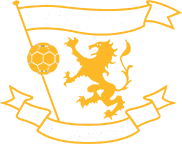
|  |
| --- |
|  |
|  |
|  |
| Lane Cove Football Club |
| **Coaches & Managers Information Pack** |
| April 2021 |

****

|  |
| --- |
|  |



**The Lane Cove Way**

**Play with Respect**

At Lane Cove Football club, every player, parent and official is expected to respect everyone involved within the game. This includes but is not limited to:

1. The Referee
2. The Linesman
3. Ground Officials
4. Other Parents
5. Opposition Players
6. Spectators
7. Their *own*children

**Make it Fun!**

Kids want to be kids - let them enjoy playing football. Make training fun and ensure every child has equal opportunity to develop and learn in a positive environment. Playing Football should *always* be fun.

**Always Encourage**

Encourage all children to do their best. Encourage and assist players and coaches to set goals and work towards team objectives. Always try to make encouragement positive and without pressure – a parent can absolutely encourage their child to be competitive without that encouragement becoming a burden that the child must succeed.

**Learn Together**

Generate a desire in all players, coaches and parents to constantly learn and improve, regardless of skill level or knowledge of the game. Encourage and cultivate children’s *Love to Learn*. Parents should grow their understanding of Football with their children whenever possible.

**Play Positive Football**

A deliberately indefinite term. What does Positive Football mean to you?

* An encouraging and supportive approach to team building
* A sustained goal to always enjoy football, no matter the result
* A commitment of continued learning throughout the development years and beyond
* In older age groups, (14-18) this can evolve to be more competitive – a Lane Cove side always tries its best to be positive and proactive in the way it plays.

**Love Sports for Life**

“70% of ‘sporty’ kids in the US quit by the time they are teenagers,” (Changing The Game Project). Lane Cove Football Club *must* be a supportive and enjoyable space for kids to play sport, develop social skills and make friends. Encourage kids to have fun and learn about being healthy whilst playing a team sport.

Contents

[General Information 4](#_Toc68816435)

[Welcome to the 2021 Season!!! 4](#_Toc68816436)

[General Enquiries – Club Administrator 5](#_Toc68816437)

[Key Dates 6](#_Toc68816438)

[Key Contacts 6](#_Toc68816439)

[Age-Group Coordinators 7](#_Toc68816440)

[Governance 7](#_Toc68816441)

[NSFA General Information, Regulations & Forms 8](#_Toc68816442)

[Club Communications & Social Media 8](#_Toc68816443)

[Working With Children Check (WWCC) 9](#_Toc68816444)

[Player Insurance 9](#_Toc68816445)

[Wet Weather 10](#_Toc68816446)

[Team Administration Website Access 10](#_Toc68816447)

[Photo ID & DOB Verifications 11](#_Toc68816448)

[Kit, Equipment and Merchandise 12](#_Toc68816449)

[Training Field Allocations 12](#_Toc68816450)

[Blackman Park BBQ 12](#_Toc68816451)

[Coaching Information 13](#_Toc68816452)

[Registration & Free NSFA Courses 13](#_Toc68816453)

[Coach Duties & Responsibilities 13](#_Toc68816454)

[XLR8 Cooperative Coaching (U6 – U11 teams only) 14](#_Toc68816455)

[Coach Resources 14](#_Toc68816456)

[Injury Management Advice 14](#_Toc68816457)

[Managers Information 15](#_Toc68816458)

[Manager Duties 15](#_Toc68816459)

[Rotation of Players & Substitutes 15](#_Toc68816460)

[Ball Sizes 16](#_Toc68816461)

[Fixtures, Tables and Re-grading 17](#_Toc68816462)

[Forfeits 17](#_Toc68816463)

[Refereeing (Game Leaders) 18](#_Toc68816464)

[Match Card Procedures 18](#_Toc68816465)

Note: All information is in this pack is current as at **08 April 2021** and is **subject to** **change**.

# General Information

## Welcome to the 2021 Season!!!

Dear LCFC Coaches and Managers,

The next winter season is almost upon us and we welcome you to the Lane Cove Football Club and the world of coaching and managing football!

Being a coach or manager can be both a rewarding and enriching experience, and this information pack will be useful in assisting you perform these roles throughout the season. We would like to remind that as we work with children in our Club it is a requirement for all volunteers of the Club have a valid WWCC and are registered as a volunteer, coach or manager via [playfootball.com.au](https://www.playfootball.com.au/)

If you have any queries or seek updated information, please check our website [www.lcfc.com.au](http://www.lcfc.com.au). For any assistance throughout the season, please contact your Age-Coordinator or a member of the Board. Contact details are provided in this pack.

Lane Cove FC is a community-based football club with over 75 years history in the Lower North Shore. We welcome all players regardless of skills and abilities with over 1,000 registered members spanning u6’s through to over 45’s age groups. The Club and Board thank you for volunteering to coach and/or manage a team and we wish you all the best for an enjoyable season. Your time and effort are greatly appreciated, as it is volunteers like you that help to make LCFC one of the friendliest community run clubs in the Northern Suburbs Football Association (NSFA).

Best regards,

LCFC Board

## General Enquiries – Club Administrator

|  |  |  |
| --- | --- | --- |
| Postal Address | Contacts | Office Hours |
| Lane Cove Football Club  PO Box 676  Lane Cove NSW 1595 Australia | Tel: 02 9431 8648  Fax: 02 9431 8677  E: [admin@lcfc.com.au](mailto:admin@lcfc.com.au)  W: [www.lcfc.com.au](http://www.lcfc.com.au) | Monday to Friday: 9am - 5pm  Saturday & Sunday: Closed |

[](https://www.facebook.com/lanecovefc/) **Follow us on Facebook** [**www.facebook.com/lanecovefc**](http://www.facebook.com/lanecovefc)

## Key Dates

|  |  |
| --- | --- |
| 28 March | Coaches Welcome @ Blackman Park, 5pm-7pm |
| 10-11 April | Commencement of the 2021 Season for Senior teams |
| 16-17 April | Commencement of the 2021 Season for MiniRoos and Junior teams |
| 25 April | ANZAC Day – all matches played after midday |
| 1-9 May | Female Football Week |
| 19 June | LCFC Annual Trivia Night @ Lane Cove Golf Club |
| 3 & 4 July | Middle weekend of School Holidays – no MiniRoos or Juniors games |
| TBC (July) | Photo Days |
| 25-26 August | MiniRoos Gala Days  Finals for Junior Mixed, Girls, Women’s and Men’s competition football |
| 11 September | LCFC Club Day – trophy presentation and kit return |
| September | Senior Presentation Night |

## Key Contacts

|  |  |  |
| --- | --- | --- |
| Role | Name | Contact |
| Co-Presidents | Megan Sweeney and  Darren Thompson | [president@lcfc.com.au](mailto:president@lcfc.com.au) |
| Secretary | Pete Crawford | [saptd@lcfc.com.au](mailto:saptd@lcfc.com.au) |
| Treasurer | Megan Sweeney | [treasurer@lcfc.com.au](mailto:treasurer@lcfc.com.au) |
| Community Coaching Manager | Sarah Uff | [coaching@lcfc.com.au](mailto:coaching@lcfc.com.au) |
| Communications Manager | Sarah Uff | [communications@lcfc.com.au](mailto:communications@lcfc.com.au) |
| Grounds Manager | Vacant | grounds@lcfc.com.au |
| Events Manager | Sue Wen Chong | [events@lcfc.com.au](mailto:events@lcfc.com.au) |
| Kit Manager | Iain Barnfield | [kit@lcfc.com.au](mailto:kit@lcfc.com.au) |
| Member Protection Information Officer (MPIO) | Iain Barnfield | 0448 541 399 MPIO@lcfc.com.au |

## Age-Group Coordinators

|  |  |  |
| --- | --- | --- |
| Role | Name | Contact |
| MiniRoos U6-U11 | David Tucker | [miniroos@lcfc.com.au](mailto:miniroos@lcfc.com.au) |
| Junior Boys U12-U18 | David Tucker | [juniors@lcfc.com.au](mailto:juniors@lcfc.com.au) |
| Junior Girls & Women’s All Age (WAA) | Eliza Macgregor | [womens@lcfc.com.au](mailto:womens@lcfc.com.au) |
| Women’s Over 35 (W35) | Linda Janus | [womens35s@lcfc.com.au](mailto:womens35s@lcfc.com.au) |
| Men’s All Age (MAA) | Samuel Wilkie | [mens@lcfc.com.au](mailto:mens@lcfc.com.au) |
| Men’s Over 35 / Over 45 | Darren Thompson | [mens35s45s@lcfc.com.au](mailto:mens35s45s@lcfc.com.au) |
| SAP Technical Director | Peter Crawford | [saptd@lcfc.com.au](mailto:saptd@lcfc.com.au) |
| Development Squads | Peter Luke | [devsquad@lcfc.com.au](mailto:devsquad@lcfc.com.au) |

## Governance

**Football Federation Australia (FFA)** – [www.footballaustralia.com.au](http://www.footballaustralia.com.au/)

**Football NSW** – [www.footballnsw.com.au](http://www.footballnsw.com.au/)

**Northern Suburbs Football Association (NSFA)**

<https://nsfa.asn.au/>

**FFA MiniRoos Football Website** – <http://www.miniroos.com.au/>

**My Football Club (Registration Site)** – <http://www.playfootball.com.au>

Football NSW is the governing body for association football and futsal in New South Wales, with the exception of the northern regions of NSW (the governing body for which is Northern New South Wales Football). Football NSW is a Member Federation of the national governing body, Football Federation Australia (FFA).

The Northern Suburbs Football Association (NSFA) is the organising body that administers community football in the northern suburbs region of Sydney, New South Wales.

Lane Cove Football Club is a member of the NSFA.

## NSFA General Information, Regulations & Forms

General Information about NSFA and the Competition can be found on the NSFA website. Information includes: [Competition Regulations](https://nsfa.asn.au/competitions/competition-regulations/), [2021 Calendar](https://3h6kvid1kae23r0b2rhz5lp6-wpengine.netdna-ssl.com/wp-content/uploads/2021/01/2021-NSFA-Calendar-04-Jan.pdf), [Competitions Draw](https://nsfa.myclubmate.com.au/website/showresults.asp), [NSFA Grounds List](http://nsfa.asn.au/grounds/find-a-ground/) and [Contact Details](http://nsfa.asn.au/the-association/contact-us/).

Playing formats and rules for the Miniroos (U6-U11) age groups are available [at this link](https://3h6kvid1kae23r0b2rhz5lp6-wpengine.netdna-ssl.com/wp-content/uploads/2018/04/NSFA-ALDI-MiniRoos-Formats-and-Playing-Rules.pdf).

As NSFA releases new regulations and/or updates, LCFC will inform all affected teams and their representatives.

Important forms can also be found on the [NSFA website.](http://nsfa.asn.au/clubs/forms/) Please forward completed forms to [admin@lcfc.com.au](mailto:admin@lcfc.com.au) as NSFA only accepts forms received from Club officials.

## Club Communications & Social Media

**How we govern communications**

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. NSFA recognises the benefits of social media as an important tool of engagement and enrichment. As a member of the NSFA, Lane Cove Football Club expresses full support of the [policies and procedures outlined on the NSFA website](https://nsfa.asn.au/the-association/policies/) for member protection.

**What we are asking of you**

As Coaches and Managers, you have the best insight on what is happening within the club and the grounds. In past years, we highlighted teams, players and club volunteers in our communications, and we need your help to continue these spotlights for this season. This material will be used in club communications such as internal club newsletters, social media posts, local news articles, club presentations and the like. It is important that you obtain permission to use any photos prior to sharing.

We are asking you to share with the LCFC Communications team:

* Weekly game reports – including game results, goal scorer names, highlighted play
* Team and game photos – including names of any players in photos

[](https://www.facebook.com/lanecovefc/)If you would like anything featured on our social media, please reach out to the LCFC Communications Team via [communications@lcfc.com.au](mailto:communications@lcfc.com.au)

Don’t forget – follow us on our [Facebook](https://www.facebook.com/lanecovefc/) to keep up to date with the Club’s activities!

## Working With Children Check (WWCC)

**All volunteers, whether parents or close relatives, that are coaching or managing their own child's or close relative's team require a WWCC number.**

The exemptions recognised by Football NSW are:

* Persons under 18 years of age
* Grounds persons
* Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.

View the [FNSW WWCC policy.](https://42f6uk1prw8cdcjbf1vj9lce-wpengine.netdna-ssl.com/wp-content/uploads/2017/12/FNSW-Working-with-Children-Check-Policy.pdf) If you would like further information you can visit their [website.](https://footballnsw.com.au/protection-and-safety/working-with-children/)

The process involves:

1. Completing the online application form [here.](https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check) Please click on the blue button that says "start here". You need only apply as a volunteer.
2. Go to a service NSW centre or motor registry with photo ID. [Click here](https://www.service.nsw.gov.au/service-centre) to find the closest one to you - the closest to Lane Cove are Chatswood, Ryde and Wynyard.
3. Wait for your WWC number to be emailed to you.

Once you have completed your application, please email us your full name, date of birth and WWC number. We will add this to our online LCFC WWCC profile. Please note that this is not for public viewing and once added to our login not even we are able to view the list of people entered.

## Player Insurance

Important information about player’s insurance cover can be found on the [Lane Cove FC Website](http://lcfc.com.au/information/players/injuries-insurance/). Our sponsors at [ProHealth Physio](https://prohealthphysio.com.au/services/physio-sports-insurance-claims/) are experts in submitting sports insurance claim and offer this as a free service to all LCFC members.

Information on insurance is also on the Football NSW website:

1. The Insurance Summary Brochure is listed in [Important Documents.](http://www.gowgatessport.com.au/football/nsw/?page_id=100)
2. Claims information and the claims form is provided in [Claims.](http://www.gowgatessport.com.au/football/nsw/?page_id=30)
3. [Online claims](http://www.gowgatessport.com.au/football/nsw/?page_id=37).

## Wet Weather

In the event of wet weather, please do not contact a club official.

Up until 5pm of the Friday preceding the weekend games, the Club Administrator will advise managers and coaches of any pitches that are closed, or games cancelled. If weather conditions are such that you think grounds may be closed on Friday evening or during Saturday, check the [NSFA website](http://nsfa.asn.au/) as Councils / NSFA sometimes close grounds/re-allocate matches late on Friday or during Saturday. **It is up to each manager to check the NSFA website under these conditions.**

Sometimes there is plenty of notice regarding wet weather (ground closures), sometimes the notice is very short. If the weather is (or has been) poor, ensure you check on the Friday evening before the match.

|  |  |
| --- | --- |
| Council Wet Weather Lines | Contact |
| Hornsby Shire Council | 9847 6764 |
| Ku-ring-gai Municipal Council | 9424 0800 |
| [Lane Cove Council](http://www.lanecove.nsw.gov.au/Community/ParksAndRecreation/Pages/WetWeatherUpd.aspx) | 9911 3585 |
| North Sydney Council | 9911 3585 |
| Willoughby City Council | 9777 7631 |

## Team Administration Website Access

It is compulsory for all volunteer coaches & managers to register with the FFA through the following website <https://www.playfootball.com.au/>

* After clicking “**Register** **Now**” there are 3 options –Re-Registering Player Registrations, New to Football and Coach, Referee and Volunteer Registrations.
* Coaches should select Coach Registrations and all other officials should select Volunteer Registration. If you have an existing FFA number, please use for ALL related roles. Photos of officials must be loaded onto the My Football Club website at time of registration.

Once registered, please let the club know via email ([admin@lcfc.com.au](mailto:admin@lcfc.com.au)) which role you are volunteering for and which team you will be looking after. This will then allow you to receive club communications important for your team and will allow you to access information directly from our website [www.lcfc.com.au](http://www.lcfc.com.au).

The club website allows you to see a list of all players plus contact details and emergency details. You can also list shirt numbers, add player photos and send team emails. It also allows you to post match reports and record your team results during the season on the club’s website.

**To access the managers section** –please use this link<http://members.lcfc.com.au/TeamManagers> OR this link <https://nsfalncov.myclubmate.com.au/TeamManagers>

Your log-in is the email address you have provided to the club when you volunteered as manager/coach. If you do not know which email address you nominated, please ask the Club Administrator who can let you know. Select the team you are managing/coaching from the drop-down menu i.e. U10A. Your password at the start of the season is – **football**

Please change your password on your first use of the site. Please note that access is available to both the team manager/assistant manager and coach/assistant coach, so a joint password will be used. If somebody within the group changes the password – an email will be sent to the others with the new password so they can still access the site.

**To Post Match Results/Reports –** Click on the MATCH RESULTS in the main menu Click add match results – fill in the details as required, once completed click INSERT MATCH REPORT and it will update onto the website.

**To Send Emails –** Click on Send Emails in the main menu Select whether you wish to send the email to the team or fellow managers Add subject line, change from email address if required Create email. Once Finished, click on Send Email

**Allocating Shirts –** Click on Club Shirts in the main menu Click on player’s name – add shirt number then click update. When a player returns their shirt at the end of the season, select return icon next to name.

If you have any problems, please contact the club on [admin@lcfc.com.au.](mailto:admin@lcfc.com.au)

## Photo ID & DOB Verifications

All players registered to play in competition-age (U12+) teams **MUST** upload an acceptable ID photo onto either the PlayFootball or the MyClubMate registration database to be eligible to play in competition matches.

The standard of photo required is the same as that required by the Department of Foreign Affairs and Trade for passport photos. Please click the link below for guidelines:

<https://www.passports.gov.au/passportsexplained/Pages/quicknewadultpassportguide.aspx>

Clubs must verify the identities of all registered players and indicate that the player’s identity has been verified on the registration database.

Any player who has not provided an acceptable ID photo or has not had his/her identity verified by the club with which he/she is registered, is ineligible to play in any competition match. Any team found to have played such a player may be **liable to a loss of competition points and/or a** **fine**.

Photos are **not required for MiniRoos players**, **including Girls’ Under 12**, although any players who may from time to time “fill-in” for competition teams will need to upload a photo to do so.

## Kit, Equipment and Merchandise

By now, every team should have received a kit bag containing training equipment (balls, bibs, cones etc) and playing shirts. If you require extra equipment or different shirt sizes, please our kit manager on [kit@lcfc.com.au](mailto:kit@lcfc.com.au)

Please also check out our e-store for a range of club clothing and merchandise such as hats, jackets, jumpers and bags <https://lcfc.com.au/store/>. Please share this link with your teams.

## Training Field Allocations

The 2021 Training Field Allocations are available on the LCFC website [here.](http://lcfc.com.au/members/coaches-managers/)

## Blackman Park BBQ

**We are currently seeking assistance from individuals to organise and control the BBQ at Blackman Park on Saturday mornings.** This may be a paid role, involving ordering and collection of food, purchasing of supplies, setup and close down, and arranging volunteer support.

All teams, from U6s to O45s are expected to provide volunteers to help run the BBQ at selected times during the season. Volunteers will be rostered on for a 2.5 hour shift from either 8am to 10:30am, or from 10:30am to 1pm.

**Persons interested in this position are asked to contact the Club.**

# Coaching Information

## Registration & Free NSFA Courses

Once registered through with FFA, coaches can attend free NSFA community coaching courses which are held throughout the season. For first time Miniroos coaches it is highly recommended that you join a MiniRoos Grassroots Introductory Course – for further details including dates/times and registration refer <https://nsfa.asn.au/coaches/education/> .

If you are unable to attend any course you have registered for, please notify Nick Marr (NSFA Coach Education) E: [nick.marr@nsfa,.asn.au](mailto:nick.marr@nsfa,.asn.au) **IMPORTANT**: If you register to attend as a Coach and fail to attend, LCFCwill be invoiced the sum of **$90.00**.

For any questions relating to Coach Education Courses and available Coach Resources provided by either LCFC or NSFA, please contact Nick Marr (NSFA Coach Education)   
E: [nick.marr@nsfa.asn.au](mailto:nick.marr@nsfa.asn.au) or Sarah Uff (Community Coaching Manager) E: [coaching@lcfc.com.au](mailto:coaching@lcfc.com.au)

## Coach Duties & Responsibilities

Coaches are responsible for:

* Maintaining a valid WWCC and ensuring that the Club has an up to date record of your WWCC
* Organising and running fun and engaging training sessions.
* Deciding who plays and their positions within the team for the weekend matches.
* Keeping a record of who played when and where and ensuring ALL players have a reasonably equal time on the pitch. This duty is often delegated to the manager to allow the coach to focus on the game. The coach and manager should regularly vet the playing times of all players and actively work to counter any shortfalls.
* Deciding when to send on substitute players during matches and for the general strategy of the team when playing.
* Looking after the team’s kit – match ball, practice balls, pump, whistle etc. and ensuring all is returned on Club Day at the end of the season.
* Liaising with the team manager on the Chargrill Charlies "Player of the Match" voucher after each game.

The assistant coach helps with these tasks and provides a sounding board for the coach.

## XLR8 Cooperative Coaching (U6 – U11 teams only)

This season we welcome the XLR8 coaching team to deliver a collaborative coaching program for the under 6 to under 11 age group teams for the entire season, commencing from 6th April 2021.

While team training will be led by each team coach, the XLR8 team will:

* set up all equipment, including field layout & goals prior to club coaches arrival.
* provide individual session plans (including videos) to all coaches via INSPIRE newsletter (online).
* provide active support, help and mentoring using best practice coach development techniques.
* provide access to the LCFC coaching community through a WhatsApp group
* Provide coaches with tips/assistance during sessions to improve their coaching behaviours, practices and enhance the player experience.

## Coach Resources

For further information and resources (including training plans and tools) please see below useful links:

Lane Cove Football Club : <https://lcfc.com.au/members/coaches/>

NSFA Coach Education: <http://nsfa.asn.au/coaches/education/>

Football Federation Australia: <https://www.playfootball.com.au/coach>

Football NSW: <https://footballnsw.com.au/coaches/>

NSFA INSPIRE Coaches Support Program: https://nsfa.asn.au/coaches/inspire/

## Injury Management Advice

ProHealth Physio is one of LCFC’s main sponsors. As they did in previous years, ProHealth will continue working on the ground with our players and coaches to not just treat but prevent injury in our teams. ProHealth will be assisting our coaches during the week and on the weekends to provide tips and advice to help manage our players’ movements and health.

For further information on the services offered by ProHealth Physio, please visit their website [www.prohealthphysio.com.au](http://www.prohealthphysio.com.au/) or contact them on [help@prohealthphysio.com.au](mailto:help@prohealthphysio.com.au)



# Managers Information

## Manager Duties

Managers are responsible for:

* Maintaining a valid WWCC and ensuring that the Club has an up to date record of your WWCC
* Communicating with the team on fixtures and availability, particularly during wet weather.
* Distributing NSFA & LCFC publications.
* Reporting weekly results on the My Club Mate website (for MiniRoos managers only - Competition Managers use the Electronic Match Card system).
* Share with the LCFC Communications team:
  + Weekly game reports – including game results, goal scorer names, highlighted play
  + Team and game photos – including names of any players in photos
* Distributing team shirts and making sure all equipment is returned at the end of the season.
* Updating the database with player photos, shirt allocations and player details.
* Organising attendance for photos, Club Day and any other club activities for your team and possibly the Club generally.
* General contact between the team members, Age Coordinators and the Board as needed.
* Coordinate, allocate and schedule team tasks/duties assigned by the Club, such as nets duties, BBQ duties and sorting equipment etc.
* Encouraging parents to check LCFC and NSFA website.
* Coordinate with Coach to manage and allocate the Chargrill Charlies "Player of the Match" voucher after each game. The award should be spread across all the players in the team in the junior years. In the senior competitions we recommend a 3-2-1 team voting arrangement.

To assist with team communications, we recommend setting up a WhatsApp group with team parents, and using an App such as Teamer or Teamstuff so that parents have details of matches and assigned duties i.e. half-time fruit.

## Rotation of Players & Substitutes

**Club policy** is that all players should spend time on the field at every match and this should behandled in a fair manner. This will lead to fewer complaints to both you and the Board. Managers need to compile a roster sheet, to ensure fair playing time for all players and as proof in the event of complaints.

Players should be told to advise their coach or manager if they will be absent from matches prior to the match, preferably at training. Matches at the start and end of school holidays can quite often have absences, replacement players can be found if there is plenty of notice.

**BORROWING PLAYERS FROM OTHER TEAMS:**

If you need to borrow a player from another team, please provide as much notice as possible to the team/player concerned. Please note that your priority is your team, so please do not sacrifice your own team for the benefit of another.

Players can only be borrowed from teams in our own club, from the same, or lower age-group as below:

* **SAME AGE GROUP** –players can be borrowed only froma lower team (e.g. “A” can borrow from“B” or lower but not vice versa). A player, who has played FOUR (4) times with the higher division team, becomes a member of that higher division and can no longer play with their previous team. **Please ensure this does not happen!**
* **FROM A LOWER AGE-GROUP** –players can borrow from a lower age-group without restriction; except that division 1 players from a lower age group can only play in the “A” team of any higher age-group. This ‘A” team can be in any division.

Please make sure that borrowed players get a share of the game time.

**Under no circumstances** should a player who is not registered with NSFA or Lane Cove Football Club be allowed to play. The Club will be fined heavily, which will be passed onto the manager, and in competition age groups, points will be deducted.

**WE ARE NOT INSURED FOR UNREGISTERED PLAYERS.** If you are in doubt about whether aplayer is registered, please contact the Club Administrator before allowing the player to take the field.

## Ball Sizes

All balls need to be approved and licensed by Football NSW. In January of each year NSFA sends out a listing of approved and licensed balls. The sizes of the balls used are:

Under 6 to Under 9 – Size 3.

Under 10 to Under 13 – Size 4.

Under 14 to Over 45 – Size 5.

## Fixtures, Tables and Re-grading

**All fixtures, tables (and results from competitive leagues) are published on the NSFA website** [**here.**](http://nsfa.asn.au/competitions/draws-results-tables/) **Use the drop down menus to find your division / team.**

Tables are not kept in MiniRoos Football. Results are recorded and used only for re-grading purposes. Re-grading occurs every 5 weeks so that divisions comprise teams with similar ability.

Forfeits are not recorded as a “result” but have the same effect as a cancelled match for re-grading.

Win – 3 points.

Draw – 1 point.

Loss – 0 points.

Forfeit – 3 points.

## Forfeits

All forfeits must be notified to NSFA **at least forty-eight** (48) hours prior to the scheduled commencement of the fixture. The forfeit form is available on the [NSFA website.](http://nsfa.asn.au/) Forfeit fines may apply to the forfeiting club, depending upon the amount of notice given.

In squad divisions, no first-grade fixture may be forfeited without a corresponding forfeit in the Reserve Grade Fixture.

Clubs forfeiting **after 4.00pm** of the last working day in the week must advise the opposition Club Secretary, KDFRA (Under 12 upwards) and the NSFA Office.

When a team forfeits a match, the opposition shall be awarded a 3-0 win.

When both teams forfeit a match, neither team shall be awarded any goals or competitive points.

In all Competition Age Groups (other than Under 9 to Under 11’s), if a team is unable to field at least seven (7) eligible registered players at the scheduled starting time, then such team will be deemed to have forfeited the match.

No grace period shall be permitted.

Where a team has not reported to the referee by the scheduled kick-off or does not have the required minimum number of players present, 10 minutes grace from the scheduled starting time may be claimed and must be allowed. After the 10 minutes grace has passed, a team failing to report to the referee shall automatically forfeit to its opponents, provided that the opponents have reported to the referee in good order.

Teams forfeiting on consecutive occasions without good reason may be removed from the competition at the discretion of the relevant football committee.

## Refereeing (Game Leaders)

In the non-competition (MiniRoos) age groups, parents usually referee matches. It is sometimes agreed that a parent from each team referee a half each. The coach should not referee unless there is no alternative. The coach needs to be on the sideline, coaching, other parents should not be coaching.

Should a coach need to referee under exceptional circumstances, please ensure that no coaching occurs from the field. Only one designated parent should undertake the coaching duties in this instance.

Some parents who referee may not be as familiar with the game as one would like. In these cases, please encourage the parents in your team to exercise some patience and not be too critical. Please bear in mind you are all volunteers and do not deserve abuse. If you witness or experience this type of behaviour, please report it to your age-group coordinator.

For further information please refer to the following: <https://nsfa.asn.au/coaches/parent-education/>

In the Competition age groups there is usually a NSFA assigned referee. This does not always occur as there is a shortage of referees. As with the non-competition, volunteer referees should be treated with respect.

Remember, the **golden rule** is that the referee’s decision is **FINAL** (even if he/she does appear to be “wrong”). The game is for players and the worst example parents can set is that of arguing with the referee or the opposition’s parents.

## Match Card Procedures

**Miniroos**

Match cards are **not required** for individual matches in MiniRoos.

Team/squads will be required to carry a **season result card** which will record the results of all matches played by that team/squad. The score of each match should be verified by the opposition manager. The manager shall retain the result card for the entire season and is not required to forward it to the NSFA office.

Result cards can be downloaded from the “Forms” section [here.](http://nsfa.asn.au/clubs/forms/)

There is a result card for Under 6 and Under 7 and a result card for Under 8 to Under 11.

**All other teams**

For competition teams (U12 and above), Electronic Match Cards allow Team Managers and Referees to perform all the functions needed from a Smartphone.

In preparation for the season, it is important that all team managers familiarise themselves with the Electronic Match Cards (EMC) procedure. Important areas for Member clubs to take note of are:

* Uploading photo identification in the correct form (passport style)
* Confirming the date of Birth of all players

**NSFA will allow players to take part in matches even if their photo is not uploaded or DOB confirmed for the first 2 rounds of the season.**

The following link provides a comprehensive guide of how to use the Electronic Match Cards.

<https://3h6kvid1kae23r0b2rhz5lp6-wpengine.netdna-ssl.com/wp-content/uploads/2020/06/2020-Electronic-Match-Card-Procedure-revised.pdf>

**Please note that no changes can be made after the match card has been submitted. There is a step which allows the manager to “save”. The manager should still be able to make changes to the teams up to the point of pressing “submit”.**

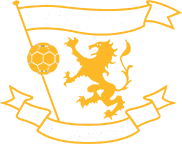
If EMC isn’t working, the fall-back position is always to revert back to paper match cards. Managers are required to carry a generic paper match card to all games. If the EMC isn’t working for one team, then both teams will be required to use paper match cards.

Useful guides about the Electronic Match Cards are available below:

* [Summary of Electronic Match Card Procedure](http://lcfc.com.au/wp-content/uploads/2016/03/EMC-Information-Evenings-v4-notes-1.pdf)
* [Electronic Match Card Simulation for Team Managers – HOME TEAM](http://lcfc.com.au/wp-content/uploads/2016/03/Home-Laminated-Handouts-1.pdf)

* [Electronic Match Card Simulation for Team Managers – AWAY TEAM](http://lcfc.com.au/wp-content/uploads/2016/03/Away-Laminated-Handouts-1.pdf)
* [NSFA Circular – Electronic Match Card Procedure](http://lcfc.com.au/wp-content/uploads/2016/03/2016-Electronic-Match-Card-Procedure-Updated.pdf)

They can also be found on the LCFC website by following [this link.](http://lcfc.com.au/members/coaches-managers/)

**2021 Sponsors & Partners**



**Lane Cove Football Club thanks its Sponsors & Partners for their commitment to our club:**

[](http://www.hyecorp.com.au)**Major Sponsors**





**Associate Sponsors**

****



**Development Squad Sponsors**







**Partners**

