



Information Kit For Coaches And Managers

Thank you for volunteering as a Team Official.

This information kit has been prepared to support Coaches and Managers with the guidance and key information needed to carry out their roles throughout the season.

If you require any additional information or assistance at any time, please contact a member of the committee. We also ask that you inform the committee of any issues that arise during the season.

The committee welcomes your feedback and values any suggestions that may help improve the operations and overall experience at Rovers Football Club.

Index:

Key Dates	3
Matches	3
Wet Weather Procedure	4
Week Days:	4
Weekends:	4
Emergency Contacts	5
The Coach	6
General	6
Registration and Working With Children	6
Equipment	6
Training Guidelines:	7
Player Rotation	7
Borrowing Players	7
Match Days Procedures	8
Pre-Match Arrival	8
Online Match Sheets	8
Player Dress & Safety Check	8
Match Ball	8
During The Game	8
Ground Control Duties	8
Players	8
MiniRoos Coaches Code of Behaviour	9
The Team Manager	10
General	10
Registration and Working With Children	10
Draw up a Roster	10
Equipment	10
Yellow Team Manager Jackets & Orange Ground Control	11
Player Rotation	11
Borrowing Players	11
After The Match	11
Fines	11
Season Finish	11
LYRFC Child Protection Policy	12
Procedure	12
Member Protection Officer	12
Fair Play Policy	13
To All Coaches & Managers	13
Finals Series	13
Ground Control, Canteen & BBQ Duties	14
Loftus Yarrowarrah Rovers FC Committee and Contacts	15

Key Dates

See Website // Insert link // See our socials

Roversfc.com.au

<https://www.facebook.com/LoftusRoversFC>

https://www.instagram.com/loftus_yarrawarra_roversfc/

Matches

Please consult the miniroos rulebook for more information:

<https://www.shirefootball.com.au/rules-and-regulations>

Please consult the 2026 Rulebook for more information on Competition level games

<https://www.shirefootball.com.au/rules-and-regulations>

	Age	Match Duration	Ball Size	Field Size	No. of players on field	Min Players
MiniRoos	6 and 7 years 8 and 9 years 10 and 11 years	15 minutes each way 20 minutes each way 25 minutes each way	3 3 4	20 x 30m Quarter Half Field	4 7 9	3* 6* 7*
Junior Teams	12 years 13 years 14 years 15 & 16 years	25 minutes each way 30 minutes each way 30 minutes each way 35 minutes each way	4 4 5 5	Full Full Full Full	11 11 11 11	7 7 7 7
Senior Teams	17 years 18 and over	40 minutes each way 45 minutes each way	5 5	Full Full	11 11	7 7

* The main aim of miniroo soccer is to enable children to play as much as possible. If, for any reason, you are unable to field a full team please contact the club for assistance.

Wet Weather Procedure

<https://www.shirefootball.com.au/wet-weather>

<https://www.sutherlandshire.nsw.gov.au/play-and-explore/sport/oval-closures>

As a general rule, if in doubt, go to the field and be ready to play.

Please note: Council grounds may be closed at anytime due to wet weather.

Week Days:

During the week, the Council conducts regular ground inspections and decides if the grounds are open. Rovers will publish this decision on social media.

Weekends:

Decisions regarding ground closures due to inclement weather are made by the Sutherland Shire Junior Football Association — not the club. The club is usually notified of these decisions at approximately 7:30am on the morning of play.

As soon as the club receives confirmation, a club representative will publish this on social media to allow Team Managers to inform their players and families.

Emergency Contacts

Service	Organisation / Area	Phone Number
Emergency Services	Ambulance / Police / Fire	**000**
Poisons Information Centre	National	13 11 26
State Emergency Service (SES)	NSW SES	9580 0999
Central Ambulance	Non-emergency	13 1233
Water Faults	Sydney Water	13 20 90
Electricity Faults	Supply Authority	13 13 88

The Coach

This is a guide only of duties for a Team Coach. If you are a first-time coach or haven't coached for a while, it may help you through the first few weeks of play. Of course, assistance to all coaches is available at any time upon request - contact technicaldirector@roversfc.com.au for course information or support.

General

The aim is to maintain team discipline, promote good sportsmanship at all times, and encourage parents and supporters to positively support the team.

Coaches are expected to:

- Promote sportsmanship and enjoyment as the priority on game day.
- Ensure all players receive equal time on the field.
- Show respect to match officials at all times and refrain from criticising referees.
- Provide feedback in a positive and constructive manner, focusing on praise, encouragement, and player development.

Registration and Working With Children

All coaches must be registered through PlayFootball to be eligible to coach a team. This is particularly important for managing game-day activities, as match sheets are now completed online and paper match sheets are being phased out.

In line with Football NSW policy, all individuals aged 18 or over who assist the club in either a volunteer or paid capacity are required to hold a valid Working With Children Check (WWCC) number. This is a key step in ensuring a safe environment for all children at Rovers FC.

Valid WWC details need to be uploaded to PlayFootball during the Coach Manager registration process

Equipment

A bag containing a match ball, training balls, cones, bibs, and a manager's yellow jacket will be provided by the club at the start of the season.

Additional training equipment is available from the gear shed at Loftus Oval or container at Orchid Street and must be returned immediately after training. If you think you need a key, contact the club.

Please ensure all team equipment is collected after the final game and returned to the Gear Steward within one week of the end of the season.

Training Guidelines:

Teams are expected to train at least once per week. Players should also be encouraged to practise skills and simple drills at home, either independently or with a parent or guardian.

Training Times & Fields

Training days, times, and field allocations are set by the committee. Any requested changes must be coordinated through the technicaldirector@roversfc.com.au contact.

Ground Closures

Training must not take place when grounds are closed. Ground status updates are available via SSFA, Sutherland Council and Rovers websites/social media. Please note that significant fines may apply to clubs or teams found training on closed fields.

Training Attire

Players must wear appropriate training gear, including boots and shin pads. Suitable sports clothing should be worn, and official playing strips are not to be worn at training.

Player Rotation

Club policy requires that players in all teams up to and including U16 are rotated to ensure equal match time across competition rounds. Please refer to the Fair Play Policy in this manual for full details.

To help avoid disputes, coaches are encouraged to agree on a rotation system with the team manager and keep a record of player rotations and game time.

Team selection and player rotations for semi-finals, finals, and grand finals are at the coach's discretion noting that fairness must still be applied.

Borrowing Players

Coaches must first consult the coach and/or manager of the team from which a player is to be borrowed. If required, the player may then be approached.

There are specific rules governing the borrowing of players. Coaches and managers must familiarise themselves with these rules, available on the SSFA website under Rules and Regulations. If you are unsure about eligibility or the borrowing process, contact a club committee member prior to the game.

When a player is borrowed:

The player's name and ID number must be recorded on the online match card or through the online match record.

The team the player is registered with must also be noted.

A player may be borrowed a maximum of five (5) times for competition teams.

Failure to follow the borrowing rules may result in the match being declared a forfeit, along with any additional penalties as determined under the competition regulations.

The [SSFA website](#) has a lot more information about borrowing rules however, for certainty, please ensure you contact a club committee member.

Match Days Procedures

Pre-Match Arrival

Players should arrive at the field 30–60 minutes before kick-off, ready to play. This allows the coach to organise the team and conduct stretching and warm-up activities.

Online Match Sheets

Coach and Manager are to organise and fill out the match sheet at least 15 minutes before the start of play. You will also need to check the other teams match sheet too before play starts

Player Dress & Safety Check

Before taking the field, ensure all players are correctly attired:

- Soccer Boots properly fitted, tied, and taped if necessary
- Shin pads worn
- Correct FULL club playing shirt worn and tucked in
- No jewellery or piercings at all
- Fingernails trimmed short

Each player must bring their own drink bottle.

Drink bottles, buckets, or sponges are not permitted on the field during a match.

Match Ball

Ensure a licensed match ball is available for the game, these will be provided in the kit bag.

During Games

Any instances of abusive language or threatening behaviour must be reported to a Ground Controller (wearing a high-visibility official's vest).

Ground Control Duties

Assist and support the manager in organising the team and completing any required ground control duties as rostered.

Players

Let's not forget them because it's why we're all here, so be sure to encourage all players in your care to have a good time, enjoy their soccer and play in the spirit of the game.

MiniRoos Coaches Code of Behaviour

In addition to LYRFC's expectations, all coaches must adhere to the MiniRoos Coaches Code of Behaviour, outlined below:

- Remember that children participate for enjoyment — winning is only one part of the experience.

- Never ridicule, criticise, or yell at a player for making a mistake or not winning.
- Be reasonable in your demands on players' time, energy, and enthusiasm.
- Operate within the rules and spirit of the game, and teach players to do the same.
- Ensure every session and match is a positive experience. All players deserve equal attention and opportunity.
- Do not overplay more talented players; all players should be given fair and meaningful game time.
- Ensure equipment and facilities are safe and appropriate for the age and ability of participants.
- Display control, respect, and professionalism at all times — toward opponents, coaches, officials, administrators, parents, spectators, and the media — and encourage players to do likewise.
- Show care and caution with sick or injured players. Follow medical advice before allowing an injured player to return to training or competition.
- Maintain appropriate coaching qualifications and stay informed about best practice and child development principles.
- Ensure any physical contact with a player is appropriate, necessary, and relevant to skill development.
- Respect the rights, dignity, and worth of every young person, regardless of gender, ability, cultural background, or religion.

The Team Manager

This is a guide only of duties for a Team Manager. If you are a first time Manager or haven't managed a team for a while, it may help you through the first few weeks of play. Of course assistance to all managers is available any time upon request.

General

Maintain team discipline and ensure good sportsmanship at all times. Liaise between coach and parents so the coach can devote all their time and energy to coaching. Request parents and supporters to encourage the team and recognise the efforts of all players.

- Instil in the players that SPORTSMANSHIP and FUN are the order of the day;
- Ensure that ALL players have equal time on field throughout the season;
- Do not criticise the referee at any time;
- Praise the players at all times. NEVER CRITICISE a player. Praise and encouragement is more effective.

Registration and Working With Children

All coaches must be registered through PlayFootball to be eligible to coach a team. This is particularly important for managing game-day activities, as match sheets are now completed online and paper match sheets are being phased out.

In line with Football NSW policy, all individuals aged 18 or over who assist the club in either a volunteer or paid capacity are required to hold a valid Working With Children Check (WWCC) number. This is a key step in ensuring a safe environment for all children at Rovers FC.

Valid WWC details need to be uploaded to PlayFootball during the Coach Manager registration process

Contact Sheet

Managers should provide all players with a contact list which includes the phone numbers of the coach, manager and all players (for a "ring-around system" when required). This should include (shirt number required for teams U12 and above, FFA number, phone, email address etc.).

Draw up a Roster

It is strongly recommended that you draw up a team roster for some common team duties and hand it out to players/parents early in the season. Most junior teams roster a player/parent on each game to organise half time fruit and post match treat (chips or sweets). Useful for ground control duties as per later section.

Equipment

A bag containing a match ball and training soccer balls is provided by the Club at the start of the season. These balls must be returned to the Gear Steward at the end of the season. Additional training equipment is available in the clubhouse at Loftus Oval or container at Orchid Street; this should be returned at the completion of training. Club shirts are a major expense and asset for the Club, so should only be worn for matches, not at training.

Yellow Team Manager Jackets & Orange Ground Control

Yellow jackets are required to be worn by managers of ALL teams. These will be supplied in your kit bag from the Gear Steward. Each competition team must also wear an orange ground control jacket during each game, ideally rotated through the parents. At Kareela, this is doubled - contact the club for an extra jacket.

Player Rotation

Club policy is for players in all teams up to and including U16's to be rotated to ensure all players have an equal time in match play throughout the competition rounds, please refer to Fair Play Policy in this manual. To avoid disputes the Manager should complete a player rotation sheet after each match, examples included in this manual. The semi, final and grand finals are at the discretion of the coach while maintaining fairness.

Borrowing Players

Consult the coach and/or manager of the team from which it is proposed to borrow a player. Then, if necessary, approach the player. There is a range of rules regarding borrowing players, please familiarise yourself with these rules available via this link on the SSFA website 2026 Rules. If you are in doubt re borrowing a player(s) please contact a club committee member prior to the game. The borrowed player's name and ID number must be entered on the match card along with the team the borrowed player is registered with and the player must sign the card. The same player can be borrowed a maximum of 5 times.

Borrowing players contrary to the Rules result in a loss of the match by forfeit together with the additional appropriate penalties.

After The Match

- a. Ensure you collect all gear, match equipment etc.
- b. Ensure online match sheet contains the correct score entered by the referee - or enter the score if you are a miniroo manager.
- c. Report any injuries to Ground Control and if necessary fill out an injury form. This is essential if there is any possibility of an insurance claim.

Fines

There are various fines the club receives from the Association for administrative errors/omissions while you carry out your duties on match-days. Please make yourself fully acquainted with them (contact a Committee member) to avoid unnecessary cost to the Club and penalties to the team including points lost.

Season Finish

Return all match and training balls and equipment to Gear steward in conjunction with your coach.

LYRFC Child Protection Policy

Protecting children from abuse is a shared responsibility.

Loftus-Yarrawarra Rovers Football Club (LYRFC) is committed to providing a safe, supportive and positive environment for all children and young people participating in club activities. Through proactive policies and preventative strategies, the club works to minimise the risk of abuse and ensure appropriate responses where concerns arise.

LYRFC is dedicated to safeguarding the safety, welfare and wellbeing of every child involved in our programs. We support and guide our officials, coaches, members and volunteers to recognise signs of abuse or neglect and to follow the correct reporting procedures where required.

In accordance with the **Child Protection (Prohibited Employment) Act 1998 (NSW)**, all LYRFC Coaches, Managers and Committee Members are required to complete and sign a Prohibited Employment Declaration.

Procedure

Should any Club member suspect a case of child abuse during any of our soccer activities please report it promptly to the Child Protection Officer. Note that all matters will be treated in the strictest confidence.

Member Protection Officer

Holly Dean

Fair Play Policy

To All Coaches & Managers

Rovers Football Club follows a Fair Play Policy for U6–U16 teams, in line with the Sutherland Shire Football Association (SSFA) guidelines.

The aim is to provide players with as equal playing time as possible across the season, while promoting teamwork, sportsmanship, commitment and respect.

Key Requirements:

- Keep a record of each player's on/off-field time.
- No designated "bench players" — starting from the bench must be shared.
- Players should receive fair game time both across the season and, where possible, within each match.
- Players who regularly attend games should not lose playing time to borrowed players. Borrowed players are to supplement, not replace, team members.
- Players are expected to remain on the field unless injured or with a valid reason.
- Where teams have multiple reserves, coaches should not consistently 'bench' the same player at the start of the game.
- Goalkeepers may be treated as a specialist position (typically 2–3 players), but rotation is still encouraged where appropriate.

Clear communication with players and parents about playing time and team strategy is expected at all times. their point of view to players and parents, and seek their approval for the strategy they wish to implement.

Finals Series

For teams that qualify for finals, match selections remain at the coach's discretion. However, all players are expected to receive reasonable game time, with 50% game time suggested as minimum.

Borrowed players must not take the place of regular team members.

Ground Control, Canteen & BBQ Duties

Ground Control (orange jacket, field set up and crowd control), Canteen and BBQ duties are essential club functions. As part of registering to play with Loftus Rovers, all families are required to contribute to these roles throughout the season.

Each team is allocated Ground Control duties on a rotating roster. It is important that all allocated positions are filled each week. This ensures we comply with Sutherland Shire Football Association (SSFA) requirements and helps game days run safely, smoothly and efficiently for everyone involved.

It is recommended that the manager provide roles to parents to distribute the roles. While some attempt to rely on volunteering, this often results in an imbalance of activities and difficulty in completing rosters without conflict.

For more information about Ground Control responsibilities, please visit the Rovers website:

<https://www.roversfc.com.au/match-day/ground-control/>

Loftus Yarrawarrah Rovers FC Committee and Contacts

<u>Position</u>	<u>Name</u>	<u>Mobile</u>	<u>e-mail</u>
President	John Lane	0417 238 687	president@roversfc.com.au
Vice President	Rob Munro	0409222891	communications@roversfc.com.au
Secretary	Vacant		secretary@roversfc.com.au
Treasurer	Gaurav Srivatava		treasurer@roversfc.com.au
Registrar	Joe Parsons	0410 548 329	registrar@roversfc.com.au
Canteen Supervisor	Hayley Munro		gear@roversfc.com.au
Gear Steward	Hayley Munro		gear@roversfc.com.au
Technical Director	Vacant		technicaldirector@roversfc.com.au
Ground Controller	Martin Duncan	0407 942 396	groundcontrol@roversfc.com.au
Social Secretary	Vacant		social@roversfc.com.au
Association Delegate	John Lane	0417 238687	
MiniRoo Coordinator	Rob Munro	0409 222 891	
MiniRoo Referee Coordinator	Rob Munro	0409 222 891	
General Committee	Joshua Michel		
General Committee	Reg Blackley Montana Raggett Marissa Parsons		