

WEST CANBERRA WANDERERS Est. MMXIV

MELROSE SYNTHETIC, ACT

To be the leading club in the PL



NPL

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





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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 is Melrose Synthetic 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.

The Wanderers' largest fundraiser is the Stellar Cup. All players and parents are expected to either participate or assist on the day.

There will be an end of year presentation and it is expected that all players attend with a parent.



1 SEASON 2021 OVERVIEW

1.1 Season Kick Off

Competition	Start
U10 – 12s	
NPLY1	
WNPL	
FFA	
Federation	

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.

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



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 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.



4 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,
- J Building Services,
- Covate, and
- On The Go

All players receive complementary 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 specialists in supporting growing players and their physio needs and supports the club through providing a free clinic for players on Tuesday night. All West Canberra players can access free physio screening. Men's and Women's 1 Grade/Reserve Grade from 6pm and other players from 630pm no Appointment required. (At the Southside Physio Woden clinic.)



5 MEMBER PROTECTION OFFICER

The Member Protection Information Officer 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 don't mediate or investigate complaints.



6 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)



7 RULES AND REGULATIONS

The content in this handbook has been informed by [Capital Football's Competition Regulations](#). It is recommended that you read through the regulations and have a copy with you at games to refer to, if needed.



8 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 40 – [COMPETITION REGULATIONS: 2021 NPL](#).



9 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 42 – [COMPETITION REGULATIONS: 2021 NPL](#).



10 PLAYING STRIP

In the event that 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 43 – [COMPETITION REGULATIONS: 2021 NPL](#).



11 CLUB VESTED OFFICIAL (CVO)

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

Age Grade	Quantity
First Grade	Three (3) per team
Reserve Grade / U23 / U18 / U17	Two (2) per team
U16 / U15 / U14 / U13	One (1) per team

Table 3. Club Vested Officials per age grade

More information on the requirements and role of the CVO can be found on page 44 – [COMPETITION REGULATIONS: 2021 NPL](#).



12 MEDICAL

Clubs will be required to provide medical coverage to Players on Match days in compliance with the minimum standards contained in the following table:

Age Grade	2021	2022
	NPL1 Men's and NPL2 Men's	
First	Level 2 Sports Trainer	Physiotherapist
U23	Level 2 Sports Trainer	Physiotherapist
	NPL1 Youth and NPL2 Youth	
U18	First Aid Certificate	Level 1 Sports Trainer
U16	First Aid Certificate	Level 1 Sports Trainer
U14	First Aid Certificate	Level 1 Sports Trainer
U13	First Aid Certificate	Level 1 Sports Trainer
	NPL Women	
First	Level 2 Sports Trainer	Physiotherapist
Reserve	Level 2 Sports Trainer	Physiotherapist
U17	First Aid Certificate	Level 1 Sports Trainer
U15	First Aid Certificate	Level 1 Sports Trainer
U13	First Aid Certificate	Level 1 Sports Trainer

Table 4. Match day medical coverage requirements

More information on medical requirements can be found on page 54 – [COMPETITION REGULATIONS: 2021 NPL](#).



13 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.

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.

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 / Club Referee Coordinator at least thirty (30) minutes before the scheduled kick off time. Changes to the team sheet will be permitted any time until five (5) minutes prior to the scheduled kick-off time.

Both teams are required to complete a Team Official List (ensuring any person/s who are in the technical area are listed) and provide this to the Referee / Club Referee Coordinator at least thirty (30) minutes before the scheduled kick off time.

All age grades team sheets, signed by the respective Team Officials, must be emailed by the home Club to <mailto:mteamsheets@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 <mailto:madministrator@wwfc.org.au>. If CF 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 46 – [COMPETITION REGULATIONS: 2021 NPL](#).



14 ONLINE RESULTS ENTRY

For all Premiership and Championship 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 forty-five (45) 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. a) Manual amendments include: i) Players added onto the team sheet; ii) Players crossed off the team sheet; iii) changes to shirt numbers. b) Player Match statistics include the following: i) goal scorers; ii) cautions (yellow cards); iii) expulsions (red cards); iv) substitutions (U23's, Reserve Grade and First Grade competitions only).

More information on online results entry can be found on page 48 – [COMPETITION REGULATIONS: 2021 NPL](#).



15 TEMPORARY DISMISSALS

There are several rules on player and team official yellow and red cards.

If a player receives a red card, the administrator will receive the notification during the week, with the offence and penalty. The player suspended is to be listed on the match sheet as stood down and is not allowed to enter the field of play.

More information on temporary dismissals can be found on page 57 – [COMPETITION REGULATIONS: 2021 NPL](#).



16 ELIGIBILITY AND MOVEMENT OF PLAYERS

All movement of players must be discussed with the Technical Director before movement occurs.



17 COMMUNICATION WITH CAPITAL FOOTBALL

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



18 SPORTSTG INSTRUCTIONS

18.1 Log in

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



18.2 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) and Season Venue Name

Match Status Competition Name Confirmed?

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	<input type="button" value="PRE GAME"/>	<input type="button" value="AT GAME"/>	<input type="button" value="POST GAME"/>

Showing 1 to 1 of 1 entries

18.3 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.



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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

18.4 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

18.5 Populate the match sheet

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

TEAM SHEET TOOLS

CF FUTSAL

CF OUTDOOR



18.6 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	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