

WEST CANBERRA WANDERERS Est. MMXIV

MELROSE SYNTHETIC, ACT

To be the leading club in the PL



JUNIOR
LEAGUE &
MINI ROOS

2021 MANAGERS' HANDBOOK

West Canberra Wanderers Football Club

The purpose of this handbook is to support you in your role as Manager within West Canberra Wanderers. We thank you for your support and welcome any comments you have to improve the handbook.

Final

<DD MM YYYY>

POINT OF CONTACT
Christine Culnane
Administrator

administrator@wwfc.org.au



THANKS TO OUR SPONSORS





CONTENTS

ABOUT THE CLUB	1
EXPECTATIONS OF PLAYERS AND THEIR FAMILIES	1
1 SEASON 2021 OVERVIEW	2
1.1 Season Kick off	2
1.2 Communication with Capital Football	2
1.3 Insurance	2
2 PRE-SEASON	3
3 PARTNERS	4
4 KEY CONTACTS	5
4.1 Member Protection Officer	5
5 RULES AND REGULATIONS.....	6
5.1 Technical Area	6
5.2 Substitutions/Interchanges	6
5.3 Playing Strip.....	6
5.4 Club Vested Official (CVO)	7
5.5 Team Sheets.....	7
5.6 Online Results Entry	8
6 SPORTSTG INSTRUCTIONS.....	9
6.1 Log in	9
6.2 Locate your game	9
6.3 Select a team.....	9
6.4 Select match officials	10
6.5 Populate the match sheet	10
6.6 Post game administration.....	11



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

LIST OF TABLES

Table 1. Season 2021 kick off	2
Table 2. Key Contacts	5
Table 3. Club Vested Officials per age grade.....	7





MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

ABOUT THE CLUB

West Canberra Wanderers is a National Premier League (NPL) club fielding teams in NPL 1 Men's, NPL Women, NPL Youth 1 and Junior League (U10-12 Boys and Girls, U14 Girls). Our home field venue is Melrose Synthetic and Melrose Grass located in Pearce. Our colours are Red and Black.

EXPECTATIONS OF PLAYERS AND THEIR FAMILIES

Each team is expected to provide people to work in the 'Wander in Café' (Melrose Synthetic) via a roster system, provide a Club Vested Officials (CVO) and a First Aid Officer for every game and support our First Grade teams in their competitions (FFA and Federation). Each team must also provide one representative to attend our Club group meetings.

There will be an end of year presentation and we look forward to seeing all players attend with a parent.



1 SEASON 2021 OVERVIEW

1.1 Season Kick off

Competition	Start
Junior League (U10-U12, U14G)	24 Apr 2021
NPLY 1	27 Mar 2021
NPL Men's	10 Apr 2021
WNPL	10 Apr 2021
FFA Cup Rd 1 (NPL 1sts)	31 Mar 2021
Fed Cup Rd 1 (WNPL 1sts)	21 Apr 2021

Table 1. Season 2021 kick off

All players must be registered before pre-season training commences (insurance purposes) and have paid their season fees before round one, unless an agreement has been made with the Registrar.

Wanderers also participate, where possible, in the Bathurst Cup, Proctor Park Challenge, the Kanga Cup and a range of other tournaments.

1.2 Communication with Capital Football

Other than match sheets, Capital Football (CF) have requested that all correspondence, in and out, are to come through the administrator/secretary. This is to streamline communications with clubs from CF.

1.3 Insurance

Club officials and members should read and understand the insurance coverage. There is an online portal for insurance claims is <https://capitalfootball.com.au/clubs/insurance/>.

If a claim is lodged the administrator will receive an alert.



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

2 PRE-SEASON

Coaches and managers need to:

- Register as a volunteer with the Wanderers by providing a copy of their Working With Vulnerable People ID card.
 - Apply here if you do not have one: [Working with vulnerable people registration](#)
- Request access to SportsTG as an admin for team/s: <https://form.jotform.co/90547490915868>
- Acquire access to S2S
- Collate a contact list for your team (email addresses/phone numbers)
- Start a WhatsApp group with parents for quick and easy communications.



3 PARTNERS

We have a range of partnerships including:

Canberra Southern Cross Club (CSCC)	Stellar Canberra
Southside Physio	Callida Consulting
Paraco Projects	CPS Concrete
Woden Automotive Services	LFG Australia
Solidcrete	Autosmart
Café Momo	Natural Image
Woden Automotive	Studio Black
J Building Services	Covate
On The Go	Calleo Resourcing
Enhance Healthcare	Covate Technology Consulting
Executive Homes	ACTWell

All players receive complimentary membership to CSCC, with any purchase or function contributing to Wanderers via the Community Rewards scheme. The membership card needs to be linked to Wanderers (see reception) and the card must then be swiped when making purchases.

Southside Physio are experts in injury management and strive to be the centre of excellence for Physiotherapy. Southside Physio supports the club through providing a free clinic for players on Tuesday night. All Wanderers players can access free physio screening. Men's and Women's 1 Grade/Reserve Grade from 6pm and other players from 6.30pm no Appointment required. The clinic is conducted at the Southside Physio Woden clinic 16 Wilbow Street in the Canberra Health Point building, level 1. All players receive a \$15 discount off their first appointment in the clinic after the free screening.



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

4 KEY CONTACTS

Position	Name	Email	Phone
President	Steve Rohan-Jones	president@westcanberrawanderers.org.au	0407 235 862
Technical Director	Rey Castro	technicaldirector@westcanberrawanderers.org.au	0474 063 261
Administrator	Sammy Savanhu	administrator@westcanberrawanderers.org.au	
Registrar	Kylie Higgins	registrar@westcanberrawanderers.org.au	
Member Protection Information Officer(s)	Dana Dowling	dana.dowling@live.com.au	N/A
	Jasmin Eales	jasmineales@telstra.com	N/A
Social Media	Nicole Liakos	socialmedia@westcanberrawanderers.org.au or contact via FB and instagram	N/A
Equipment	Lee Cannon		0422 817 921
Partnerships / Sponsorship	Michael Ross	partnerships@westcanberrawanderers.org.au	0419 238 911

Table 2. Key Contacts

Other useful contacts:

Service	Phone
Wet Weather Hotline	02 6207 5957
Sportsground Rangers (lights not on, gates locked)	02 6207 5124
ACT Sportsgrounds - After Hours (on call)	0409 791 523 (note: text messages not monitored or responded to)

4.1 Member Protection Officer

The Member Protection Information Officer (MPIO) provides information about the rights, responsibilities, and options available to an individual making a complaint in sport. They can also assist sport administrators and complaint handlers on Member Protection Policy. They are impartial and neither mediate nor investigate complaints.



5 RULES AND REGULATIONS

CF Competition Regulations informs the content of this handbook. It is recommended that you read the regulations and have a copy with you at games to refer to, if needed.

5.1 Technical Area

A maximum of:

- five (5) substitutes who are listed as substitutes on the team sheet for that Match are permitted
- four (4) Team Officials (such as the coach, assistant coach, team manager, physiotherapist), who are listed on the Team Officials list for that Match are permitted.

Seating shall be supplied by the home Team for nine (9) persons.

All persons within the technical area must remain seated as per the IFAB Laws of the Game, except in special circumstances with the Match Official's permission.

More information on the role of the Technical Area can be found on page 29 – [COMPETITION REGULATIONS: 2021 NPL](#).

5.2 Substitutions/Interchanges

There are several rules on substitutions and interchanges that vary between age groups.

More information on substitutions and interchanges can be found on page 30 – [COMPETITION REGULATIONS: 2021 NPL](#).

5.3 Playing Strip

In the event the Referee deems there to be a clash of colours with the pre-determined strip, the away Team is required to change into an alternate strip. Away Clubs may be required to wear a combination of their main and alternate strips to ensure the clash is resolved.

In the case of goalkeeper's colours clashing with either the opponent's field players, goalkeeper or the Match Official's kit, the referee will determine which keeper will change, always keeping in mind the principle that the away team should change.

In the case of a combination of main and alternate strip colours of both teams clashing with the Match Officials, the Referee will determine the final colours to be worn by all Players and Match Officials.

More information on playing strips can be found on page 31 – [COMPETITION REGULATIONS: 2021 NPL](#).



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

5.4 Club Vested Official (CVO)

Clubs must provide the following minimum number of CVO for each Premiership and Championship Match.

Age Grade	Quantity
Junior League	One (1) per team
Mini Roos	N/A

Table 3. Club Vested Officials per age grade

More information on the requirements and role of the CVO can be found on page 31 – [COMPETITION REGULATIONS: 2021 NPL](#).

5.5 Team Sheets

Team sheets for all Matches are to be completed online via SportsTG.

The away or second listed team must make their Player selection in SportsTG by 2:00pm on the Friday prior to the scheduled weekend Match, or 2:00pm the day prior to a midweek Match.

For Junior League, no Players from the same team will be permitted to wear the same number on their playing strip and Players must have a shirt number listed on the team sheet that corresponds with the number on their shirt. A maximum of sixteen (16) Players per team are permitted to be listed on the team sheet. A maximum of fourteen (14) Players per Team for U10 & U11 Mini Roos are permitted to be listed on the team sheet.

The home, or first listed team will be responsible for printing and providing team sheets from SportsTG on Match day. Both teams are required to double check that the information on the team sheet is correct and if required make manual amendments to the information. Once both teams have confirmed the information is correct, they are required to hand the team sheet to the Referee 10 minutes before the scheduled kick off time.

Each Team is required to list their relevant team officials' names and positions at the bottom of the Team Sheet.

All age grades team sheets, signed by the respective Team Officials, must be emailed by the home Club to teamsheets@capitalfootball.com.au to arrive no later than 5:00pm Monday following the weekend's Match, or 24 hours following a mid-week Match – please cc administrator@wwfc.org.au. If Capital Football does not receive the team sheets as specified above, the home team will be fined.

More information on team sheets can be found on page 33 – [COMPETITION REGULATIONS: 2021 NPL](#).



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

5.6 Online Results Entry

For all matches the home team is responsible for entering the half time and full time results of the Match/s online into SportsTG no later than 90 minutes following the completion of the final Match of the day.

Each Club is responsible for entering their own manual amendments and Player Match statistics into SportsTG within twenty-four (24) hours of the conclusion of the Match.

Manual amendments include:

- Players added onto the team sheet
- Players crossed off the team sheet
- changes to shirt numbers – JL only.

Player Match statistics include the following:

- cautions (yellow cards) – JL only
- expulsions (red cards) – JL only

More information on online results entry can be found on page 35 – [COMPETITION REGULATIONS: 2021 NPL](#).



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

6 SPORTSTG INSTRUCTIONS

6.1 Log in

When you log into SportsTG you will need to look for the West Canberra Wanderers icon - [Passport Authorisation \(sportstg.com\)](https://passport.sportstg.com)



6.2 Locate your game

Find the game for your week:

Display Matches
Use the filters below to list the desired matches.

Show matches between (dd/mm/yyyy) 18/3/2021 and 28/03/2021 Season 2021 Venue Name Select Some Options

Match Status Select Some Options Competition Name U16 - NPL CF Youth 2021 X Confirmed? --Select confirmed--

[SHOW MATCHES](#) [ENTER QUICK RESULTS](#) [BULK TEAM SHEETS - CF OUTDOOR](#) [BULK TEAM SHEETS - CF FUTSAL](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue			
	West Canberra Wanderers FC	Belconnen United FC		U16 - NPL CF Youth 2021	27/03/2021 13:10	Melrose Synthetic	PRE GAME	AT GAME	POST GAME

Showing 1 to 1 of 1 entries

6.3 Select a team

Select the team for the week by using either the “players from previous match” option or manually selecting the packages. Remember to save.



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

PRE GAME AT GAME POST GAME

Game Information: Woden Weston FC vs Wagga City Wanderers FC 07/03/20 10:00
U13 - NPL ACT Youth 2020

Pre Game Dashboard

	Players	Coaches/Officials
Woden Weston FC Selections	0	0
Wagga City Wanderers FC Selections	14	3
League Officials		0

Woden Weston FC | Wagga City Wanderers FC | Match Officials

Manage this Display List

- Show all Club players
- Show Players registered to this team only
- Show Players to this age group
- Show all Financial Club players for Competition Season
- Show all players unassigned

Autoselect Players

- No Auto Select
- Players from previous match in same competition
- Players registered to this team

Available Players

Filter:

Selected Players

Name	No.	Position	Starting	Captain

6.4 Select match officials

Choose match officials and then save:

Autoselect Team Officials

- No Auto Select
- Select all default team Staff
- Select all staff from last week

Group	Appointment	Public Visible?	Member	Temporary assignments apply only when you cannot find the correct officials name in the dr
Coaches	Coach	<input checked="" type="checkbox"/>	--Select Team Official--	Bernie To
Coaches	Assistant Coach 1	<input type="checkbox"/>	--Select Team Official--	
Coaches	Assistant Coach 2	<input type="checkbox"/>	--Select Team Official--	
Coaches	Goalkeeper Coach	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Team Manager	<input checked="" type="checkbox"/>	--Select Team Official--	Jarad Culnane
Team Staff	Football Operations	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Technical Director	<input checked="" type="checkbox"/>	--Select Team Official--	Rey Castro
Team Staff	High Performance	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Physiotherapist	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Trainer 1	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Trainer 2	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Team Doctor	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Medical Assistant	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Sports Scientist	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Equipment Manager	<input type="checkbox"/>	--Select Team Official--	
Team Staff	Statistician	<input type="checkbox"/>	--Select Team Official--	

SAVE TEAM OFFICIALS

6.5 Populate the match sheet

Once ready you can click on Capital Football outdoor. This will populate the match sheet.



MANAGERS' HANDBOOK: JUNIOR LEAGUE & MINI ROOS

6.6 Post game administration

Once the game has finished, log into SportsTG and enter the scores using the Post Game tab and save.

Display Matches
Use the filters below to list the desired matches.

Show matches between (dd/mm/yyyy) and Season: Venue Name:

Match Status: Competition Name: Confirmed?:

[SHOW MATCHES](#) [ENTER QUICK RESULTS](#) [BULK TEAM SHEETS - CF OUTDOOR](#) [BULK TEAM SHEETS - CF FUTSAL](#)

Result	Home Team	Away Team	Result	Competition	Match Date Time	Venue			
	West Canberra Wanderers FC	Balconnen United FC		U16 - NPL CF Youth 2021	27/03/2021 13:10	Melrose Synthetic	PRE GAME	AT GAME	POST GAME

Showing 1 to 1 of 1 entries