



Weston Creek Soccer Club

**Rooball (U6 to U9) Coaches
and**

**Managers Handbook
2012**

www.westoncreeksoccer.org.au

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INTRODUCTION

This handbook applies to coaches and managers of Rooball teams, U6 to U9. It is provided to assist you in your job as Rooball coach, manager or age coordinator. You will appreciate that it cannot cover everything so if you have any doubts or require more information please contact a member of the Committee (see http://www.westoncreeksoccer.org.au/?page_id=44).

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 Volunteers

The great majority of the Club's coaches, managers and age co-ordinators start out knowing little about soccer and how the games are organised. Most have taken on the responsibility because they like to see their children have a good time and learn team skills as part of their sporting development.

To assist these volunteers, particularly the Coaches, the Club arranges courses for both new and 'old' hands, and assistance is provided throughout the season. The Club pays for these courses.

If coaches or managers experience difficulties in any aspect of coaching or managing their teams, please contact the age group co-ordinator or a committee member for assistance.

Soccer coaching videos are available for hire from Video Ezy Weston, and ideas for training routines can be found on internet sites.

Rooball Coaches and Managers – your duties at a glance

- Encourage good sportsmanship, fair play, fun, whilst developing soccer skills
 - Look after equipment provided by the Club – strip, balls, bibs, cones
 - Organise rosters for laundering strip
 - Hand out draws, communicate competition arrangements and Club activities to players/parents
 - Distribute newsletters
 - Set up fields before games and pack up afterwards, as required
 - Pay referees each week
 - Distribute Sports/Encouragement Awards to team members
 - Attend coaches and managers' meetings
 - Write a team report for the Yearbook
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What is Rooball?

Rooball is soccer played by younger children on smaller fields under modified rules. Further information about Small Sided Football games is available from the Capital Football website under 'Junior' at <http://www.capitalfootball.com.au/site/library.php>.

Weston Creek fields mixed teams from Under 6 to Under 9, and organises a competition for all of our players. When numbers permit, girls only Under 8/ 9 teams play against other local clubs such as Tuggeranong United Soccer Club.

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 to be followed by all
- Whenever possible, group players to give a reasonable chance of success.
- Avoid over-playing the talented players. ALL players need and deserve equal time.
- Kids play for fun - winning is only part of their motivation.
- Never ridicule or yell at children for making mistakes or losing a game.
- Ensure equipment and facilities meet safety standards and are age and ability appropriate.
- Consider age and maturity when scheduling practice.
- Develop team respect for the opponents and officials.
- 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.

Grading Policy - Rooball

While there is no grading at this level, coaches/managers should begin to assess the skill levels of individual players for future grading purposes. Group training of teams in the same age group is encouraged to enable players to develop relationships with members of other teams.

Team formation is generally based on schools, suburban areas and friendships (as requested).

EXECUTIVE AND OFFICE BEARERS

A full list of office bearers is maintained on the Club's website.

RESPONSIBILITIES OF COACHES AND MANAGERS

Equipment

Each team will be issued with shirts (strip), goal keeping gloves (if needed), training balls, and cones. 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.)

Rosters should be prepared for washing the strip, which is to be collected and given to the nominated family after each game. Strip is not to be worn to school, training, etc.

CLUB STRIP IS NOT TO BE ISSUED TO INDIVIDUAL PLAYERS FOR THE SEASON

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. The wearing of shinpads is compulsory for matches and training.

Games/Training

In Rooball, maximum emphasis is to be placed on having fun, playing fairly, and playing as well as is reasonable for the age group and skill level, with minimum emphasis on winning.

While Rooball teams are encouraged to give their best and play with 'winning' enthusiasm, it is essential to remember that results are NOT recorded and there is no premiership table. This is to avoid Rooball players getting the impression that winning is more important than playing.

In emphasising the importance of sportsmanship in all aspects of soccer, as far as possible both teams should have an equal number of players, even if this means that one team 'lends' players to the opposition, and players should be encouraged to shake hands with the opposition before and after the game.

Where two Weston Creek teams play each other and are wearing the same strip, the first team nominated in the draw is the 'home' team and is to wear alternate strip (bibs).

During each match, coaches are to encourage players from the sidelines. It is unacceptable for a coach or manager to shout abuse at any time. Similarly, coaches and managers are to ensure that parents do not shout abuse either.

The coach is responsible for ensuring the team has adequate equipment for each training session.

Field bookings for training

Waramanga Field is available for Rooball training between 4-7pm weekdays. Coaches should contact their Age Coordinator or the Rooball Registrar to arrange allocation of an area for training. Some school-based teams may prefer the convenience of using their school ovals for training, and should

remember to ask the school for permission to do so. 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 for the Club.

Dressing of Grounds

On each 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 from each team will be needed to help put up goals and corner flags before the match, and pack up afterwards as required. This should not be left to coaches who will be busy enough organising teams. The area behind and alongside the goals is to be kept clear (for safety reasons and to avoid distracting the goalkeeper), and players and spectators should not swing on the goalposts or nets. (Note: When playing other Clubs, the 'home' team dresses the field.) Please speak to a committee member if there is a problem.

Rooball goals and flags are stored in the container at the bottom of field 2. If they are to be 'taken down' at the conclusion of the match they MUST be returned to the container and NOT LEFT ON THE FIELDS.

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.

Rooball Referees

The referees appointed to Rooball games (U7 to U9 only) are usually young players from our Junior teams who attend a training course before the season to become qualified. Refereeing is a difficult task performed under pressure, and we ask everyone to support our young referees at all times. If you have a concern with the way a game has been refereed, let the Rooball Referee Co-ordinator or a committee member know so that the problem can be addressed. Please do not argue with the referee.

Payment/Reimbursement of Referees Fees

During the season each manager is to pay the relevant fees to the appointed referee before the start of each game – ie. Managers will pay per team per game (fees listed on Reimbursement Form). These fees will be reimbursed on Presentation Day on completion of the Referee Reimbursement Form at the back of this book.

Abandoned and Forfeited Matches

If you are unable to field a team for a game, for example, through illness or injury to a number of players, please contact your Age Group Coordinator as soon as possible.

Coaches and Managers' Meetings

Held as required. Refer to the Club's website for details or check the pigeon holes at Waramanga.

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.

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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.

Presentation Day

Presentation Day for Rooball and Junior teams is planned 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 local businesses and provided by the Club. Managers will receive envelopes containing these 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.

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.

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.
 - DO NOT manipulate or try to straighten the limb – if it is broken you are likely to cause more damage and more pain.
 - *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 don't overheat. Sips of water (if conscious) can be given; and
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- 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 or alternatively can be found on the website.

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. Your welfare is as valuable as that of our players. However, occasionally 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, opposing players, officials and other spectators. Referees will enforce the Zero Tolerance Policy for swearing.

Weather – State of Grounds

Rooball games will be cancelled if ACT Sportsgrounds have closed the grounds. The Club may also decide to cancel 'Rooball' matches in the event of inclement weather. Notification of cancellations will be broadcast on Radio Stations ABC, Mix 106.3 and will be posted on the Club's website. Where possible a decision will be made NLT 8.30 am Sat and also passed to Age Coordinators and placed on the website. Otherwise assume all matches are on.

Cancelled Rooball matches will not be rescheduled.

ACT Sportsground Office – Rain Closure Line 6207 5957

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

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RULES OF PLAY

Separate rules are issued to each age group. As a broad guide, the following additional variations of FIFA Rules also apply for the U6 –U9 age groups:

- a. All games are to be conducted as friendly games;
- b. Goal kicks may be taken from anywhere inside the goal area (where there is one);
- c. The offside rule does not apply, HOWEVER loitering in the goal area is not permitted;
- d. Penalty kicks will not be given;
- e. All free kicks awarded inside the goal area (where there is one) are to be taken from the edge of the 'D' nearest to where the offence occurred;
- f. A player marking or obstructing the opposing goalkeeper shall be penalised by an indirect free kick taken from the centre of the arc of the goal area (where there is one);
- g. Unlimited interchanges are permitted and indeed encouraged!;
- h. In U8, whenever the goalkeeper has the ball or when a goal or free kick to the defending team has been awarded, the opposition will retire to the halfway line;
- i. A goal shall NOT be awarded in U9 and below if the goalkeeper crosses over the goal line carrying the ball. TEAM SIZES AND TIMES

Further information about rules of play for each age group is available from the Capital Football website under 'Junior' at <http://www.capitalfootball.com.au/site/library.php>.

Team sizes and times

Team sizes according to age group further details are provided separately to each age group. The Club is implementing recommendations from Capital Football for these age groups and is also limiting squad sizes in line with the team size at each age group but are flexible to cater for individual cases.

Age group	Number on field	Squad size	Goal keeper	Time (halves)	Kick-off
U6	4	6	No	15	9.30am
U7	4	6	No	15	10.15am
U8	7	9	Yes	20	10.15am
Girls U8/9	7	9	Yes	20	10.15am
U9	7	9	Yes	20	11.15am

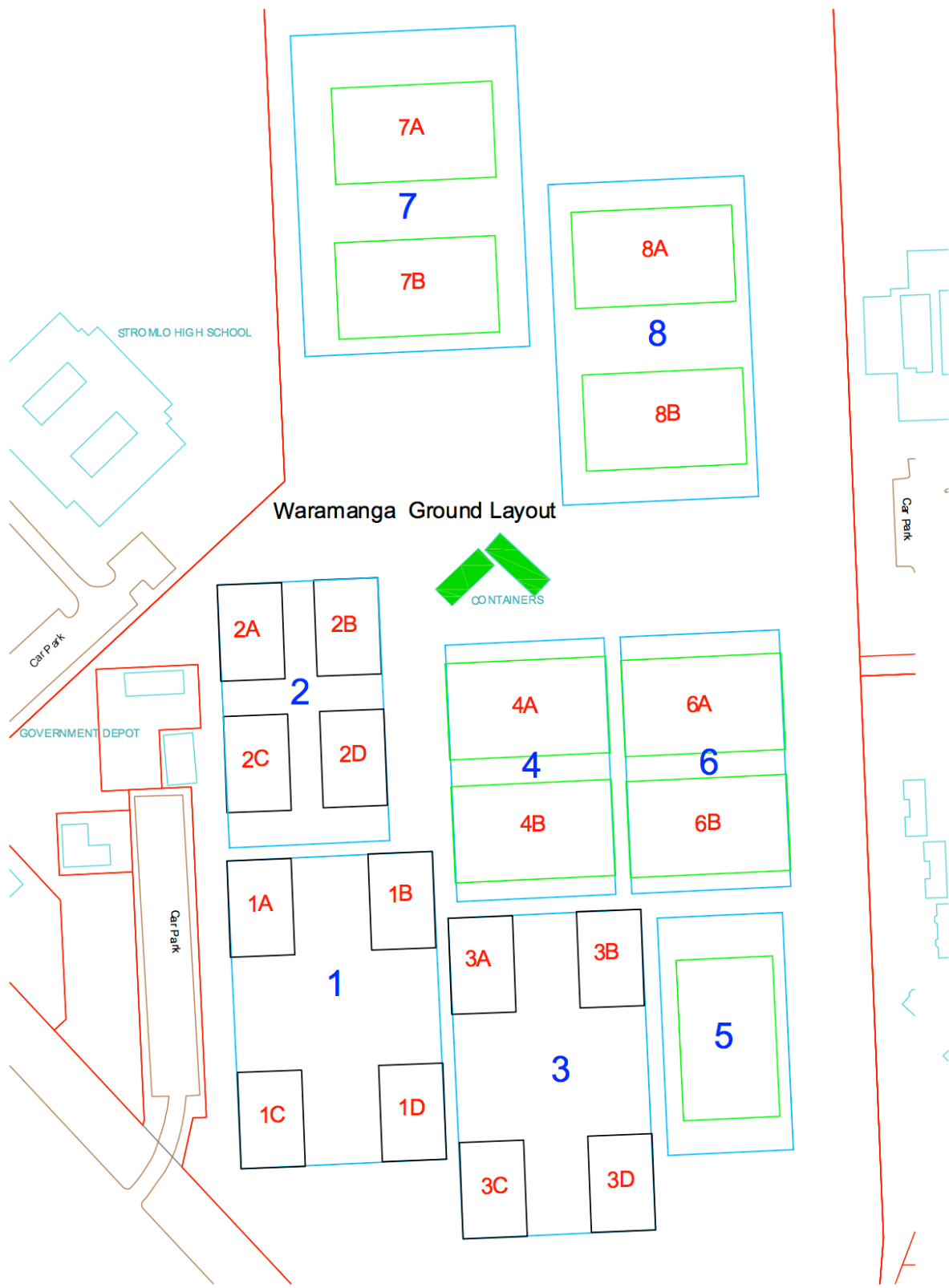
Venues

All Rooball games are played at Waramanga Playing Fields.

Please note, for the Girls U8/9 teams, teams may play on a home and away basis depending on which clubs are participating in the competition.

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Map of Waramanga Playing Fields



ROOBALL 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) for all games.

Age Group	Referee. Please pay:
U6	No referee
U7	\$5
U8	\$5
Girls U8/9	\$5
U9	\$6

Claimant's name			
Address			
Phone Number			
Age Group			
Team			
Date	Oval	Referee's name	Amount Paid

This form 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.

For Club Use Only:

Date reimbursement paid:

Amount:

Authorized:

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**CAPITAL FOOTBALL
INCIDENT/ACCIDENT REPORT FORM**



Weston Creek Soccer Club – Rooball Coaches & Managers Handbook

Date of incident/accident: _____ Time of incident: _____ am/pm

Name of Injured member or guest: _____ Age: _____

Member's Club: _____

Home Address: _____

Telephone: (Home) _____ (Work) _____

Location of incident: _____

Describe in full how incident occurred and what actions were taken.
(Write everything you can remember no matter how insignificant it may seem)

Describe the injury in detail and indicate the body parts(s) affected:

Did any medically trained members (doctors, nurses) assist? Provide details.

Club members present (coaches/referees): _____

Witnesses (names & Phone Nos): _____

Was ambulance called? _____ Was the individual 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 document any observations or comments regarding this incident you feel important.

Name (please print): _____ Signature: _____

Position: _____ Date: _____ Time: _____ am/pm

Follow-up notes:

Contact made by: _____ 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 2605, or by facsimile to 6260 4999.