



2017 Club Handbook

electricitywizard

**Australia's Most Rated Energy
Comparison Service**

Principal Community Partner of FFV and Football in Victoria.

electricitywizard.com.au



This handbook is designed to provide you with quick answers to frequently asked match day questions, from security and referees to clash strips and ground conditions.

FFV recommends clubs issue a copy of this handbook to team managers to assist them throughout the season, regardless if they are home or away.

This handbook is issued as a guide only and **based on the 2017 FFV Rules of Competition and Regulations**. Rules of Competition and Regulations always take precedence. FFV will review and update this document yearly and welcomes feedback from anyone involved in the match day delivery of football.

Please send feedback to clubfeedback@ffv.org.au with “**Club Handbook**” in the subject line.

Key Competitions Contacts and Working Hours

FFV Competitions

Business Hours (9am-5pm Mon to Fri) [9474 1800](tel:94741800) and [press 1 for Competitions](#)

FFV Competitions Weekend Line (5pm Fri to 9am Mon) [0478 456 777](tel:0478456777)

FFV Discipline

Business Hours (9am-5pm Mon to Fri) [9474 1800](tel:94741800) and [press 3 for Discipline](#)

FFV Registrations

Business Hours (9am-5pm Mon to Fri) [9474 1800](tel:94741800) and [press 2 for Registrations](#)

Find us on



PREGAME

Fixture and Venue Information	4
Unsafe Pitch Conditions	4
Playing at a Neutral Ground	4
Playing Attire	5
Match Ball Requirements	6
Stretchers & First Aid	6
Player Identification Cards	6
No Official Referee	7
Match Records	7

THE MATCH

Delayed Kick-off / Shortened Halves	12
Field of Play	12
Abandoned/Postponed Match	13
Ground Marshals	13

POST GAME

Completing a Match Record/Disputed Results	14
Entering Results on <i>SportsTG</i> & Login Issues	14

PLAYER ELIGIBILITY

Ineligible Player	15
Submitting a Request for a Match Investigation	15
Player Dispensation	16
Red & Yellow Card Suspensions	17
Summary of Player Restrictions	18

OTHER RESOURCES

Women's Metro Sevens	19
Club Referee Guide	20
Injury Management / CPR11 Safe Sport	22
FIFA 11+	23
Playing Formats	24
Referee Schedule	27

Fixture and Venue Information

I have been told a different time/venue for my fixture to *SportsTG*.

- Always refer to fixtures displayed on the FFV website (www.ffv.org.au) as they are the most current and correct fixtures.

Unsafe Playing Conditions

We have turned up to our fixture and the ground is not safe in our opinion (no 3m runoffs, poorly constructed goals, etc), should we still play?

- If a referee is appointed, bring your concerns to the attention of the referee who can address them with the home club prior to kick off.
- If the referee cannot solve the problem, or none is appointed, address the issue with the home club prior to kick off.
- We encourage clubs to play when possible however, if this is not possible please document pitch conditions with photos and report to FFV Competitions immediately.
- The Referee and Clubs involved in the fixture must submit photos of the pitch to competitions@ffv.org.au to verify the condition of the pitch. Referees should also submit a pitch report to competitions@ffv.org.au.
- FFV Competitions will investigate any issues submitted. Any team deemed to have not participated in a fixture without a valid reason, will have as a minimum a 3-0 result recorded against them.

Playing at a Neutral Ground

We are the home team but playing at a neutral ground. What responsibilities do we have (e.g. balls, first aid and equipment)?

- It is the first named team's responsibility to ensure their venue (home or neutral) has all the correct equipment including balls, stretchers, first aid etc.
- If you are unsure about equipment availability at a neutral venue, contact FFV Competitions at least 3 business days prior to the fixture.



Playing Attire

The opposition team has arrived in a strip that clashes with ours or the referees, what happens next?

- It is the away team's responsibility to provide an alternative strip that the referee deems does not clash with the opposition or referees.

	MSL	WSL	Juniors	Metro & Masters
Shirt	No Clash Allowed	No Clash Allowed	No Clash Allowed	No Clash Allowed
Shorts	Clash Allowed	Clash Allowed	Clash Allowed	Clash Allowed
Socks	No Clash Allowed	No Clash Allowed	Clash Allowed	Clash Allowed

- The away team will be deemed to have forfeited the fixture if they cannot provide an alternative strip within 15 minutes of the kick off, provided the home team is wearing their nominated home kit colours as stated in the *2017 FFV Strip Report*.
- Where there is a dispute over playing strips, FFV will investigate the matter.

What jewellery can a player wear on the field?

- NONE. Using tape to cover jewellery is not acceptable.
- The IFAB Laws of the Game state that a player who has been required to leave the field of play because of an infringement of this Law and who re-enters the field of play without the referee's permission must be cautioned.

What visible undergarments and headwear can a player wear during a match?

Goalkeepers: Are permitted to wear peaked caps and tracksuit / jogging pants.

Hair Ties: Material hair ties and non-metallic bobby pins are permissible.

Head Bands / Sweat Bands: wearing cloth head and wrist sweat bands is permissible.

Hijabs/Kippahs: Must be black or the same colour as the main colour of the player's shirt (players of same team must wear same colour) and doesn't create a danger to the wearer or any other player. Referees CANNOT check the affixing or touch the garment .

Undergarments: Undergarments must not show political, religious, personal slogans, statements or images, or advertising other than the manufacturer logo. **Undershorts** and lower body garments MUST be the same colour as the player's shorts/shorts trim. "Bandage / Skin" coloured shorts are NOT permitted. Long sleeved **Undershirts** MUST be the same main colour as the player's sleeve. **Under Socks** that are visible must be the same colour as the player's socks.



Match Ball Requirements

How many match balls are required and who provides them?

- The Home Club shall provide the appointed Match Official with three (3) match balls of the appropriate size for that age group as stipulated in the Playing Formats section on pages 22-24 of this document;
- Clubs must use a licensed match ball from an FFV licensed ball manufacturer;



For ball purchases, FFV recommends contacting
Gerrard Woods (Sportsmart) on 0402 407 301

The home club has not provided the required number of match balls, what do we do?

- As long as one ball is provided the match should go ahead.
- The referee **MUST** provide a report of any incident regarding match balls to FFV.

Stretchers & First Aid

There is no stretcher and / or first aid kit at the ground, what do we do?

- The home club must allocate one (1) stretcher suitable for first-aid/emergency use
- Inform the referee if there is no stretcher and he/she will submit a report to FFV.
- If there is no referee, the clubs must submit a report to FFV.
- The match **MUST** still be played.

Player Identification Cards

The opposition junior teams do not have ID cards, what do we do?

- FFV has a strict **NO CARD, NO PLAY** policy for all junior competitions. Player ID cards are not required in MiniRoos or senior competition fixtures.
- If any player does not have an ID card, they are not permitted to play.
- Player IDs can be presented in paper form or electronic form and must be generated as per Regulation 10.1.2.





No Official Referee

No official FFV referee has arrived at our game, what now?

- The next most senior Match Official will take charge of the fixture.
- If no registered Match Official is present to act as the 'Replacement' 10 minutes prior to the fixture, both clubs should agree on a replacement.
- If, by the scheduled kick off time, no agreement on a 'Replacement' referee can be reached, the Home Club must appoint a person to act as Match Official for the fixture.
- A replacement can be a parent or club official that knows the relevant Rules and Laws of the Game, for further information go to pg 20-21 for Club Referee Guide.
- If any match does not kick off within 15 minutes of the scheduled kick off time due to the absence of a Match Official, the home team will forfeit the fixture.
- All Clubs must fulfil all fixtures, regardless of whether a Match Official is present to take charge. Failure to do so may result in disciplinary action.

Match Records

A player does not know their FFA ID number, can we still list them on the Match Record?

- No. All players in all competitions (except MiniRoos) must have their first & last name and FFA ID number. Failure to do so may result in disciplinary action by FFV.
- For juniors all player details can be found on the player's ID card.

When do Match Records need to be submitted to the referee?

- For all competitions they must be submitted at least 30 minutes prior to kick off.

What details need to be completed on the match record?

- Match details (Date, League Name, Round No., Home vs. Away Team, players of and Venue)
- Player (Shirt No., Surname, Given Name, FFA ID Registration No.) and Team Officials
- At the completion of the fixture complete the Match Results (Half Time and Full Time Results) and ensure it is signed by both teams and the referee.

Are the first 11 players on the match record the starting 11 when subs are involved?

- Yes. If there is any change to this, notify the referee prior to kick off.





AUSTRALIA'S MOST TRUSTED ENERGY COMPARISON WEBSITE

Electricity Wizard lets customers compare deals from many of Australia's largest energy retailers in minutes, and it is free to use for homeowner, renters and business.

ElectricityWizard.com.au



FREE SMARTPHONE APPS FOR CLUBS

LeaseMasters is a member of the DPoA Group, and is a key player within the novated leasing and salary packaging markets Australia-wide. LeaseMasters.com.au



TEAM WEAR AND SPORTING EQUIPMENT

Provides the best sporting equipment and teamwear range at the best value for money with superior service.

Sportsmart.com.au



CLUB BANKING CASH-4-CLUBS PROGRAM

Banking Solutions for Football Fans allows clubs to do all their banking with someone who shares their passion for football.

Bankingsolutionsforfootballfans.com.au



FREE MEAL VOUCHERS FOR CLUB PLAYERS

Zagame's family restaurants have become an institution for diners, especially families, looking for quality food and great value. Zagames.com.au



HIGH PERFORMANCE RETAILERS

SPT Football is the true football destination. With premium products from the world's biggest brands and an unrivalled in-store experience, SPT Football is more than just a specialty store. Sptfootball.com.au





PREFERRED APPAREL SUPPLIER

Established in 1817, Mitre has been around since the dawn of professional sport and is still present whenever sport is played, at school, in the park, on the court, inside the stadium. Mitre.com



DIPLOMA OF FOOTBALL FOR CLUBS PLAYERS

The nationally accredited Diploma of Sports Development for Football is a full-time applied based curriculum model currently where students train and study at the same time. FC11.com.au



FFV FITNESS PARTNER

As one of Australia's fastest growing fitness chains, Jetts Fitness operates more than 40 fitness clubs in Victoria, and more than 250 fitness clubs across Australia and New Zealand. Head to jetts.com.au.



LINE MARKING PRODUCTS AND SERVICES

Supaturf is a presenting partner of Club HQ, and it specialises in line marking machines, accessories and liquids for turf or hard surfaces. Supaturf.com.au



FACILITY GOALS, CORNER FLAGS, COACHES' BOXES

Abel Sports supplier of premium quality flag poles, facility football goals, futsal goals, coaches' boxes, team shelters and more. abelsports.com.au



CLUB TROPHIES AND AWARDS

Specialising in all forms of presentation items and giftware, Winning Edge Presentations customises, manufactures and wholesale distributes many major brands.

winningedg.net.au





CLUB PHYSIOTHERAPY NEEDS

Physiohealth offers a range of additional services including clinical pilates, remedial massage, myotherapy, dietetics and high performance management.

physiohealth.com.au



FREE SMARTPHONE APPS FOR CLUBS

Team App is a free, almost fully customisable, quick and easy smartphone application that clubs can use to create their own apps, and improve the way they communicate with their own members. teamapp.com



RMF

Reagan Milstein Foundation aims to raise funds to offer financial and moral support to Australian youngsters who may not have the opportunity or financial resources to play sport or be involved in a sports club, with a special interest in Indigenous Australian youth. www.rmfworld



STAMBO'S

Stambo's is a proud Australian family-owned and operated foodservices company which serviced metropolitan Melbourne and Victoria for more than 32 years. Stambo's adhere to their basic family philosophy to strive towards continuous improvement in quality, variety and total reliability.

Stambos.com



FOOTBALL FEDERATION VICTORIA EVENTS PARTNER

MSE is the official events partner of Football Federation Victoria. MSE Events Group pride themselves on delivering high quality professionalism to their clients through a range of services including major sporting events, local/international conferences and incentives, company launches and team building activities. Mseevents.com.au



electricity**wizard**


Over 1,000,000 Million Energy Comparisons

Principal Community Partner
of FFV and Football in Victoria.

electricitywizard.com.au

**Kick goals
with a
Novated
Lease**



Lease**Masters** 

1300 303 357 | leasemasters.com.au



OFFICIAL SALARY PACKAGING
AND LEASING PROVIDER OF FFV
AND FOOTBALL IN VICTORIA

Delayed Kick-Off / Shortened Halves

We have arrived at the ground to find out our match has been delayed for more than 15 minutes, what do we do?

- FFV aim to ensure as many matches get played as possible so if you can wait and play the match, do so.
- If the match does not go ahead because of a delay it will be treated as a postponed match and investigated.

It's 5 minutes before kick-off and the opposition team has not arrived. What should we do?

- If you have the contact details for your opposition, attempt to contact them.
- Teams have up to 15 minutes after the scheduled kick-off time before the match is deemed to be forfeited.
- The team present must still sign the match record.
- The Match Official will report the incident and FFV will investigate.
- If no Match Official is present, contact the [**FFV Competitions Weekend Line \(0478 456 777\)**](tel:0478456777)

The Match Official has shortened each of the playing halves. Can they do this?

- The Match Official may cut short any Match if, in their opinion, playing conditions compromise player safety (e.g. insufficient lighting), or if there will be a time impact on the following fixtures at that venue.
- Any changes must be made prior to kick off through consultation with the coaches of each participating team.

Field of Play

How many people can sit on the team bench/technical area?

- A maximum of 9 (a maximum of 5 subs and a maximum of 4 staff).
- All nine (9) people must be on the Match Record as either a player or staff.
- Only **ONE** person is permitted to be standing in the technical area during a match.

Who is permitted to be in the field of play?

- Only 11 players from each competing team can be on the field at the one time.
- No parents or coaches can enter the field without the referee's consent.

Abandoned/Postponed Match

Our match was postponed, what now?

- The club should contact the [FFV Competitions Weekend Line \(0478 456 777\)](tel:0478456777) or email competitions@ffv.org.au as soon as possible to notify of the match postponement. FFV will then reschedule the fixture if required.
- The match official is entitled to 50% of their match fee in these circumstances.

Our match was abandoned, what now?

- If your match is abandoned, FFV will conduct an investigation.
- If 80 per cent or more of *Normal Time* has been played, the score at the time of abandonment may stand.
- If abandoned prior to 80 per cent of *Normal Time*, the Match will be investigated and an outcome will be determined by FFV as per the 2017 *Rules of Competition*.
- Match Officials are entitled to receive 100% of their normal Match fee.
- The club should contact the [FFV Competitions Weekend Line \(0478 456 777\)](tel:0478456777) and submit a report to competitions@ffv.org.au as soon as possible to assist in any decision made on the fixture.

Ground Marshals

How many ground marshals does each team need to provide?

<i>League</i>	<i>Minimum Ground Marshals</i>
Men's State League 1, 2 & 3	2 per team (4 in total)
Men's State League 4 & 5	1 per team (2 in total)
Women's State League	1 per team (2 in total)
All Other Competitions (incl. Reserves)	1 per team (2 in total)



Completing a Match Record/Disputed Results

We had no official referee present. What do we do with the Match Records?

- Ensure each team's Match Record is signed by both team managers
- **Seniors** — email them to results@ffv.org.au.
- **Juniors** — are not required to be sent to FFV however teams must keep copies in the event a match dispute arises and for the purpose of determining a player's eligibility for finals.

We disagree with a detail recorded on the Match Record. What can we do?

- Circle the detail (card, goal or a player eligibility) and initial next to it prior to signing the match record to ensure all parties are aware.
- Email competitions@ffv.org.au with a copy of the match record for investigation within 7 days of the fixture.
- **Clubs are always required to sign the match record after every match.**

Entering Results on SportsTG / Login Issues

By what time do match results need to be entered?

- **State League 1, 2, 3, 4 & 5 and Metropolitan Leagues** - To be submitted online by the Home Club no more than 90 minutes following the conclusion of the match.
- **Junior Leagues** - Sunday fixtures before 3.30pm must be submitted online by the Home Club by 6.00pm that day. Non-weekend matches and matches that kick off after 3.30pm on a Sunday, the Home Club must enter the results by 9.00am on the day following the Match.

What details do I need to enter in SportsTG (minimum requirement)?

- **Men's and Women's State League Seniors** — full time score, half time score, player lists & goal scorers.
- **Men's and Women's State League Reserves** — full time score
- **Metropolitan, Masters & Juniors** — full time score only.

I cannot log into my SportsTG Passport. What should I do?

- Contact FFV Competitions Weekend Line (0478 456 777) or;
- Email competitions@ffv.org.au.





Ineligible Player

We believe the opposition has fielded, or is fielding, an ineligible player (over-age, suspended, too many matches in a higher league, etc). What should we do?

- Raise the query with the Match Official who can check player ID cards if it is a junior competition fixture.
- The referee **CANNOT** stop a suspected ineligible player from participating unless they fail to present an ID card.
- The referee **MUST** report the query being brought to their attention by the opposition club as an *Incident Report*.
- If the suspected player participates in the fixture, the opposition team must still play the fixture or they will be considered to have failed to complete a FFV competition fixture and therefore be subject to disciplinary action.

Submitting a Request for a Match Investigation

- During the fixture the opposition team should take photographic or video evidence of the suspected ineligible player participating in the fixture to submit with the match record to FFV Competitions. This evidence can only be used for this purpose.
- At the conclusion of the fixture, circle the player who you have concerns about and sign the Match Record.
- Player ineligibility will only be investigated by FFV if a report is submitted within 7 days of the fixture. The opposition club must forward a copy of the signed Match Record with the player circled, photographic or video evidence, statutory declaration(s) and any other relevant information to FFV via email at competitions@ffv.org.au and FFV will investigate the matter.



Player Dispensation

The opposition say they have dispensation for an older player to play down, do they need permission for this?

- Yes.
- The team must carry written approval from FFV with them on match day and must be able to show the letter to the match official upon request.
- These players still need an ID card as per normal.

The opposition say they have dispensation for an older player to play down, what happens if they are unable to show the letter to the match official upon request?

- The referee **CANNOT** stop a player with dispensation from participating in the fixture if they are unable produce a dispensation letter.
- The referee and opposition team must submit a request for a match investigation to confirm if the player has been granted dispensation to play by FFV or not. This must follow the process as outlined on page 13 for an ineligible player.

Under what circumstances are Player Dispensations granted?

MiniRoos Competitions

- MiniRoos players can move freely between age groups (Under 7 to Under 11), playing above or below their age group as determined by their current stage of development. It is preferable that participants play down one, or no more than two, age groups.
- Clubs with U12 First Year players participating in MiniRoos Competitions should request a letter of dispensation from FFV to have present on match day.
- For more information please refer to the Victorian MiniRoos Guidelines: <http://www.footballfedvic.com.au/wp-content/uploads/2014/06/2017-MiniRoos-Guidelines.pdf>

Junior Competitions

- A player is in their first year of being registered with FFA or FFV (i.e. First year player).
- The player is not capable of competing in their rightful age group based on sufficient medical evidence.
- For other reasons approved by FFV from time to time.



Red & Yellow Card Suspensions

Our player received a red card last week but has not been notified of their suspension officially. Can they play?

- **No.** If a player is red carded they automatically miss their next fixture no matter what the charge is.
- If you are unsure please contact the Discipline Department during business hours (Monday to Friday 9am-5pm)
- www.footballfedvic.com.au → Competitions → Suspensions
- **Phone: 9474 1800 (press 3 for Discipline)**
- Email: discipline@ffv.org.au
- Alternatively if you are still unsure, contact the **FFV Competitions Weekend Line (0478 456 777)**

Our player has received their 5th/10th/15th yellow card of the season but has not been notified of their suspension officially, can they play?

- **Yes.** With accumulated yellow card suspensions, the suspension starts when the club has been notified and it has been displayed on the FFV website.
- If you believe your player has received their 5th/10th/15th yellow card but has not been notified, please contact the Discipline Department between Monday and Friday;
- www.footballfedvic.com.au → Competitions → Suspensions
- **Phone: 9474 1800 (press 3 for Discipline)**
- Email: discipline@ffv.org.au
- Alternatively if you are still unsure, Contact FFV Competitions Weekend Line (0478 456 777)

Summary of Player Restrictions

Junior Competition restrictions (Under 12s to Under 20s)

- If the player has played 5 Rounds for an 'A' team, they will be team-tied and not permitted to play for a different 'A' team for the same club in the same age group.
- If the player has played 5 Rounds in a higher division, they cannot drop down to a lower division in that same age group.

Metropolitan League & Metropolitan Masters restrictions

- To be eligible for Metropolitan League, a player must be at least 15 years of age as at 1 January 2017.
- To be eligible for Metropolitan Masters, a player must be at least 35 years of age as at 1 January 2017.
- If a Club has two or more Teams in the same or different Leagues (of a particular Division) then players are 'team-tied' following completion of the sixth (6th) round of the Regular Season to one of those teams. In exception of this rule, up to a maximum of three (3) players listed to a particular Team may play for the Club's other Team in that League on any given weekend (Ref: 10.4 Player Restrictions in 2017 Rules of Competition and Metro and Masters Regulations)
- Only two players from their club's most recent Men's State League (Seniors & Reserves) fixture are eligible to play.

Men's State League restrictions

- To be eligible for Men's State League, a player must be at least 15 years of age as at 1 January 2017.

Women's State League restrictions

- To be eligible for Women's State League competition, a player must turn 15 years of age or older in 2017 unless they have written FFV approval.
- If a player has played 6 games in her club's higher division Team, she is ineligible to play in her club's lower division Team for the rest of the season.
- If a Club has two or more Teams in the same division (e.g. Women's State League 3), players are team-tied from the 6th round as per team lists that are to be sent to FFV.

WOMENS METRO SEVENS



Match Day

- 7-a-side Competition
- A maximum of 10 players are eligible to take part in each fixture
- Match Records must be completed
- There are no throw-ins, the ball must be placed on the sideline and kicked into play (kick ins are indirect)
- Goal Keepers are only permitted to throw or roll the ball from their hands or place the ball on the ground and kick it.
- There are no off sides

Field Size	½ Full Size Pitch Min: 60m x 40m Max: 70m x 50m
Penalty Area	5m depth x 12m width
Goal Size	Width: 4.5m - 5m x Height: 1.8 - 2m
Ball Size	Size 5
Kick-off Time	Flexible
Playing Time	2 x 20 minutes
Half Time Break	Min: 5 minutes Max: 10 minutes

Summary of Player Restrictions

Women's Metro Sevens

- To be eligible for Women's Metro Sevens competition, a player must turn 15 years of age or older in 2017 unless they have written FFV approval.
- Only two players from their club's most recent Women's State League 1-2 (Seniors & Reserves) fixture are eligible to play.
- Only four players from their club's most recent Women's State League 3-4 fixture are eligible to play.





Match Day Checklist

PREGAME

Match Records

- Ensure that both teams have submitted their Match Record correctly. The Referee keeps the white copy, yellow copies to be swapped by the teams and greens to stay in the book.

Equipment Checklist

- Stopwatch / wrist watch, whistle, cards, flags, notebook, pen and coin.

Uniform

- Vest, no club logos, shorts, socks and boots to be comfortable

Warm Up

- To avoid injury ensure that you allow enough time to complete the pregame match information and also complete a warm up and stretch. You can inspect the pitch at the same time as you warm up.

THE MATCH

Assistant Referees

- Request an assistant referee from each team—thank them for volunteering and confirm your expectations of them.

Coin Toss

- Complete the coin toss and commence the match
- Write down any goal scorers, yellow cards and red cards in your notebook
- In MSL Fixtures also record the substitutions in your note book.

POST GAME

Match Records

- Complete the half time and full time scores, yellow/red cards, goal scorers and sign the match record. A team official from each team must also sign the match record.
- Junior and Senior Match Records must be emailed to results@ffv.org.au

If an incident occurred during the fixture—follow the process outlined on page 21.



Misconduct Reports

Submit when a referee has issued a red card to a player

It should include:

- Home vs. Away team, League name, venue and date
- Players name, Number, FFA Number and Team
- A factual description of the incident— Keep it brief and accurate

Incident Reports

- Submit when a referee needs to report any incidents that occurred before, during or after the game.
- Examples: Coach / Team official / Player / Referee / Spectator abuse; If the game is abandoned for any reason including: spectator invasion; a player refusing to leave the pitch after being sent off; mass confrontation / Melee; a club official or coach entering the field of play; or an unplayable pitch.

Misconduct and Incident Reports can be found <http://www.ffv.org.au/referee-hq/match-day-paperwork/> and must be sent to the following email addresses within 48 Hours of the fixture to discipline@ffv.org.au and competitions@ffv.org.au

Call FFV Discipline for further advise 9474 1800 (press 3 for Discipline) if required.

Managing Conflict

Be proactive to avoid any potential problems later in the game. For example, by talking to players and explaining any decisions (briefly) at the time.

Roadblocks of Player Management:

- Quiet Word—given on the run e.g. “take it easy” “good tackle, but just be careful”
- Public Warning—use your whistle when the ball is out of play, call the player over to you and let them know this is their final warning
- Yellow Card—show the player a yellow card
- Red Card—show the player a red card

Mass Confrontation / Melee

1. Use your whistle and voice to separate players—do not touch the players
2. Deal with any injury, and remember where to restart the game
3. Deal with the original offence
4. Deal with the player who became involved
5. Restart Play



Injury Management

What should we do if there is a significant injury or emergency?

- In an emergency, call 000.
- In first instance, only trained first aid personal should attend to an injured player/ supporter.
- FFV encourages clubs to have an **Emergency Management Plan** including the location of the nearest hospital, doctor, ambulance access point, defibrillator and first aid equipment. This should also include a list of trained first aid club officials.
- For insurance claims, go to www.gowgatesport.com.au/football/

CPR11 Safe Sport

CPR11 can be downloaded as an app on iPhone and Android

Sudden cardiac arrest (SCA) is a vital emergency that may occur on the football field.

When it happens, we should all know how to respond immediately.

In a simple way and in just 11 steps, the CPR 11 application offers a plan with clear and precise instructions on how to give compressions and ventilations correctly, how to handle an automatic external defibrillator (AED) and if necessary, how to transfer the player.

With the help of text and voice messages, the 11 short videos will help you recognise a SCA and meet the objective of starting resuscitation manoeuvres in the first 2 minutes and early defibrillation in the first 3 minutes after the player's collapse.

The application has been designed taking into account some of the specific characteristics of SCA cases during contact sports, such as football, like taking special care of the cervical spine when handling the player.

CPR 11 is a guide that may be very useful for anyone (players, coaches, referees, relatives, spectators, etc) attending sports events of any level. It is not a substitute for proper training in cardiopulmonary resuscitation (CPR). We recommend everyone to receive formal instruction in CPR and AED use.

Download the application and share it with everyone. Showing these techniques to the greatest number of people, will help in saving lives.



FIFA 11+



PART 1 RUNNING EXERCISES · 8 MINUTES



1 RUNNING
STRAIGHT AHEAD



2 RUNNING
HIP OUT



3 RUNNING
HIP IN



4 RUNNING
CIRCLING PARTNER



5 RUNNING
SHOULDER CONTACT



6 RUNNING
QUICK FORWARDS
& BACKWARDS

PART 2 STRENGTH · PLYOMETRICS · BALANCE · 10 MINUTES

LEVEL 1



7 THE BENCH
STATIC



8 SIDEWAYS BENCH
STATIC



9 HAMSTRINGS
BEGINNER



10 SINGLE-LEG STANCE
HOLD THE BALL



11 SQUATS
WITH TOE RAISE



12 JUMPING
VERTICAL JUMPS

LEVEL 2



7 THE BENCH
ALTERNATE LEGS



8 SIDEWAYS BENCH
RAISE & LOWER HIP



9 HAMSTRINGS
INTERMEDIATE



10 SINGLE-LEG STANCE
THROWING BALL WITH
PARTNER



11 SQUATS
WALKING LUNGES



12 JUMPING
LATERAL JUMPS

LEVEL 3



7 THE BENCH
ONE LEG LIFT AND
HOLD



8 SIDEWAYS BENCH
WITH LEG LIFT



9 HAMSTRINGS
ADVANCED



10 SINGLE-LEG STANCE
TEST YOUR PARTNER



11 SQUATS
ONE-LEG SQUATS



12 JUMPING
BOX JUMPS

PART 3 RUNNING EXERCISES · 2 MINUTES



13 RUNNING
ACROSS THE PITCH



14 RUNNING
BOUNDING



15 RUNNING
PLANT & CUT

	Under 10's & 11's	Under 8's & 9's	Under 7's
Numbers	9 v 9	7 v 7	4 v 4
Field Size	½ Full Size Pitch Min: 60m x 40m Max: 70m x 50m	¼ Full Size Pitch Min: 40m x 30m Max: 50m x 30m	30m x 20m
Field Markings	Markers or line markings	Markers or line markings	Markers or line markings
Penalty Area	5m depth x 12m width	5m depth x 12m width	Nil
Goal Size	Width: 4.5m - 5m Height: 1.8 - 2m	Width: 2.5m - 3m Height: 1.8m - 2m	Width: 1.5m - 2m Height: 0.9m - 1m
Goal Type	Goals, Poles or Markers	Goals, Poles or Markers	Goals, Poles or Markers
Ball Size	Size 4	Size 3	Size 3
Goalkeeper	Yes	Yes	No
Playing Time	2 x 25 minutes	2 x 20 minutes	2 x 15 minutes
Half Time Break	5 minutes	5 minutes	5 minutes
Referee	Instructing Referee	Instructing Referee	Instructing Referee
Points Table	No	No	No
Offside	No	No	No

For more information on MiniRoos visit

FFA site: www.miniroos.com.au

Victorian Guidelines: <http://www.footballfedvic.com.au/victorian-guidelines/>

BOYS PLAYING FORMAT



	Under 12's & 13's	Under 14's	Under 15's
Born on/after	12's: 1 st January 2005 13's: 1 st January 2004	1 st January 2003	1 st January 2002
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play	Yes - No Card, No Play
Ball Size	Size 4	Size 5	Size 5
Kick-off Time	U12's: 10:10 am U13's: 11:20 am	12:30 pm	1:45 pm
Playing Time	2 x 25 minutes	2 x 30 minutes	2 x 35 minutes
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
Offside	Yes	Yes	Yes
Substitutes	Interchange	Interchange	Interchange

	Under 16's	Under 17's	Under 18's & 20's
Born on/after	1 st January 2001	1 st January 2000	1 st January 1999 (18s) 1 st January 1997 (20s)
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play	Yes - No Card, No Play
Ball Size	Size 5	Size 5	Size 5
Kick-off Time	3:15 pm	Flexible	Flexible
Playing Time	2 x 40 minutes	2 x 40 minutes	2 x 45 minutes
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
Offside	Yes	Yes	Yes
Substitutes	Interchange	Interchange	Interchange

GIRLS PLAYING FORMAT



	Under 12's	Under 13 - 14's
Born on/after	1 st January 2005	1 st January 2003
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play
Ball Size	Size 4	Size 4
Kick-off Time	Flexible	Flexible
Playing Time	2 x 25 minutes	2 x 30 minutes
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
Offside	Yes	Yes
Substitutes	Interchange	Interchange

	Under 15 - 16's	Under 18's
Born on/after	1 st January 2001	1 st January 1999
Player ID cards	Yes - No Card, No Play	Yes - No Card, No Play
Ball Size	Size 5	Size 5
Kick-off Time	Flexible	Flexible
Playing Time	2 x 40 minutes	2 x 45 minutes
Half Time Break	Min: 5 minutes Max: 15 minutes	Min: 5 minutes Max: 15 minutes
Offside	Yes	Yes
Substitutes	Interchange	Interchange

NOTE: The playing formats specified in this handbook are only relevant to the FFV Metropolitan competition age groups.

REFEREE FEE SCHEDULE



	Referee	AR1	AR2	Reserve Referee	Reserve AR1	Reserve AR2
Men's State League 1, 2	\$150	\$75	\$75	\$75	\$37.50	\$37.50
Men State League 3	\$130	\$65	\$65	\$65	\$37.50	\$37.50
Men State League 4,5	\$120	\$65	\$65	\$65	\$37.50	\$37.50
Women's State League 1	\$120	\$65	\$65	\$65	\$37.50	\$37.50
Women's State League 2,3,4	\$80	\$40	\$40			
Men's Metropolitan/ Masters League	\$75	\$37.50	\$37.50			
Junior U20	\$75	\$37.50	\$37.50			
Junior U18	\$75	\$37.50	\$37.50			
Junior U16/17's	\$50	\$25	\$25			
Junior U14/15's	\$45	\$25	\$25			
Junior U12/13's	\$40	\$25	\$25			
Junior U11/SSF – IRS	\$20	-	-			

Please Note - An additional travel allowance fee is payable for FFV Senior appointments involving travel from the metropolitan area TO (or FROM the regional area to the metropolitan area) for the following locations;

Travel fees are only available to accredited Level 1 Referees & FFV Talent Pool referees. Travel fees are not payable to any other referee without approval by the FFV Referees Department. Referees claim the fee via FFV [not paid by the club on match day](#)

Geelong - \$30

Gippsland - \$50

Ballarat - \$50

Bendigo - \$50

Shepparton - \$90

Albury-Wodonga \$150



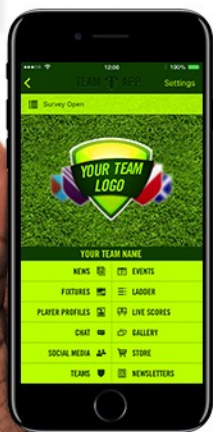
PLAY SMART. SHOP SMART.

SPORTSMART

MOORABBIN - NORTHCOTE - KILSYTH

1300 666 111
SPORTSMART.COM.AU

FREE



Official Smartphone
Application
Partner of FFV

Join Your Club

Download Today



Create your very own app at www.teamapp.com



how we can help YOUR CLUB

1. Sponsorship

- Join our Cash4Clubs Sponsorship Program and earn real dollars to spend how you want to
- You don't need to change over from your existing bank to join Cash4Clubs
- As your Club members open banking accounts with us and take out cards and loans, your sponsorship earnings soar
- There is no limit to how much you can earn each year

2. Promotional items

- We can assist with free promotional items to share the passion with your Club members
- Each new account holder gets a FREE Training Pack
- We can provide items for trivia nights and other fundraising activities

3. Ambassador visits

- With Archie Thompson and Melissa Barbieri as our Ambassadors, talk to us about promotional activities

4. Banking services

- Clubs can move their banking over to us to earn more sponsorship dollars
- Save and secure internet banking with 2 person approval for transactions
- No monthly fee for your everyday account
- Debit and credit Visa cards
- Banking app
- Mobile point of sale service to collect player fees and other payments out on the pitch with cards

- Point of sale facility to accept cards at the canteen
- Fixed term deposits, high interest accounts
- Club loans
- National ATM service (direct-charge fee free at Bank of Melbourne, Westpac and Bank SA ATMs)
- Deposits and withdrawals at Australia Post branches
- Many other banking services

5. Service

- Australian based call centre
- Ben Roche, Australian Pararoo is our Business Manager to assist Clubs across Victoria
- Over the phone assistance to apply for a loan, or any banking service

6. Safe and secure

- Part of a strong Australian financial institution, Summerland Credit Union
- Summerland has held its own Banking Licence since 1964
- Customer funds are protected by the Federal Government's Deposit Guarantee
- FFV's Official Partner – Banking, since 2014
- Melbourne Victory Shirt sponsor 2014-16
- Canberra United shorts sponsor 2017
- As a Customer-Owned Financial Institution, profits are returned to customers through lower fees, better rates and community sponsorships

We are here to help all Football Clubs – just ask us how you may be better off with us.



call Ben Roche 0447 520 637 • bof.com.au





Head Office:

Level 3
436 St Kilda Road
Melbourne, VIC 3004

Postal Address:

PO Box 7488
Melbourne VIC 3004

Contact Us:

Phone: (03) 9474 1800

Fax: (03) 9474 1899

Office Hours: 9:00am to 5:00pm Monday to Friday

General Enquiries: info@ffv.org.au

Customer Feedback: feedback@ffv.org.au

<u>Department</u>	<u>Email</u>
Club Compliance	compliance@ffv.org.au
Commercial and Media	communications@ffv.org.au
Community Competitions	competitions@ffv.org.au
Discipline and Tribunal	discipline@ffv.org.au
Finance	accounts@ffv.org.au
Girls & Women	acallaghan@ffv.org.au
MyFootballClub	myfootballclub@ffv.org.au
PS4 NPL and NPLW	nplvictoria@ffv.org.au
Participation	participation@ffv.org.au
Participation— ALDI MiniRoos	participation@ffv.org.au
Referees	referees@ffv.org.au
Technical—Talented Player	talentedplayer@ffv.org.au
Technical—Coaching	coaching@ffv.org.au



PROUDLY PRESENTED BY
electricity Wizard

Is your club part of Community in Business?

Organised and operated by Football Federation Victoria (FFV), Community in Business is the ultimate community business network that brings together key stakeholders within football in Victoria including businesses, football clubs, media and government.

For more information contact Anthony Grima
on 0466 208 213 or agrama@ffv.org.au.

communityinbusiness.com.au @ffvcib /ffvcib

