Blue Mountains Football Club Inc.

Knapsack Park, Glenbrook



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

2016 HANDBOOK FOR COACHES & MANAGERS:

U5-U10 MiniRoos Football Teams

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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.

MiniRoos Football Coordinator

BMFC's MiniRoos Coordinator will work in conjunction with Nepean Association's Football Manager (James Rankine), who has put together an easy-to-follow program to give club MiniRoos Coordinators & team coaches the guidance they will need to conduct skills sessions each Saturday morning.

Additionally, the Football Manager conducts Grassroots Coaching courses as required/requested. BMFC has these conducted at Knapsack Park for our MiniRoos coaches.

BMFC Website

Did you know that these are some of the things you can find on the Club's website:

- FAQs
- a link to FIFA's Laws of the Game
- MiniRoos Rules
- Field Locations of all clubs
- Competition Tables of the NFA
- Rules of BMFC Inc, as an Association
- membership details of the Club's Committee
- Year Book (current & archived copies)
- Policies relating to Grading, Codes of Behaviour, Registration and Sponsorship
- Awards (Life Members, Club Person of the Year, yearly winners)
- info on the Club's History
- archived Newsletters

- Roster Canteen/BBQ
- info on all **Match Fixtures** within the Nepean District
- info on all **Match Results** within the Nepean District
- Match Reports
- Coaches & Managers Manual/Handbook
- Filling in Match Sheets correctly
- Team Marshals info
- Injuries/Insurance Accident Support Program
- a copy of the NFA Regulations
- Coaching Links
- link to NFA Inc.
- links to Local/State/National/International football sites
- links to Local Groups & Associations

Day	Date	Event	
Thursday	10 March	Coaches & Managers Meeting	
Saturday	12 March	Trial Games No. 1	
Saturday	19 March	Trial Games No. 2	
Friday / Monday	26–29 March	Easter Long Weekend	
Saturday	2 April	Round 1	
Saturday	9 April	Round 2	
Saturday	16 April	Round 3	
Saturday	23 April – No Game	School Holidays	
Saturday	30 April	Round 4	
Saturday	7 May	Round 5	
Saturday	14 May	Round 6	
Saturday	21 May	Round 7	
Saturday	28 May	Round 8	
Saturday	4 June	Round 9	
Saturday	11 June	Round 10	
Saturday	18 June	Round 11	
Saturday	25 June	Round 12	
Saturday	2 July	Round 13	
Saturday	9 July – No Game	School Holidays	
Saturday	16 July	Round 14	
Saturday	23 July	Round 15	
Saturday	30 July	Round 16	
Saturday	6 August	Round 17	
Saturday	13 August	Round 18	
Saturday	20 August	MiniRoos Gala Day	
Saturday	10 September	AGM & Junior Teams Presentatio	
Saturday	10 September	Senior Teams Presentation Ni	

	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 no 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.
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. 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.
Game Leader	Coaches are NOT permitted on the field in any football game, unless invited by the referee. This includes MiniRoos games. A coach may be the game leader, but note that there is only one game leader per game.
Player Interchange	Organize the interchange of players during the match (if necessary). 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 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 ar 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.
Complaints	Complaints about the opposition team or the referee must be in writing and handed to the Club as soon as possible after the game.
	Do not approach the referee.
Training Plans	If you're new to coaching and you'd like some ideas for training and what to coach your young players, click on the "Coaching" tab on Nepean's website and scroll down to "SMALL SIDED FOOTBALL TRAINING SESSION PLANS".
	Free training session plans with instructions and diagrams are available via the links. These sessions are suitable for all junior age groups, but especially the MiniRoos age groups.

Coaching Tips (U8-U10 Age Groups)

Typical Coaching Session Structure

5 mins
 Talk about weekend game

5 mins Warm-up and stretching

10 mins Revision

15 mins Skills activities

15 mins Game situation activities

10 mins Mini games

5 mins
 Warm down and stretching

5 mins Demonstrate a home training activity

Warm-up/Warm-down Activities

- Dribbling in a square avoiding other players
- Dribbling in a square half with balls passing to players without a ball
- Dribble across a square
- Dribble across a square with one or two players in the middle tackling
- Games such as cops & robbers, stuck in the mud etc

Stretching

- Hold stretch for 10 seconds
- After stretch is felt ease off slightly for remainder of stretch
- The following areas should be gently stretched:
 - Groin
 - Hamstring stretch
 - Quad stretch
 - Calf stretch
 - Lower back stretch

Skills Activities

- Dribbling
- Passing & receiving
- Tackling
- Ball control (bring down with head, chest, thigh and foot)
- Combinations

Game Situation Activities

- One on One
- Two versus two
- Three versus one possession

Mini Games

• Five versus five (with variation of one or two touches, goalies or no goalies, etc)

Coaching Tips (U8s-U10s): continued ...

- Praise, don't criticize (can offer constructive criticism from U10 onwards).
- Must be enjoyable (incorporate games into training).
- No more than 10 minutes per activity.
- Explain, demonstrate and ask questions (to see if players understand activity).
- Kids sitting, sun behind, with you standing and balls to the side (when explaining an activity).
- All players must have equal playing time (Club policy). Can be managed by keeping better players off against weaker teams.
- Players should be rotated through all positions, including goal keeper (up to U12 and beyond). Can be managed by moving better players around against weaker teams.
- Try to get players to make at least two touches of the ball when playing (discourage just booting the ball).
- Emphasis should be on playing good football and not winning (teams that play good football will win).
- Encourage good sportsmanship (no tripping, kicking, shirt-pulling, pushing, spitting, sledging or swearing).
- Encourage the inclusion of all players (no teasing or bullying).
- Be supportive and praise all players equally.
- Keep as many players involved in activities as possible (avoid queues; split players into smaller groups).
- Each player should have a ball (coach to be responsible for balls).
- Each player must have a drink bottle, boots and shin pads (players and parents' responsibility).
- Involve willing parents in training activities (parents will need to sign a "working with children" form).
- Talk to other coaches for tips and activities and attend coaching courses and clinics.
- Only use flat soft cones for training (hard cones cause injuries if a player falls on them).
- No swinging or climbing on goal posts, playing with fences, throwing rocks or sticks or running through the car park (young players should be escorted through the car park by a responsible person).
- Use good players with poor players in activities to improve whole team.
- Use repetition in training (e.g. juggling, heading, ball control), but no more than 10 minutes at a time.
- Never criticize after a game. Talk to the team at training.
- Be patient, skills take a long time to learn. A consistent approach is required.
- Ask players if they have any injuries or medical problems (keep a diary).
- Prepare sessions on paper. Arrive 10–15 minutes early to set-up.
- Make a report on match (keep as a reference for training and when playing the team next time).
- Analyse player strengths and weaknesses.
- Control activities by commanding when players should start and stop.
- Don't stop all players in an activity when correcting one.

Handling Misbehaviour	What Not to Do
 Use difficult players to demonstrate activities; make them your star pupils 	 Don't punish players by reducing game time
 Find something in common with player and talk at their level 	Don't make players do laps
 Split two or more disruptive players into separate groups 	 Avoid yelling at players
 Take player aside and explain to them how they are disrupting the activity 	Don't ridicule players
Exclude misbehaving player from current activity	
Talk to parent and get their support	

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's Competition Secretary. **Short Notice Information** Last minute team information, such as venue alterations, will be SMS'd or phoned to the manager 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 via the manager's email address or on the Club's website <u>www.bmfc.com.au</u>. 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 on training night. Canteen Duty & All teams will be rostered to set up the fields on the morning of a game Field Set-Up 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. **Canteen/BBQ** - The team roster usually coincides with the team's home game. Two people are required on duty at a time and regular swaps could be made. **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. This applies to MiniRoos teams, who need to put up and take down MiniRoos goals on the mini and modified fields. The work is supervised by the MiniRoos Football Coordinator (U5-U7 teams) or Duty Officer (U8-U10 teams). **Shirt Washing** All BMFC team shirts must be kept together and not left with individual players. Organize washing by team parents on a roster and shirts should 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** Take to the game: Team ID photo cards (U9–U10 teams) Marshal's and Coach's vest Clean match shirts (check that the coach has them) Training bibs **Player Interchange** Player interchange shall be arranged such that, over a season all players get an equitable balance of on field time. To assist you, an interchange tally sheet should be kept. Refreshments 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.

Guide to the Butle.	s of Team Manager – <i>continued</i>
Marshal	Ensure that the team has a Marshal nominated and that they wear the Marshal vest. Duties are as described in the table below.
Complaints	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.
"Player of the Week" & Reward Certificates	Ensure that each child, over a season, receives the "Player of the Week" trophy. To assist you, a roster should be kept. If resources exists, individual weekly certificates can also be printed/laminated, so that a child can keep these in tact. Trophies need to be returned the following week.
Match Report	After each game, use the Club's website to submit a short match report. This report will be posted on the Club's website. Remember that players, especially the younger ones, love to see their name in print.

Team Roster – Suggestion for a Template

Player's Name	Received P	Date: Canteen Duty	Date: BBQ Duty	Other	etc
<u></u>					
>					
% %					
<u> </u>					

(***) 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.** Where a game is played on a Neutral Field, it is the responsibility of the visiting teams to supply the Marshals for their game.

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, BMFC'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 <u>prior to</u> 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 <u>www.bmfc.com.au</u> 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 <u>on the</u> 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, 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 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.iltsport.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://jltsport.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.** <u>All medical accounts need to be paid first</u>. 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://jltsport.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

MiniRoos Football: Game Formats for U5-U11 Age Groups

Age Group:	Under 5 – Under 7	Under 8 – Under 9	Under 10 – Under 11
Max. Team Size	7 players	11 players	14 players
# Players on the Field	4 from each team	7 from each team	9 from each team
Goalkeeper	No	Yes	Yes
Who Else is on the Field	Only the "referee" (Game Leader)	Only the referee (Instructing Referee)	Only the referee (Instructing Referee)
	(Coach	es <u>are not</u> permitted on ti	he field)
Playing Time	15 minutes <i>per</i> half	20 minutes <i>per</i> half	25 minutes <i>per</i> half
Half Time Break	5 minutes	5 minutes	5 minutes
Field Size	30m × 20m	40m × 30m	60m × 40m
Ball Size	3	3	4
Field Marking	Lines or Markers	Lines or Markers	Lines or Markers
Penalty Area	Nil	12m wide x 5m deep	12m wide x 5m deep
Goal Type	Pug – Foldaway	Modified Goals	Modified Goals
Goal Size	Min. 1.5m × 0.9m Max. 2.0m × 1.0m	Min. $2.5m \times 1.8m$ Max. $3.0m \times 2.0m$	Min. 4.5m × 1.8m Max. 5.0m × 2.0m
Competition Rules?	No, MiniRoos rules only	Yes, but modified	Yes, but modified

- An 'in-house' development program for the Under 5 Under 7 age groups will be in place this year.
- The **Under 8 Under 10** age groups play a 'home & away' format in the Mountains regional zone.

MiniRoos Football: Rules for U5-U11 Age Groups

It's important to remember that as this age group is playing a modified form of the game, they also need to have some modified rules that they can follow. When coaching and refereeing these games, please remember that these games are about development and enjoyment and "enforcing" the rules should be done with the player's intent in mind; i.e. 5, 6 & 7 year old players rarely mean to play unfairly or to foul players on purpose, so was it an accident? If yes, play on if players are safe and able to do so.

For the rules, please refer to **NFA MiniRoos Regulations** http://www.nepeanfootball.com.au/images/NFA MiniRoos Regulations 2016.1.pdf

Field Locations

Visit the BMFC website $\underline{\text{www.bmfc.com.au}}$ 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	