New Lambton Football Club Coach and Manager Manual

March 2026

newlambtonfcjuniors.org.au

NEW LAMBTON FOOTBALL CLUB

Introduction

Emergency Contacts

EMERGENCY SERVICES - IN AN EMERGENCY DIAL 000		
Police		000
Fire		
Ambulance		
Electricity - Ausgrid - 24 Hour Emergency Service		13 13 88
EPA - General Enquiries		13 15 55
Gas - Gemena - 24 Hour Emergency Service		13 19 09
Hospital	John Hunter	4921 3000
	Mater	4921 1211
Mine Subsidence		4908 4300
Poison Information		13 11 26
RMS - Roads and Maritime Services		13 17 00
SES - Newcastle		4940 8059
Telephone - Telstra		13 22 03
Water - Hunter Water Corp		1300 657 000
SafeWork NSW		13 10 50

Forward

Without you, local community football would cease to exist. We know this and we appreciate your support, passion, commitment and enthusiasm very much.
This year we will see a strong team of volunteers in a variety of roles which are critical to the success of the season, as well as a big number of players, supporters and Officials. We encourage you to respect and support your fellow volunteers, look out for them if they look like they need some help and of course, seek our support if it is needed.
Please read the information contained in this manual thoroughly and remember to keep a copy either printed or electronically with you so that you can refer to it when needed. If something is unclear, then please let us know and we can clarify it for you.
Information contained in this manual is correct at time of compilation, although it is subject to change. If changes do occur that will affect you, we will advise you as soon as possible.
For up-to-the-minute information please visit our website:
www.newlambtonfcjuniors.org.au

Purpose

The New Lambton FC (NLFC) Coach and Manager Manual aims to provide our NLFC coaches and managers with important information regarding their role within the Club. The manual serves to welcome new people to the Club and help you transition into your new role; enabling you to feel supported. It is considered best practice to provide an induction program to new members.

This manual ensures that you are initiated in the expectations, performance and culture of the Club and help you understand your role and how it fits into the Club. The document aims to:

- Support the safety and wellbeing of members and participants of NLFC.
- Promote effective and consistent procedure implementation, reporting, responses, management and understanding of things that may affect our Club.
- Promote a systematic approach to work practices and "the way we do things" in our Club.
- Be aware of the services available to support our Club, members and associates.

Welcome to and Acknowledgement of Country

The Awabakal and Worimi peoples are acknowledged by New Lambton Football Club as the Traditional Custodians of the land and waters situated within the Newcastle local government area, including wetlands, rivers, creeks and coastal environments. It is known that their heritage and cultural ties to Newcastle date back tens of thousands of years.

Welcome to the New Lambton FC Team

Join our Club and connect with real people, who live, work, and play locally.

NLFC has a long history of being a competitive, welcoming, and family-friendly place for people of all ages to enjoy their love of community football. By becoming a member of NLFC you cement your support for local football, become an integral part of a community sporting club and make a meaningful contribution to grassroots football.

New Lambton Football Club is one of the largest Clubs in Northern NSW with approximately 1,000 members. Volunteers are the lifeblood of the Club and the community. As volunteers, you offer your time so that children can play the game they love without recompense so please if ANYONE ever treats you in any other manner other than with respect, dignity and fairness please let us know as soon as possible.

Volunteering is a great way to meet new friends, learn new skills and doing something worthwhile for your community. NLFC appreciates the assistance of volunteers and so do our participants. Without volunteers, NLFC services cannot be provided.

As a volunteer with NLFC you will be required to follow the organisation's policies and procedures. This is our way of making sure our participants can receive equitable and fair treatment and that we comply with the relevant requirements and legislation.

All volunteers, staff and office bearers are required to comply with a Code of Conduct and must hold a valid Working With Children Check prior to commencement in any position with NLFC. We also recommend that all members complete the Laws of The Game online course (the course is free, and there is a link from our website).

Thank you for taking the time to read this important information about your role. We highly value your involvement with the Club, and look forward to providing a positive experience for you and your team through the provision of a quality football environment.

Our goal is to make sure that we build a fantastic Club culture and this will arise through conscious behaviours which in turn will form positive and pleasant experiences for players, coaches, managers, referees, other volunteers and parents. So we welcome you to NLFC and thank you for offering your time and skills to a very worthy community organisation. We're certain you will gain as much as you give in your volunteering and find it rewarding!

New Lambton FC has committed to values which will dictate behaviour, shape our culture and determine the way we do business. Living our values in our behaviours, actions and decisions is fundamental to achieving our vision and fulfilling our mission for football. In accordance with our commitment to accountability, we will do what we say we are going to do and imbed this principle throughout the game.

We are confident that the identified focus areas, priorities and ensuing actions outlined in the plan are reflective of the Club's needs and expectations. Our progress and performance will be monitored continually by the Committee to ensure that the Club responds proactively to opportunities and threats which have the potential to derail our vision.

Our WEIR values (Wellbeing, Excellence, Integrity and Respect) underpin everything we do as a Club, as well as how we expect all our players, volunteers and others to engage with one another and the community. Our Values help set our Club's Vision and Mission Statement.

Our History

New Lambton was originally a coal mining township, with the New Lambton Colliery situated to the east across the railway in what is now Adamstown and became a municipality on 8 January 1889 covering 2,560 acres (10km2) until it was eventually incorporated into Greater Newcastle.

The suburb is home to the New Lambton Football Club, one of the largest football clubs based on members in Northern NSW and we play games out of Novocastrian Park and Regent Park.

Our Club traces its origins back to 1896 when Scottish miners from South Lambton first played football, which became an official club in 1917 as returned servicemen came home from the Great War to again work in the mines.

The first competitive game was played somewhere near the corner of Mackie Ave and St James Rd and New Lambton played a team made up of Miners from Lambton. This history is honoured by the miner's lamp and date on New Lambton's crest.

New Lambton has been home to a number of legends of Newcastle, National and International football. Both Ray Baartz and Colin Curran, heroes of our 1974 World Cup campaign, both played junior football for New Lambton South. In 1974, New Lambton played in the final of the then State Cup and followed on to win the championship – a tournament similar to today's FFA Cup.

In 2007 with approximately 250 players, New Lambton FC moved from Alder Park to the larger and better-supported Novocastrian Park, with the vision to build the "club of choice" in Newcastle. Today, New Lambton FC is well represented at the community grass-roots level, guiding talented players through a development pathway and acting as a feeder Club for a number of the local Premier Clubs in the local area.

New Lambton FC is continuing to be the best they can be and work hard to remain a leading football Club in the local community – in both male and female codes. We value diverse styles, experiences, and perspectives. People from diverse backgrounds (including but not limited to, Aboriginal and Torres Strait Islander Australians, people with diverse gender identities and sexualities, people from different cultural and linguistic backgrounds, people with disability, and veterans) are welcome!

Our WEIR values (Wellbeing, Excellence, Integrity and Respect) underpin everything we do as a Club, as well as how we expect all our players, volunteers and others to engage with one another and the community.

- Wellbeing: We develop and promote a safe and supportive environment
- Excellence: We strive for quality and improvement in everything we do
- Integrity: We know and do what is right
- Respect: We respect diverse views and opinions and act with integrity, and treat others as we expect to be treated

Our Values help set our Club's Vision and Mission Statement.

Our Vision for New Lambton FC to be the leading and most respected local community football club and to support and promote football to ensure it is the largest and most popular sport for males and females.

Our Mission is to:

- To provide for all our members a Club run to the highest standard, without limitation as to age, race, religion or gender.
- To improve the publicity of, and public perception of, amateur football at the Club level, so as to foster the continued prosperity of the sport.
- To encourage and assist new and current players wishing to participate in organised amateur football.
- To provide high-quality facilities for the benefit of all our members and the wider community.
- To provide a progression pathway for all our members, from grass-roots through to the highest level of football available.
- To do all these things whilst having regard for the amateur nature of our membership, and therefore keeping Club / Player costs at the lowest possible level.

New Lambton FC understands the value of diversity, equity and inclusion and expects its members to treat each other and members of the community with dignity and respect. We are committed to creating an inclusive Club culture where everyone feels respected, valued and safe to contribute their opinions and talents to the success of the organisation so that we can drive positive community outcomes.

The Role of Coach and Manager

"Coaches at all levels play a crucial role in ensuring that football is an enjoyable experience for everyone, as well as laying the foundation for the development of better players.
Footballers can be divided into two streams: those that are playing for fun, and those that are playing to reach the highest level possible. These are often referred to as 'participation' and 'performance'." - Football Australia

Coaches and Managers are the shop-front of the Club – as a group, we are often judged by the attitudes and actions of our coaches and managers. To protect the image and culture of our Club, all Coaches and Managers and required to comply with Club Policies and conduct their activities in keeping with this handbook.

To support your time as a Coach or Manager, the Club has developed Coaching Manuals – based on the FFA Curriculum. These are available on the Club TeamApp and website.

As coaches and managers you are the communication conduit between the Club and the players (incl. families, guardians, etc). Information will be sent to you for distribution to your teams and we request that this is done so in a timely manner. The Club will supply Coaches and Managers with information and updates via the following:

- TeamApp – Our primary means of communication will be via our TeamApp. TeamApp enables us to keep you up-to-date with real time information on training, grounds, games and general information. TeamApp also allows for feedback and chat options which will be responded to by NLFCJ promptly.
- All of our monthly Club Meeting dates are in the Event Calendar in TeamApp, and we invite you to come along to as many as you are able.
- Email broadcast – This will be used only when the TeamApp is not operating in its intended manner.

Our website, **www.newlambtonfcjuniors.org.au** has links to all of the policies, programs, training and support material, guidance documents and contact details you shall ever need.

Our improved TeamApp is our primary source of game day information for you - please sign-up as soon as possible, if you haven't been given access already, and register as a coach or manager. It is available here:

https://newlambtonfcjuniors.teamapp.com

We do require at least one representative from each team to attend the committee meetings - the Team Manager has the responsibility to arrange this. Some of the other things we rely on our Team Managers to arrange is:

- Keeping the players and coach informed
- Liaising in a timely manner between the team and the committee if there are issues (e.g. having to forfeit games, game day injury, etc)
- Ensuring that volunteers are organised and turn up for duties (e.g. field set up, field pack down, BBQ duty, Canteen duty, etc)
- Organising a TeamApp group or SMS list to communicate to team members

Our promise is to make the coming season at this Club safe, organised, enjoyable and engaging. Thank you in advance for your understanding and cooperation in moving our Club forward.

New Lambton FC - Policy Code of Conduct

The purpose of this Code of Conduct is to support the aspirations of New Lambton FC in the creation of a supportive culture in which the playing and watching of football (soccer) is desirable, enjoyable and rewarding for all participants and to provide an environment where all participants can have fun, develop skills and learn sportsmanship and team play.

New Lambton FC will use this code of conduct as a primary, but not only, reference when making decisions about the appropriateness of player, official or spectator behaviour.

By resolution of the NLFC committee, all participants (including parents and guardians) must agree to adhere to this Code of Conduct as a prerequisite to achieving membership of the NLFC. All committee members, coaches and officials are obliged to observe and enforce this Code of Conduct.

By registering with the Club, attending Club games or functions or volunteering for Club activities participants are accepting the conditions of this Code of Conduct which is to be used in conjunction with the Club's grading policy.

Club Philosophy

Players participate in football to have fun. If players don't have fun playing football they are not likely to stay at the club.

Football is just a game. Having fun and playing the game are more important than how many wins and losses are accumulated or how many trophies are collected. The coaches' role is to help all players to enjoy the game and to learn and develop football and life skills.

Football development requires that children and youth play age appropriate activities so they are able to experience, comprehend, and execute the game as it relates to where they are at their own stage of physical and mental development. Coaches should aim to teach the techniques of the game through a variety of fun activities in which players have as much contact with a ball as possible and learn at their own rates.

Coaches should encourage players to try different positions so that each player learns all the skills necessary to develop in the game. Players can expect to receive equal playing time and be given equal opportunity to learn when they are abiding by the club's code of conduct.

Should a player, coach or manager receive sanction during a match, the Club will determine through investigation as to whether it will support an appeal through the NSW judicial system. However, this support does not extend to financial support – i.e. payment of appeal costs.

Code of Conduct

Players:

- I will learn and play by the rules.
- I will play for enjoyment, work hard to improve my skills and be a fair team player.
- I will respect, encourage and get along with my teammates.
- I will make every effort to be on time for training and games.
- I will respect coaches, teammates, opponents, officials, volunteers and spectators.
- I will not openly or repeatedly argue an official's decision.
- If I have a grievance or concern I will raise this firstly with my coach or my team manager.
- If resolution cannot be achieved at this level I will inform the coach of my intention before raising any issue directly with the committee.
- I understand and respect that the coach and team manager are responsible for the team and I agree to listen to them and to follow reasonable directions from them.
- I will wear the correct footwear, club uniform and shin guards.

Parent and Spectator Code of Conduct

- I will display good sportsmanship, and always respect players, coaches, officials, volunteers and other spectators.
- I will act appropriately at all times and encourage, in a positive manner, fair play from all participants.
- I will be supportive after the game, regardless of the score, and I will recognise good effort, teamwork and sportsmanship.
- I will resolve to conduct myself in a manner consistent with the culture and aspirations of the club even under the most trying circumstances.
- I will not use obscene or vulgar language on the field or in my role as a spectator.
- I will not taunt players, coaches, officials, or other spectators by means of baiting, ridiculing, making negative comments, threat of violence or actual violence.
- I will not boo or jeer players or officials.
- I will not speak directly to or openly challenge the work of an official.
- I will not openly object to an official's call or yell at an official.
- I understand and respect that the coach and team manager are responsible for the team and my child while he / she is playing and I undertake to follow reasonable directions from them.
- I will not consume drugs or alcohol on the playing fields.
- I will respect the facilities and grounds when playing at home or when playing away.
- I will encourage my child to speak to the coach or manager about any concerns or difficulties.

Coach and Manager Code of Conduct

- I will ensure that the players and parents are aware of their obligations under the NLFC code of conduct.
- Winning is a consideration, but not the only nor the most important one. I will care more about the child than winning the game.
- I will remember players are involved in soccer for fun and enjoyment and a player's safety is of the utmost importance.
- I will give all players an equal opportunity to participate.
- I will be a positive role model to my players, display emotional maturity and be alert to the physical safety of players.
- I will be generous with my praise, consistent, honest, fair and just.
- I will not criticise players publicly.
- I will adjust to personal needs and problems of players, be a good listener and never verbally or physically abuse a player, official, parent or other club member.
- I will give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- I will organise training that is fun and challenging for my players.
- I will familiarise myself with rules of football, training techniques and strategies.
- I will encourage all players to be team players.
- I will maintain an open line of communication with players and parents and I will explain our goals and objectives.
- I will be concerned with the overall physical and social development of players and stress the benefits of a healthy lifestyle.
- I will not dispute or argue an official's decisions.
- I will not use obscene or vulgar language in my dealings with players, officials, spectators or other club members.
- I will make every effort never to be alone with players under 18.
- I will NOT do things for children that they can do for themselves. This includes things of a personal nature.
- I will take reasonable measures to avoid placing myself or my players in situations where there could be a risk of or an accusation of abuse or neglect.
- I will be respectful in all dealings with the club's committee members

Club Administrators and Officials

- Respect the diversity and range of skills that all volunteers bring to the club.
- Be honest and careful in all dealings with the clubs property and reputation.
- Ensure that all players are given an equal chance to participate.
- Ensure that rules, equipment, length of games and training schedules suit the age, ability and maturity of the players.
- Attend meetings as required.
- Provide quality supervision and instruction for coaches and managers.
- Remember that players participate for enjoyment.
- Encourage coaches and officials to highlight appropriate behaviours and skill development, and help improve the standards of coaching.
- Ensure that everyone involved in club football emphasises fair play above winning.
- Take reasonable measures to avoid placing myself or members of the club in situations where there could be a risk of or an accusation of abuse or neglect.

Penalties for Non-Compliance

Players:

In addition to any penalties assessed during the game, any violation of the above code may result in a one game suspension. A second violation may result in a three game suspension. Any additional violation may result in a possible season suspension. When a player is under suspension the player will not be allowed to participate in competition games, practice games or tournament games.

The committee reserves the right to immediately suspend or discharge a player from the club for extreme breaches of the code of conduct or any behaviour that the committee finds to be in stark contrast to the culture and aspirations of the club.

Parents and Spectators:

If a parent violates any part of the code the committee may rule that they cannot attend another game, practice, practice game or tournament game for two weeks. In the case of subsequent violations the parent may be subjected to further disciplinary action by the Conduct Review Committee, which may include a permanent ban on attending games or, in the worst case scenario, suspension of the child for the parent's failure to adhere to the Code and/or comply with the sanctions. All penalties will be assessed and determined by the full committee with following the recommendations of a Conduct Review Committee.

Coaches and Managers:

Coaches shall be subject to penalties as assessed and determined by the Conduct Review Committee and the full committee.

Club Administrators and Officials:

These will be decided on a case by case basis by a full meeting of the committee in the absence of the committee member alleged to have breached the code.

How to Register as a Coach or Manager

Coaches, Assistant Coaches and Managers MUST register via PlayFootball to receive Team Official tags to access the sideline for all matches (12+).

If you don't have official tag on match day (i.e. leave it at home) you will not be permitted to access the technical area. Referees have been told to monitor and eject people from technical areas if they don't have Team Official Tags. This area should be restricted to coaches, managers and players only - any extra children, siblings or spare parents should be outside the technical area and field of play.

Register here: **https://www.playfootball.com.au/coach/register-a-coach**

For your registration you may need:

- to upload a passport style photo
- your Working With Children Check details

To ensure that all of our coaches and managers have a minimum standard of knowledge and are competent and confident, all our coaches and managers are required to complete the Laws of The Game online course (the course is free, and there is a link from our website).

Working With Children Check (WWCC)

The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

To complete the check you will need:

- personal details, including date and place of birth
- 4 proof of identity (POI) documents including:
  - one commencement of identity document
  - one primary use in the community document
  - 2 secondary use in the community documents.

At least one of your documents must contain your signature and photo and all documents must be current and original.

The following documents are not acceptable:

- original paper documents that have been laminated
- photos, photocopies or certified copies
- expired documents (unless specified).

Note: NSW digital driver licence is accepted.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored. Upon completion you will be given a reference number which you will need to take to Service NSW with the identification used for verification.

Note: Once you've provided your identity documents at the service centre, the National Police Criminal History check begins. This process can take up to 4 weeks.

The website is: **https://wwccheck.ocg.nsw.gov.au/Apply**

Child Protection

Please ensure parents are aware that we are not in the business of caring for children, we train them. In the event that a parent / guardian is not present - DO NOT leave the child unattended.

Play by the Rules now offers a free Child Protection and Safeguarding course. It is an interactive online training course suitable for coaches, administrators, officials, players, parents and spectators.

In this course you will learn:

- the importance of safeguarding in sport
- definitions of abuse
- your rights and responsibilities
- when, where and how to report incidents
- how to establish a welcoming and inclusive environment at your club or organisation.

The course is short, user-friendly and features the latest interactive technology, including case studies, practical scenarios and a quiz.

For more information please visit: **https://www.playbytherules.net.au/elearning-scenarios/safeguarding-children-and-young-people-sport-induction-course**

Stack TeamApp

The primary method of communication to the whole club is via Stack Team App which can be downloaded from the **App Store** or **Google Play** and installed on your smartphone.
Once you have downloaded it and registered an account, you can log-in and see your team, invite members, post content, check RSVP's to events and much more.
Please inform and encourage all of your players, members and supporters to download and use Team App (particularly the app to receive push notifications).
You are also welcome to also set up a TeamApp for your team too.

Coaching and Training Resources

Northern NSW Football have many resources available on their website for coaches.
These include:

- Upcoming Coaching Courses
- Your Qualification History
- Coaching News
- Tactics
- Challenges
- Practices and Drills
- Online Support
- Tips (Session Planning, Match Day, Team Talks, Practice)

Website: **https://northernnswfootball.com.au/coach-headquarters/**
Website: **https://newlambtonfcjuniors.org.au/coach-resources/**

Training in the Goal Mouth Area

This policy is in place to enforce **NO TRAINING** between the 6 yard and goal lines of Fields 1 and 2 of Novocastrian Park for the purpose of maintaining the condition of the goalmouth area.
This Policy applies to all teams at all times during both scheduled and non-scheduled training sessions and will run for all hire periods, as advised by the NLFC Committee and is subject to review by the committee.
It is the decision of the NLFC Committee to impose the following penalties on teams seen to be training in the goal mouth:

- 1st Instance – Verbal instructions, including reinforcement of the requirements
- 2nd Instance – Written instructions, including reinforcement of the requirements
- 3rd Instance – 1 week training ban
- 4th Instance – 2 week training ban

Failure to comply with any ban will result in a further Offence of 2 weeks being recorded.
This policy also covers player warm ups prior to the commencement of training.

Fixtures Draw - Squadi

Squadi is a comprehensive, all-in-one digital competition management platform developed by World Sport Action (WSA) to streamline football (soccer) administration, match day operations, and participant communication. It acts as an integrated system replacing fragmented, manual processes for leagues, clubs, and participants, and is used by major organisations.

It helps manage such things as:

- Live Draws and Schedules: The platform serves as the central source for real-time fixtures, enabling users to view up-to-date match times, venues, and changes immediately.
- Instant Updates and Notifications: Squadi automatically notifies teams of field changes, rain delays, or kick-off time adjustments, eliminating the need to manually track updates.
- Digital Team Sheets: Managers can complete team sheets digitally within the app, removing the need for paper sheets.
- Live Scoring and Results: It provides real-time, live scoring during matches, with results instantly updated to ladders and standings upon confirmation.
- Watchlists: Users (parents / spectators) can add specific teams to a "watchlist" to receive direct notifications about their upcoming matches and results.
- Venue Management: The platform allows administrators to manage and update venues, providing detailed information to participants.

By consolidating these functions, Squadi reduces the administrative burden on volunteers and ensures that information regarding soccer draws is accurate and readily accessible.

Northern NSW Football Squadi Hub: **https://northernnswfootball.com.au/squadi-hub**

How to Compete Digital Team Sheets

- Some of the functions within the Squadi Platform include ‘team nominations’, ‘team grading’, ‘fixture scheduling’, ‘match official appointments’, ‘team sheets’ and ‘disciplinary’ to name a few.
- Borrowed players: will automatically be identified on teamsheet – if not eligible they will be greyed out and will not be able to select
- Multi-Reg Players: will need to add them into all teams they are participating in so they can be selected in starting 11
- Coaches / Managers will have until Kick Off to complete teamsheet

Digital Team Sheets

- The Official Digital Team Sheet for every Competition Fixture can be found on the Squadi App as uploaded by the Competition Administrator.
- The Official Team Sheet for every Fixture is to be completed online via Squadi.
- Team Sheets for all Competition Fixtures must be completed prior to the scheduled kick-off time.
- Team Sheets for MiniRoos must be completed prior to the scheduled kick-off time.
- Changes to the Team sheet are only permitted until the scheduled kick-off time.

Digital Team Sheets

- A Team Official from each Team shall have the appropriate Digital Team Sheet completed not later than the scheduled kick-off time of that fixture.
- The eleven (11) Players first named should, where possible, start the Fixture, the others being designated/indicated as Interchange Players.
- For all Age Division Competitions (including every individual Age Grade, All Age, O35, O45 Competitions), no more than five (5) Interchange Players may be named or indicated on the Digital Team Sheet.
- The number on a Player's shirt shall correspond with the Player's name and number on the Team Sheet and there should be no change of a number before or during a Fixture except on a change of Goalkeeper.
- A Team Official shall indicate the name and number of each Player in the Team on the Digital Team Sheet.
- The name and origin (age grade / division) of a Player temporarily playing in another team (a Borrowed Player) will be indicated on the Digital Team Sheet when the Team Official enters the name of this player; such Player names must appear in the interchange section of the Digital Team Sheet.
- A Player's name cannot be added to the Official Digital Team Sheet once the game has commenced.
- The Referee shall endorse the Interchange of a Goalkeeper on the Digital Team Sheet.
- When a Fixture is forfeited, the Digital Team Sheet shall be recorded accordingly by the Referee or Club Referee.
- Should a Team Official have a reasonable doubt regarding the eligibility of an opposing Player(s) named on the Digital Team Sheet, he / she should advise his / her Club Secretary or another Executive Officer of their Club. The Member Club shall submit by e-mail a written submission on its official letterhead certified by the Secretary or another Executive Officer outlining the Dispute to the Competition Administrator – Disciplinary (disciplinary@macquariefootball.com) within two (2) days/forty-eight (48) hours of the incident (Refer to Regulation A15). The Player(s) will be allowed to play in the Fixture and the Competition Administrator – Disciplinary shall adjudicate on the eligibility of the Player(s).
- A person found guilty of supplying false information on a Digital Team Sheet shall be dealt with as determined by the Competition Administrator - Disciplinary.
- Failure by any Club to adhere to the preceding rules of D33 shall be subject to action by the Competition Administrator - Disciplinary, which could result in Fines and / or loss of points and / or suspensions being imposed.
- In the event of a discrepancy being identified by either Club, the Team Official must also report the Dispute to his / her Club, who shall notify, by e-mail, a written submission on its official letterhead certified by the Secretary or another Executive Officer outlining the Dispute to the Competition Administrator – Disciplinary (disciplinary@macquariefootball.com) within two (2) days / forty-eight (48) hours of the completion of the Match. (Refer to Regulation D21). The Competition Administrator – Disciplinary will review and adjudicate on the alleged discrepancy within a workable time frame.

Notification of Results and Other Details

- Results of ALL Competition Fixtures will be entered online by the appointed Match Officials, should a Club Referee officiate over a fixture, the Host Club, will be responsible for entering results by the end of the day's play online for each Competition match played at the Club grounds on that day that a Club Referee officiates on, (and also including any forfeits of Competition matches scheduled at the Club grounds on that day).
- The ABSOLUTE DEADLINE for Clubs to enter results online on the website will be BEFORE 9.00 am on the Monday following the weekend's matches.
- Failure of Host (Home) Clubs to enter results online by the stipulated time shall result in a Fine for the Club as determined annually by the Association.

Competition Regulations - Where to Find Them

There are regulations for all levels of the game. These can be found at:
https://northernnswfootball.com.au/macquarie-football-rules-regulations
Please Note:

- Regulation F describes rules of MiniRoos comps (U6-11)
- Regulation D (Joint Competitions) has rules of U12+ competition matches

We recommend all coaches and managers review the competition regulations as there are many you may not already be aware of. Areas to be particularly aware of for competition matches are:

- The use of borrowed players
- What grades you can borrow from
- Players starting off the bench

Unregistered Players

ALL Players must be registered and have paid before they can participate in training, trial games and / or receive their gear.
Unregistered players must never play in a competition match. There are harsh penalties for doing so for the individual as well as the team including but not limited to fines and removal from the competition.
Any players registered in NLFC Premier Competitions including:

- Junior Development League
- Northern League 1
- Women's Premier League

are not registered to play in our Community Competitions and will be treated as unregistered players.

Game Day Assistance

Throughout the season, teams will be rostered on to help with duties such as:

- Field Set Up and Pack Down
- Duty Officer
- Canteen (we need to have season draw before we can release this)

Please use the team's nominated Game Day Helper to coordinate this within your team. Often explicit rostering of each family has more success than asking for volunteers but if all families participate equally will only be a few duties each a year.

Forfeits

For any forfeits, please contact the Committee. Newcastle Football need to be advised at least 72 business hours prior to kick-off time of any forfeit, so for weekend matches they need to be advised on Monday / Tuesday to avoid fines which apply for late notifications.

- MiniRoos can play with reduced numbers and borrow from either other New Lambton Football Club teams in the same age group or younger. Players can also be shared with opposing team.
- Competition teams (12+) can borrow players from lower ages / grades, but the rules can be quite complex so we recommend you check with the committee beforehand.

Referees and Match Officials

- Under 6 and Under 7 has a parent on the field leading the game
- Under 8 to Under 11 have instructing referees which are youth from our club. Please be considerate of the young age and ongoing learning of these referees
- Under 12+ to Seniors have official referees wherever possible. In recent years we have seen a sharp decline in the number of official referees available. If no official referees available the club will try and appoint a 'club referee'. If this can't occur the team itself need to provide someone to referee.

Respect

Without referees there is no game!
Please be respectful of referees, they are only human and mistakes will occur. The IFAB Laws of the Game provide us all with a better understanding of decisions made by referees. For more information visit: **www.theifab.com/**.
When you take on the role of a sports coach, you are taking on a powerful leadership role. You can choose how this power will impact people – for good or for bad.
For more information on the impact you have - good and bad, please visit:
https://clubrespect.org.au/club-roles/the-coach/

Wet Weather Updates and Communication

Ground closures for **training** will be communicated via Stack Team App. We do aim to have this done by 3:00pm, but as we are all volunteers our schedules can vary.
For **games**, wet weather updates are published by Newcastle Football via Squadi.
Please be mindful, a referee can still call the game off if it is not safe to proceed once it gets to game time.

Incident Reporting

In the unfortunate circumstance that an injury has occurred, it is important we get all the information as quickly as possible. Should an incident happen:

- Complete the Injury Form at the ground where the injury has occurred
- At New Lambton Football Club grounds, these forms can be found in the canteen or at the game day desk.
- For any serious injuries such as those requiring hospitalisation, fractures etc. please advise the Committee so they can follow up via the Contact Us form on the website.
- Please also inform the Committee of any incidents, particularly red cards or issues which go against the code of conduct.

Game Day

As coach / manager you should be at the field before your team arrives - at least 45 minute before the game. Impress upon all parents / guardians that games must start on time - they will start without them.
Make sure all parents and guardians have your mobile number and they get used to texting you if they are late or can't make the game.
The first thing you do in the morning of game day is check the TeamApp / website for any late changes to the draw. Do not ring a committee member - ALWAYS assume the game is on. Even if it is raining at your place, it could be sunshine at the ground you are playing.
Litter – make sure all your litter is picked up. This is regardless whether you are at home or away visiting another club.
When given a directive by a ground official please follow it, and understand it is given in the interests of the children playing and general safety of the spectators.
If you are the first game at Home, you will be required to set up the field/s (i.e. put up the nets and corner posts, etc) - allow time for this.
If you are the last game of the day at Home, you must pack all of the equipment away.
Make sure you upload the team list to Squadi - all players MUST be listed on the team sheet.

Volunteer Duty Roster

New Lambton FC asks every team to undertake a certain amount of volunteer duties, typically when their team is at home. The team will be asked to assist in one of the following activities:

Ground Duty Officer

Every team need to supply at least ONE DUTY OFFICER at every game (home and away). The role of the Duty Office at club venues includes being visible, being vigilant and supporting behaviour that is appropriate to a community sporting event. There is a Duty Officer Position Description available on the Club website.

Canteen

The Roster Coordinator will establish the canteen roster at the start of the season. Every team needs to supply at least ONE person at every home game for 2 hours (depending on circumstances, a second person may be required).

BBQ

The Roster Coordinator will establish the BBQ roster at the start of the season. Every team needs to supply at least ONE person at every home game for 2 hours (depending on circumstances, a second person may be required).

Field Set-Up / Pack-Down

The Roster Coordinator will establish the field set-up / pack-down roster at the start of the season. Typically, the first game at home will set the field up, and the last game at home will pack the field away.

Penalties may apply to teams who do not fulfil their roster.

Appendix 1

Key Club Contacts

POSITION	NAME	PHONE	EMAIL
General Enquiries			info@newlambronfcjuniors.org.au
President	Steve MANNING	0410 541 160	president@newlambtonfcjuniors.org.au
Vice President	David THOMAS	0429 994 343	vicepresident@newlambtonfcjuniors.org.au
Secretary	Megan PAYNE	0403 500 921	secretary@newlambtonfcjuniors.org.au
Registrar	Chris BURCHELL		rego@newlambtonfcjuniors.org.au
Female Football Coordinator			femalefootball@newlambtonfcjuniors.org.au
Gear Coordinator			info@newlambtonfcjuniors.org.au
Member Protection Information Officer			mpio@newlambtonfcjuniors.org.au
WWCC Officer			wwcc@newlambtonfcjuniors.org.au
Canteen Coordinator	Anita MICHELMORE	0401 546 656	canteen@newlambtonfcjuniors.org.au
Grounds Allocation Coordinator			allocations@newlambtonfcjuniors.org.au
Senior Referee Coordinator			referees@newlambtonfcjuniors.org.au
Newsletter	Editor	N/A	footballistiq@newlambtonfcjuniors.org.au
Grants Officer			info@newlambtonfcjuniors.org.au