



Coaches and Managers Information Pack

Welcome and thank-you for volunteering your time to be a coach or manager at RLWSC. Along with the dedicated committee, you are enabling girls and women in your local community to be active, have fun and develop skills. Without willing volunteers like you, this simply could not happen.

This Coaches and Managers Pack has been developed to help make the season go smoothly for you and your team. Please take your time reviewing the contents and retain the pack for use throughout the season.

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Pre Season

Introduction

This purpose of the pack is to provide information or where to locate information in order to effectively carry out your role as a coach or team manager.

On the website www.rlwsc.com.au you will find:

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| <ul style="list-style-type: none">❖ Club Policies<ul style="list-style-type: none">✓ Code of Conduct✓ Play rotation policy✓ Reserves and forfeits policy❖ Committee contacts<ul style="list-style-type: none">✓ Name✓ Role description✓ Contact details | <ul style="list-style-type: none">❖ Club Procedures<ul style="list-style-type: none">✓ Canteen Duty✓ Ground Official✓ Referee Claim Form✓ Incident Report Form❖ Useful links<ul style="list-style-type: none">✓ CDSFA✓ Dribl✓ TeamApp✓ FFA✓ Playfootball✓ Play By the Rules |
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Most queries about the competition can be answered by reading CDSFA's Rules of Association (updated every year) which are available on their website www.footballcanterbury.com.au under the Resources heading.

We strongly recommend all coaches and managers read and understand these rules. The club and also individual players can receive heavy fines for breaching rules as well as playing suspensions and bans.

Commonly used acronyms:

RLWSC	Russell Lea Women's Soccer Club
CDSFA	Canterbury District Soccer Football Association. RLWSC enters teams in its competition.
CRA	Canterbury District Soccer Referees Association
QEP	Queen Elizabeth Park
SSG	Small Sided Games

About Russell Lea Women's Soccer Club

The objective of the Russell Lea Women's Soccer Club is to provide a sporting environment where females of all ages can participate in the sport competitively and socially whilst receiving guidance and coaching to develop skills, fitness and the spirit of fair play. This is facilitated within a safe and community based environment.

At an administrative level, the club is an Incorporated Association run by a committee elected at the AGM in September/October of each year. We rely on parent and player volunteers to function – remember the old saying, “many hands make light work”.

RLWSC is unique in that it is one of the only all women's soccer clubs in Sydney. This allows us to focus on the specific needs of girls and women's soccer.

Respecting the volunteer nature of the club, it will guide and provide all teams, managers, coaches and other contributors with the guidance and resources to advance and develop all players.

A community and welcoming culture will be nurtured and promoted by all club officials who will interact, show interest and contribute to all teams.

Club Spirit

The Russell Lea Women's Soccer Club is an *all-inclusive, family friendly organisation that embraces the joy of the sport of soccer to nurture camaraderie, sportsmanship, friendship and a positive spirit* throughout the community in the inner western suburbs of Sydney.

We aim to provide a safe, supportive and fun environment for girls and women from the local area to enjoy soccer while improving their skills.

In some age divisions we do hold selections for Division One teams, depending on the level of interest. Teams are formed by a sub-committee according to the club's Team Formation Policy. Once the teams are formed, all players in a team should be treated on an equal footing. We encourage participation and socialisation. RLWSC's Player Rotation Policy ensures that each player that has a desire to play will be treated fairly and receive an equal amount of time on the pitch as her teammates.

The overall goal is for every-one to be successful; belong to a team, build self esteem, develop skills, have positive coaches and have positively involved parents. This requires the assistance of all club members, officials and supporters. All club members should take time to know the Code of Conduct and as a coach or manager it is essential.

If you have any concerns about your players or parents/spectators, please speak to the relevant committee member.

Marketing

We are developing a model, which focuses on player retention and growth, volunteer development, and partnership (namely sponsorship) development.

The club has developed a set of marketing priorities as set out below:

Immediate Priorities	Future Priorities
<ul style="list-style-type: none">● Website● Communication - via Social Media and Email Newsletter● Sponsorship	<ul style="list-style-type: none">● Events● Local Press

RLWSC would appreciate the support of all coaches and managers in the ongoing development of marketing activities.

Specifically, we would welcome your ideas and content in the form of:

- 'Good news' stories about your team
- Funny stories/happenings
- Training tips
- Player profiles
- Photos

The above are invaluable when it comes to developing our club spirit. Please share these with the President or post directly on to the Facebook page @rlwsclub

Season Timeline

The competition will commence on the first weekend in April, unless this coincides with Easter, and end on the last weekend of August.

Generally no regular Association competition matches are to be scheduled for the June long weekend or the middle weekend of the July school holidays however, these weekends may be used for deferred, washed out or abandoned matches.

RLWSC hosts its end of season presentation day the weekend after Father's Day.

*****COVID-19 has affected the 2020 winter competition season. First game to commence on Sunday 5th July and final game on 4th October. Football will be contested each weekend with no scheduled breaks. 14 weekends of play, no finals series. Premiers determined by 1st place on the ladder.***

About Your Role

Child Protection

Please make sure you are familiar with the club's Child Safe Policy found on the website. You'll also find a document about establishing and maintaining appropriate boundaries on the website. A valuable read for any coach and manager.

We also encourage all coaches and managers to complete Play By the Rules online training every couple of years to ensure you are abreast of the latest information regarding player protection including child protection and harassment and discrimination.

<http://www.playbytherules.net.au/interactive-scenarios/free-online-training>

Coach and Manager Job Descriptions

Coaches need to

- Encourage players of varying standards.
- Embrace the club's inclusive, equal play policy.
- Manage the Training Kit and its contents.
- Arrange an alternate coach or with the manager to cancel training if you are not able to attend for business or personal reasons.
- Be willing to attend coach education – Grass Roots, Skill Training or Game Training as applicable.
- Understand the relevant CDSFA rules on Player Eligibility and Playing Out of Age group or Division (section 5).

Football Coaching Courses



*For more information regarding coaching courses and anything regarding coaching in general, please speak to Sandra our Club Coach Coordinator
seniors_coordinator@rlwsc.com.au*

Team Managers need to:

General:

- Manage communication with team (parents or players)
- Have access to the internet/email on weekends to keep abreast of wet weather changes of venue or postponements.
- Understand the relevant CDSFA rules on Player Eligibility and Playing Out of Age group or Division (section 5).
- General organisation of the team in consultation with the coach to make sure all players know where/when the game is and about any changes to training and/or games.
- Organise the roster for canteen duty / ground official coverage for the Sunday that your team is allocated to be on duty.
- Manage the alternate strips kit if this is required (see info under 'Uniform').
- Collect jerseys back at the end of the season and return the complete kit to the uniform manager.

Before Games:

- Print match sheet for home games
- Ensure parent/player volunteers will be there to set up fields and stay to pack up fields as required.

At Games:

- Manage the game-day Managers Kit and its contents. This includes ensuring that the provided ball for match play (different to the training balls) is in suitable condition for match play. The referee shall decide as to the fitness of the ball for each match (rule 8.9.2 and 8.9.3).
- Pay the referees
- Distribute and collect player ID cards from referees, and ensure player ID cards are brought to every game
- Enter game results by 6pm Sunday into Dribl in order to meet the association's deadline for electronic results. For home games – the match sheet needs to be left in the clubhouse or if that is closed – dropped into the Results recorder's letterbox.

Communication

Keeping in Touch

Regular and reliable contact is an essential responsibility.

RLWSC strongly encourages the use of TeamApp. It is independent of social media sites which not all stakeholders might be party to or happy to be part of.

TeamApp allows for 'chat' style communication as well as setting up 'events'. The 'events' feature is especially useful for the sharing of information in regards to training nights and game day information. You can set the time, date, and location, add match details and gather RSVP's.

Additionally TeamApp is used for whole club communications so is a useful way to stay up to date.

The Draw

The CDSFA will be using a competition management system known as Dribl. This system will be where the draw can be found, match sheets printed and results entered. The home team is the first team on the draw no matter which field the match is played. Sometimes you might be the away team even though playing at QEP (typically when playing a club that has lots of teams and not many fields). The public site is <http://cdsfa.dribl.com/> for viewing of fixtures and ladders. Managers will have access to www.dribl.com to obtain matchsheets & enter scores. A series of instructions for this is available on the website and in the 'Resources' tab on TeamApp.

Once the draw is available, the club will inform you of your team's rostered weekend for Canteen & Ground Official Duty.

Rosters

The only roster that is essential during the season is the one needed for Canteen & Ground Official Duty. The canteen co-ordinator will get in touch a couple of weeks before your scheduled duty to share a roster for use with you.

Some teams like to have a roster for oranges on game days, some like to have one for washing 'training bibs'. Those rosters are entirely up to you and your team to organise as you please.

In Season

Training *Shin guards must be worn by all players for training*

Training Kit (or Coach's Kit)

The club provides each Team Coach with a training kit that includes:

- Training balls – one per player
- Training bibs – for ½ the team
- Cones
- A training kit bag to hold the above items.

The gear is to be returned at the end of the season and details of where and how will be provided close to season's end.

Other training equipment is available on request. We have some pop up goals, agility poles and agility ladders. Purchase of additional supplementary equipment is reviewed in early April based on financial position.

Manager's Kit

The club provides each Team Manager with a game-day kit that includes:

- A whistle
- A game ball/balls (Junior teams receive 1, Senior teams receive 2)
- Player jerseys
- Goalie jersey
- Goalie gloves
- Drinks carry-cart
- Ball pump
- Ground official jersey/vest
- Relevant admin items - e.g. clipboard, referee payment signoff sheet
- A sports bag to hold the above items (plus player ID cards which will be issued to you).

This kit is to be returned at the end of the season and details of where and how will be provided close to season's end.

If any items need replacing during the season, please get in touch with the committee outlining what's needed.

Training Nights

The club has QEP 1 & 2 booked on Tuesday, Wednesday & Thursday from 5pm to 9pm. Other clubs and other codes have hired other parts of QEP. We have been working for a number of years with other clubs to encourage them to stick to their end, so please stick to our allocated space.

As we have to pay the council for lights we have optimised our lights booking so that they come on ¼ hr before the first scheduled team starts and ¼ hr after the last one finishes – but not earlier than 5pm & not later than 9:00pm.

First to arrive at the field needs to turn the lights on. The light box is located part way along QEP1, close to QEP2 on Addison Ave. They are simply a set of green buttons on a post. If they don't come on – please contact the Council's after-hours number on 9911 6555. Council policy is that lights are not available in pre-season.



The training time allocated to each team is published on the club's website:

- **Area A** at the Major's Bay Rd (Nth/Concord) end also excluding the goal box
- **Area D** is at the Gipps St (south/Burwood) end excluding goal box,
- **Area's B & Area C** are in between.

Each team has an area of approx 15m wide by 50-60m across the field

Please try & stay out of the goal area for training especially when it has been wet.

Each team has a little less than ¼ of a field to train in as the goal area is excluded. Please set up your training area across the field. The training schedule is on TeamApp under the 'Resources' tab.

*****COVID-19 training schedule allows ½ field per team***

Wet Weather on Training Nights

If there has been rain, check the council's wet weather line information systems prior to training at QEP. The club will endeavour to pass on information via the website however, if in doubt the following Canada Bay Council options are available:

- Council web site
<https://www.canadabay.nsw.gov.au/lifestyle/sports-and-recreation/wet-and-recreation>
- Council wet weather hotline 9911 6375

Wet weather status is usually updated by 3pm each weekday.

If we train or play on QEP when it has been closed by council, we face large fines so please don't train if the field has been closed!

There are some other wet weather training options such as Five Dock Leisure Centre, Five Dock Indoor Cricket and Activate Cricket at Mortlake. Some teams make a \$20 contribution at the beginning of the season to pay for indoor sessions and top up as required or use the excess for an end of season party. Training is a team event & those that don't come should still contribute. It is up to the coach to decide in consultation with the team whether an indoor session would be productive enough to warrant the extra expense for parents.

Please don't train at other sporting fields such as Timbrell, Five Dock Park, Ron Routley, Rothwell, St Lukes, Sid Richards, Taplin, Arthur Walker, Campbell, Nield, Powells Creek, Edwards, Greenlees, Jessie Stewart & Russell Park.

These are all booked by other clubs and codes. We wouldn't want other teams invading QEP at the times we have it booked. So don't do that to other clubs/codes.

Code of Conduct

The club prides itself on fair play, being good role models and setting a high standard of example in our behaviour on and off the field.

Please ensure that all stakeholders of your team – players, parents, coach, manager & spectators are familiar with RLWSC's CODE OF CONDUCT – available on the website.

You may like to distribute it and/or refer to it regularly.

Game Day (alphabetical order)

Details: Teams, balls, field & durations

	Duration	Ball Size	Field Size	Players on Field (players/team)	Competition Table & Finals Series
U6 & U7 (Minitildas)	2 x 15-20 mins	3	Mini 30m x 20m `	4 + 3 subs ^	No
U8 & U9	2 x 20 mins		Mini (1/4 full size) *	7 + 4 subs (min 5 players)	
U10 & U11	2 x 25 mins	4	Half **	9 + 4 subs (min 6 players)	
U12			Full	11 + 5 subs^^ (min 7 players)	Yes
U14	2 x 30 mins				
U16	2 x 35 mins				
WIL & AA Women	2 x 45 mins				

` Games played at QEP only

*QEP 2 is on the smaller side of what constitutes a full size pitch

** QEP 3 is half size, is marked out and has permanent goals

^ No goalkeeper

^^ rule 5.1.1

Dressing/Undressing of Fields

The first team of the day drawn on each field is responsible for setting up the field. You need to give yourself **a full hour** so that everything is ready for inspection when the referees arrive. Managers please ensure you will have parent/player helpers arranged to set up the fields.

If you play on QEP 2 you may be the first drawn team even if your game is scheduled to start at 10:30am or later – so please check the draw!

You will need **at least three** volunteers to set up your field. The last team on each field is responsible for dismantling all of the gear and putting it away.

Teams that regularly play at 9am have keys that can open the clubhouse and toilets.

There are Field Kit Wheelie Bins for each field that are stored in the club house.

Please keep each field's gear in an appropriate Wheelie Bin. Please do not mix them up!

Dressing the fields (These instructions can be found on the lid of each of the Field Kit Wheelie Bins.) Please display the field teardrop banner.

Boundary Ropes:

- If the fence posts are not in a straight line you will not get enough tension on the boundary rope.
- Use the ropes on the single plain metal hose reel.
- Run the boundary rope about 5m past the end of the field, about 3m out from the sideline.
- Run the rope in a straight line to 5m past the other end of the field.
- Using the straight rope as a guide, place 6 posts on both sides of the field at even spacing.
- Push/hammer in the posts so they are upright and without bending the base of the posts.
- Put the rope on the posts, anchor the ends of the rope with the heavy duty tent pegs, and tension the rope.

Corner Posts:

- Posts should be placed in the corners and at the halfway line.
- Use the push in posts with the spring mounted bases.
- Place one post at each corner.
- Place halfway posts approx 1m off the sideline.

Goal Nets:

- Install the nets with the blue/red rope at the top.
- Place pegs along the base of the net (use half of the pegs per net).
- If there are insufficient clips on the goal posts use insulation tape. There is spare insulation tape in the clubhouse.

During the Game

Only two team officials (as well as the substitute players) are allowed in the technical area and those officials must be wearing their CDSFA ID cards (holder and lanyard provided).

Please stick to the technical area. It is not helpful to you or your players if you wander up and down the sideline.

First Aid

If there is a serious injury – call an ambulance. The address is Addison Avenue, Concord.

Each field should have a small esky with ice packs for use for minor injuries.

- The team playing first should stock the esky – a couple of cool bricks and a few parcels of ice. Plus, some chux to wrap the ice parcel in.

- If you use an ice parcel during the game, please get a replacement from the canteen so that the esky is fully stocked for the next team.

The canteen has a first aid kit with the basics; band-aids, bandages and a few other small essentials.

Field locations

The CDSFA website has details of all ground locations along with a Google map (currently you cannot zoom in though). *Caution –many clubs play at multiple grounds.* It is a good idea to include the details of the field in your 'event' for weekly games. If using TeamApp to create events you can insert an address that will link to a map.

Forfeits

Please be advised that RLWSC has a policy that wherever possible we will field a team to play scheduled games as per the draw. For this reason we also have a policy of assisting teams who are short of players. See [RESERVES & FORFEITS POLICY](#) on the website. However, the club recognises that if a team cannot field the required number of players then a forfeit will be necessary.

Forfeits need to be notified to the Competition Secretary competition_secretary@rlwsc.com.au by Wednesday evening, so s/he can meet CDSFA's deadline of Thursday. For Saturday games, s/he needs to be advised by Tuesday evening. If forfeit notices are received later than the deadline the club will incur fines from CDSFA and have to pay the full amount of referee fees.

Final lock up

If you are the last game at QEP you will be responsible for the final lock up. The procedure for this can be found under the 'Resources' tab in TeamApp.

Match sheets & Player ID Cards

The requirements for match sheets & ID cards are set out in CDSFA's rules.

The team manager is required to print a match sheet for every home game. It is a good idea to also have match sheets for away games just in case the opposition (home team) forget/neglect to bring it.

Match sheets can be accessed at www.dribl.com

Prior to the start of the match:

- Check with the opposition manager if there are any additions to their team and vice versa. Include any players who are running late but are expected to play. If they don't turn up they can be struck out at the end of the match.

- Identify any reserves by including the player's registered age and division beside her name.
- Only eligible players with their identification card present at the match may take the field.
- Before the start of the game hand the referee the match sheet they will keep it and enter the score after the match.
- Hand out player ID cards to all players. When the referee signals the beginning of the match, all players will need to line up in the centre of the field with their cards.
- The referee will inspect the cards and hold onto them until the completion of the match.

At the conclusion of the match:

Encourage your players to shake hands with all the players from the opposition.

This demonstrates good sportsmanship.

- After the game the referee will get the managers to sign the match sheet. Check that the results have been recorded correctly. This includes recording details of any injuries, yellow/red cards and the result in words and numbers initialled by both managers.
- Collect the player ID cards from the referee – this is your responsibility. It is advisable to keep these in the kit bag as you will be bringing this to every game.
- The QEP home team's match sheet copy must be returned to the QEP clubhouse & placed in the matchsheet box near the canteen door. If the clubhouse is closed or you forget to take the matchsheet to the Result Recorder's letter box - 28 Addison Ave Concord - just across from QEP2- no later than Sunday 5pm. The original has to be forwarded by the Results Recorder & arrive at the CDSFA headquarters by midday Wednesday following the match.
- If you are the away team, tear off the small strip at the footer of the match sheet & keep for your record. Alternatively you might just like to take a photo of the match sheet.

Entering the results online:

- Both the home and away team of a match are required to enter the final score of the game online through www.dribl.com
- This needs to be done by 6pm Sunday.

Player Rotation

Please see the [PLAYER ROTATION POLICY](#) on the website.

This policy is based on the club ethos fair play and equal opportunity for ALL players.

Protests

If you have a protest about anything that happened during the game your protest must be communicated to the President, Vice President, Secretary or Seniors Coordinator within one (1) hour of the conclusion of the match.

Protests must be lodged with the association by 5pm on Monday accompanied by the appropriate fee (rule 1.15).

RLWSC's Disciplinary Committee needs time to assess the circumstances and advise the person/ team wishing to lodge the complaint whether the club sees merit in the complaint and will therefore pay the fee or if the club feels that the complaint is unlikely to be upheld in which case the person/team can decide if they want to lodge the complaint anyway and pay the fee.

In the event that the complaint is upheld then the lodgement fee will be refunded to the applicant.

Referee payments & reimbursements

Team managers are required to pay the referee and any assistant referees for all games (home & away). Fees are set out by the CRA & these amounts can be found on the RLWSC Referee Reimbursement Form (see website).

Using the RLWSC Referee Reimbursement Form, you will need to keep a record of all payments made. Forward the form to the treasurer (treasurer@rlwsc.com.au) once a page is filled along with your bank details in order to be reimbursed.

If you are experiencing financial difficulty with the pay first, then be reimbursed arrangement, please do not hesitate to contact the treasurer.

Substitute Referees (in the event of a no show or no appointment)

The teams need to agree on one person to referee the entire match. If the opposition provides a referee for a whole match due to lack of skill in your parent group – be supportive of their decisions. You didn't want to do it! And it's harder than it looks from the sideline.

If agreement can't be reached, there is a rule (in clause 7.2.2) that requires the teams to advise CDSFA about why agreement couldn't be reached within 48 hours of the match and a CDSFA committee will then decide if it should be rescheduled or forfeited.

The following is issued by CDSFA to assist any person who has been asked to referee a game of football in the event that no officially appointed referee is available:-

1. No junior is allowed to referee an adult's game;
2. No junior is allowed to referee a game two years above his/her own age group;
3. Both teams need to sign the Match Sheet that they have "mutually agreed to the referee";
4. The substitute referee needs to be supplied with a whistle, a yellow and red card;
5. There is no stoppage time. Games starting late must be shortened with equal halves;
6. If problems arise during a game it is suggested that the game is stopped and assistance gained from Ground Official;
7. The substitute referee has the power to issue cautions and send off players if they misbehave or break the laws of the game;
8. If a player is cautioned, the substitute referee must submit a written "Caution Report" detailing the reason for the caution;
9. If a player is sent off, the substitute referee must submit a written "Send Off Report" explaining why the player was sent off or cautioned;
10. Such reports must be submitted to the CDSFA offices by the next Tuesday at 6.00pm;
11. The substitute referee has the same powers of any officially appointed referee

Uniform

Russell Lea's team colours are predominantly navy with a fuschia trim.

Socks and shorts are included in registration fees for all new players. Players who want additional pairs will need to purchase them. These can be picked up or purchased at the canteen on Sundays from 8:30 am to close - cash only.

The club provides numbered jerseys, which will be given to the team manager at the beginning of the season – it is the responsibility of the Team Manager to collect jerseys back at the end of the season and return the complete kit to the uniform manager. We recommend that team managers record each player's strip/jersey number at the start of the season to make follow up easier at the end of the season. Jerseys are a significant cost for the club and returning all jerseys helps to manage these costs.

Players must always wear shin guards at training and in matches.

If a player in your team needs to wear spectacles whilst playing – see Association rule 8.7.9

Items not permitted whilst playing are:

- jewellery (including all types of earrings and rings)
- watches

- bobby pins
- hair clips (Stray hair on the face that doesn't go into a ponytail can be controlled with a headband)

If two teams have similar strips, the home team (mentioned 1st in the draw) must wear an alternate strip. The club has some sets of alternate strips – pink numbered jerseys and lime goalkeeper jersey–, which are kept in the clubhouse. The team manager needs to make sure the alternate strip set will be at QEP for collection on game day. Alternate strips must all be returned by players IMMEDIATELY AFTER THE GAME and taken home, washed by a volunteer from the team and returned the next Sunday to QEP. This is the only way to ensure we have a full set ready for the next team who needs the alternate strips.

Any queries in regards to uniforms including alternate strip, should be directed to the Uniforms Manager. Details can be found on the website.

Wet Weather on Match Days/Match Nights

The source of truth regarding wet weather cancellation or rescheduling of matches is CDSFA's website <https://www.footballcanterbury.com.au/gameday/WetWeather/>

Even if your field has been closed it could be rescheduled to another ground or time, so please do not advise players/parents the game is cancelled until it is confirmed by CDSFA. This may be quite last minute as in the morning of the game.

If the council deems a field open, it is still the referee's decision as to whether the field is safe enough to play on. Please respect the referee's decision at all times.

CANTEEN & GROUND OFFICIAL DUTY

Without the valuable support of team coaches, managers and parents the club would simply not be able to function.

It is the responsibility of the team manager to organise parents to volunteer for both Canteen and Ground Officials duties as required during the season.

Your team will be advised of the day(s) you have been rostered on for both canteen and Ground Official duties when the draw becomes available.

The Canteen Coordinator will assist you with the provision of a roster template and other essential information close to the date of your duty.

Canteen

- Each team is responsible for the smooth running of the canteen and BBQ for **at least** one entire Sunday throughout the season. Some teams may be requested to do an additional day or half day at the end of the season, especially if their original allocated day is washed out.
- Volunteers to the canteen can be players (16 or over), parents, grandparents or friends.
- The manager of the team is responsible for recruiting the necessary volunteers and making sure that the whole day is covered.

Ground Officials

At QEP:

- It is the responsibility of the team rostered on to canteen & ground official duty to ensure there is a Ground Official at every match played at QEP.
- The manager of the team is responsible for recruiting the necessary volunteers to cover the whole game. One person should act as Ground Official for the whole of a game to ensure continuity.
- In the event of an incident at the game the Ground Official must be prepared to fill in an incident report sheet and submit to the Club President and if necessary give a statement to the Association Judiciary.

Incident report forms are available from canteen and on the website

At neutral venues or midweek night matches:

- Sometimes during the season and always during the finals series, your team may be the 'home team' i.e. first mentioned on the draw but not playing at QEP. Also, your team may play a match midweek either at QEP or another venue.
- In this case, your team must supply a Ground Official. One person should act as Ground Official for the whole game to ensure continuity.

Post Season

Returning uniform & managers kit bag

Following the completion of the season managers are required to collect & return (clean) all player jerseys handed out at the beginning of the season. Assuming you have recorded allocations, this shouldn't be too tricky.

One suggestion to facilitate the ease of collection is to have all players bring a spare top to change into after the final game so they can hand over their jersey directly to you. It does mean a load of washing for you but also means that you shouldn't have to be chasing too many players.

The jerseys should be returned with the manager's kit bag to the clubhouse.

Dates/opportunities for return will be announced towards the end of the season.

Returning training kit

Following the completion of the season coaches are required to return all the training equipment loaned at the beginning of the season.

Dates/opportunities for return will be announced towards the end of the season.

Presentation Day

Generally the RLWSC end of season presentation day is held the Sunday following Father's Day. It is an opportunity to gather as a club and reflect on the season and spend a little time together without the pressures of game day. The presentation day is for all players and families from the club and in addition players from all teams U11 and below receive a gift from the club. Keep an ear/eye out for details later in the season.

AGM

The club is required to hold an Annual General Meeting (AGM) and generally aim to host this on the same day as the club presentation.

There are a couple of formalities as set out by the Department of Fair Trading including the acceptance of the financial report and election of executive positions.

The AGM is also used as an opportunity to celebrate successes and acknowledge the hard work of members. An invitation is extended to all adult club members to attend the AGM.

End of season social

This event is entirely up to you and your team. It is a lovely way to celebrate the season and spend some time together socially. Managers may like to organise an activity or gathering or a parent/player might like to take charge.