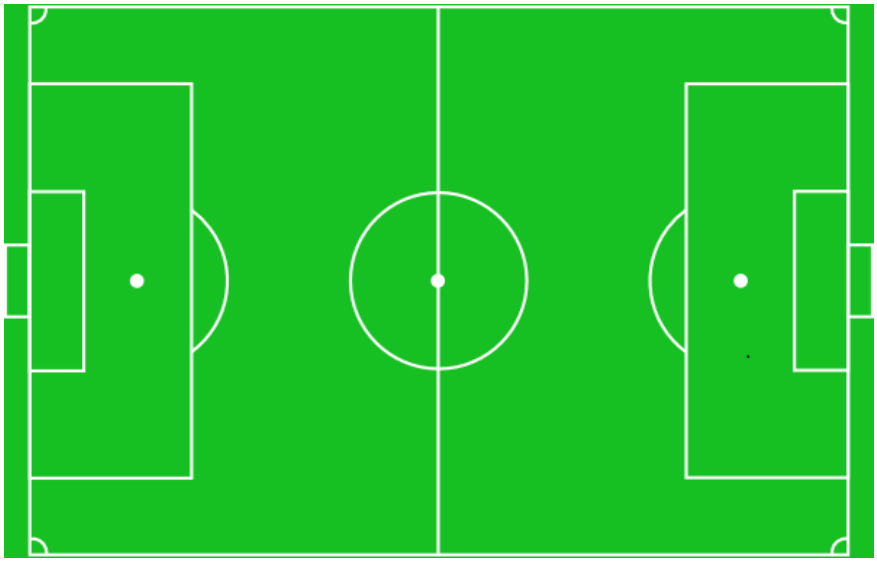
# *DUTY CLUB – OPERATIONS MANUAL*



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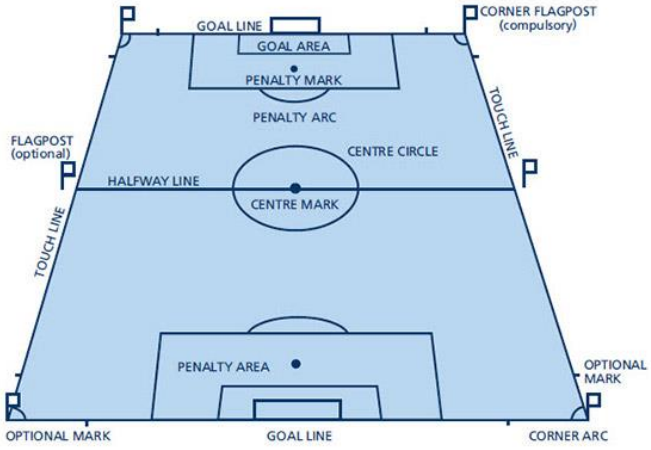
# 1. PRE GAME OPERATIONS:

## 1.1 Field Check:

Field Surface: Matches may be played on natural or artificial surfaces, according to the FFNT Competition rules. The colour of artificial surfaces must be green.

## 1.2 Field Markings:




### U12-U18

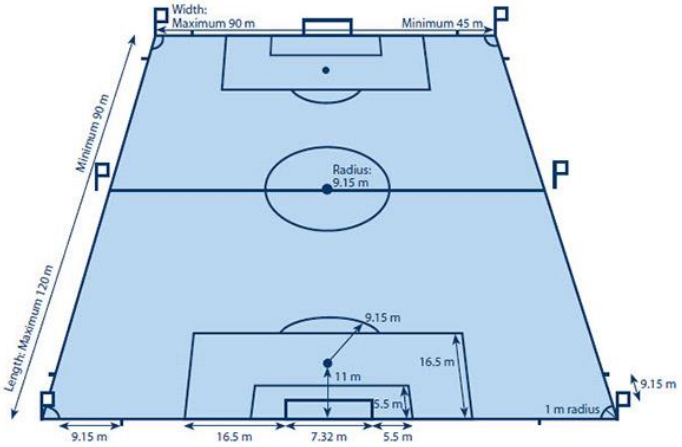
The field of play must be rectangular and marked with lines. These lines belong to the areas of which they are boundaries. The two longer boundary lines are called touch lines. The two shorter lines are called gall lines.

The field of play is divided into two halves by a halfway line, which joins the midpoints of the two touch lines. The centre mark is indicated at the midpoint of the

halfway line. A circle with a radius of 9.15m is marked around it.

Marks may be made off the field of play, 9.15m from the corner arc and at right angles to the goal lines and the touch lines, to ensure that defending players retreat this distance when a corner kick is being taken.

## 1.3 Dimensions:




The length of the touch line must be greater than the length of the goal line. All lines must be of the same width, which must be not more than 12cm.

**Field dimensions (MiniRoos – Junior)**

| | |
|---|---|
| **U6-U7** | **Best Practise: 30m x 20m** |
| **U8-U9** | **Minimum: 40m long x 30m wide** |
| | **Best Practise: 45m long x 35m wide** |
| | **Maximum: 50m long x 40m wide** |
| **U10-U11** | **Maximum: 70m long x 50m wide** |
| | **Best Practise: 65m long x 45m wide** |
| | **Minimum: 60m long x 40m wide** |
| **U12-U18** | **Best Practise: 100m long x 64m wide** |

## 1.4 The goal area:

Two lines are drawn at right angles to the goal line, 5.5 m from the inside of each goalpost. These lines extend into the field of play for a distance of 5.5 m and ae joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the goal area.

## 1.5 Penalty area:

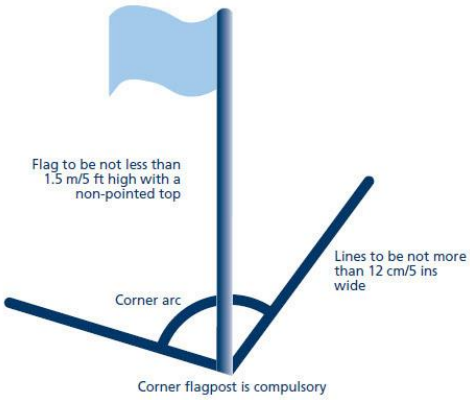
Two Lines are drawn at right angles to the goal line, 16.5m from the inside of each goalpost. These lines extend into the field of play for a distance of 16.5 m and are joined by a line drawn parallel with the goal line. The area bounded by these lines and the goal line is the penalty area.

Within each penalty area, a penalty mark is made 11m from the midpoint between the goalposts and equidistant of them.

An arc of a circle with a radius of 9.15 m from the centre of each penalty mark is drawn outside the penalty area.

| | |
|---|---|
| **U6-U7** | **No penalty area required** |
| **U8-U9** | **5m deep x 12m wide** |
| **U10-U11** | **5m deep x 12m wide** |
| **U12-U18** | **16.5m deep x 16.5m wide from goalpost** |

## 1.6 Flagposts:




A flagpost, not less than 1.5m high, with a non-pointed top and a flag must be placed at each corner.

Flagposts may also be placed at each end of the hallway line, not less than 1m outside the touch line.

## 1.7 The Corner Arc:

A quarter circle with a radius of 1m from each corner flagpost is drawn inside the field of play.

## 1.8 Goals:

A goal must be placed on the centre of each goal line.
A goal consists of two upright posts equidistant from the corner flagposts and joined at the top by a horizontal crossbar. The goalposts and crossbar must be made of wood, metal or other approved material. They must be square, rectangular, round or elliptical in shape and must not be dangerous to players.

| | |
|---|---|
| **U6-U7** | **2.00m (W) x 1.00m (H)** |
| **U8-U9** | **3.00m (W) x 2.00m (H)** |
| **U10-U11** | **5.00m (W) x 2.00m (H)** |
| **U12-U18** | **7.32m (W) x 2.44m (H)** |

## 1.9 Goalposts and the crossbar:

Both goalposts and the crossbar have the same width and depth, which do not exceed 12 cm. The goal lines must be of the same width as the goalposts and the crossbar. Nets may be attached to the goals and the ground behind the goal, provided that they are properly supported and do not interfere with the goalkeeper. The goalposts and crossbars must be white.

Goals must be anchored securely to the ground. Portable goals may only be used if they satisfy this requirement.

## 1.10 The duration of the Match:

| | |
|---|---|
| **U6-U7** | 2 x 15 minute halves |
| **U8-U9** | 2 x 20 minute halves |
| **U10-U11** | 2 x 25 minute halves |
| **U12** | 2 x 30 minute halves |

| | |
|---|---|
| **U14** | 2 x 35 minute halves |
| **U16** | 2 x 40 minute halves |
| **U18** | 2 x 45 minute halves |

Half-time interval: players are entitled to an interval at half-time. The half-time interval must not exceed 15 minutes. Competition rules must state the duration of the half-time interval. The duration of the half-time interval may be altered only with the consent of the referee.

| | |
|---|---|
| **U6-U11** | Minimum 5 minutes. Maximum 10 minutes |
| **U12-U18** | Minimum 10 minutes. Maximum 15 minutes |

Penalty Kick: If a penalty kick has to be taken or retaken, the duration of either half is extended until the penalty kick is completed.

Abandoned Match: An abandoned match is replayed unless the competition rules provide otherwise.

## 1.11 The Technical Area:

The technical area relates to matches played with a designated seated area for technical staff and substitutes as described below.
While the size and position of technical area may differ between grounds, the following notes are issued for general guidance:

- The technical area extends 1 m on either side of the designated seated area and extends forward up to a distance of 1 m from the touch line;
- It is recommended that markings are used to define this area;
- The number of person permitted to occupy the technical area is defined by the competition rules;
- The occupants of the technical area are identified before the beginning of the match in accordance with the competition rules;
- Only one person at a time is authorised to convey tactical instructions from the technical area;

- The coach and other officials must remain within its confines except in special circumstances, for example, a physiotherapist or doctor entering the field of play, with the referee's permission, to assess an injured player;
- The coach and other occupants of the technical area must behave in a responsible manner;

## 1.12 The Ball:

- spherical;
- made of leather or other suitable material;
- of a circumference of not more than 70cm and not less than 68cm;
- not more than 450g and not less than 410g in weight at the start of the match;
- of a pressure equal to 8.5psi – 15.6psi at sea level.

| | |
|---|---|
| **U6-U7** | **Size 3** |
| **U8-U9** | **Size 3** |
| **U10-U11** | **Size 4** |
| **U12** | **Size 4** |
| **U14-U18** | **Size 5** |

## 1.13 Number of Players:

| | |
|---|---|
| **U6-U7** | **4 v 4 – no goalkeeper (max. 3 substitutes)** |
| **U8-U9** | **7 v 7 – inc. goalkeeper (max. 4 substitutes)** |
| **U10-U11** | **9 v 9 – inc. goalkeeper (max. 4 substitutes)** |
| **U12-U18** | **11 v 11 – inc. goalkeeper (max. 5 substitutes)** |

## 1.14 The Players equipment:

## Safety:

A player must not use equipment or wear anything that is dangerous to himself or another player (including any kind of jewellery).

## Basic equipment:

The basic compulsory equipment of a player comprises the following separate items:

- a jersey or shirt with sleeves – if undergarments are worn, the colour of the sleeve must be the same main colour as the sleeve of the jersey or shirt.
- Shorts – if undershorts or tights are worn, they must be of the same main colour as the shorts;
- Socks – if tape or similar material is applied externally it must be the same colour as that part of the socks it is applied to;
- shin guards;
- footwear;

**Shin guards:**

- are covered entirely by the socks;
- are made of rubber, plastic or a similar suitable material;
- provide a reasonable degree of protection;

### 1.15 Colours:

- The two teams must wear colours that distinguish them from each other and also the referee and the assistant referees;
- Each goalkeeper must wear colours that distinguish them from the other players, the referee and the assistant referees.

## 2. Duty Club Responsibilities

- Clubs agree to undertake the following responsibilities when appointed as Duty Club. Failure to accept or perform these responsibilities may result in action being taken including removal of that Club from the Duty Club Roster for a length of time;
- The nominated Duty Club shall be responsible for;
- Collection of the following from the FFNT office on the Friday immediately prior to their rostered day;
- Keys to the kiosk storage rooms and toilet blocks;
- First Aid Kit: Bandage Conforming 5 cm, Bandage Triangular 110cm, Cold pack instant, Non-adherent 5cm/5cm, dressing wound N.13, strips cartoon adhesive plastic 10s, swabs gauze 7.5cm x 7.5cm, forceps sharp stainless steel 12.5cm, probes splinter 5s, saline eye and wound irrigation, scissors sharp-blunt stainless steel 12.5cm, wipes nappy in air quick reference guide, first aid action plan, wipes antiseptic, bags nappy plastic, instruction card CPR, thermometer digital;
- Ensure that a currently qualified accredited first aid person is available from the commencement of the first match;
- Marking of fields for fixtures;
- Positioning of goalposts, corner posts and properly affixing nets prior to the scheduled commencement of fixtures;
- Posting of Spectator Code of Behaviour sign(s) as specified near the kiosk/canteen;
- conclusion of the last match;
- Provide a 'Ground Officer' at all times who shall be the central point of contact to manage issues regarding breaches of Code of Behaviour, coordination of match officials and general administrative enquiries;
- Provision of manpower for 'Kiosk' sales;
- Administration of Match Cards/Team Sheets to teams before commencement of matches;
- Removal/Storage of goalposts, corner posts and nets on completion of the day's fixtures;
- Removal and Disposal of all rubbish at venue;
- Ensuring that the venues are left in a clean and tidy state on completion of the day's fixtures;
- Ensure all injuries are entered on both the Match Card/Team Sheet and the Risk Management Injury Log Book (see Appendix);
- Return of the following from the Federation office on the Monday immediately after their rostered day:
- Keys to the kiosk storage rooms and toilet block(s)

## 2.1 Unsatisfactory Performance

a. Written complaints on the performance of a 'Duty Club' are to be lodged with FFNT within 72 hours of alleged incident(s);

b. All complaints will be considered by FFNT; and

c. FFNT will decide on the penalty, if any, to be imposed.

# 3. Duty Club Checklist

## 3.1 Prior to Duty Club

- □ Collect key from FFNT office and sign keys out
- □ On the Friday or Saturday prior to the duty club, an initial field inspection shall be carried out.
- □ Check field for any hazards or potential hazards.
- □ Mark field lines on the Friday/Saturday.

## 3.2 At the ground – On the day

- □ Conduct a pitch inspection and remove any potential hazards (trip, sharp objects, rubbish)
- □ Set up all fields from Under 6 to Under 18's. Please find attached recommended pitch dimensions for each.
- □ Put up nets, corner posts and goals.
- □ Ensure the spectator code of behaviour is posted in a visible area.
- □ Ensure a qualified accredited first-aider is available for the duration of all matches.
- □ Ensure there are enough people to man the canteen.

## 3.3 Fox Sports Pulse Operations

1. Ensure Printer, paper and iPad are available in the main area fully charged and plugged in. (Kiosk/Canteen)
2. Have one club administrator available at all times to assist any club coaches/managers if required entering in match sheets prior to the commencement of the match.
3. For competitive junior matches, the venue administrator (club admin) will input final scores and any cards (yellow/red) or goal-scorers for each team.
4. Instructions on how to enter team sheets are included in this manual.

## 3.4 After the conclusion of the last match

- □ Pack away nets, corner posts and goals into the storeroom and nets into the bins provided.
- □ Clean the canteen to a tidy state ready for the next club duty.
- □ Empty all rubbish to the skipbin located behind the canteen.

- □ If skipbin is full or close to capacity call the number on the side to arrange an emptying.
- □ Bring the keys back to the FFNT office and sign the keys back in.

# 4. GROUND OPERATIONS – Match Day:

## 4.1 Opening all Facilities:

The Duty Club Staff person will be responsible to opening all facilities 1h and 30min before the first match of the day:

- Storage Room(s);
- Toilets;

It is important checking that all facilities are clean before every competition day, if not arrange the cleaning (see contact for Cleaning).

## 4.2 Electric Systems:

It is extremely important making sure that all lights are working properly and there are not electric issues before any competition.
It is a responsibility of the Duty Club Staff Person, making sure that all systems are working properly and to contact FFNT in case of any maintenance problems.

## 4.4 First Aid Check:

The Duty Club Person is responsible to check if the 1st Aid Bag has all necessary before next competitions. Please contact St John Aid if new orders are needed (contact list).

## 4.6 Closing all Facilities:

The Duty Club Person will be responsible to closing all facilities once everyone has left the sporting ground:

- Canteen/Kiosk
- Toilets;
- Storage Room.

It is important to check that all facilities are clean at the end of every competition day. There is a skip bin located behind the kiosk at Bagot Oval which the duty club can use to dispose of any rubbish. This bin needs to be emptied after each duty club. Please see the contacts list for skip bin emptying.

It is also important to make sure that all lights and electrical systems are switched off and all competition's equipment are secured before leaving the ground.

# 5. FOX SPORT PULSE MANAGEMENT:

## 5.1 SP Passport:

SP Passport is a single sign in that links you to all the things you do in the Fox Sport Pulse Network.
SP Passport allows administrators to access all Network entry points (all Membership and Website logins) via a single email sign in.

SP Passport empowers users with tools of relevance under a single sign in such as;

- The ability to receive game reminders
- The ability to manage newsletters, remembering your participation records; including all your registration and payment records, View of playing history within the Network.

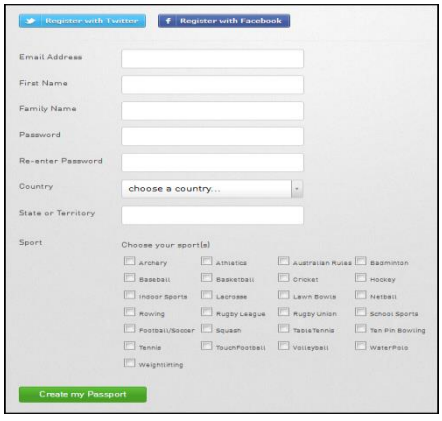
## 5.2 SP Passport: How to sign up to SP Passport

To sign up for an SP Passport account:

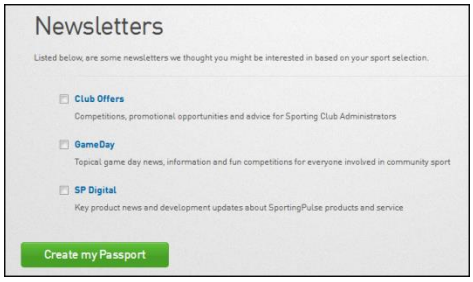
1. Go to https://passport.Fox Sports Pulse.com/login

2. Click on the link to Register (as shown rear)

3. Fill out the details as shown below or choose to register for SP Passport through Twitter or Facebook.
Once done click on Create My Passport. Remember to tick the box on the bottom: FOOTBALL/SOCCER.



4. Select the communications you wish to receive and click on Create my Passport to complete the process.




5. You will then receive a confirmation email. Open the email and click on the link to confirm your SP Passport.

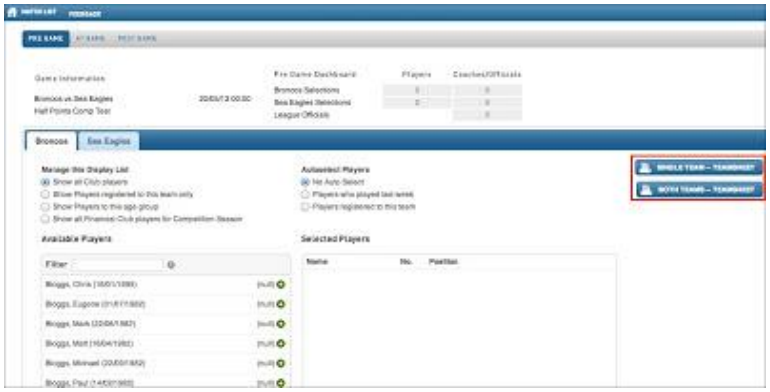
You've now signed up to SP Passport. For further information on how to link your passport to your database or website, search through our articles on this page.

## 5.3 Competitions: Locating and printing team sheets

A key part of your database when it comes to managing match day processes is the humble team sheet. From verifying games played to just keeping score team sheets may have various uses. Below are just a few little tips and pointers to get you up and running with the team sheet functionality available in your database.

## 5.4 Locating your team sheets

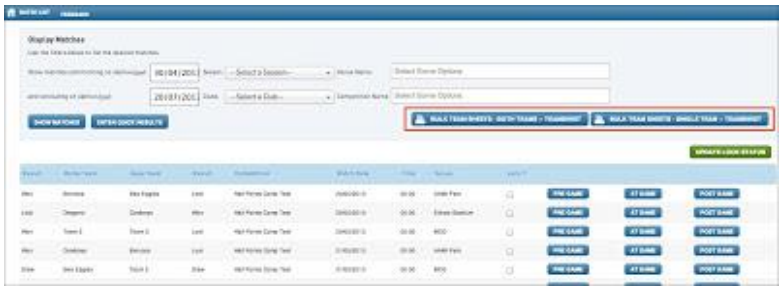
Once you've logged in to Online Results, click on **Pre-Game** for any particular match you will see the team sheets that are available* (as shown below).



* Note: the team sheets that are available will be dependent on what sport the database belongs to and the individual settings of the Association/League.

## 5.5 Printing team sheets off on bulk

To save having to click into every match, team sheets can be viewed and printed off for multiple games at a time. On the match list screen (shown below), any team sheets that have 'bulk team sheet' functionality enabled, you will be able to view and print team sheets for all matches listed.

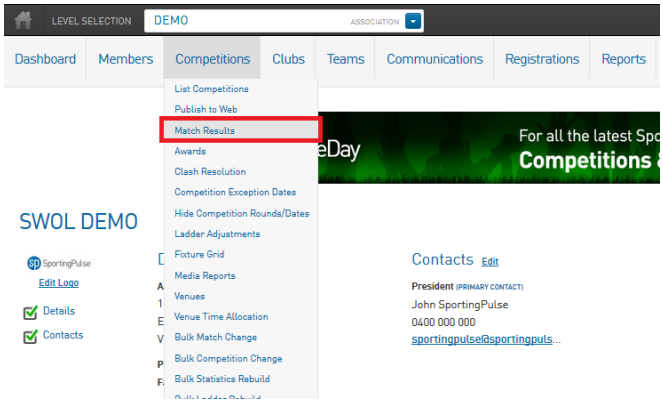


## 5.6 Printing off team sheets

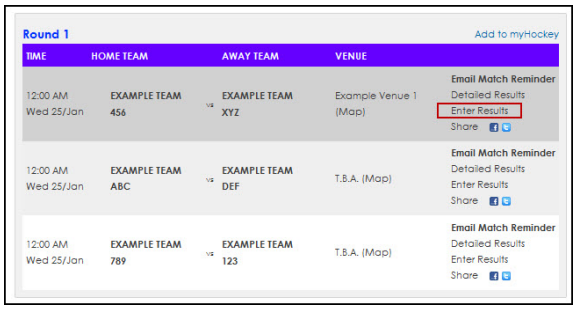
Team sheets can be printed off directly from your internet browser. To do this, click on the **File** menu at the top of the screen and click **Print**.

## 5.7 Log In to On Line Results

The Online Results system can be accessed from your Fox Sports Pulse Membership/Competitions database (as shown below).




Alternately, the Online Results system can be accessed from a Fox Sports Pulse Standard site through the Enter Results link as shown below. This link can be used for Clubs and Teams to access the Online Results system using their Club or Team username and password. Note: Associations will also be able to log in from this link.



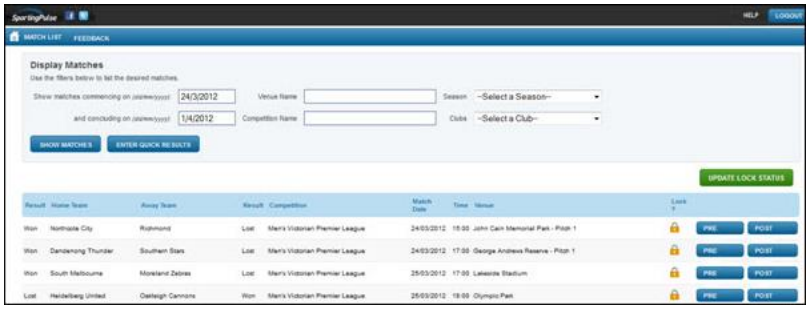
## 5.8 Match List Screen

Matches will be displayed on the Match List screen below and all match administration can be done through the Pre Game and Post Game buttons on the far right hand side.

The Match List can be filtered out by:

- Date Range
- Venue Name
- Competition Name
- Season
- Club

Below is the Match List Screen. This will be the first screen that comes up when entering the Online Results system from your Membership database.



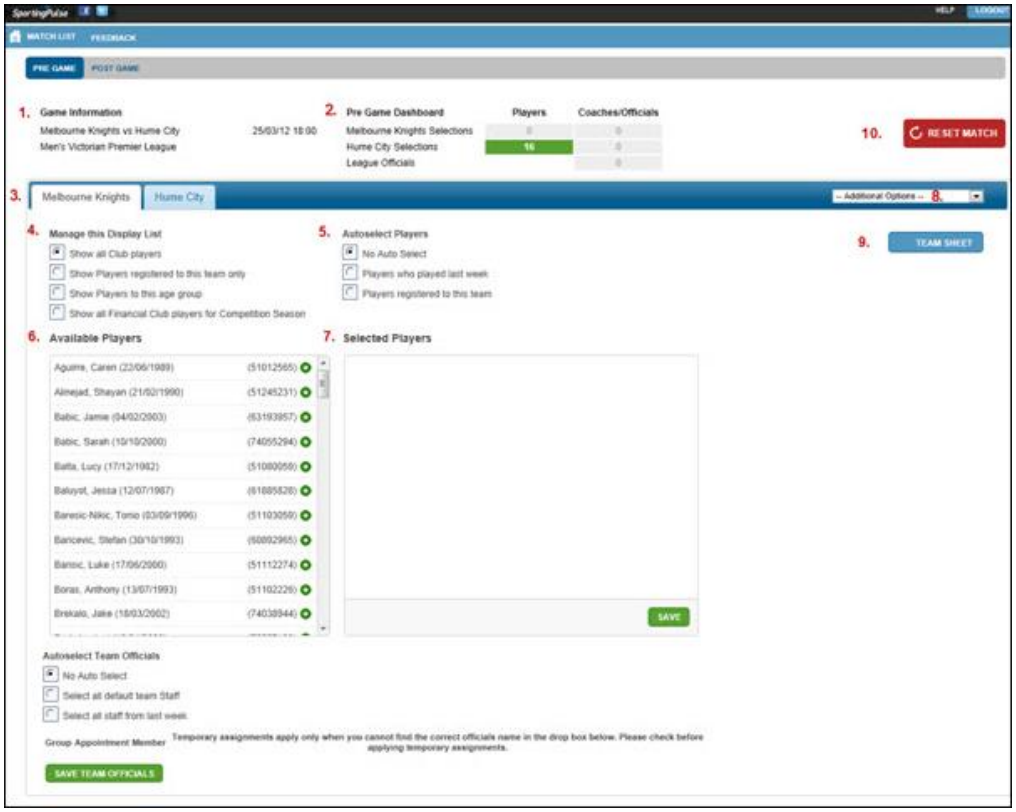

**Handy tip:** When filtering out Matches by Venue Name or Competition Name it is good practice to copy the name of the venue or competition from your database and paste it in the fields above. It will search for the exact Competition or Venue name, so if you leave out an apostrophe or a hyphen the matches won't display in the Match List.

## 5.9 Pre-Game and Post-Game

All match administration can be conducted through the Pre-Game and Post-Game buttons on the far right hand side.

## 5.10 Pre-Game Screen

The Pre-Game Screen (shown below) houses all the pre-game administration including team selections, assigning team officials and accessing team sheets.

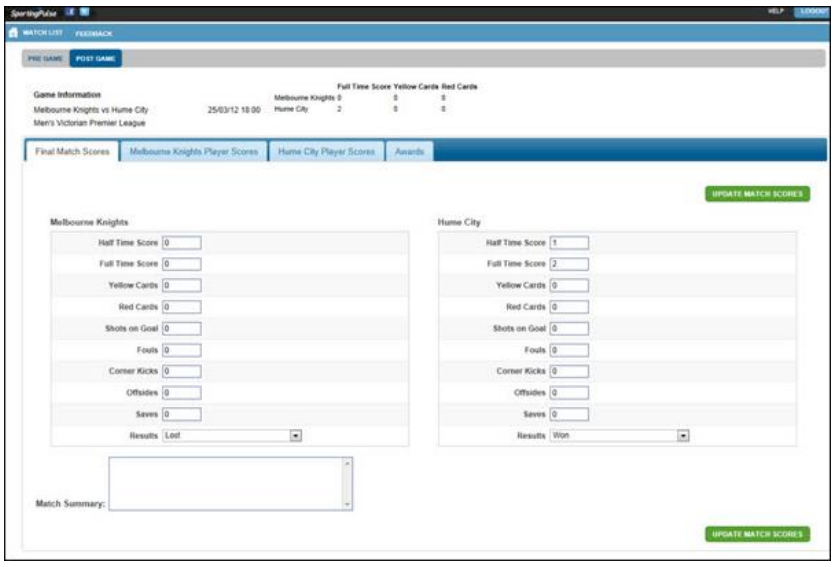


## 5.11 Pre-Game Screen Options

1. ***Game Information*** – This contains details of the match being edited.
2. ***Pre-Game Dashboard*** – The dashboard will show the current number of players and coaches/officials selected for either team.
3. ***Team Tabs*** – Two tabs across the top house the information for both teams.
4. ***Manage this Display List*** – This will give you the option of filtering out members for team selection by '**All Club Players**', '**Players registered to this team only**', '**Players to this age group**' or 'all **Financial club players**'.
5. ***Autoselect Players*** – This will give you the option to Auto-Select your players by either players who played last week or players registered to the team.
6. ***Available Players*** – This is the listing of all players available to be assigned to the match.
7. ***Selected Players*** – All members you have assigned to the match will appear in the Selected Players box and player positions and numbers can be assigned from there.
8. ***Additional Options*** – This is where you can edit additional information like Player Roles and Default Club Jumper Numbers.
9. ***Team Sheet*** – The Team Sheet for either team can be accessed through the Team Sheet button
10. ***Reset Match*** – This will reset ALL data currently entered in for the match.

## 5.12 Post-Game Screen

The Post-Game Screen (shown below) houses all the post-game administration including team statistics, results entry and individual player statistics.



## 5.13 Post Game Screen Options

***Final Match Scores*** – All team match data will be entered in for both teams on this screen. To save the results from a match, click Update Match Scores. A value from each Results field (ie. Won and Lost or Draw and Draw) will need to be selected to save the match data.

***Team Tabs (Player Scores)*** – All match information for specific players from each team can be entered in on the screen below. Each team has their own tab and all players selected for the match will appear for their respective teams.

# 6. FFA Concussion Guidelines

## 1. BACKGROUND

This document sets out the guiding principles and provides general advice regarding the management of concussion in football in Australia.

These Guidelines have been produced by Football Federation Australia (***FFA***). FFA has adopted the Consensus Statement on Concussion in Sport: The 4th International Conference on Concussion in Sport held in Zurich, November 2012 (see 'Resources' below). This statement was produced in conjunction with Fédération Internationale de Football Association (***FIFA***), and has also been adopted by FIFA.

These Guidelines are of a general nature only. Individual treatment will depend on the facts and circumstances specific to each individual case. These Guidelines are not intended as a standard of care and should not be interpreted as such.

These Guidelines will be reviewed regularly by FFA and will be modified according to the development of new knowledge. The latest version of these Guidelines can be found here:
http://www.footballaustralia.com.au/insideffa/statutes

## 2. DEFINITION

Concussion is a brain injury and is defined as a complex pathophysiological process affecting the brain, induced by biomechanical forces (See page 1 of the Consensus Statement on Concussion in Sport: The 4th International Conference on Concussion in Sport for a more detailed definition).

## 3. RECOVERY

The majority (80-90%) of concussions resolve in a short (7-10 day) period, although the recovery frame may be longer in children and adolescents.

## 4. SIGNS OF CONCUSSION

Immediate **visual indicators** of concussion include:

(a) Loss of consciousness or responsiveness;
(b) Lying motionless on the ground/slow to get up;
(c) A dazed, blank or vacant expression;
(d) Appearing unsteady on feet, balance problems or falling over;
(e) Grabbing or clutching of the head
(f) Impact seizure or convulsion

Concussion can include one or more of the following **symptoms**:

(a) Symptoms: Headache, dizziness "feeling in a fog";
(b) Changes: Inappropriate emotions, irritability, feeling nervous or anxious;

(c) Cognitive impairment: Slowed reaction times, confusion/disorientation- not aware of location or score, poor attention and concentration, loss of memory for events up to and/or after the concussion.

The Pocket Concussion Recognition Tool may be used to help identify a suspected concussion (see 'Resources' below).

## 5. REMOVE FROM PLAY

Any athlete with a suspected concussion should be **immediately removed from play**, and should not be returned to activity until they are assessed by a qualified medical practitioner.

Players with a suspected concussion should not be left alone and should not drive a motor vehicle.

Only qualified medical practitioners should diagnose whether a concussion has occurred, or provide advice as to whether the player can return to play.

There should be **no return to play** on the day of a concussive injury.

## 6. MEDICIAL ASSESSMENT

A qualified Medical Practitioner should:

(a) Diagnose whether a concussion has occurred – based on clinical judgement;
(b) Evaluate the injured player for concussion using SCAT 3 (or Child – SCAT 3) or similar tool (see 'Resources' below);
(c) Advise the player as to medical management;
(d) Advise the player as to when it is appropriate to begin a Graduated Return to Play Program (Annexure 1 to these Guidelines).
(e) Clear the player to return to play following the graduated RTP program

## 7. RETURN TO PLAY

Following clearance from a qualified Medical Practitioner for the player to return to play, the player should progress through a **Graduated Return To Play Program** (see Annexure 1 to these Guidelines).

In all cases, the **Graduated Return To Play Program** provides for a minimum of 6 days before the player can play a competitive game.

## Annexure 1 – Graduated Return to Play Program

| Rehabilitation Level | Functional exercise at each stage of rehabilitation | Objective of each stage |
|---|---|---|
| **Level 1**<br><br>**No activity, minimum 24 hours following the injury where managed by a medical practitioner, otherwise minimum 14 days following the injury** | Complete physical and cognitive rest without symptoms. Only proceed to level 2 once ALL symptoms have resolved. | Recovery |
| **Level 2**<br><br>**Light aerobic exercise during 24-hour period** | Walking, swimming or stationary cycling keeping intensity, <70% maximum predicted heart rate. No resistance training. Symptom free during full 24-hour period. | Increase heart rate |
| **Level 3**<br><br>**Sport-specific exercise during 24-hour period** | Running drills. No head impact activities. Symptom free during full<br>24-hour period. | Add movement |
| **Level 4**<br><br>**Non-contact training drills during 24-hour period** | Progression to more complex training drills, e.g. passing drills. May start progressive resistance training. Symptom free during full 24-hour period. | Exercise, coordination, and cognitive load |
| **Level 5**<br><br>**Full Contact Practice** | Following medical clearance participate in normal training activities | Restore confidence and assess functional skills by coaching staff |
| **Level 6**<br><br>**After 24 hours return to play** | Player rehabilitated | Recovered |

# 7. MANAGEMENT - CONTACT LIST

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# APPENDIX