

Junior (U10 to U18) Coaches and Managers Handbook 2012

www.westoncreeksoccer.org.au

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INTRODUCTION

This handbook applies to coaches and manager's of Junior teams in the U10 to U18 age groups. It is provided to assist you in your job as a Junior coach, manager or age coordinator. Keep it with you as part of your kit for quick reference, especially at games. You will appreciate that it cannot cover everything so if you have any doubts or require more information please contact a member of the Junior Committee.

Objective of Club

The primary objective of this Club is to provide players with an opportunity to enjoy their soccer and improve their skills in a happy and friendly environment. We appreciate good sportsmanship and our coaches and managers are to encourage it.

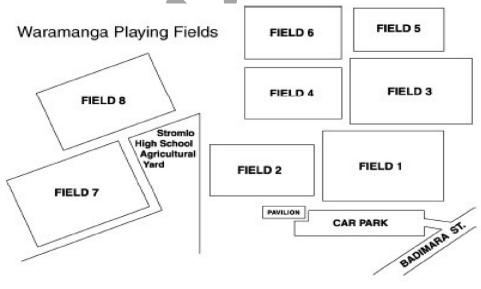
Assistance for Coaches

In addition to this manual the Coaching Coordinator is available to assist coaches with all coaching matters.

Junior Coaches and Managers – your duties at a glance

- · Encourage good sportsmanship, fair play, and fun, while developing soccer skills
- · Look after equipment provided by the Club strip, balls, bibs, and cones
- · Hand out draws, communicate competition arrangements and Club activities to players/parents
- · Distribute Sports/Encouragement Awards to team members, and newsletters as required
- Pay referees each week, and fill in match cards (U12 and up only) and forward them to the Points Registrar
- · Set up fields before games and pack up afterwards, as required
- · Organise rosters for laundering strip
- · Attend coaches and managers' meetings
- Write a team report for the Yearbook

Map of Waramanga Playing fields



Code of Behaviour

Weston Creek has endorsed and adopted the Aussie Sports Codes of Behaviour and follows the FFA Code of Conduct and Member Protection Policy which are designed to assist sporting bodies adopt standards reducing the incidence of violence and unfair play in competition. Those of relevance to coaches and managers are set out below.

- Be reasonable in your demands of young players' time, energy and enthusiasm.
- Teach your players that rules of the sport are mutual agreements, which no one should evade or break.
- Whenever possible, group players to give a reasonable chance of success.
- Avoid over-playing the talented players. All players need and deserve equal time.
- Remember that children participate for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at 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 the judgement of 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.

Junior Grading Policy

Weston Creek Juniors (WCJ) recognise that junior players have both a broad variety of motives to play soccer and possess a different level of talent dependent on background, experience, age and many other factors. WCJ considers these factors when grading players and forming teams. However, the primary driver for WCJ in this process is the development of players in concert with their overall playing ability, which comprises skill level, fitness and attitude.

Grading days provide a preliminary allocation of players to teams to initiate training and meet deadlines for the submission of teams for Capital Football. Soon after the grading day the selection committee will announce the first cut for the squad for that age group. Players offered a place in a higher grade who prefer to play in a lower division should advise the selection committee no later than 7 days after the squad announcement.

After grading day the selection committee, in conjunction with coaches, continue to monitor players to ensure they have been allocated to the appropriate division. The selection committee has the final decision on the movement of players.

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Prospective players often miss grading days due to other commitments. Any player missing grading via the grading day process should be allocated to the lowest division within that age group for trial purposes. The selection committee will then assess the appropriate level for the player. In this way, a talented player will quickly move to a level commensurate with their playing ability at no disadvantage to current players and pending vacancies within that division.

The WCJ grading policy identifies the skill level of players within an age group and places them at a level commensurate with their ability to ensure that they gain the maximum enjoyment and overall development. The full support of coaches, managers and parents are of major importance in helping the Club meet these objectives. For a full copy of the grading policy go to www.westoncreeksoccer.org.au

Movement of players between divisions/age groups

This policy outlines the process for moving players between divisions and across age groups. Players may move divisions/age groups for many reasons such as a long-term injury to a higher graded player or the withdrawal of a player from the club. In such circumstances a vacancy may form in the higher grade or age team. Should this vacancy undermine the viability of the team ie, the team only has 11 or less players as a result of the vacancy then the club must be advised.

Generally, the club allows individual players to make a decision. However, in the case where the viability of a team is threatened after grading is complete then the club reserves the right to intervene and take appropriate action to maintain the team. This is especially critical once the season starts. This action may include automatically moving players to the higher team. This decision will be taken at Junior Committee level after input based on the process outlined below.

The process listed below also applies when sufficient players remain to form a team but the higher squad requires bolstering:

- 1. Higher age/graded team loses player for whatever reason and requires supplementation
- 2. Div 1 coach approaches Div 2, or Div 2 approach Div 3, or U16 Div 1 approaches U15 Div 1 as appropriate and also notifies Age Coordinator/Manager or Junior Committee to advise the team requires a player and ask/discuss with the Div 2/3 coach a suitable replacement/s. Noting that no player has to accept an offer to play in a higher/older age group then the identification of a couple of other suitable players may be useful.
- 3. Div 2/3 coach informs player/parents. If yes, then the managers and Age Coordinator attend to registration and other administration. If no to all requests then club with Age Coordinator need to discuss issue ie. is Div 1 team viable with only 13 in squad or 12 or whatever the details of the case might be.

This policy ensures all relevant parties are involved in the process and any players identified for movement are informed through their coaching staff.

EXECUTIVE AND OFFICE BEARERS

A full list of office bearers is maintained on the Clubs website.

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RESPONSIBILITIES OF COACHES AND MANAGERS

Equipment

Each team will be issued with shirts (strip), goal keeping gloves, training balls, cones and bibs. This equipment is provided on 'loan', and the manager and/or coach of each team is responsible for its safe custody, maintenance and distribution, and must account for it during the season. (Incidents of any lost or damaged equipment are to be promptly reported to the Property Officer.)

For U10 and U11 teams, rosters should be prepared for washing the strip, which is to be collected and given to the nominated family after each game. *CLUB STRIP IS NOT TO BE ISSUED TO INDIVIDUAL PLAYERS FOR THE SEASON*.

Strip is not to be worn to school, training, etc. Managers/coaches are to make sure that their players are properly equipped and dressed for all games. They should wear black shorts and Club socks (black with white), and tops should be tucked into shorts. <u>The wearing of shinpads is compulsory for matches and training.</u>

Games/Training

It is the manager's and coaches responsibility to ensure that all members of the team enjoy the game of soccer.

- In junior soccer it is important that players appreciate the need to contribute to the team effort but the emphasis is to be on skill development and enjoyment not winning at all costs.
- Where competition tables are maintained it is essential that the importance of winning is not over-emphasised particularly for the younger teams.

The coach should ensure that each player understands his/her responsibilities in terms of turning up for training and being punctual for each match. Each player is required to advise you as soon as possible if they are unable to attend either training or a match. Coaches and /or managers should ensure that all players are collected from training, particularly younger players.

Junior matches (U12 and up) are played on a competitive basis and many Clubs are involved throughout Canberra and, for some age groups, Cooma and Goulburn. Apart from your own team's natural desire to win as many points as possible, you have a responsibility to turn up for all scheduled matches and to contribute to the smooth running of match fixtures.

Where two teams play each other and there is a clash of strip, the 'home' team is to wear alternate strip (bibs). Finally, the coach is responsible for ensuring the team has adequate equipment for each training session.

Field bookings for training

Waramanga Fields are booked by the club for Junior training between 4-7pm weekdays. Coaches should contact their Age Coordinator or the Boys or Girls Registrar to arrange allocation of an area for training. After 7pm the Senior teams receive priority for training. The

Ground Hire Officer must be informed of each team's training day, times and location so that the fields can be hired efficiently and at minimum expense. Also, to avoid overlaps and arguments, the Club will contact the team to confirm which field that team is to use.

Weston Creek Soccer Club – Junior Coaches & Managers HandbookPage 6Dressing of GroundsPage 6

Every Saturday at Waramanga a draw showing field allocations for games is put up on a board near the canteen, along with a map of the playing fields. The draw also shows when goals are to be left up or taken down after games. Unless a field has already been 'dressed' due to an earlier game, adults will be needed to help put up nets and corner flags before the match, and/or pack up afterwards as required. This should not be left to coaches who will be busy organising teams. The area behind and alongside the goals is to be kept clear (for safety reasons and to avoid distracting the goalkeeper). (Note: When playing against other Clubs, the 'home' teams dress the fields.) If nets etc. are to be 'taken down' at the conclusion of the match they MUST be returned to the green container and NOT LEFT ON THE FIELDS. The nets (2 per bag) are stored in the green container, along with ladders, pegs and hammers.

Match Times

Referees are instructed to start and finish games on time. If a game starts late the referee is to shorten both halves to ensure the game finishes on time. Coaches and managers are asked to have teams ready at their allotted time. Players arriving late can only be introduced to the game when there is a break in play and after the referee has been advised.

Junior Referees

The Referees Appointments Officer of the Capital Football Referees will, where possible, ensure that qualified or accredited referees are appointed for all junior games. Referees are usually junior players themselves, performing a difficult task under pressure. As they are a vital part of our game, we ask everyone to support them at all times.

Note: no persons other than the respective team managers may approach the referee at the end of the match without consent.

If an officially appointed referee is unavailable for any reason, the visiting team is to be invited to nominate a suitable person to referee the match. ONCE SOMEONE HAS BEEN ACCEPTED, THAT PERSON'S WORD IS LAW AS FAR AS THAT MATCH IS CONCERNED – so the coach should try to ensure that only a suitable person is accepted.

Payment/Reimbursement of Referees Fees

During the season each manager is to pay the relevant fees to the 'appointed' referee (who must be in full uniform) before the start of each game. 'Appointed' assistant referees (linespersons – who must also be in full uniform) are only to be paid for first division and boys U15, 16, and 18 games. These fees will be reimbursed on Presentation Day on completion of the Referee Reimbursement Form at the back of this book (which includes a schedule of fees for this year).

Coaches and Managers' Meetings

Held as required follow the website for details or check the pigeon-holes at Waramanga.

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Kanga Cup

An international soccer tournament (U10's - U18's) held in Canberra in the July school holidays with local clubs playing against Australian and overseas teams. If you are interested in your team participating in this competition, please contact the Kanga Cup Coordinator or any of the Junior Committee.

Insurance

All registered (i.e. financial) Weston Creek players are covered by insurance. Registration fees include a component to cover the premium for each player. However, parents are advised to have appropriate medical and hospital insurance as the player insurance gives limited cover for medical expenses. The Club also carries a public liability policy through Capital Football, a copy of which can be found at our website.

Team Photos

These are usually taken in June as per the dates stated on the calendar on the Club's website. The team photos are included in the Yearbook and are available for purchase by families. Note team photos are mandatory as we use them for the Yearbook.

Yearbook

In the second half of the season team reports for inclusion in the Yearbook are to be prepared (usually by the coach or manager) for publication in time for Presentation Day. Prompt preparation of each teams report is vital

Presentation Day

Presentation Day for Rooball and Junior teams is generally scheduled for the Saturday following the last competitive Junior league match for the year. Various awards and presentations will be made to players. Referee fees are also reimbursed.

Sports/Encouragement Awards

These are usually donated by various local businesses and provided by the Club. Managers will receive envelopes containing awards in two batches (at the beginning of each half of the season), and we ask that they are handed out fairly to all players.

Only those awards needed should be taken to each game, as awards (in bulk) have been lost or misplaced in the past – and there are no replacements.

Injuries

Injuries to Weston Creek players, fortunately, are rarely serious. Nevertheless, coaches and managers are reminded of the following. Generally, players will get up off the ground by themselves after a hard tackle. However, if they remain still or cry out in pain:

• DO NOT pick up an injured player and carry him/her from the field unless you are absolutely certain that no fracture exists.

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• DO NOT manipulate or try to straighten the limb – if it is broken you are likely to cause more damage and more pain.

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- If you SUSPECT a fracture or some other serious injury, leave the player where he/she is, and:
- send someone for an ambulance make sure they know the suspected injury, the ground location and best access to the ground;
- clear the immediate area of spectators;
- have someone stay with the injured player to reassure them and have someone wait at the access point to the ground to direct the ambulance to the scene;
- keep the injured player as comfortable as possible protected from direct sunlight, rain/wind, cover if cold but do not overheat. Sips of water (if conscious) can be given; and
- 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.

(Note: there is a report sheet at the back of this book to be completed in the event of an injury.)

First Aid

Coaches/managers are encouraged to attend First Aid courses. The knowledge obtained is quite useful away from the soccer fields. As with other courses undertaken for the Club, these expenses are reimbursed (with prior approval from the Junior Committee).

First aid equipment and ice are available from the Canteen at the Waramanga playing fields. If an ambulance is required, the Canteen staff will be able to provide a key to unlock the ambulance gate. A copy of the Club's First Aid policy is also available from the Canteen.

Half Time Refreshments

Current opinion is that water is the best refreshment for players.

Unruly Spectators

It is not expected for a coach or manager to physically keep spectators in check. However, parents/supporters may need to be asked to confine their involvement to the encouragement of players and the team, and to refrain from verbal abuse of the referee, players, officials and others. There is a Zero Tolerance Policy for swearing. The Good Sports initiative also encourages the use of spectator free zones and team monitors.

JUNIORS - RULES OF PLAY

Kick-off times and the Junior League Competition Rules are available from the Capital Football website at http://www.capitalfootball.com.au/userfiles/2012%20JL%20Rules(2).pdf.

Abandoned and Forfeited Matches

Walk-off by a team before the completion of the game is only appropriate if players are in physical danger from the opposing team or opposition spectators. If possible, the game should be completed and a protest lodged if the circumstances warrant.

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If you are unable to field a team for a game, for example, through illness or injury to a number of players, please contact a Co-ordinator. They may be able to organise eligible reserves from other teams in your age group or younger. Financial penalties may be incurred by Clubs for forfeiting games.

There are strict guidelines in regard to borrowing players from other teams – please check what they are before using players to help you out in an emergency. Failure to do so may result in the forfeiture of a game if it is found that you have fielded an ineligible player.

A match will be considered abandoned and a forfeit will apply where:

- a) A team has advised of its non-availability; or
- b) A team is not ready to commence a match within 10 minutes of the scheduled start of play for U10 to U11 games, or within 15 minutes of the scheduled start of play for U12 to U18 games; or
- c) Fewer than the required number of players as per the Capital Football rules and regulations are available for a match (fewer than 5 players for U10 and U11's, fewer than 7 players for U12 and above).

Where a match is abandoned as above, any officially appointed referee or assistant referee shall be entitled to the match fees payable by the respective clubs, unless under (a) above the referee has been given reasonable notice beforehand. For complete and detailed description of guidelines for forfeits and abandoned games, see the Junior League Competition Rules on the Capital Football web site.

Match Cards And Reporting Results

For U12 and above teams, the manager of the home team shall correctly fill out a match card showing:

- Printed names, shirt numbers and FFA number of all players in teasm who are participating in that match. Where match cards are prepared in advance of the match, players on the match card who do not play should be crossed out.
- Age group, division, round number and date of match.

- Names of competing clubs.
- The home team will then hand the match card to the away team manager for completion. Failure to submit a correctly completed match card may result in a financial penalty to the club.

A maximum of 15 players may be named on a match card.

When you've completed the match card, hand it to the referee before the match. DO NOT sign the card until the match is finished.

If you are fielding a player from a younger age group in the same or lower division, just note their age group and division against their name on the card. Unregistered or ineligible players are not permitted to train or play in any match – to check a player's status, contact the Registrar.

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After the game check that the score is correct and make sure that you, the referee, and the other manager all sign the card. (Keep a record of the referee's name to add to the list on the reimbursement form.)

After each game, the completed card is to be taken to Waramanga and placed in the box at the canteen by 5pm. If this deadline is missed, the card must be delivered to the Points Registrar's home before 6.00pm (see contact list on the Club's website).

It is important that all cards are with the Points Registrar on Saturdays to resolve any conflicts before the scores are published. Failure to follow this procedure may result in the Club incurring a fine imposed by Capital Football.

Example of completed match card

	Football House, Unit 2/3		ActewAGL Junior League Match Card						Acte	₩⁄AG	L 866 For you
CAPITAL	Phipps Close, Deakin ACT 2800 PO Box 50 Curtin 2605		Date:	01 /	01 / 2001	Age Group:	υ 17	Comp: Girls	Open		Ŭ
FOOTBALL	FOOTBALL Phone (02) 6260 4000 Fax (02) 6260 4999				Division:		1	Ground:	Best Playin	g Field	s
HOME TEAM	Football FC			Score example: 1 (one)		AWAY TEAM	Soccer SC				
FFA#	Surname	Initial	Shirt #	Offence	Half	Time	FFA#	Surname	Initial	Shirt #	Offence
54992313	JONNY	Р	10		Home	Away	56493297	MAGIC	С	7	
					3	2					
					Full	Time					
					Home	Away	1				
					3	5					
					Referee	Details	1				
					Referee's Name:	oberts					
					-	64894					
					Referee's Signatu	re: Ro<i>berts</i>					
					Assistant Referee		┨┠────┼				
Coach/Manager:	Brett Kewell				FFA#:		Coach/Manager:	Daniel Castle			
Coach/Manager Signature to confirm match result: Brett Kowell			Assistant Referee	2:	Coach/Manager Signatu	pach/Manager Signature to confirm match result: Daniel Cast.le					
Comments:				FFA#:		Comments:					
Commonia.			Inspector:								
			FFA#:								
					FFA#:						

Match cards are to be received by Capital Football by COB two working days after the match. Result to be entered online by midnight Sunday by HOME TEAM. WHITE COPY to Capital Football via HOME TEAM / BLUE COPY to HOME TEAM / GREEN COPY to AWAY TEAM

HOME team to fill out RED parts

REFEREE to fill out BLUE parts

AWAY team to fill out GREEN parts

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'Junior' games will only be cancelled if the grounds have been closed.

Contact the ACT Sportsground Office – Rain Closure Line 6207 5957

(recorded message – phone this number to check if the grounds have been closed)

Rescheduling of Matches

All competitive games (U12 and up) postponed because of inclement weather will normally be rescheduled for the third Sunday following the postponed match. However, if insufficient grounds are available, or the third Sunday falls in the school holidays, the games may be rescheduled to other dates

(for a full explanation, please see the Junior League Competition Rules). *Clubs may arrange between themselves to play postponed games earlier, and at a mutually convenient time, provided prior notice is given to the Grounds & Fixtures Officer.* U10 and U11 games are not rescheduled by Capital Football.

Field	Address
AIS Multi-purpose fields	Leverrier Crescent, Bruce
AIS Track	Masterman St Bruce
Amaroo	Horse Park Dr, Amaroo
Burgmann Anglican School	Forde campus at Corner Francis Forde Boulevard & Hurrell Streets, Forde
Calwell	Were Street, Calwell
Cookbundoon (Goulburn)	Cookbundoon Park, Rex St, Goulburn
David Madew Oval	Bayside Ct Jerrabombera
Deakin Stadium	Grosse St, Deakin
Dickson	Antill Street, Dickson
Giralang	Canopus Cres, Giralang
Boys Grammar	Flinders Oval – Monaro Cres & Flinders Way, Red Hill
Boys Grammar	P & F Oval – Mugga Way & Flinders Way Red Hill
Boys Grammar	Junior School Oval – Mugga Way & Alexander St Red Hill
Girls Grammar Jnr. School	Grey St, Deakin (Under 11 and below)
Girls Grammar Snr. School	Melbourne Ave. Deakin (Under 12 and above) (entrance off Gawler Cres)
Harrison	Katoomba Street, Harrison
Hawker	Murranji Street, Hawker
Hawker Enclosed	Walhallow Street, Hawker

VENUES – 2012 Junior League Ground Locations

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High Street Oval	High Street, Queanbeyan
Kaleen	Birie Place, Kaleen
Kambah 1	Reynell Place, or Chirnside Cct, Kambah
Kambah 2	Laidlaw Place, Kambah
Kambah 3	Kett St or Summerland Circuit, Kambah
Lambert Park	Anne Street, Queanbeyan
Latham	Macrossan Crescent, Latham
Letchworth	Off Lanyon Drive/McCrae Rd to Maloney Street, Queanbeyan
Marist	Marr Street, Pearce
Mawson 1	Beasley Street, Mawson
Mawson 2	Heard Street, Mawson
Narrabundah 1	Kyeema St Narrabundah
Narrabundah 2	Jerrabombera Oval, Captain Cook Crescent, Narrabundah
Nicholls	Clarrie Hermes Drive, Nicholls
Nijong (Cooma)	Nijong Oval, Barrack Street, Cooma
Palmerston	Off Kosciusko Avenue, Palmerston
Pearce	Off Hodgson Crescent, Pearce
Phillip	Ainsworth Street, Phillip
Prell Oval (Goulburn)	Goldsmith St, Goulburn
Radford College	College Street, Bruce
Riverside	Carinya St Queanbeyan
Scullin	Broadsmith Street, Scullin
St Edmund's	Canberra Avenue, Griffith
Uni of Canberra	Allawoona Street (off Ginninderra Drive), Bruce
Wanniassa	Wheeler Crescent, Wanniassa
Waramanga	Badimara Street, Waramanga
Yarralumla	Off Meuller Street, Yarralumla
Walker Park (Yass)	Merriman Drive, Yass

JUNIOR SOCCER REFEREE FEE REIMBURSEMENT FORM

Fee Schedule 2012 (each team to pay the fee)

Please note: fees are only payable to *officially appointed referees* (in full uniform) and only *officially appointed assistant referees* (in full uniform) for all games.

Age Group	Referee. Please pay:	Assistant Ref. Please pay:
U10	\$7	\$3.50
U11	\$8	\$4
U12	\$11	\$5.50
U13	\$13	\$6.50
U14	\$15	\$7.50
U15	\$17	\$8.50
U16	\$19	\$9.50
U17	\$20	\$10
U18	\$22	\$11

The form on the next page should be filled in weekly. The completed form should then be presented for reimbursement to the Treasurer or other nominated Club official at the end of the season on Presentation Day. We ask that claims be made this way to reduce administrative costs. Referees fees must be claimed before 31st December as the Club's accounts are audited annually.

JUNIOR SOCCER REFEREE FEE REIMBURSEMENT FORM

Claimant's	name				
Address					
Phone Nun	nber				
Age Group)				
Team					
Date	Oval	Referee's name	Amount Paid	Assistant Referee's Name (if applicable)	Amount Paid
		v			

For Club Use Only: Date reimbursement paid: Amount: Authorised:

CAPITAL FOOTBALL INCIDENT/ACCIDENT REPORT FORM



Date of incident/accident:			am/pm	FOOTBALL
Name of Injured member or gue	st			Age:
Member's Club:				
Home Address:				
Telephone: (Home)	0	Work)		
Location of incident:	-	-		
Describe in full how incident oc (Write everything you can reme			y seem	5
Describe the injury in detail and	indicate the body	parts(s) affected:		
Did any medically trained memi	oers (doctors, nurs	es) assist? Provide de	etails.	
Club members present (coaches	referees):			*
Witnesses (names & Phone Nos):			
Was ambulance called?W	as the individual t	taken to the hospital?	Yes / No	
If yes, what hospital?				
If no, did he/she refuse medical	attention?			
Was the family notified?		Who?		
On the back of this page, please you feel important.	document any ob	servations or commen	nts regarding	this incident
Name (please print):		Signature:		
Position:		Time:		
Follow-up notes:				
Contact made by:		1	Date:	
Condition of member:		·		

This form should be completed on each occasion an incident or accident occurs in which an injury is sustained by a player registered with Capital Football. The completed form should be forwarded to: Capital Football, PO Box 50, CURTIN ACT 2005, or by facsimile to 6260 4999.