

**VCFA
SUB JUNIOR**

**TEAM MANAGER
FOLDER**

2018

U8-U11'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 softcopies 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 Night, 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 TASK

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

Cash Handling and Fees

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.

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, attach the Personal & Medical Form 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
- For u10's, U11s 1 x parent to run lines
- 1 x parent marshall (Match Steward)
- 1 x parent to supply fruit
- First & last game of the day: possibly 2 x parents on duty to set up goals/packing away goals, 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. Also if you do get committed lines people, (2 preferably), do not roster them for canteen duty.

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

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. If all agree release this information just to the team, so they can communicate with each other.

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.

Uniform

IMPORTANT INFORMATION FROM THE CLUB

- Please do not wash uniforms using bleach.
- If they need stains to be removed, use any of the oxybleach products available
 - Eucalyptus wool wash
 - Pre-wash stain products
 - 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 nor their deposit. 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.

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 by each team member, should they participate. Some ideas:

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

Club Social Events

From year to year, the Club may hold various events e.g. Trivia Night. Such information is communicated via the website, Facebook, 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.

Sub 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 one please contact the Secretary or the Coordinators.
- **Manager's Plastic Box** – There is a spare whistle, pens etc 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**

Sub 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 registration@monbulkrangers.org.au 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**
 - 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
 - If you already know their shirt numbers you can fill them out in the little boxes in front of their names
 - 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:

- **Referee for home match** – U8 and U9 matches will have a referee supplied by the club on most occasions. It would be wise to line up a parent to referee if a match official is unable to attend. If you are unable to get a parent to help contact the Coaching Coordinator (see Committee Contacts List) as they may be able to get a volunteer from an older Junior team. If you still have problems the opposition may be able to assist. The Coach should only referee if there is ABSOLUTELY NO OTHER OPTION. It is best to check with the Coach as soon as you arrive at the home ground so you have enough time for the backup alternatives.
- **Nets and Corner Flags for home matches** – These need to be put up before, and then put away after the match. U8’s & U9’s play on the permanent small pitches. This item is best sorted out before the start of the season; put parents on the Nets and Lines Roster, just alter a column in the Fixtures and Roster Sheet.
- 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)
- 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 match prayer must be read before the start of the game.

- **ENJOY THE GAME AND ENCOURAGE THE TEAM**
- Ensure at half-time that fruit is provided & that the team drink plenty of fluids (water preferably)

End of the Match:

- Retrieve match ball.
- Provide Achievement award card to coach to present to the player of the week
- Home match, 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 (FROM u9'S ONWARDS):**
 - ◆ 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 Eight (8), Under Nine (9)

2 x 15 minute halves (= 30 minutes)

Under Ten

2 x 20 minute halves (= 40 minutes)

Ball Sizes

Age Group

Ball Size

Under Eight (8), Under Nine (9)

Size 3

Under Ten (10)

Size 4

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 |
| Vice President | Lisa | Doolan | 0427560204 | vicepresident@monbulkrangers.org.au |
| Senior Coaching Coordinator | Theo | Kerstens | 0407 537 731 | seniorcoaching@monbulkrangers.org.au |
| Junior Coordinator | Ewa | Wallis | 0402168023 | juniorcoordinator@monbulkrangers.org.au |
| Registration Officer | Ewa | Wallis | 0402168023 | registration@monbulkrangers.org.au |
| Grants and Sponsorship | Greg | Moody | 400604221 | sponsorship@monbulkrangers.org.au |
| Club Media & Promotions Officer | Judy | Kennedy | | media@monbulkrangers.org.au |
| | | | | |
| Ordinary Member | Andrew | Price | | ap@plmfinancialgroup.com |
| Ordinary Member | Beau | Newman | | newmz_bea17@hotmail.com |
| Ordinary Member | Gigi | Collins | | g_collins1998@outlook.com |
| | | | | |

| | | | | |
|--|----------|----------|--------------|----------------------------------|
| Junior Coaching Coordinator | Steve | McRae | 431272895 | steve.mcrae.football@hotmail.com |
| 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 | COACHING STAFF | | EMAIL | PHONE |
| GoalKick | | Cord | Steve Racz | miffy02@bigpond.com | 0400 332 655 |
| | | Ass | Hans Damen | hgdamen@gmail.com | 0418 315 710 |
| U8 Phantoms | VCFA | CCH | Michelle Barnard | ollie.soccer.barnard@gmail.com | 418722841 |
| | Sub Junior | TM | Trina Huntos | trinahuntos@yahoo.com.au | 484603525 |
| U8 Spooks | VCFA | CCH | Carl Sebire | carl@sebire.org | 431927671 |
| | Sub Junior | TM | Kate Sebire | kate@sebire.org | 0431927671 |
| U8 Ghosts | VCFA | CCH | Paul Oswald | paul.oswald@anz.com | 418483696 |
| | Sub Junior | TM | Rhoda Gavin | rhoda.g@optusnet.com.au | 450583309 |
| U8 Shadows | VCFA | CCH | Hein Dudink | htrd81@yahoo.com | 430146088 |
| | Sub Junior | TM | Nancy McLeish | nancymcleish@gmail.com | 438912805 |
| U9 Rockets | VCFA | CCH | Clint Westig | clint.westig@gmail.com | 422685005 |
| | Sub Junior | TM | Jacqui Paul | Jaqwa75@hotmail.com | 429906975 |
| U9 Rapids | VCFA | CCH | Jeroen Rodenstein | jeroenrodenstein@yahoo.com | 450403411 |
| | Sub Junior | TM | Cormac Deffley | cormac@epress.com.au | 0400 401 728 |
| U9 Ravens | VCFA | CCH | Kate Hughes | johnny.ohms@hotmail.com | 0419 775 363 |
| | Sub Junior | TM | Coral Hunter | coralhunter@bigpond.com | 0437 770 266 |
| U9 Razorbacks | VCFA | CCH | Roshan Perera | fulljag99@hotmail.com | 410445290 |
| | Sub Junior | TM | Fiona Rhodes | fiona.rhodes@optusnet.com.au | 0408 599 326 |
| U10 Wasps | VCFA | CCH | Tony Lewis | mckellarlewis@optusnet.com.au | 434005859 |
| | | TM | Kylie McKellar | mckellarlewis@optusnet.com.au | 403259138 |
| U10 Wolverines | VCFA | CCH | Michael Dawson | mpdawson5@gmail.com | 419379123 |
| | Sub Junior | Ass | Greg Moody | gregmoody09@gmail.com | 400604221 |
| | | TM | Carolyn Bede | clm5@netspace.net.au | 438277240 |
| U11 Dynamite | VCFA | CCH | Gigi Collins | g_collins1998@outlook.com | 0490 459 183 |
| | Sub Junior | TM | David Jackson | dbowenj@outlook.com | 0419758703 |

| | | | | | |
|------------------------|-------------------|------------|---------------------------|---|--------------|
| U11 Genies | VCFA | CCH | Mike Bruni | mbruni@iprimus.com.au | 0402 042 702 |
| | Sub Junior | TM | Michael Rosenfield | michaelsrosenfield@bigpond.com | 0417 009 929 |
| U12 Wizards | VCFA | CCH | Dom Friguglietti | friguglietti.domenic@abc.net.au | 418461175 |
| | Sub Junior | TM | Alison Goggin | alisonogoggin@gmail.com | 401158895 |
| U12 Centaurs | VCFA | CCH | 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 | TM | Cath Connell | soccer@spicycat.com.au | 0412 602 284 |
| U13 Tigers | VCFA | CCH | Andrew Price | ap@plmfinancialgroup.com | 0400 566 055 |
| | | TM | Danielle Lavender | theoaksoccasions@yahoo.com.au | 400321243 |
| U14 Rebels | VCFA | CCH | Martyn Wood | martynwood55@gmail.com | 0403 025 225 |
| | | TM | Carolyn Eekelschot | carolyn.eekelschot@gmail.com | 418505535 |
| U14 Raiders | VCFA | CCH | Mark Tory | marktory@tpg.com.au | 423434598 |
| | | TM | Michael Reitsma | mreitsma@mac.com | 0422 628 004 |
| U14 Renegades | VCFA | CCH | Shaun Embleton | lyrebirdlandscapes@gmail.com | 0425 798 331 |
| | | CCH | Mark Litkowski | mark.litkowski@ausmartinternational.com | 0400 641 810 |
| | | TM | Adriano Brugaletta | adriano.brugaletta@iag.com.au | 0411 011 617 |
| U16 Rudolfs | VCFA | CCH | Shaun Tampiyappa | shauntamp@hotmail.com | 0419 502 414 |
| | | TM | Kato Chaco | chacokato@me.com | |
| U16 Leopards | VCFA | CCH | Lucy De Loryn | lucy_deloryn@hotmail.com | 413088063 |
| | | TM | Andrea Spiteri | tadahaspiteri@hotmail.com | 0499 554 810 |
| U16 Panthers | VCFA | CCH | Glenn Maunder | glenn_maunder@yahoo.com.au | 425822808 |
| | | | Josh Vogrinec | Joshvoggas@gmail.com | 429452086 |
| | | TM | Denise Gipp | rusdenco@bigpond.net.au | 0412 737 919 |
| U17 Salamanders | VCFA | CCH | Henk Nieuwesteeg | henk@live.com.au | 0402 399 652 |
| | | Ass | Ian Willett | sales@abcpartitions.com.au | 0418 324 021 |
| | | TM | Karen Nieuwesteeg | karenewstead@live.com.au | 0434 875 187 |
| | | | | | |
| U12 Raptors | FFV | CCH | Rob de Wit | medewit@hotmail.com | 0418 516 052 |
| | | TM | Narelle Wilson | gtandng@gmail.com | 0400 911 761 |
| U13 Lions | FFV | CCH | Tony Briggs | tbriggs@industrialsteels.com.au | 0438 575 641 |

| | | | | | |
|-------------------------------|------|-----|------------------|---|--------------|
| | | TM | Judy Kennedy | jfk2010@bigpond.com | 407630972 |
| U14 Outlaws | FFV | CCH | Ben Wallis | wanderingstar3@hotmail.com | 0407 560 750 |
| | | CCH | Jamal Bellalijou | jamal.bellalijou@hotmail.com | 402505688 |
| | | TM | Ewa Wallis | wanderingstar3@hotmail.com | 0402 168 023 |
| U15 Cubs | FFV | CCH | Josh Vogninec | Joshvoggas@gmail.com | 429452086 |
| | | ass | Paul Grujic | katepaul@live.com.au | 438575743 |
| | | TM | Kate Grujic | katepaul@live.com.au | 438575743 |
| U18 Stingers | FFV | CCH | Adam Pater | pvf@sctelco.net.au | 9752 0951 |
| | | CCH | Oscar Hulbert | hulbie10@outlook.com | 431733854 |
| | | TM | Duncan Sears | karenssears@bigpond.com | 0413 750 940 |
| | | | | | |
| U12 Girls Sapphires | FFV | CCH | Natalie Doolan | natalieedoolan@hotmail.com | |
| | | TM | Andi Kitteradge | marufaluf7@icloud.com | 425764316 |
| U14 Girls Spells | FFV | CCH | Ben Wallis | b36ji.w@gmail.com | 428723276 |
| | | TM | Fiona Green | fionaktgreen@gmail.com | 417107646 |
| U16 Girls Sprites | FFV | CCH | Sam Wilson | sampete6@gmail.com | 0448 819 368 |
| | | TM | Sam Knight | s.knight72@bigpond.com | 408771372 |
| | | | | | |
| Knights - Div 2 | VCFA | CCH | Adam Pater | pvf@sctelco.net.au | 9752 0951 |
| | | TM | Simon Vogninec | simon@gaiaskinnaturals.com | 0416 291 026 |
| Barons - Div 3 | VCFA | CCH | Harry Scott | hnsco1@student.monash.edu | 0468 353 489 |
| | | TM | Leah Eekelschot | russelleah@optusnet.com.au | 0418 342 937 |
| Jets - Div 4 | VCFA | CCH | Ray Turley | turleypost@gmail.com | 9755 1485 |
| | | TM | Ray Turley | turleypost@gmail.com | 9755 1485 |
| Nuggets - Div 5 | VCFA | CCH | Dagan Filardi | daganwilletfilardi@gmail.com | 0431 256 093 |
| | | TM | Emmett Williams | emmett_williams@hotmail.com | 427206944 |
| | | | | | |
| Men's 1st - State League SE 3 | FFV | CCH | 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 | CCH | Mike Kelly | MensReservesCoach@monbulkrangers.org.au | 0401 700292 |

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):.....

.....

.....

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 Football 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 the 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 of 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 have 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 sold or served 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 FFA 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 is 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.
3. 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.
9. 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 Marshall/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 MATCH STEWARD

- 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 fluoro jackets that the Match Steward must wear are in the changing rooms. The Marshalls must be easily identifiable at all times (hence the fluoro 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 it 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-in to 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 is available.

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

Excerpt “VCFA Match Rules, April 2014”

13. JUNIOR COMPETITIONS

13.1. UNDER 8 & 9 COMPETITIONS

The following requirements are specifically applicable to the VCFA's under 8 & 9 competitions:

- a) Pitch - 54 metres x 38 metres (180 feet x 125 feet)
- b) Centre Circle - 5 metres radius (17 feet)
- c) Penalty/Goal Area - 6 metre radius semi-circle from centre of goal.
- d) Goal kicks - taken from within the semi-circle.
- e) Goals - 1.83 metres high x 5 metres wide (6ft x 16ft 5") no goal nets necessary. Portable goalposts should be firmly and safely fixed to the ground.
- f) Penalty Spot - 6 metres from goal line (26 feet). Only the goalkeeper and the kick-taker to be within the semi-circle when a penalty kick is being taken.
- g) Ball - size 3. Each team is to provide a ball at the match.
- h) Off-side - there is no off side rule.
- i) Players - 6 per side, one of who must be goal-keeper. 3 reserves, with Interchange allowed. Minimum of 4 players.
- j) Clearance - 5 metres from all free kicks.
- k) Corner posts - minimum 1.52 metres high (5 feet).
- l) Duration of Play - 2 x 15 minute halves with 5 minute half-time break.
- m) Referee - one Referee to each ground, who may Referee two or more games in succession. No linesmen required.
- n) Attire - Referee and players to be suitably attired for ease of identification. Goalkeepers to wear colours distinct from those of the other players. Players to wear shin-guards under their football socks.
- o) Ground Markings - to be completed before match may start.
- p) Playing schedule - 9 am to 9.35 am, 9.40 am to 10.15 am, etc.
- q) Goal scoring – If a team is leading by 3 goals, it cannot score further goals from shots taken inside the 12 metre semi-circle.
- r) Best & Fairest votes/results/ladders – no Best & Fairest votes, results or ladders should be kept for the U8 and U9 competitions.

13.2. UNDER 10 to UNDER 12 COMPETITIONS

- 13.2.1. Where a junior match is to be played on a full size senior pitch, allowances will be made so that distance for a corner kick is shortened. The kick will be taken from goal line halfway between the junction of the corner arc and the junction of the penalty area goal kicks. See laws of the Game page 12 “optional markings”
- 13.2.2. Where a junior match is to be played on a full size senior pitch, allowances will be made so that distance for a goal kick is extended. The kick will be taken in line with the penalty spot and not outside the width of the 6 yard box. See laws of the Game, page 12 “optional markings”

13.2.3. In relation to throw-ins, NO concessions, ie a second chance, will be given for foul throw beyond the U/10 age group. For under 9's and 10's competitions, where a foul throw occurs, the referee will gently give clear instructions to the offending player, and allow them to retake the throw. The throw will not be taken by a different player.

| 2018 - Monbulk Rangers Pitch Allocation for Training, as of 28/03/18 | | | | | | | | |
|--|-------------------|--------------------|------------------------|-------------------------|----------------------|---------|----------|---------|
| Old Emerald 1 | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | 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 | Soccer Mums | U14 FFV Outlaws | 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 | SATURDAY | SUNDAY |
| 4:30-5:30 | 1/2 Field - Left | U10 VCFA Wasps | 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 | SATURDAY | SUNDAY |
| 4:30-5:30 | 1/2 Field - Left | | | | | | Matches | |
| | 1/2 Field - Right | | | | | | Matches | |
| 5:30-7:00 | 1/2 Field - Left | | 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 | SATURDAY | 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 | SATURDAY | 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 | | | | | | | |

