

2016 HANDBOOK FOR COACHES & MANAGERS

U11s and Up ...

Blue Mountains Football Club Inc.

Knapsack Park, Glenbrook



... over 50 years of local football ...

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U11s Summary & Rules – http://www.nepeanfootball.com.au/images/NFA_MiniRoos_Regulations_2016.1.pdf

2016 Board & Committee Members

Position(s)	Name	Contact Details
Board Members:		
President	David Smith	0401 064 818 contact@bmfc.com.au
Vice President / Competition Secretary	Gordon Aiken	0417 497 174
Secretary	Sandy Duetoft	0414 207 051
Treasurer	Len Bowman	0417 652 677
Senior Teams Representative	Barry Summers	0417 201 260
Committee Members:		
Registrar	Richard Giles	0439 135 210 registrar@bmfc.com.au
Equipment Officer / Women's Coordinator	Margaret Semeniuk	
Canteen Officer	Sue Watson	
Safety Officer	Vacant	
Member Protection Information Officer	Vacant	
Coaching Coordinator	Adam Pallister	
MiniRoos Football Coordinator	Adam Pallister	
Roster Officer	Sarah Boswell	
Fields & Maintenance Officer	Vacant	
Publicity & Promotions Officer	Vacant	
Committee Members:	Michael Hampson	
	Vacant	

Other Contact Information

Fields & Clubhouse
Knapsack Park
cnr Barnet & Levy Streets
Glenbrook NSW 2773

Postal Address
PO Box 235
Glenbrook NSW 2773

Contact Details
e-mail: contact@bmfc.com.au
website: www.bmfc.com.au
tel: 4739 5121 (match days only)

Help is Always Appreciated !

All involved with the Club greatly appreciate the time and skills donated by those who volunteer to be Coaches and Managers; without your assistance, the Club could not function. Yet, there is always more to be done ...

There are currently a number of vacancies on the Committee, or Committee members undertaking more than one role. If you, or anyone you know, would be willing to assist the Club, by providing the use of your skills and time (to either serve as a Committee member or as an assistant to a committee member), so the Club can provide better services, then please contact the Club *via* our website www.bmfc.com.au or call the Club's President on the number listed earlier.

Duty Officer

The Club's Committee has traditionally filled the match-day role of Duty Officer. With some members moving on from the Club as their team's or family's needs change, this role also needs new people to fill the vacancies created. On Sundays, the Club will require players from each team to assist in this role.

Duty Officers have a busy role at times, with responsibility for: opening/closing the ground, field inspections, supporting the referees if they need assistance for any reason, receiving team sheets, overseeing the canteen staff on the day, incident management, clean-up, property management, being the Club representative and/or behaviour management, just to name a few. Training is provided for this vital role.

The Club holds the booking for Knapsack Park and the Duty Officer is the Club's representative. If any serious incidents occur, this may warrant the Duty Officer to report such incidents. These incidents could cover match, ground, car park or personal issues. The Duty Officer is entitled to ask people to leave Knapsack Park and if they don't, to call Springwood police. (There is an incident diary at the front counter to record any issues).

Official & Unofficial Referees

Official Referees

People are also invited to obtain full referee credentials and become Official Referees. If you wish to undertake a full refereeing course and be paid to referee, then please contact the NRG (<http://www.nepeanrefereesgroup.com.au/contact-us/>). Remuneration for referees is quite attractive and has increased in recent years.

Unofficial Referees

All clubs are required by Nepean Football Association to develop and maintain a pool of unofficial referees for matches which are not covered by official referees supplied by the Nepean Referees Group (NRG). Fortunately, the Club is rarely in this position, but the need still exists for people from both Saturday and Sunday matches to be trained and available. The referee pool needs to include people who are suitably qualified and experienced to carry out a full range of matches – *i.e.* having referees to officiate at U12 to All Age matches.

The Club recommends that each team has at least one person who can referee a game as an unofficial referee and who has completed the on-line laws of the game course available on the FFA web site.

Hierarchy for Appointing Referees

In the absence of an officially-appointed referee, the hierarchy of appointments is as follows:

- a. A qualified referee registered with the NRG for the current season who is willing to referee the game;
- b. An unofficial referee who is mutually agreed to by the officials of both teams.

Game Details

Age Group	Playing Time	Rules	Ball Size
Under 18 and above	90 minutes	Competition	5
Under 17	80 minutes	Competition	5
Under 15 & 16	70 minutes	Competition	5
Under 14	60 minutes	Competition	5
Under 13	60 minutes	Competition	4
Under 12	50 minutes	Competition	4
Under 11	50 minutes	Non Comp with modified rules	4

The Referee shall be sole judge of Playing Time for all games.

2016 BMFC Calendar (for 6/8/10 Teams Comps)

Day	Date	Event
Thursday	10 March	Coaches & Managers Meeting
Saturday / Sunday	12–13 March	Trial Games No. 1
Saturday / Sunday	19–20 March	Trial Games No. 2
Sunday	20 March	Prem's Round 1
Friday / Sunday	26–29 March	Easter Long Weekend
Saturday/Sunday	2–3 April	Round 1/1/1
Saturday/Sunday	9–10 April	Round 2/2/2
Saturday/Sunday	16–17 April	Round 3/3/3
Saturday/Sunday	23–24 April	Spare Round/Spare Round/Round 4
Saturday / Sunday	30 April – 1 May	Round 4/4/5
Saturday / Sunday	7–8 May	Round 5/5/6
Saturday / Sunday	14–15 May	Round 6/6/7
Saturday / Sunday	21–22 May	Round 7/7/8
Saturday / Sunday	28–29 May	Round 8/8/9
Saturday / Sunday	4–5 June	Round 9/9/10
Saturday / Sunday	11–12 June	Round 10/10/11
Monday	13 June	Queen's Birthday – Spare
Saturday / Sunday	18–19 June	Round 11/11/12
Saturday / Sunday	25–26 June	Round 12/12/13
Saturday / Sunday	2–3 July	Round 13/13/14
Saturday / Sunday	9–10 July	Round 14/Spare Round/Round 15
Saturday / Sunday	16–17 July	Round 15/14/16
Saturday / Sunday	23–24 July	Spare Weekend
Saturday / Sunday	30–31 July	Semi Final 1/Semi Final 1/Round 17
Saturday / Sunday	6–7 August	Semi Final 2/Semi Final 2/Round 18
Saturday / Sunday	13–14 August	Semi Final 3/Semi Final 3/Semi Final 1
Saturday / Sunday	20–21 August	Spare for Semi Finals
Saturday / Sunday	27–28 August	Finals
Saturday / Sunday	3–4 September	Finals Standby weekend
Saturday	10 September	AGM & Junior Teams Presentation Day
Saturday	10 September	Senior Teams Presentation Night

Guide to the Duties of the Team Coach

Training	Ensure all players receive appropriate training for their skill level. If you require assistance with coaching, contact the Club's Coaching Coordinator for advice on training methods and coaching courses. If your team is the last to finish on training night, ensure all locks are secure <i>i.e.</i> amenities block doors and front gate.
Shirts	Ensure that you have the team's shirts at the next training session, so that they are not inadvertently left at the washing roster player's house on game day.
Glasses	Players who require assisted vision need to wear special sport glasses whilst playing football.
* Player Upgrades	<p>To make up a shortfall in team numbers for a game, players from lower graded or younger age teams can be borrowed. Players can be borrowed only if that player's coach gives clearance (to avoid problems with game clashes and fitness issues) and if the player and parent are willing.</p> <ul style="list-style-type: none"> * A player can only be upgraded a TOTAL of 3 times. A 4th upgrade becomes that player's grade for the remainder of the season (except in U11 teams, where the team will incur a substantial fine). * An upgraded player's photo ID card must be taken to the match and details entered on the team sheet, including the registered age/grade. * A player can play up to 2 years above their age. * For upgrading within an age or from 1 year younger, only players of equal or lower grade are eligible e.g. 11/1 or 12/2 can play in 12/1, but 11/1 can't play in 11/2 or 12/2. * Girls registered in the all-girls competition can only be upgraded to other all-girl teams and cannot be upgraded to a mixed team or to the boy's competition. And vice versa. * Refer to NFA Competition Regulations on this matter.
* Team Sheet	<ul style="list-style-type: none"> * Assist the team manager in filling out the team sheet by having a list of players in shirt number order at least 20 minutes prior to kick-off time. Organize the players for photo ID card matching by the opposition manager. * Ensure for U15 and up that only 16 players are listed on the team sheet to play. * A 17th player will result in loss of points and a substantial fine.
Match Ball	Ensure you check the match balls before the game. Match ball is not required for away games as the home team supplies them.
Ground	At an away game where the ground, goal posts, flags, etc are not up to standard, the problem should be discussed with the ground Duty Officer. If it is not rectified, a protest can be made to the referee before the game. The referee will note the protest and probably continue with the game. Where the protest is about contravention of the rules of the game it must also be submitted in writing to the Club's Competition Secretary within 1 day.
During the Game	Ensure you wear the Coach's vest and ID card, provided as part of the kit, during the game. All coaching during the game must be from the Coach's box near half way. Do not move up and down the sideline coaching your team.
Player Interchange	Organize the interchange of players during the match (if necessary) from the Coach's box. All interchange players are required to wear a vest while on the side line. Player interchange shall be arranged such that, over a season <u>all</u> players get an equitable balance of on field time. To assist you, an interchange tally sheet should be kept. Ensure, where possible, that the same players do not always start the game.
Team Changes	Advise the referee of all team sheet changes, particularly at half time e.g. swapping the goalie.
Team Behaviour	Unsportsmanlike behaviour and swearing and insults and abuse to players and the referee are totally unacceptable to the Club, Nepean and the referees. Referees are an important part of the game and are entitled to our respect and assistance. They have considerable power to handle unacceptable behaviour from players and spectators and have been instructed by their association to deal with it strongly. If problems arise during a game, whether at home or away, seek the help of the Duty Officer.
Protests and Complaints	<p>Any protest against the result of the game must be noted on the team sheet be submitted in writing to the Club's Competition Secretary within 1 day. Complaints about the opposition team or the referee must also be in writing to the Club's Competition Secretary as soon as possible after the game.</p> <p>Do not approach the referee.</p>

Guide to the Duties of the Team Manager

Team Information	The manager should produce a team reference sheet for distribution to the players. Information could include player's and parent's names, address, phone number, training time, coach and manager details, etc. For help with information or production or copying of the sheet, contact the Club.
Short Notice Information	Last minute team information, such as venue alterations, will be SMS'd or phoned to the manager and/or coach, who should immediately relay the details to the players (e.g. telephone tree, SMS).
Additional Information	Additional information is issued from time to time to the teams. These contain essential information e.g. match draw alterations and team duty rosters (which, except for the start of the season, will be published several weeks in advance). They are distributed <i>via</i> the manager's email address or on the Club's website www.bmfc.com.au . Be sure all players and/or parents receive the information as they are issued. It is probably most convenient that the manager hands out the information at training.
Canteen Duty & Field Set-Up	<p>All teams will be rostered to set up the fields on the morning of a game and/or serve in the canteen/BBQ. The manager must organize people for these duties, preferably by roster, as this is the least troublesome method for the manager. Asking for volunteers generally doesn't work.</p> <p>Canteen/BBQ - The team roster aligns with the team's home game. Two people are usually required on duty at a time and regular swaps could be made.</p> <p>Field Setup - the first team playing needs to set up their field with nets and flags; the last team on the field needs to take down and put away the nets and flags. The work is supervised by the Duty Officer of the day. Field duty on the main fields requires 4 people to start at least ½ hour before first kick-off.</p>
Shirt Washing	All BMFC team shirts should be kept together and not left with individual players. Organize washing by team parents on a roster and shirts can be returned to the coach on training night.
Match Information	Confer with your team coach at training each week on the weekend game and ensure players are reminded of game time, ground and opposition club. Also check to see if any assistance is required for transport.
Match Equipment	<p>Take to the game:</p> <ul style="list-style-type: none"> - Team ID photo cards - Spare team sheets - Marshal's and Coach's vest - Clean match shirts (check that the coach has them) - Alternate strip (shirts), if required
* Team Sheet & Photo ID Cards	<p>The manager and coach and a few other parents, should be familiar with the correct procedure for completing the team sheet and the use of the team ID photo cards.</p> <p>It is essential that all writing on the match sheet is in blue or black biro - no other type of pen is acceptable.</p> <p>Nepean levies substantial fines for incorrect team sheet information e.g. using other than a biro pen, details missing, incorrect rego numbers, misspelt names - CHECK THAT THE TEAM SHEET IS CORRECT!</p> <p>Team managers must wear their ID card during the game.</p>
Players Arriving Late	Players who arrive after the game has kicked off cannot take the field until their ID has been checked by the opposing manager and their details entered onto the team sheet. This can only happen at half time when the team sheet becomes available from the referee.
* Alternate Strip (Shirts)	Other clubs in the district (e.g. Henry Lawson, Jamisontown and Joeys) have a similar coloured strip (shirts, shorts & socks) to BMFC, it is required that the away team change into alternative coloured shirts. For this situation, the club has sets of away shirts that are stored at the Club. If your team is playing away to one of the above clubs, take with you a set of the alternate shirts.

Guide to the Duties of Team Manager – *continued ...*

* Game Forfeits	<p>A team which is not ready to start at the posted kick-off time forfeits the match. Seven (7) or more players (not including any upgraded players) are required to constitute a team. The team sheet must be completed as fully as possible and handed to the referee to sign and note the forfeit.</p> <p>If your team needs to forfeit, ring the Club's Competition Secretary ASAP, preferably by the Wednesday before the game. The Club incurs fines for forfeited games, particularly if little or no notice is given.</p>
* Player Upgrades	<p>To make up a shortfall in team numbers, players may be borrowed to play in an older or higher grade team - see the Coaches Duties sheet for further details.</p> <p>The manager must keep a record of upgrades of your team's players.</p> <p>Do not allow upgrading of a player more than 3 times. Refer to NFA Competition Regulations on this matter (<i>copy available on the Club's website</i>).</p> <p>If your team is using an upgrade, the player's photo card must be taken to the game and full details (<i>i.e.</i> indication of the upgrade, rego number, name and registered age/grade) entered on the match card.</p> <p>If you don't have their ID card, the player cannot play.</p>
* Referees and/or Payments	<p>All official referees are paid by NFA through monthly electronic payments. The Club does not ask for fees for unofficial referees at our ground and if you are asked when away, you should refuse.</p> <p>Report any request for money, or unseemly incidents, to the Club.</p> <p>If you have any issues at an away ground that you consider warrants action by the Club, please report it to us for further investigation.</p>
* Substitute Referee	<p>When no official referee is available the home team manager must arrange for an unofficial referee, e.g. a parent or club official or person from the opposition team group. Both teams must agree on the substitute and the team sheet signed BEFORE the game.</p>
* Send-Offs	<p>If one of your players is sent off by the referee, hand the player's registration card to the Club's Duty Officer after the game. Notify the Club's Duty Officer or Competition Secretary. Any player receiving a red card will usually receive the minimum sentence for the offence. In most cases the sentence given is not appealable. Refer to the NFA Grievance and Disciplinary Regulations.</p>
Complaints	<p>Any complaints about the opposition team or referee must be in writing and handed to our Competition Secretary as soon as possible after the game. Do not approach the referee.</p>
Player Interchange	<p>Player interchanges shall be made according to the rules. Player interchange shall be arranged such that, over a season <u>all</u> players get an equitable balance of on field time. To assist you, an interchange tally sheet should be kept.</p>
Refreshments	<p>Have the players drink bottles ready for half time. Players must have individual drink bottles or cups. A squirt bottle of water can be used for spray cooling. Oranges are not recommended at half time due to their high acidity level, but if desired, could be supplied by team parents e.g. same roster as shirts.</p>
Marshal	<p>Ensure that the team has a Marshal nominated and that their name is on the match sheet. Ensure they wear the Marshal vest and have been introduced to the referee.</p>
Match Report	<p>After each game, use the Club's website to submit a short match report. This report will be posted on the Club's website, as well as being e-mailed by the Club to the Blue Mountains Gazette for publication the following week. Remember that players, especially the younger ones, love to see their name in print.</p>

Team Roster – Suggestion for a Template

Player's Name	Date(s) Received POTM(***)			Date: Canteen Duty	Date: BBQ Duty	Other	etc ...

(***) Players who win the Player of the Match (POTM) trophy can be the ones who not only bring back the trophy the following week, but also the washed jerseys and fruit.
This then makes it an easy roster system to manage.

Requirements for Team Marshals

1. At all matches, there shall be a minimum of two Marshals, with, where possible, at least one Marshal from each team, wearing appropriate vest as purchased from the Association.
2. The Marshals shall introduce themselves to the referee before the commencement of the game.
3. Marshals' duties shall be to see that spectators, coaches and managers do not encroach on the sidelines or the pitch and see that good order is maintained.
4. The referee may approach the Marshal to ask them to assist with management of spectator incidents.
5. If any incidents arise out of a match that is for consideration by Nepean's Management Committee, each Marshall shall complete a written report into such incidents.
6. The Marshals shall appear at any inquiry as neutral witnesses, if required.
7. All Marshals shall have obtained the age of eighteen (18) years of age.
8. Marshals from both teams shall print their name and sign the match sheet, indicating they were in attendance for the game.
9. Where a game is played on a Neutral Field, it is the responsibility of the visiting teams to supply the Marshals for their game.

Filling in a Team Sheet

Team Managers - Nepean requires the team sheet to be filled out correctly for all games Under 11 and above. The Club is fined for each mistake. **Refer to the NFA Player Identification and Team Sheet Regulations** for details regarding fines. The following is a guide to the correct filling out of the team sheet.

1. DO NOT use any pencils or Liquid Paper when filling out the team sheets. Fine \$100 plus loss of points.
2. DO NOT use any water-soluble pens when filling out the team sheets. Fine \$50.
3. The home team is responsible for providing the team sheet. The team sheet will be pre-printed and will be available in the canteen. It will have the team, ground details, time, date, age/grade and players names already printed on the sheet.
4. The team manager is to write in the shirt numbers or "DNP" (for "Did Not Play") against every player's name. Write "GK" for the Goal Keeper. For most teams it is easiest to organize that each player has the same shirt number permanently. In this way, the team sheet player details are identical each week, allowing them to be copied from a permanent list, with less possibility for error.
5. Ensure for teams U15 and up that only 16 players are listed on the team sheet to play. A 17th player will result in loss of points and a substantial fine.
6. Any upgraded players are to be listed in the space available towards the bottom of the team sheet. There is space for 3 upgraded players. **NO MORE THAN 3 UPGRADED PLAYERS ARE TO BE USED FOR THE GAME.** Write in the player's 8-digit registration number, full name, the team they have upgraded from and their shirt number – for example: 86427531, Mark Burns, 12/4, 17. A player cannot play in a division lower to that which they graded – e.g. an U12/2 player cannot play in the U13/4 team, but a player from the 12/4 team can. Guidance on which teams can be used for Upgrades follows.
7. The coach and manager must sign next to their name on the team sheet. If an ACTING coach or manager is helping instead of the Registered coach or manager, then the Acting coach or manager completes the section of the team sheet beneath the list of player names. The coach and manager must wear the yellow and blue, respectively, vests provided in the kit.
8. For all games the team is to provide a Marshal. The Marshal must wear the orange vest provided in the kit. The Marshal is to PRINT AND SIGN their names in the Marshal section of the team sheet
9. Arrange with the opposition manager to inspect each team's player ID cards. Match each player with their photo ID card. Initial the team sheet to confirm that ID cards have been sighted for every player playing – do not initial against players who have DNP as their shirt number.
10. Players who arrive after the game has kicked off cannot take the field until their ID has been checked by the opposing manager and their details entered onto the team sheet. This can only happen at half time when the team sheet becomes available from the referee.
11. If any mistakes are made in completing the team sheet the manager may correct the mistake as soon as it becomes evident. Any corrections must be countersigned by both managers.
12. Where there is no official referee for a game, both team managers need to sign the "by mutual agreement" section of the team sheet before the game, where they agree on someone to referee the game. This referee can only be changed during the game if physically unable to continue. Otherwise the referee cannot be changed during the game.
13. After the game, the manager is to retrieve the team sheet from either the referee or the opposition manager and sign the bottom section of the team sheet to indicate all details, including the score are correct.
14. For home games, the manager must collect the team sheet after the game, ensure that the referee and both managers have signed it to confirm the score and then leave it with the Duty Officer in the canteen. **DO NOT TAKE THE TEAM SHEET HOME** as the results must be sent through to Nepean.
15. If you have any queries on the filling in of the team sheet or require further information about anything else, please contact the Duty Officer on the day of the game, the Club's Competition Secretary or any other Committee member.

To be printed and completed in blue or black and not using ink jet printer or water soluble pens.
To reach NFA: Unit 9/51 York Road, PENRITH NSW 2750
Refer to NFA By-Laws for team sheet delivery timelines.

MATCH OFFICIAL TO COMPLETE

Home Team: Blue Mountains FC	Away Team: Cranebrook United SC
Team Marshals's Name & Signature:	Team Marshals's Name & Signature:

REGISTERED Coach & Manager
sign next to their name.

Name & Signature

- | Reg No. | Name of Substitute from Different Team | Normal Team/Div | Shirt No. | Card
Y R | |
|---|--|---|-----------|-------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| Home Yellow Cards | | | | | |
| Home Red Cards | | | | | |
| Match won by | | Score
Home Team | | | |
| If the referee is not an official referee, both teams must sign off to agree to the club or unofficial Ref. Game cannot commence without mutual | | | | | |
| Referee | Name:
FFA # | | | | |
| | Sign: | <input type="checkbox"/> NRG Official
<input type="checkbox"/> NFA Club Ref
<input type="checkbox"/> Unofficial Ref | | | |
| Home Manager's Signature
confirming score | | | | | |
- | Reg No. | Name of Substitute from Different Team | Normal Team/Div | Shirt No. | Card
Y R | |
|--|--|-----------------|--------------|-------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| Away Yellow Cards | | | | | |
| Away Red Cards | | | | | |
| Score
Away Team | | | | | |
| Home agrees: | | | Away agrees: | | |
| Asst Ref 1 name
FFA # | | | | | |
| Asst Ref 2 name
FFA # | | | | | |
| Away Manager's Signature
confirming score | | | | | |

2016 Teams Available for Upgrading Players

To play in: ... an Upgraded Player can be taken from:

11/1	11/2, 11/3, 11/6 or any player who will be 9 or 10 years of age this year and is playing in U9s or U10s
11/2	11/3, 11/5 or any player who will be 9 or 10 years of age this year and is playing in U9s or U10s
11/3	11/5 or any player who will be 9 or 10 years of age this year and is playing in U9s or U10s
11/6	any player who will be 9 or 10 years of age this year and is playing in U9s or U10s
12/1	12/3, 11/1, 11/2, 11/3, 11/6 or any player who will be 10 years of age this year and is playing in U10s
12/3	11/3, 11/6 or any player who will be 10 years of age this year and is playing in U10s
12G/1	None
13/1	13/2, 13/4, 12/1, 12/3, 11/1, 11/2, 11/3, 11/6 (but player will need to be 11 years of age this year)
13/2	13/4, 12/3, 12/5, 11/1, 11/2, 11/3, 11/6 (but player will need to be 11 years of age this year)
13/4	11/1, 11/2, 11/3, 11/6 (but player will need to be 11 years of age this year)
14/1	13/1, 13/2, 13/4, 12/1, 12/3 (but player will need to be 12 years of age this year)
14/2	13/2, 13/4, 12/1, 12/3 (but player will need to be 12 years of age this year)
14/4	13/4, 12/1, 12/3 (but player will need to be 12 years of age this year)
14G/1	12G/1
15/1	14/1, 14/2, 14/4, 13/1, 13/2, 13/4 (but player will need to be 13 years of age this year)
16/3	14/1, 14/2, 14/4 (but player will need to be 14 years of age this year)
16G/2	14G/1
17/1	16/3, 15/1 (but player will need to be 15 years of age this year)
AW/2B	16G/2 (and the player is already 16 years of age)
AW/2W	16G/2 (and the player is already 16 years of age)
AM/4	17/1, AM/7, O35/1, O35/2, O35/Friday or 16/3 (and the player is already 16 years of age)
AM/7	17/1, O35/1, O35/2, O35/Friday or 16/3 (and the player is already 16 years of age)
O35/1	O35/2
O35/2	None
O35/Friday	None
Premis	17/1, AM/4, AM/7, O35/1, O35/2, O35/Friday or 16/3 (and the player is already 16 years of age)

Wet Weather Cancellations

Games can be called off due to wet weather in the following ways:

- The NFA Operations Manager will call **all** games off if all Councils in the NFA area close their grounds.
- The NFA Operations Manager will call games off scheduled to take place on grounds closed by individual Councils in the NFA area. In these circumstances, the Club's Competition Secretary will advise the affected BMFC team managers of the cancellation. These team managers will then advise their team members.
- Individual clubs will close their grounds. In these circumstances, either the other Club Competition Secretary or the NFA Operations Manager will advise the BMFC Competition Secretary, who will advise the affected BMFC teams.
- If a referee closes a ground, **no games can be played on that field for the rest of the day**. In these circumstances, either the other Club Competition Secretary or the NFA Operations Manager will advise the BMFC Competition Secretary, who will advise the affected BMFC teams.

Note – the above types of cancellations can occur 'at the last minute'. There have been occasions where teams have travelled to games only to find that the grounds have been closed. Every effort is made to avoid this, but it does happen.

When ground closures occur prior to a weekend, available information will be posted to the Club's website. If Knapsack Park has been closed due to wet weather, details will also be posted to the Club's website.

On most occasions the website www.bmfc.com.au will be updated giving the details on washed-out rounds and ground closures, including Knapsack Park, due to wet weather.

If the NFA or another Club cancels a game on the weekend, the BMFC Competition Secretary will advise team manager, who in turn will advise the parents/players in their team. It is strongly recommended that each team makes specific arrangements for general matters like these at the start of the season.

No training is allowed when Knapsack Park is closed and teams are not permitted to train elsewhere without prior approval.

- During the week the Club may close the ground for training to protect the fields from excessive damage. The decision to close the fields will be made by a member of the Club's Board in consultation with the Blue Mountains City Council. When the fields are closed, the lights will not be turned on; the Club will update the website www.bmfc.com.au accordingly.

Injuries & Insurance

Injuries

Do not unnecessarily move any injured players, particularly if the player is seriously injured. The referee will suspend the game until the player has recovered or has been removed from the field. If necessary, use the first aid kit supplied in the team bag or get the first aid kit from the Duty Officer in the canteen. If an ambulance is required, ring 000 from the canteen making sure not to move the player.

NFA Inc.

SERIOUS INJURY / ACCIDENT REPORTING POLICY (Extracts)

Below are extracts from Nepean's policy regarding serious injuries/accidents. It is a Club member's responsibility to immediately assist the Club in its reporting obligations to Nepean, by helping to complete Nepean's Serious Injury/Accident Form at the time of any such incidents.

Club's Responsibility

It is the Club's responsibility to:

- give our full support to Nepean in its objectives in relation to serious injury/accident reporting;
- act in a quick and caring manner towards injured members of our own and other clubs;
- submit the required documentation, including witness statements if required, within 48 hours of the incident;
- act in an honest and truthful manner when reporting serious injuries or accidents; and
- not give refuge to Club members acting in a violent manner towards others.

Process

- Following a serious injury or accident, either at a club's home ground or at another venue, the member's Club should complete Nepean's Serious Injury/Accident Form.
- The form should be submitted by the Club to Nepean within 48 hours of the incident.
- If the incident stems from an act of violence perpetrated by one person against another, this should be reported to the Club's Competition Secretary at the time of lodging their results (or earlier). This is in addition to completing the Serious Injury/Accident Form.
- If the injury/accident results in the abandonment of a game before full time, the Club will report this to the Nepean's Competition Secretary.
- The Club should be prepared to give further information/evidence, if required and as requested.
- Clubs requiring assistance with this process should contact the Association Secretary on weekends or afterhours or the Administration staff during business hours.

Injuries & Insurance – *continued ...*

Insurance

1. Information on the Football NSW (FNSW) Risk Protection Programme is available from <https://www.jltssport.com.au/fnsw>.
2. Should a member of the Club suffer injuries or have an accident whilst carrying out their function as a member of the Club (e.g. playing, training, coaching, managing, carrying out volunteer duties), a "Personal Injury Claim Form" should be completed. Claimants must be registered in one of the following categories: Committee Member/Official, Coach, Manager or Player.
3. In order to expedite the procedure, the form can be downloaded from <http://jltssport.com.au/fnsw/making-a-claim>. A copy can also be requested from the Club's Secretary.
4. The claimant will complete their portion of the form and also have their medical practitioner complete the relevant section.
5. The claimant should then return the form to the Club's Secretary who will complete the Club section of the form and deliver it to the office of the NFA for the claimant's registration to be verified and their employment status confirmed.
6. The form, along with a confirmation declaration issued by the Association, will then be forwarded to the insurance company.
7. Once received, the insurance company will contact the claimant directly and inform them of a claim number. From this point onwards, claimants may forward claim receipts to the insurance company directly.
8. Receipts for medical expenses should not be sent to the Club nor NFA, as no responsibility will be taken for lost receipts.
9. **All medical accounts need to be paid first.** The insurance company will not issue refunds for accounts that have not been paid. This includes ambulance accounts.
10. Members have 90 days from the date of injury to lodge a claim. The insurance company will only pay out on claims for a 12-month period.
11. A copy of the Policy and other documentation can be downloaded from <http://jltssport.com.au/fnsw/important-documents>.

Nepean Football Association Regulations

For a copy of the most current version of the NFA regulations, go to:

www.nepeanfootball.com.au || **Library** || **Rules & By-laws**

Field Locations

Visit the BMFC website www.bmfc.com.au for Google maps of field locations.

Club	Name of Ground	Address	Suburb
Blaxland	St Johns Oval	St Johns Road	Blaxland
Bligh Park	Berger Road Reserve	Berger Road	South Windsor
Blue Mountains	Knapsack Park	cnr Barnet & Levy Streets	Glenbrook
Blue Mountains Grammar	School	Matcham Avenue	Wentworth Falls
Colo	Cougar Park	Inalls Lane	Richmond
Colo	McMahons Park	McMahons Park Road	Kurrajong
Cranebrook	Andromeda Fields	Andromeda Drive	Cranebrook
Emu Plains	Hunter Field	Nepean Street	Emu Plains
Glenmore Park	Blue Hills Oval	Westerly Way	Glenmore Park
Glenmore Park	Ched Towns Reserve	Town Terrace/Luttrell Street	Glenmore Park
Glossodia	Woodbury Reserve	Spinks Road	Glossodia
Hazelbrook	Gloria Park	Lester Street	Hazelbrook
Hazelbrook	Lawson Oval	Ferris Lane	Lawson
Henry Lawson	Parkes Avenue Sport Complex	Parkes Avenue	Werrington
Jamisontown	Eileen Cammack Reserve	cnr Trent & Evan Streets	Penrith
Joeys	Parker Street Reserve	King Street	Penrith
Lowlands Wanderers	Bensons Lane Sport Complex	Bensons Lane	Richmond
Mulgoa Valley	Gow Park	Littlefields Road	Mulgoa
Penrith	Jamison Park	cnr York & Jamison Road	Penrith
Penrith Rovers	Parker Street Reserve	King Street	Penrith
Penrith RSL	Jamison Park	cnr York & Jamison Roads	Penrith
Pitt Town	Oakville Reserve	Oakville Road	Oakville
Pitt Town	Pitt Town Sports Club Oval	Old Pitt Town Road	Pitt Town
Richmond	Icely Park	Dight Street	Richmond
Springwood	Summerhayes Park	Hawkesbury Road	Winmalee
St Clair	Mark Leece Oval	Endeavour Avenue	St Clair
St Marys	Potter Field	Shepherd Street	St Marys
St Marys Band Club	Colyton Park	Roper Road	Colyton
St Marys Convent	South Creek Park	The Kingsway	St Marys
St Paul's Grammar	School	52 Taylor Road	Cranebrook
Warradale	Waterboard Oval	Production Avenue	Warragamba Dam
Wentworth Falls	Pitt Park	Matchem Avenue	Wentworth Falls
Werrington	Luddenham Oval	229 Luddenham Road	Luddenham
Wilberforce	Woodlands Park	Woodlands Road	Wilberforce
Wollemi	Wollemi College	Gipps Street	Werrington