where it meets the goal area boundary line, with the other Assistant Referee controlling the players within the centre circle. The Referee must determine and agree the role of the Assistant Referee on the goal line, and his own role in detecting any forward movement from the goal line of the goalkeeper. Referees and Assistant Referees are also reminded that the "inactive" goalkeeper should remain positioned on the goal line where it meets the penalty area boundary line.
- (g) Substitution When substitutions take place, they shall be supervised by the 4th official (if available) in co-operation with the Referee. Therefore, the Assistant Referee does not need to move to the halfway line if a 4th Official.

Victorian Churches Football Association

Pre Match Prayer

Dear Father God,
Thank you for the health, strength and opportunity to play a
game that we love.

Please help us to play fairly, within the rules, respect each other as players, respect the referee and abide by his/her decisions. Thank you for giving us the chance to be here and for the game we are about to play.

In Jesus' name, Amen

Training Pitch Allocations

2018	- Monbulk Ra	ngers Pitch Allo	ocation for Training	, as of 28/03/18				
Old Emerald 1		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA Y	SUNDAY
4:30-5:30	1/2 Field - Left			Goalkick			Matches	Matches
	1/2 Field - Right	Academy		Soccer Mums			Matches	Matches
5:30-7:00	1/2 Field - Left	Academy	U12 FFV Raptors	U12 FFV Sapphires	U14 FFV Outlaws	Matches	Matches	Matches
	1/2 Field - Right		U14 FFV Outlaws/Soccer Mums	U14 FFV Spells	U13 FFV Lions	Matches	Matches	Matches
7:00-9:00	1/2 Field - Left	FFV Senior Women	FFV Senior Men	FFV Senior Women	FFV Senior Men	Matches	Matches	Matches
	1/2 Field - Right	FFV Senior Women	FFV Senior Men/U18 FFV	FFV Senior Women	FFV Senior Men	Matches	Matches	Matches
Old Emerald 2		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA Y	SUNDAY
4:30-5:30	1/2 Field - Left		U9 Rockets	U8 VCFA Phantoms/Ghosts	U9 Razorbacks		Matches	Matches
	1/2 Field - Right		U9 Rapids	U8 VCFA Spooks/Ghosts	U9 Ravens		Matches	Matches
5:30-7:00	1/2 Field - Left	U14 VCFA Renegades	U15 FFV Cubs	U12 VCFA Centaurs	U15 FFV Cubs	Matches	Matches	Matches
	1/2 Field - Right	U12 VCFA Wizards	U13 FFV Lions	U13 VCFA Tigers	U12 FFV Raptors	Matches	Matches	Matches
7:00-9:00	1/2 Field - Left		VCFA Nuggets/Jets	U16 VCFA Panthers	U18 FFV Stingers	Matches	Matches	Matches
	1/2 Field - Right			U16 VCFA Leopards	Barons/Knights	Matches	Matches	Matches
Moores Rd		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA Y	SUNDAY
4:30-5:30	1/2 Field - Left						Matches	
	1/2 Field - Right						Matches	
5:30-7:00	1/2 Field - Left	U10 VCFA Wasps	U11 VCFA Dynamites	U14 VCFA Rebels	U10 VCFA Wolverines		Matches	
	1/2 Field - Right		U11 VCFA Genies	U14 VCFA Raiders	U16 VCFA Rudolfs		Matches	
7:00-9:00	1/2 Field - Left		U17 VCFA Salamanders	U16 FFV Sprites	U17 VCFA Salamanders			
	1/2 Field - Right							
Menzies Creek		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA Y	SUNDAY
4:30-5:30		No access				No access	No access	No access

5:30-7:00		No access				No access	No access	No access
7:00-9:00		No access				No access	No access	No access
Baynes Park		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA Y	SUNDAY
4:30-5:30	1/2 Field - Far							
	1/2 Field - Close							
5:30-7:00	1/2 Field - Far							
	1/2 Field - Close							
7:00-9:00	1/2 Field - Far							
	1/2 Field - Close							

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3 RD	3 RD	3 RD
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	3 RD	3 RD
3 RD		

PLAYERS PLAYER	PLAYERS PLAYER	PLAYERS PLAYER
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PLAYERS PLAYER	PLAYERS PLAYER	PLAYERS PLAYER
1 ^{ST (3POINTS)}	1 ^{ST (3POINTS)}	1 ^{ST (3POINTS)}
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3 ^{RD (1 POINT)}	3 ^{RD (1} POINT)	3 ^{RD (1} POINT)
PLAYERS PLAYER	PLAYERS PLAYER	PLAYERS PLAYER
1 ^{ST (3POINTS)}	1 ^{ST (3POINTS)}	1 ^{ST (3POINTS)}
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3 ^{RD (1 POINT)}	3 ^{RD (1 POINT)}	3 ^{RD (1 POINT)}
		JDGWGVBCV
		NJFIOSWYG
PLAYERS PLAYER	PLAYERS PLAYER	PLAYERS PLAYER
1 ^{ST (3POINTS)}	1 ^{ST (3POINTS)}	1 ^{ST (3POINTS)}
2 ^{ND (2 POINTS)}	2 ^{ND (2 POINTS)}	2 ^{ND (2 POINTS)}
3 ^{RD (1 POINT)}	3 ^{RD (1 POINT)}	3 ^{RD (1 POINT)}