

COACHES MANUAL



Coaches Manual of the Brindabella Blues Football Club

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COACHES MANUAL

An information resource

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BBFC highly values the safety of their members and players. Coaches are reminded that it is a club requirement for every coach to sign the Member Protection Form and the Team Officials Agreement at the start of the season, this formalises the relationship between the coach and the club.

Information regarding these forms is included in this manual along with information concerning the code of ethics requirements. The forms will be provided to each coach at the annual coaches/managers meeting and are also available on the website.

This information manual has been prepared and written by the Brindabella Blues Football Club Incorporated (ABN 94 164 626 067). The contents of this document are subject to change only under the rules of the Associations Incorporations Act (ACT) and under the Brindabella Blues Football Club Incorporated Constitution.

All efforts have been made to ensure the accuracy of this document. Brindabella Blues Football Club Incorporated does not assume responsibility for any errors nor any consequences arising from any errors in this document.

The Brindabella Blues Football Club Incorporated encourages managers and coaches to contact Age Coordinators or reference the club website for the most up to date information.



BBFC
Brindabella Blues Football Club

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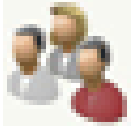


AUDIENCE

All Coaches and Managers.

This manual contains important information that affects BBFC coaches and managers.

Introduction

<p>1.1 About this Manual</p> 	<p>Brindabella Blues Football Club welcomes all coaches and managers who have offered their assistance. Your services are invaluable in enabling the club to organise games of football for our players.</p> <p>This handbook should be read in conjunction with the Capital Football Junior League Regulations. It is provided to assist you as a coach or manager of a Brindabella Blues team.</p>
<p>1.2 Your club's aims and Objectives</p> 	<p>The primary aim of this club is to provide the opportunity to play and enjoy the game of football in a friendly environment. As players advance and become junior players (aged 10 and above), the club aims to provide, through grading, the opportunity for those children to play football at a level equal with their ability.</p> <p>We also assist in encouraging young players to continue playing football after they leave the club.</p>
<p>1.3 Club colours and badge.</p>  	<p>The Club's colours are Blue and Gold. All uniform requirements for all players are available from the Merchandise shop located at the clubs home ground.</p> <p>The contact for the Merchandising Officer is located on the clubs web site contact page</p> <p>Socks and shorts are usually purchased from our Merchandise shop and the shirts are provided by the club and remain club property.</p> 
<p>1.4 Assistance for Coaches and Managers</p> 	<p>It is a fact that many people take on the role of coach or manager if they have a child or partner they wish to train. The club relies upon many people within the club to help club officials organise games for all players.</p> <p>To assist coaches, courses for both experienced and inexperienced coaches will be organised at various times during the season. In addition, specialist skills coaching such as goalkeepers' courses can be arranged. If you need help, please do not hesitate to ask. Details of the various coaching courses will be provided on the Club's website.</p>

<p>1.5 Enjoy yourself</p> 	<p>Whilst many see the volunteering aspects as work, we encourage you to enjoy yourself throughout the year. Our club welcomes your thoughts and ideas on making the coaching and manager's roles more enjoyable.</p>
<p>1.6 Feedback</p> 	<p>Without yours, we might not know where aspects of the clubs setup can be improved. If anything is missing from this document, you have difficulty locating help, or you discover any aspect of the clubs operation that could be improved, please speak up.</p> <p>Initially work with the Age Coordinator for your age group but feel free to approach any committee member. Please remember however to be mindful of how negative feedback is communicated.</p>
<p>1.7 Office Bearers</p> 	<p>Contact details for all committee members and relevant BBFC officers are available on the website (www.bbfc.org.au).</p> <p>Duties associated with each of these positions are available from the BBFC website at www.bbfc.org.au. Anyone interested in helping out with any of the positions should contact the secretary.</p> <p>The people who take up these positions do so in a voluntary capacity for the benefit of all players within the club. Every endeavour is made to ensure the club is run professionally and efficiently. If you have any suggestions for improvements in the club please leave a note in the information pockets at the ground or contact the Secretary.</p>
<p>1.8 About your club</p> 	<p>Brindabella Blues Football Club is an incorporated community organisation registered with the ACT Corporate Affairs Commission in accordance with the Associations Incorporations Ordinance. A copy of the Club's constitution is available from the club website www.bbfc.org.au.</p> <p>Brindabella Blues Football Club is a full member of Capital Football and the Junior Football Standing Advisory Committee (JFSAC) that has responsibility for organising junior football in the ACT.</p>
<p>1.9 Member Protection Requirements</p> 	<p>As a requirement of the Football Federation Australia Member Protection Policy it is now mandatory for anyone undertaking supervised or unsupervised work (paid or voluntary) involving people under the age of 18 years to complete a Form E - Member Protection Declaration. This includes all coaches, assistant coaches, managers and members of the BBFC committee. The form is available from www.bbfc.org.au and any queries should be directed to the Public Officer.</p> <p>A Form R - Team Officials Agreement is now also available and must be signed by all coaches/assistant coaches. This formalises the agreement between the club and the coach and is a signed indication that each coach is willing to operate within the guidelines as set out by FFA, Capital Football and BBFC.</p>



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Training and Practice Sessions

<p>2.1 Times and Days</p> 	<p>Our club has training on the following evenings depending upon the age group. Tuesday, Wednesday and Thursday.</p> <p>If you wish to hold additional training sessions please inform the Director of Juniors or the Director of Rooball so appropriate bookings for lights and grounds can be made.</p> <p>These times will help coaches get to know each other, be able to have technical training sessions with multiple teams and have training games. The club appreciates that not all coaches will be able to make it at these times and alternative time and space will be found for these teams.</p> <p>Please note that it gets quite busy at training times and teams will have to share the grounds with other teams. When you book your preferred timeslot with the Secretary you will be given the location for your training. Please ensure you stay in your allocated area for training.</p> <p>Days and time slots must be confirmed with the Director of Juniors or the Director of Rooball preferably at the annual pre-season coaches and managers meeting.</p> <p>Coaches will be informed of allocated training times on the Training Allocation sheet that will be available at the start of the season.</p>
<p>2.2 Responsibilities</p>  <p>RESPONSIBILITY</p>	<p>It is the responsibility of each parent/guardian to ensure attendance at training. It is the responsibility of the coach to take note of those individuals not making the effort to attend training and to follow up with parents/guardians.</p> <p>Another important aspect of training – requires all players to be wearing shin pads to reduce any risk of injury. Training should start on time at all times, to teach parents and players to be on time.</p> <p>Importantly training must finish on time also. Many guardians and parents are under tight time schedules, please be considerate of their needs.</p>
<p>2.3 Cancelled Training</p> 	<p>If a training session is cancelled it is the coach's responsibility to inform the team manager and request that all players are notified of the cancellation. Unless this can be confirmed for the entire team, the manager or coach must go to the ground and wait to ensure parents haven't dropped off players at the grounds. It is vital that no unsupervised children are waiting at the grounds.</p>

<p>2.4 Leaving Training</p> 	<p>It is the coach's and team manager's responsibility to ensure the safety of the individuals after a training session. Parents/guardians by law must come onto the grounds and make themselves known to the coach or team manager before an individual may leave the grounds.</p> <p><i>NOTE: The coach or team manager must remain until all individuals have been collected after each session.</i></p>
<p>2.5 Training program</p> 	<p>In developing a training program for young football players, it is generally recommended that there be a maximum of three contacts per week (two training sessions and one game), although for younger players (under 10 years of age) one training session and one match per week is probably sufficient.</p> <p>The table below suggests minimum and maximum training times. The ideal coaching session should last between 45 and 90 minutes, depending on a range of factors such as the age of the players, the weather, player fitness levels and their ability to concentrate. In this respect, it is important to sustain the interest of players by:</p> <ul style="list-style-type: none"> • Varying the activities in each part of the session. • Conducting skill practices that are appropriate for the team's age and skill level. • Providing frequent rest periods, both to allow physical recovery and to assist in maintaining concentration. • Limiting the amount of time that individual players are not actively participating with the group. <p>Coaches should not fall into the trap of thinking, "more is better". A well planned and organised weekly session lasting 60minutes is of greater value than two sessions that start late, are disorganised and attended by only some of the team's players.</p> <p>Also it is important to remember that players can practice at home. In fact, one of the most effective things a coach can teach players is some skill development exercises that they can practice by themselves, or with a friend. Encourage extra "private" practice as much as possible.</p>
<p>2.6 Attendance at Training</p> 	<p>Coping with players who do not turn up to training. There will obviously be times when players, for one reason or another, cannot attend training. The coach and manager should establish some form of process whereby players are expected to contact the coach, or manager, to inform them of the reason for any absence from training, or non-availability for a match.</p> <p>Where transport is a problem, there may be other parents that can help. By keeping an attendance book, the coach/manager can maintain a record of the training sessions where a player is absent; this also confirms with all team members that attendance at training is taken seriously by the coach.</p> <p>If missing training becomes a regular occurrence, the coach should outline to the player the commitment they have to the club and to the team, and explain that they are letting themselves and the team down. It may be necessary to follow this up with a brief talk with the parents. If there are further problems, the BBFC Management Committee may need to be consulted.</p> <p>There should be no need to make training 'compulsory'. By ensuring that sessions are of an appropriate duration, START and FINISH on time, are well planned and conducted with the enhancement of players' skills in mind, then there should be no problem in enticing players to attend – in fact, it will soon become a highlight of the week, which they eagerly look forward to.</p>



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Equipment

<p>3.1 Maintenance</p> 	<p>Each manager/coach is responsible for the safe custody, maintenance and distribution of all club equipment issued to them.</p> <p>Managers can either choose to establish a roster for the washing of the shirts, or ensure one person is responsible for washing and return of shirts for the next session. . At the end of each game all shirts should be collected and given to the nominated team member for washing. Club shirts are only to be worn for official matches.</p> <p>Details of any lost or damaged equipment should be reported as soon as possible to the Equipment Officer.</p> <p>Note: Lost or damaged shirts cost the club money, which could otherwise be spent on other equipment.</p> <p>Teams will be allocated a team set of equipment to encourage sharing and enable all kids to participate in all skills and drills Some of our players don't like to share their own personal balls/kit.</p>
<p>3.2 Uniforms</p> 	<p>Club shirts are provided to coaches for use by the team for the duration of the season. Club playing shirts (strips) are not to be given out to individual players.</p> <p>They can be given out on game day and collected back at the end of the game. It is advisable for the team manager to organise a laundry roster for each week to share the burden. These shirts are expensive to replace and cannot be bought as a one off item.</p> <p>If a shirt is being allocated to a player, coaches please ensure that the club's Form G - Issue of Team Shirts is signed by the parent of the player (or the player if they are over 18). A copy of the form can be downloaded from the website.</p> <p>NOTE: Club shirts are only to be worn during game time. They are not to be worn during training sessions or training games.</p>
<p>3.3 Studs</p> 	<p>Care should be taken to ensure that in the case of screw in studs, the studs are smooth and have not developed sharp edges. Metal studs are acceptable but must be checked to ensure they do not have any rough edges, which may cause injury. The use of spikes is not permitted.</p> <p>Referees are required to check the studs on boots and if they consider the studs to be dangerous will not allow a player to take part in the game until they have fixed the problem.</p>



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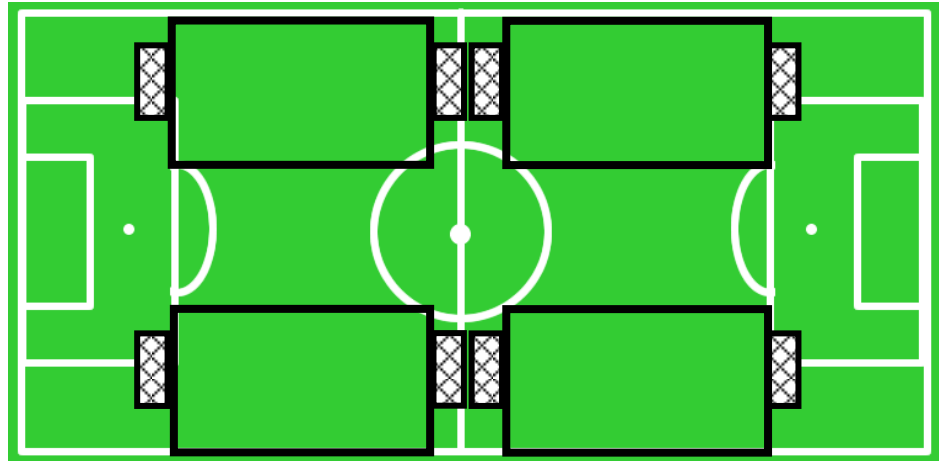
Match Day Responsibilities

<p>4.1 Equipment</p> 	<p>Each manager/coach is responsible for the safe custody, maintenance and distribution of the Club strip, balls, nets, corner flags, and other equipment that is issued to their team.</p> <p>Managers should prepare a roster for the washing of the strip. At the end of each game the entire strip is collected and given to the nominated team member for washing. Players are to be advised that while the strip is in their care, shirts are not to be worn except for official matches. Managers/coaches are to make sure that their players are properly equipped for all games.</p>
<p>4.2 Shin guards</p> 	<p>It is a Capital Football regulation that players must wear shin guards for games.</p> <p>Referees will check to ensure players are wearing shin guards and will not allow a player to take the field unless he or she has adequate equipment. Care should also be taken to ensure that in the case of screw in studs, the studs are smooth and have not developed sharp edges.</p> <p>Referees are required to check the studs on boots and if they consider the studs to be dangerous will not allow a player to take part in the game until they have fixed the problem. For insurance purposes it is also a requirement that they wear them for training.</p>
<p>4.3 Refreshments</p> 	<p>It is very important that all players be encouraged to drink plenty of fluids, when playing football to avoid dehydration. Water is sufficient, although some players may choose to utilise sports drinks that are available.</p> <p>Coaches should encourage their players to drink plenty of fluids not only at half time, but also before, during and after a game. Players should also be encouraged to bring a drink to training, and coaches should plan for a drink break during their training sessions.</p> <p>Every new player will be given a BBFC drink bottle - please encourage your players to use them.</p> <p><i>NOTE: Due to the threat of spreading infectious diseases it is not recommended that players share oranges. It is also important that players don't share drink bottles with other players.</i></p>

4.4 Field setup for SSG

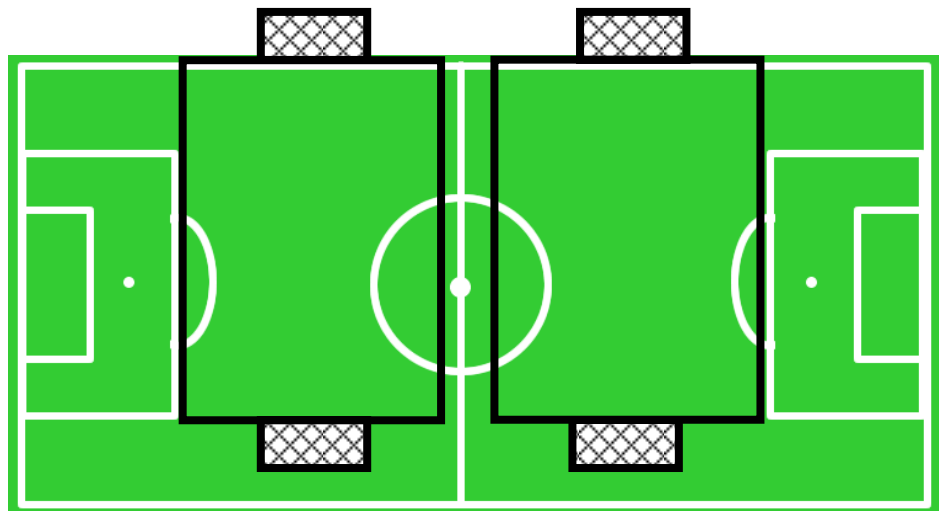


Under 6 + Under 7



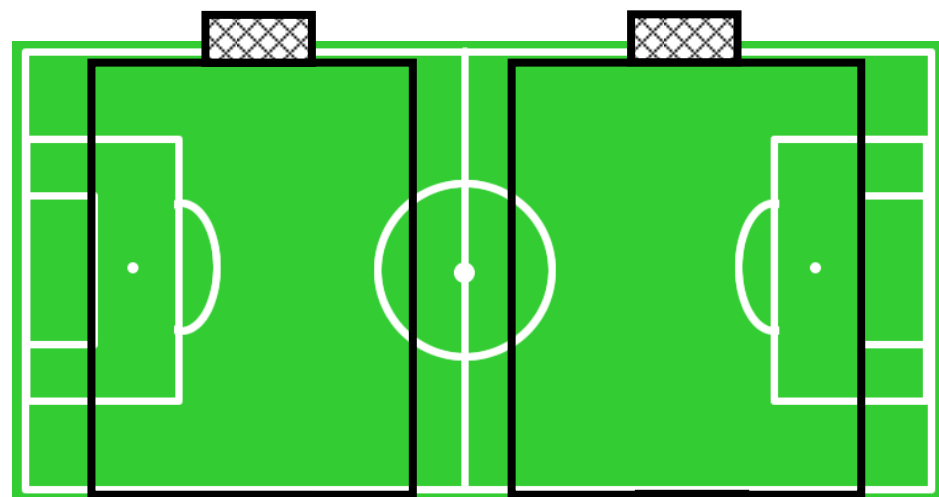
CLUBHOUSE SIDE

Under 8 + Under 9



CLUBHOUSE SIDE

Under 10 + Under 11



CLUBHOUSE SIDE

4.5 Dressing the grounds, U6 – U11



The Club needs the help of all teams in dressing the fields for play. Dressing the field's means putting up the nets and placing the corner flags. This will assist in the smooth scheduling of games and ensure that games can start on time. It will also assist in protecting club property.

The last team playing on a field will be required to also take down the nets and collect the corner flags. All equipment must be returned to the appropriate storage location.

NOTE: For any information regarding the grounds or field setup please contact the Grounds Manager.

Dressing the grounds – Small Sided Football (U6 to U11)

U6s will train at 10am and play at 10.40am. Your fields will be dressed. At the end of the U6s games each team will be responsible for returning one set of goal posts back to the equipment shed.

The U7s will train at 8.30am and play at 9.10am. Coaches will be required to obtain their goals from the equipment shed and take them to the field.

The U8s will play at 9.30am will be required to set up their fields prior to playing. Coaches can obtain their goals from the equipment shed or in some instances they may already be on location and will only be required to set up in position.

U8s will need to collect their goal posts and set up as shown in Section 4.5.

U9s play at 10.30am on the same size field as the U8s and so the fields will already be dressed. At the end of the U9s match the goalposts are to remain on the field.

U10s are requested to relocate their goalposts and set up the field as shown in Section 4.5. U11s play on the same size field with the same size goals as the U10s and hence the U11s will be responsible for returning all goalposts at the end of their game to the equipment shed.

Corner posts are to be left in place for the junior full field games unless otherwise advised.

NOTE: Please take the time to ensure that SSF goal posts are properly secured. Your attention could help avoid serious injury to a young player or spectator.

Encourage the parents of young players to keep children away from the goals before, during and after games. Please do not allow any child to swing from the posts.

NOTE: The corner posts are to be left in place for the junior full field games unless otherwise advised.

The goals must be returned to the storage area and not left on the playing fields. The junior competition teams will be waiting for you to finish and clear the fields.

4.6 Dressing the grounds U12 – U18



Dressing the grounds - Junior Football (U12-U18)

The nets will usually be up for these age groups, but on occasion the club may require the first home team to play on the ground to put up the nets and ensure that the corner flags are in place. The net bag is to be securely tied to the rear of the net.

Teams can collect the nets from the equipment shed. The team playing the last game on each ground may be required to take down the nets, put them in the bag provided and collect all pegs and corner flags. All gear must be returned to the equipment shed. The first home team to play on the ground must put up the nets and ensure that the corner flags are in place. The net bag is to be securely tied to the rear of the net.

Teams can collect the nets from the equipment shed. The team playing the last game on each ground must take down the nets, put them in the bag provided and collect all pegs and corner flags. All gear must be returned to the storage area.

NOTE; All 12:30 games must FINISH on time, irrespective of their start time. Referees will reduce playing time if your pitch is not dressed and ready to start on time.

4.7 Match cards and reporting results



Managers of teams playing in the Junior League competition (Under 12-18) are required to complete match cards, which are provided to all teams.

You must indicate the player's shirt number and his/her FFA registration number. This allows managers, referees and other officials to check the validity of players and also helps in the correct identification of who has committed offences on the field.

The manager must check the match card and ensure that the referee has recorded the correct result. If you disagree, or believe that the referee has recorded the score incorrectly, or if there is any other irregularity, you should inform the referee.

The manager of the team must always sign the match card supplied at the completion of the match.

If you dispute the result for any reason, or if the game was abandoned, you must sign the card and tick the box marked "signed under protest".

If you sign the card under protest, please advise and discuss the matter with the Director of Juniors within 24 hours of the game being played so that a report can be provided to Capital Football. Please also note that any protest the club makes will incur a fee.

After the game, all match cards should be placed in the match card box located in front of the Merchandise Shop at the Calwell Playing Fields.

If you cannot place the card in the box by 5.00 pm because you are playing an away game, you should contact the Points Registrar and advise him/her of the score and make arrangements to personally drop off the card before Sunday evening.

NOTE: Failure to return the match card on time could mean that an incorrect score could be recorded. It could also mean a fine imposed on the club if cards are not returned by the Points Registrar in time.



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Codes of Behaviour

5.1 Codes of Behaviour



Coaches and managers should be aware of the Junior League's Code of Behaviour for coaches, managers and spectators as set out in the Junior League handbook. They are also urged to adhere to the rules and regulations of the junior league, which are also set out in the handbook.

This club has endorsed and adopted Codes of Behaviour which are designed to assist members adopt standards aimed at reducing the incidence of violence and unfair play in competition.

Those relevant to coaches and managers are:

- Be vocal in positive ways
- Be reasonable in your demands of young players.
- Teach your players that rules of the sport should not be evaded or broken.
- Whenever possible group players to give a reasonable chance of success keeping in mind the following point.
- Avoid over playing the talented players – all players need and deserve equal time no matter what Division you are coaching.
- Remember that children participate for fun and enjoyment and that winning is only part of their motivation - never ridicule or yell at the children for making mistakes or losing a game.

Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.

The scheduling and length of practice times and games should take into consideration the maturity level of the children.

Develop team respect for the ability of opponents as well as for officials and opposing coaches.

Follow the advice of a physician when determining when an injured player is ready to recommence training or competition.

Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.

In addition the manager should:

- Regularly check the pigeon holes near the merchandise shop for information.
- Pick up and distribute information to the players and parents.
- Organise the playing shirts and equipment.

5.2 Things to know



1		<p>There may be washouts. Please DO NOT call the club. The club cannot handle the volume of calls. You will be notified as soon as the washout occurs via SMS and coaches will be informed of the situation. The coach or an assistant will then call team members. Announcements will also be on 104.7 and 106.3 FM Radio.</p>
2		<p>Parking - As parking is limited, please observe all parking signs and spaces.</p>
3		<p>Please arrive 30 minutes early to all games to allow some warm-up time.</p>
4		<p>Equipment. All players must have:</p> <ul style="list-style-type: none"> - Shorts and socks in club colours. - Shin guards. - Appropriate boots. - Drink bottle <p>Please bring your equipment to every practice.</p>
5		<p>Please keep speed to minimum when driving in the parking area.</p>
6		<p>There are no pets allowed on the grounds at competition games or training. This is law under ACT Legislation. Please leave them at home.</p>
7		<p>All games and practices are “Drug-Free” Zones. No smoking at junior competition games or training</p>
8		<p>All games and practices are “Drug-Free” Zones. No alcohol at junior competition games or training</p>
9		<p>Please do not litter. Help keep your grounds clean. Please use the bins provided at the ground to dispose of your rubbish.</p>



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Referees

6.1 Match Referees



The Referees Coordinator will, wherever possible, ensure that qualified and accredited referees are appointed to all Small Sided Football and Junior games.

Coaches/Managers are asked to give the referees every assistance, both on and off the field. This is especially important in SSF where the referees are usually from junior playing ranks.

Remember referees are a vital part of our game and we seek your support in encouraging them to continue and develop as referees.

Coaches and Managers are not to dispute decisions with the referees or with officials of opposing teams. The procedures relating to protests and disputes are set out in the Junior League Handbook.

6.2 No appointed Referee






Where no referee has been appointed to a game it is the responsibility of the home club to arrange for the appointment of a qualified referee, if an official referee is not available, then the visiting team have the right to nominate a suitable person from amongst those present.

Obviously, it is best if both parties can agree on the best person to conduct the game. Remember that it is better to have a young qualified referee than to have an unqualified parent or coach.

If a qualified referee has not been appointed and you are not satisfied with the referee nominated by the visiting team, you have 2 choices. You can refuse to play the game and notify Capital Football immediately (through the club's secretary) or you can play the game.

If you decide to play the game, then you need to be prepared to accept the result. There is little point in protesting about the unqualified referee after the match. The Club expects that games will go ahead in all but the most exceptional circumstances.

NOTE: Once you have agreed to accept someone as the referee, then that person is in charge of the entire game and has the same powers and rights of an appointed referee.

<p>6.3 Payment of referees Fees</p> 	<p>The Manager of each team will pay half of the appropriate fee to the referee and if applicable, the assistant referees before the start of the game. Details of the referee's fees for each age group are displayed on the club notice board and are available on the club's web site. You should only pay officially qualified referees. You should not pay anyone who is not a qualified referee. A qualified referee should be wearing the official referees' uniform and have a card indicating that he or she is qualified and registered with the referees' association.</p> <p>Some games from U12 to U18 grades may have one or two assistant referees appointed. If an assistant referee is appointed to run the line, they are also entitled to payment. An assistant referee is paid half the fee of the referee and again both teams share the costs.</p> <p>Referees must be paid before the game starts. Please do not place the referee in the awkward position of having to ask you for his/her money. Please be organised and pay the referee when you hand him/her your match card.</p>
<p>6.4 Reimbursement of referee's fees</p> 	<p>Reimbursement of referee's fees is through the canteen. You can obtain the fees at the end of the game. When asking for the fees at the merchandise shop or canteen, which ever is available, you must complete and hand in a Junior Referees Fees Voucher, signed by the referee, the opposing team name, match date and the amount paid/claimed.</p> <p>The club's accounts are audited annually and a return submitted to the Corporate Affairs Commission. Accordingly, referees fees paid during the season must be claimed before the end of September in the year in which they are expended.</p>
<p>6.5 Schedule of referees Fees</p> 	<p>A current schedule for referee's fees is available on the clubs website under Referees > Match Fees.</p> <p>This will be updated for the upcoming competition season when details are received from Capital Football Referees.</p> <p>Please print the current copy and refer to this list when paying referees and Assistant Referees on competition match days.</p>



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Penalties

7.1 Penalties



The Junior League imposes financial penalties on clubs in respect of the following offences: These fees will be paid by the player or person/s who incurred the fees.

- **Playing an unregistered or otherwise ineligible player**

If you are in doubt about the status of any of your players contact the player Registrar.

- **Walk off by a team before the completion of a game**

Sometimes it may seem appropriate to walk off the pitch prior to the end of the game, particularly if players appear to be in physical danger. However, except in the most extreme circumstances do not yield to the temptation to bring your team from the field as you will not be able to have the match replayed and the club **WILL** incur a fine.

Coaches and managers are reminded that if you are dissatisfied with the conduct of the game, you should complete the game, list the circumstances as soon as possible and lodge an appeal or protest through the Club Secretary and notify the Director of Juniors immediately. Protests must be lodged as soon as possible and preferably within 48 hours of the game.

7.2 Forfeit of a Game



If it becomes apparent, that you are unable to field a team for any game, for example through illness or injury of a number of players, contact the Director of Juniors (or, any other member of the executive, if the Director of Juniors is unavailable).





In the first instance and see if she/he will attempt to organise reserves from other teams in your age group or from a younger age group. If it is still not possible to field a team, you should contact the Director of Juniors urgently; it may be possible to organise a postponed match, if the opposing team agrees to do so.

7.3 Late or lost match cards



Failure by a club to submit match cards may result in the imposition of a financial penalty. Should a club be regularly in breach the JLM may refer the matter to the D and D Committee, which may impose a more severe monetary penalty and in the case of complete failure to submit match cards (as distinct from late submission) may declare relevant games to have been forfeited to the opposing clubs.

As already mentioned, this offence incurs a financial penalty. This club has an excellent track record in this area and we need your continued support.

<p>7.4 Failure to report match results</p> 	<p>Match cards have to be handed in at the club so as the Points Registrar can submit the results on-line to Capital Football. Failure to have these cards handed in on time may result in the Points Registrar not submitting results so it is important that is done after each match.</p> <p>Failure of the Points Registrars to agree on a result and advise the JLM within the specified time will lead to a null result being recorded for that game and no points being awarded.</p>
<p>7.5 Failure to keep spectators in check</p> 	<p>While it is not possible for coaches and managers to physically restrain spectators team officials are expected to keep supporters behaving in a fair manner when at matches.</p> <p>It is expected that you would explain to parents and other supporters the need to confine their involvement to the encouragement of players, and the team, and to refrain from verbal abuse of the referee, opposing players, officials and other spectators.</p> <p>In this way, the name of the club and of the game will be enhanced. The club will be fined if any spectators create problems and are not kept in check.</p>
<p>7.6 Red cards and send offs</p> 	<p>If a referee gives a player a red card and sends that player from the field, the referee must then also note the bottom of the match card. The referee must then submit a report on the incident to Capital Football within 3 days.</p> <p>If the referee does not submit a report, then Capital Football takes no disciplinary action.</p> <p>Junior League rules are not the same as for the Senior League. Suspensions for red card offences are NOT automatic.</p> <p>If a player gets a red card and the referee submits a report, then the matter is considered in the first instance by the Disputes and Disciplinary representative on the Junior League Advisory Committee.</p> <p>There are now automatic penalties that will be imposed. However, sometimes referees' reports are late and the decision is not made before the next game. You should continue to play the player until a club representative tells you that the player has received a suspension of one or more games.</p> <p>You can appeal against a sentence but it must be well justified. The club has to be convinced that an appeal is warranted because the club is required to pay a fee to have an appeal heard and then a further fine is imposed if the appeal is lost.</p> <p>Referees also have the authority to request a team official, parent or spectator to leave the area. The offending person must leave the playing surrounds immediately.</p>
<p>7.7 Yellow cards</p> 	<p>Three yellow cards mean an automatic one-week suspension. The suspension should take place the game immediately after the game where the third yellow card was given, but as noted above, you should only suspend a player on advice from the club.</p>



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AUDIENCE

All Coaches and Managers.

This manual contains important information that affects BBFC coaches and managers.

Player Requirements

8.1 Player injuries



Generally, players will get up off the ground by themselves after a hard tackle. However, if they remain still or cry out in pain:

1. **DO NOT** pick up an injured player and carry him/her from the field unless you are absolutely certain that no fractures exist.
2. **DO NOT** manipulate or try to straighten the limb if it is broken you are likely to cause more damage and more pain.
3. If you suspect a fracture, leave the player where he/she is, and:
4. send someone to ring for an ambulance makes sure they know what the suspected injury is, the precise ground location and the best access to the ground.
5. clear the immediate area of spectators.
6. have someone stay with the injured player to reassure them and have someone at the access point to the ground to direct the ambulance to the scene.
7. keep the injured player as comfortable as possible protected from direct sunlight, rain/wind cover if cold but **DO NOT** overheat. A few sips of water (if conscious) can be given.
8. if a neck injury is suspected the player **MUST NOT BE MOVED** until an experienced person can fit a suitable neck brace without moving the head.

8.2 First Aid



Coaches and Managers are encouraged to undertake a basic first aid course to assist on occasions where such knowledge is needed. You will also find the knowledge useful away from the soccer fields. Alternatively try and identify whom if any parent in your team has any first aid knowledge. This person may be of assistance should a player become injured.

The club's First Aid Officer positions are always required to be filled. Once selected for the year it is anticipated that they will be in attendance at Calwell on most days. If you need assistance, ask the Canteen Manager or club official. They can advise you if a First Aid Officer is available

The canteen at Calwell Oval has first aid equipment available, including rubber gloves for assisting players who are bleeding. There are some club officials who are qualified in first aid or as sports trainers.

8.2 First Aid con't

If a player is injured and you suspect the injury to be serious, do not move the player. The referee is required to stop play and cannot force you to move a player if there is any chance that moving the player could do more harm.

You must apply common sense in this situation; if possible you should move the player to the sideline, **but if in doubt as to the seriousness of the injury do not move the player**. Ring for an ambulance and get advice.

8.3 Insurance



Players are covered for some medical costs by an insurance policy if they are injured during an official game or official training.

The Player Registration Fee includes a component to cover the premium for each player, paid on behalf of all clubs by Capital Football. The club also has a public liability policy through its association with Capital Football.

If a player is injured and requires treatment and the parent/guardian wishes to claim on the insurance please obtain an insurance claim information either from the BBFC website or the Capital Football website.

NOTE: The club is not responsible for any costs associated with injury. If this is a concern, parents should contact the insurance company prior to registering their child to play.



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AUDIENCE

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Cancellation and Ground Closure

9.1 Principles and Procedures



When inclement weather raises the prospect of games being cancelled the following procedures should be followed and principles observed.

Phone the ACT Government's recorded information service for ground closures on **6207 5957**.

Any cancellations will be advised on FM 104.7 or/and FM 106.3 during Saturday mornings of competition days.

Notification may also appear on the BBFC website and sent via SMS.

If the ACT Sports Ground Office closes all grounds in the ACT all SSF and Junior football, including games scheduled for Queanbeyan or Cooma, are cancelled and no further cancellation will be broadcast.

Any such closure is supposed to be broadcast no later than 9:00 am on Saturday morning. After that any decision to cancel rests with the Junior League's Grounds & Fixtures Officer or with individual clubs.

Regardless of the ACT Sports ground Offices actions, the Junior League's Grounds and Fixtures Officer is authorised to cancel SSF and Junior football across the Junior League if conditions warrant it.

While in extreme circumstances both sections of the League's activities may be cancelled first thing on Saturday morning (or earlier), ordinarily separate decisions will be made about SSF and Junior football.

Because of the need to reschedule competitive junior games there is a reluctance to cancel junior football when grounds are not closed. Clubs should therefore be aware that a decision to cancel junior football may be left until mid morning on Saturday, **and that an early morning cancellation of SSF does not preclude a later cancellation of Junior football** (i.e. keep listening to the radio).

A decision to cancel all SSF will be made no later than 8.15am on a Saturday morning. This should facilitate broadcast immediately following the 8.30am news bulletins. A decision to cancel all junior football will be made no later than 10.45am to facilitate broadcasts immediately following the 11.00am news bulletins.

A cancellation of SSF (U6 to U9) does not cover U10 – U18 games unless specifically stated in the cancellation broadcast. If a broadcast says cancellation of SSF at a particular ground you must assume that the U10 – U18 competition will continue.

9.1 Principles and Procedures con't

Clubs can also declare their grounds unfit for Junior football and notification will be made via the radio as previously mentioned.

If BBFC declares its grounds unfit for Junior Football, the Capital Football Grounds and Fixtures officer will be notified as soon as possible so that games can be rescheduled and that affected clubs can be notified.

If weather and ground conditions deteriorate after the deadline for broadcasting a cancellation or advising a ground closure the match referee is the final authority for canceling or abandoning a game.

Clubs will ensure that referees controlling their home games are aware that under no circumstances should a game be allowed to proceed while there is a threat of a lightning strike. Should such a threat develop during a game, the game should be abandoned.

9.2 Ground Closures



The Government decides to close grounds based on:

- The potential for injury to players.
- The sport played and the potential for damage to the playing surface.
- The weather forecast from the Bureau of Meteorology.
- The condition of the ground when inspected.

Grounds closures can occur at short notice.

No sporting clubs Management Committees have authority to approve the use of sporting grounds when the ACT Government has closed the grounds. Clubs using closed fields may be liable for the full cost of repairs and may lose their licence agreement with ACT Government

In instances where ACT Government information has deemed all grounds open, clubs and referees may choose to close specific grounds to prevent injury to players. When this occurs, club representatives should erect the grounds closed sign and contact the affected visiting clubs and teams.



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AUDIENCE

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Miscellaneous

<p>10.1 Monthly Meetings</p> 	<p>The club's Management Committee meets every third Monday of the month (unless otherwise advised). All members of the club are invited to raise items for discussion and attend meetings. These monthly meetings provide a forum for coaches or parents to raise problems or ideas with the Committee.</p> <p>It also represents the opportunity for the Committee to report on its activities and respond to questions.</p> <p>To facilitate these meetings half an hour is set-aside at the beginning of each meeting to cover any issues raised by parents/coaches.</p> <p>These issues should be notified to the Secretary prior to the meeting so they can be included on the agenda. Meetings start at 7.30pm in the Board Room of the Calwell Club, Were Street, Calwell (unless otherwise advised).</p>
<p>10.2 Newsletter</p> 	<p>The club newsletter is an important form of club communication and will be produced for distribution on the first Saturday of each month during the season. In addition to containing details of events, coaching hints, etc, it also contains reports on individual teams' performances or achievements. Managers are encouraged to prepare brief reports on how their teams have been performing and these should be left in the box marked Media Officer at the canteen.</p>
<p>10.3 Information pigeon holes</p> 	<p>In front of the merchandise shop, there is a series of pigeon holes for every age group. These pigeon holes are critical for ensuring information is passed on to teams. It is your responsibility to check your pigeon hole every week.</p> <p>You can also pass on information to other teams or to the committee by placing the information into the correct location, addressed to the appropriate person or team. The pigeon holes are an essential link in the communication chain within the club.</p>
<p>10.4 Financial Membership</p> 	<p>Every coach, assistant coach, manager and committee member should be a financial member of the club. Currently financial membership costs \$2 and affords you voting rights on club decisions. Parents of registered players that have been listed on the junior player registration are automatically members of BBFC and are afforded full rights of membership.</p>

<p>10.5 Web Site</p> 	<p>The club's website (www.bbfc.org.au) contains information relevant to everyone associated with the club. Capital Football also has it own website (www.capitalfootball.com.au).</p> <p>SSF draws from U6 – U9 are found on the clubs website. U10 –18 matches for Junior league and Senior league draws for the season, results to date with progress points and tables can be accessed through the club's website (www.bbfc.org.au) on links to the Capital Football website.</p>
<p>10.6 No pay, no play</p> 	<p>The club has adopted a policy of no pay no play. This means that your age coordinator may indicate to you that an individuals fees have not been paid and therefore that their registration will not be processed until the fees have been paid in full.</p> <p>Obviously this may not be a pleasant situation, but the club cannot tolerate the bad debt enforced upon it through players not paying fees. Please use your team manager and if necessary the age coordinator to help resolve difficulties, should they occur. But the policy is “no Pay, no Play”.</p>
<p>10.7 Age Coordinator</p> 	<p>The club has age coordinators for every age group and they are the link between you and the club and your first point of contact for any issues.</p>
<p>10.8 Sponsorship</p> 	<p>There are a number of sponsorship opportunities for businesses wishing to support the club, individual teams or just wishing to promote the game. Contact the club's Sponsorship Officer for more information.</p>
<p>10.9 Fundraising</p> 	<p>The club tries to keep its fundraising activities to a minimum during the season, but there may be times when we do need your help with some fundraising. Please support these activities.</p>
<p>10.10 Club BBQ and Canteen</p> 	<p>The canteen and BBQ is run totally by volunteers. The canteen and BBQ are one of the clubs major sources of revenue throughout the season and money raised helps the club to purchase things like new balls, nets, uniforms etc.</p> <p>The club Catering Manager will put together a roster for nominated teams to help out with the canteen and BBQ. A team will only be on the roster once for the competition season. Team coaches are expected to inform parents of their duty and to request volunteers or nominate persons to participate.</p>

BRINDABELLA BLUES FOOTBALL CLUB

DOCUMENT CONTROL SHEET

An information resource

Coaches Manual

4/1/13

Contact for Enquires and Proposed Changes

If you have any questions regarding these policies contact:

Name: Steve Little
Designation: Records Manager
Phone: 0419 619 743
Email: publicofficer@bbfc.org.au

If you have a suggestion for improving these policies, complete and forward a copy of [Suggestions for Improvements to Documentation \(Form F\)](#), to the Management Committee, Brindabella Blues Football Club Incorporated.

Issue No	Issue Date	Nature of Amendment
1	19 March, 2005	Ratified Copy
2	20 March, 2007	Reformat Manual
3	18 December, 2009	Reformat Manual
4	7 March, 2010	Amended Sect 5.3, Change banner,
5	16 February, 2011	Add Section 5.2
6	1 February, 2012	Amend field setup Section 4.5, Amend Section 6.5
“	“	Add Section 8.3, Add Sect 9.2, Remove Sect 10.8
“	“	Add logos in heading columns, Add Section 7
7	4 January, 2012	Update Sect 2.1 and 9.2

This manual has been prepared and written by the Brindabella Blues Football Club Incorporated (ABN 94 164 626 067). The contents of this manual are subject to change only under the rules of the Brindabella Blues Football Club Incorporated Constitution and Ratification of Club Policy.

All efforts have been made to ensure the accuracy of this manual. Brindabella Blues Football Club Incorporated does not assume responsibility for any errors nor any consequences arising from any errors in this manual.

