



# **Weston Creek Soccer Club**

## **Junior Coaches and Managers Handbook 2009**

[www.westoncreeksoccer.org.au](http://www.westoncreeksoccer.org.au)

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## INTRODUCTION

This handbook is provided to assist you in your job as a Junior coach, manager or age coordinator. Keep it with you as part of your kit for quick reference, especially at games. You will appreciate that it cannot cover everything so if you have any doubts or require more information please contact a member of the Junior Committee.

### ***Objective of Club***

The primary objective of this Club is to provide players with an opportunity to enjoy their soccer and improve their skills in a happy and friendly environment. We appreciate good sportsmanship and our coaches and managers are to encourage it.

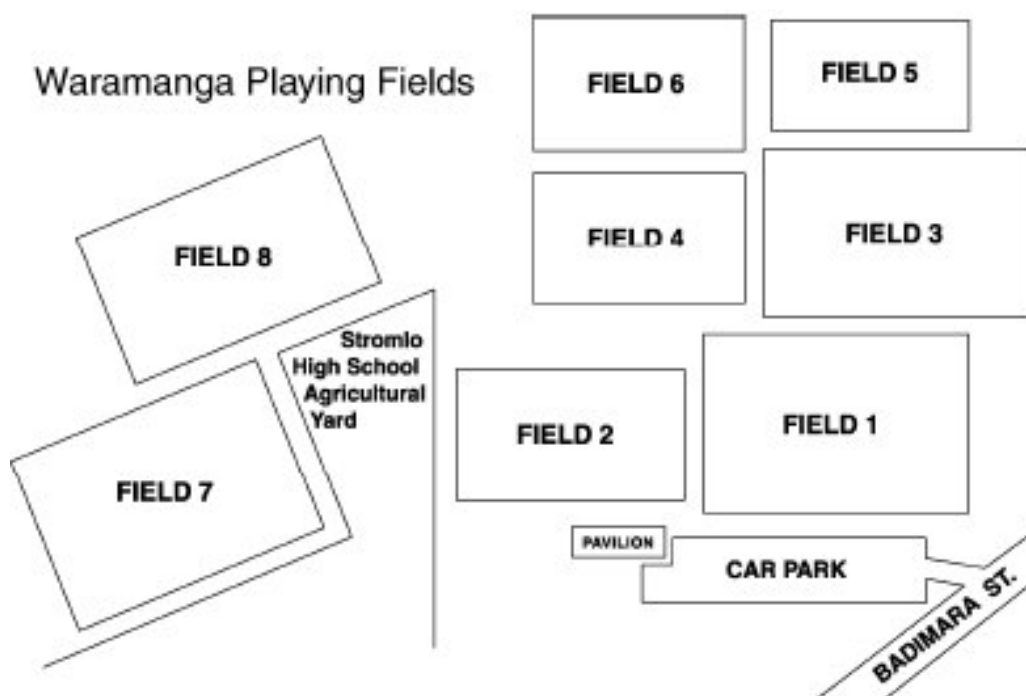
### ***Assistance for Coaches***

In addition to this manual the Coaching Coordinator is available to assist coaches with all coaching matters.

### ***Junior Coaches and Managers – your duties at a glance***

- Encourage good sportsmanship, fair play, and fun, while developing soccer skills
- Look after equipment provided by the Club – strip, balls, bibs, and cones
- Hand out draws, communicate competition arrangements and Club activities to players/parents
- Distribute Sports/Encouragement Awards to team members, and newsletters as required
- Pay referees each week, and fill in match cards and forward them to the Points Registrar
- Set up fields before games and pack up afterwards, as required
- Organise rosters for laundering strip
- Attend coaches and managers' meetings
- Write a team report for the Yearbook

### ***Map of Waramanga Playing fields***



## *Code of Behaviour*

Weston Creek has endorsed and adopted the **Aussie Sports Codes of Behaviour and follows the FFA Code of Conduct and Member Protection Policy** which are designed to assist sporting bodies adopt standards reducing the incidence of violence and unfair play in competition. Those of relevance to coaches and managers are set out below.

- Be reasonable in your demands of young players' time, energy and enthusiasm.
- Teach your players that rules of the sport are mutual agreements, which no one should evade or break.
- Whenever possible, group players to give a reasonable chance of success.
- Avoid over-playing the talented players. All players need and deserve equal time.
- Remember that children participate for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at children for making mistakes or losing a game.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- The scheduling and length of practice times and games should take into consideration the maturity level of the children.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
- Follow the advice of a physician when determining when an injured player is ready to recommence training or competition.
- Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.

### *Junior Grading Policy*

Weston Creek Juniors (WCJ) recognise that junior players have both a broad variety of motives to play soccer and possess a different level of talent dependent on background, experience, age and many other factors. WCJ considers these factors when grading players and forming teams. However, the primary driver for WCJ in this process is the development of players in concert with their overall playing ability, which comprises skill level, fitness and attitude.

Grading days provide a preliminary allocation of players to teams to initiate training and meet deadlines for the submission of teams for Capital Football. Soon after the grading day the selection committee will announce the first cut for the squad for that age group. Players offered a place in a higher grade who prefer to play in a lower division should advise the selection committee no later than 7 days after the squad announcement.

After grading day the selection committee, in conjunction with coaches, continue to monitor players to ensure they have been allocated to the appropriate division. The selection committee has the final decision on the movement of players.

Prospective players often miss grading days due to other commitments. Any player missing grading via the grading day process should be allocated to the lowest division within that age group for trial purposes. The selection committee will then assess the appropriate level for the player. In this way, a talented player will quickly move to a level commensurate with their playing ability at no disadvantage to current players and pending vacancies within that division.

The WCJ grading policy identifies the skill level of players within an age group and places them at a level commensurate with their ability to ensure that they gain the maximum enjoyment and overall development. The full support of coaches, managers and parents are of major importance in helping the Club meet these objectives. For a full copy of the grading policy go to [www.westoncreeksoccer.org.au](http://www.westoncreeksoccer.org.au)

### *Movement of players between divisions/age groups*

This policy outlines the process for moving players between divisions and across age groups. Players may move divisions/age groups for many reasons such as a long term injury to a higher graded player or the withdrawal of a player from the club. In such circumstances a vacancy may form in the higher grade or age team. Should this vacancy undermine the viability of the team ie the team only has 11 or less players as a result of the vacancy then the club must be advised.

Generally, the club allows individual players to make a decision. However, in the case where the viability of a team is threatened after grading is complete then the club reserves the right to intervene and take appropriate action to maintain the team. This is especially critical once the season starts. This action may include automatically moving players to the higher team. This decision will be taken at Junior Committee level after input based on the process outlined below.

The process listed below also applies when sufficient players remain to form a team but the higher squad requires bolstering:

1. Higher age/graded team loses player for whatever reason and requires supplementation
2. Div 1 coach approaches Div 2, or Div 2 approach Div 3, or U16 Div 1 approaches U15 Div 1 as appropriate and also notifies Age Coordinator/Manager or Junior Committee to advise the team requires a player and ask/discuss with the Div 2/3 coach a suitable replacement/s. Noting that no player has to accept an offer to play in a higher/older age group then the identification of a couple of suitable players may be useful.
3. Div 2/3 coach informs player/parents. If yes then the managers and Age Coordinator attend to registration and other administration. If no to all requests then club with age coord need to discuss issue ie is Div 1 team viable with only 13 in squad or 12 or whatever the details of the case might be.

This policy ensures all relevant parties are involved in the process and any players identified for movement are informed through their coaching staff.

## **EXECUTIVE AND OFFICE BEARERS**

A full list of office bearers is maintained on the website and provided to team officials.

## **RESPONSIBILITIES OF COACHES AND MANAGERS**

### ***Equipment***

Each team will be issued with shirts (strip), goal keeping gloves, training balls, cones and bibs and a match ball. This equipment is provided on 'loan', and the manager and/or coach of each team is responsible for its safe custody, maintenance and distribution, and must account for it during the season. (Incidents of any lost or damaged equipment are to be promptly reported to the **Property Officer**.)

Rosters should be prepared for washing the strip, which is to be collected and given to the nominated family after each game. **Strip is not to be worn to school, training, etc.**

### ***CLUB STRIP IS NOT TO BE ISSUED TO INDIVIDUAL PLAYERS FOR THE SEASON***

Managers/coaches are to make sure that their players are properly equipped and dressed for all games. They should wear black shorts and Club socks (black with white stripes), and tops should be tucked into shorts. The wearing of shinpads is compulsory for matches and training.

### ***Games/Training***

It is the manager's and coach's responsibility to ensure that all members of the team enjoy the game of soccer.

- In junior soccer it is important that players appreciate the need to contribute to the team effort but the emphasis is to be on skill development and enjoyment not winning at all costs.
- Where competition tables are maintained it is essential that the importance of winning is not over-emphasised particularly for the younger teams.

The coach should ensure that each player understands his/her responsibilities in terms of turning up for training and being punctual for each match. Each player is required to advise you as soon as possible if they are unable to attend either training or a match.

Junior matches are played on a competitive basis and many Clubs are involved throughout Canberra and, for some age groups, Cooma and Goulburn. Apart from your own team's natural desire to win as many points as possible, you have a responsibility to turn up for all scheduled matches and to contribute to the smooth running of match fixtures.

Where two teams play each other and there is a clash of strip, the 'home' team and is to wear alternate strip (bibs). Finally, the coach is responsible for ensuring the team has adequate equipment for each training session, as well as a 'match quality' ball each Saturday.

### ***Training***

Waramanga Fields are booked by the club for junior training between 4-7pm weekdays. Coaches should contact the ground hire officer to organise and be allocated an area for training. After 7pm the Senior teams receive priority for training. The Ground Hire Officer must be informed of each team's training day, times and location so that the fields can be hired efficiently and at minimum expense. Also, to avoid overlaps and arguments, the Club will contact the team to confirm which field that team is to use.

### ***Dressing of Grounds***

Every Saturday at Waramanga a draw showing field allocations for games is put up on a board near the canteen, along with a map of the playing fields. The draw also shows when goals are to be left up or taken down after games. Unless a field has already been 'dressed' due to an earlier game, adults will be needed to help put up nets and corner flags before the match, and/or pack up afterwards as required. This should not be left to coaches who will be busy organising teams. The area behind and alongside the goals is to be kept clear (for safety reasons and to avoid distracting the goalkeeper). (Note: When playing against other Clubs, the 'home' teams dress the fields.) If nets etc. are to be 'taken down' at the conclusion of the match they **MUST** be returned to the pavilion and **NOT LEFT ON THE FIELDS**. The nets (2 per bag) are stored in the pavilion, along with ladders, pegs and hammers.

### ***Match Times***

Referees are instructed to start and finish games on time. If a game starts late the referee is to shorten both halves to ensure the game finishes on time. Coaches and managers are asked to have teams ready at their allotted time. Players arriving late can only be introduced to the game when there is a break in play and after the referee has been advised.

### ***Junior Referees***

The Referees Appointments Officer of the Capital Football Referees will, where possible, ensure that qualified or accredited referees are appointed for all junior games. Referees are usually junior players themselves, performing a difficult task under pressure. As they are a vital part of our game, we ask everyone to support them at all times.

**Note: no persons other than the respective team managers may approach the referee at the end of the match without consent.**

If an officially appointed referee is unavailable for any reason, the visiting team is to be invited to nominate a suitable person to referee the match. ONCE SOMEONE HAS BEEN ACCEPTED, THAT PERSON'S WORD IS LAW AS FAR AS THAT MATCH IS CONCERNED – so the coach should try to ensure that only a suitable person is accepted.

#### ***Payment/Reimbursement of Referees Fees***

During the season each manager is to pay the relevant fees to the '*appointed*' referee (who must be in full uniform) before the start of each game. '*Appointed*' assistant referees (linespersons – who must also be in full uniform) are *only* to be paid for *first division and boys U15, 16, and 18* games. These fees will be reimbursed on Presentation Day on completion of the Referee Reimbursement Form at the back of this book (which includes a schedule of fees for this year).

#### ***Coaches and Managers' Meetings***

Held as required follow the website for details or check the pigeon holes at Waramanga.

#### ***Kanga Cup***

An international soccer tournament (U10's – U18's) held in Canberra in the July school holidays with local clubs playing against Australian and overseas teams. If you are interested in your team participating in this competition, please contact any of the Junior Committee.

#### ***Insurance***

All registered (i.e. financial) Weston Creek players are covered by insurance. Registration fees include a component to cover the premium for each player. However, parents are advised to have appropriate medical and hospital insurance as the player insurance gives limited cover for medical expenses. The Club also carries a public liability policy through Capital Football, a copy of which can be found at our website.

#### ***Team Photos***

These are organised as per the Website calendar, for purchase by families as well as inclusion in the Yearbook. Details available at website – calendar of events

#### ***Newsletters***

These will be published during the season via the club website. Regular news announcements and calendar updates will also be available on the website. For those wishing to receive updates via email contact **Webmaster**.

#### ***Yearbook***

In the second half of the season team reports for inclusion in the Yearbook are to be prepared (usually by the coach or manager) for publication in time for Presentation Day. Prompt preparation of each teams report is vital

#### ***Presentation Day***

Presentation Day for rooball and Junior teams is planned for the Saturday following the last competitive junior league match for the year. Various awards and presentations will be made to players. Referee fees are also reimbursed.

#### ***Sports/Encouragement Awards***

These are donated by various local businesses. Managers will receive envelopes containing awards in two batches (at the beginning of each half of the season), and we ask that they are handed out fairly to all players.

***Only those awards needed should be taken to each game, as awards (in bulk) have been lost or misplaced in the past – and there are no replacements.***

### ***Injuries***

Injuries to Weston Creek players, fortunately, are rarely serious. Nevertheless, coaches and managers are reminded of the following. Generally, players will get up off the ground by themselves after a hard tackle. However, if they remain still or cry out in pain:

- DO NOT pick up an injured player and carry him/her from the field unless you are absolutely certain that no fracture exists.
- DO NOT manipulate or try to straighten the limb – if it is broken you are likely to cause more damage and more pain.

If you SUSPECT a fracture or some other serious injury, leave the player where he/she is, and:

- send someone for an ambulance - make sure they know the suspected injury, the ground location and best access to the ground;
  - clear the immediate area of spectators;
  - have someone stay with the injured player to reassure them and have someone wait at the access point to the ground to direct the ambulance to the scene;
  - keep the injured player as comfortable as possible - protected from direct sunlight, rain/wind, cover if cold but don't overheat. Sips of water (if conscious) can be given; and
  - if a NECK injury is suspected - the player MUST NOT BE MOVED until an experienced person can fit a suitable neck brace without moving the head.
- (Note: there is a report sheet at the back of this book to be completed in the event of an injury.)

### ***First Aid***

Coaches/managers are encouraged to attend First Aid courses. The knowledge obtained is quite useful away from the soccer fields. As with other courses undertaken for the Club, these expenses are reimbursed (with prior approval from the Junior Committee).

First aid equipment and ice are available from the Canteen at the Waramanga playing fields. If an ambulance is required, the Canteen staff will be able to provide a key to unlock the ambulance gate. A copy of the Club's First Aid policy is also available from the Canteen or alternatively can be found on the website.

### ***Half Time Refreshments***

Current opinion is that water is the best refreshment for players.

### ***Unruly Spectators***

It is not expected for a coach or manager to physically keep spectators in check. However, parents/supporters may need to be asked to confine their involvement to the encouragement of players and the team, and to refrain from verbal abuse of the referee, players, officials and others. There is a Zero Tolerance Policy for swearing. The Good sports initiative also encourages the use of spectator free zones and team monitors.

### **JUNIORS - RULES OF PLAY**

Times and other details are provided on the website by age group.

### ***Abandoned and Forfeited Matches***

**Walk-off by a team before the completion of the game** is only appropriate if players are in physical danger from the opposing team or opposition spectators. If possible, the game should be completed and a protest lodged if the circumstances warrant.

### **Forfeiture of games**

If you are unable to field a team for a game, for example, through illness or injury to a number of players, please contact a Co-ordinator. They may be able to organise eligible reserves from other teams in your age group or younger. Financial penalties will be incurred by Clubs for forfeiting games.

*There are strict guidelines in regard to borrowing players from other teams – please check what they are before using players to help you out in an emergency. Failure to do so may result in the forfeiture of a game if it is found that you have fielded an ineligible player.*

A match will be considered abandoned and a forfeit will apply where:

- A team has advised of its non-availability; or
- A team is not ready to commence a match within 10 minutes of the scheduled start of play for U10 to U13 games, or within 15 minutes of the scheduled start of play for U14 to U18 games; or
- Fewer than the required number of players as per the Capital Football rules and regulations are available for a match.

Where a match is abandoned as above, unless the referee has been given reasonable notice beforehand, any officially appointed referee or assistant referee shall be entitled to the match fees payable. For complete and detailed description of guidelines for forfeits and abandoned games, see the Junior League Regulations Capital Football web site.

### **Match Cards And Reporting Results**

Each manager shall correctly fill out a match card showing:

On the outside of the card:

- On the left hand side - Round number, age group (adding 'GIRLS' if you are a girls team), division; and
- On the right hand side - Date, Round No (again) and the names of competing **teams** under 'home team' and 'away team', as appropriate. (Round No. is the week of the season for which the game is originally scheduled, even if the game is postponed and played at a later date the Round No. stays the same).

On the inside of the card:

- Name of your **Club** and whether you are the 'home' or the 'away' team on the day;
- PRINTED FULL names, shirt numbers and ID numbers of all players on your team.
- If you are fielding a player from a younger age group in the same or lower division, just note their age group and division against their name on the card. **Unregistered or ineligible players are not permitted to train or play in any match** – to check a player's status, contact the Registrar. (In 2004 a club was fined \$650 for fielding one ineligible player). A player is ineligible if they have been suspended for that match, for example
- When you've filled in your card, hand it to the referee before the match. NB. Do not sign the card until the match is finished.
- After the game check that the score is correct and make sure that you, the referee, and the other manager all sign the card. (Keep a record of the referee's name to add to the list on the reimbursement form.)
- After each game, the completed card is to be taken to Waramanga and placed in the box at the canteen before 5pm. If this deadline is missed, the card must be delivered to the Points' Registrar's home before 6.00pm (see contact list).
- **It is important that all cards are with the Points Registrar on Saturdays** to resolve any conflicts before the scores are published. **Failure to follow this procedure may result in the Club incurring a fine imposed by Capital Football.**

PLEASE PRINT



Round No.: 4  
 Age Group - Under: 12  
 Division: TWO BLUE  
 Referee's Name: 7. Referee  
 I.D. No. 107  
 Assistant Referee: A. Referee  
 I.D. No. 226  
 Assistant Referee: Club  
 I.D. No.

**JUNIOR LEAGUE MATCH CARD**

Date: 22 / 5 / 2004 Round No.: 4

**Home Team**

WESTON CREEK ROCKETS

**Away Team**

TUGGERANONG SPURS

Result:

Team Name	Goals	eg: 1	eg: one
<u>WESTON CREEK</u>		<u>3</u>	<u>THREE</u>
<u>TUGGERANONG</u>		<u>2</u>	<u>TWO</u>

7. Referee

Signature of Referee

After the game, the card is to be forwarded to your clubs Points Registrar. The match card must then be forwarded to the Junior League Points Registrar before the following Wednesday.

NAME OF CLUB <u>WESTON CREEK SOCCER CLUB</u>			
Home Team <input checked="" type="checkbox"/>		Away Team <input type="checkbox"/>	
SHIRT No.	PLAYERS NAME (PLEASE PRINT)	ID CARD No.	OFFENCE
1	TOM KEEPER	J12807	
2	LEIGH RACK	J1742	4
3	DAVE STOPPER	J0128	
4	RON RACK	J12007	
5	MIKE MIDFIELD	J6844	
6	COLIN CAPTAIN	J11267	
7	ROD WING	J44288	
8	FRED FORWARD	J44006	
9	LUI MIDFIELD	J6678	
10	SAM STRIKER	J45662	
11	OWEN WING	J10076	
<b>INTERCHANGE - SUBSTITUTES</b>			
12	HERBERT KEWELL	J1234	
13	PETER OKON	J98912	
14	MATT ROSNIC	J8895	44
15	MERV VIDUKA	J007	
Team Manager: <u>Team Manager</u>			
Opposing Team Manager: <u>Opposing Manager</u>			
<input type="checkbox"/> Tick if signed under protest. NOTE: Club report to be provided.			

**VENUES**  
**2009 Junior League Ground Locations**

<i>Field</i>	<i>Address</i>
<i>AIS Multi-purpose fields</i>	<i>Leverrier Crescent, Bruce</i>
<i>AIS Track</i>	<i>Masterman St Bruce</i>
<i>Calwell</i>	<i>Were Street, Calwell</i>
<i>Cookbundoon (Goulburn)</i>	<i>Cookbundoon Park, Rex St, Goulburn</i>
<i>David Madew Oval</i>	<i>Bayside Ct Jerrabombera</i>
<i>Dickson -</i>	<i>Antill Street, Dickson</i>
<i>Giralang -</i>	<i>Canopus Cres, Giralang</i>
<i>Grammar -</i>	<i>Chapel Oval - Flinders Way, Red Hill</i>
<i>Hawker -</i>	<i>Murranji Street, Hawker</i>
<i>Hawker Enclosed -</i>	<i>Walhallow Street, Hawker</i>
<i>High Street Oval -</i>	<i>High Street, Queanbeyan</i>
<i>Kaleen -</i>	<i>Birie Place, Kaleen</i>
<i>Kambah 1 -</i>	<i>Reynell Place, or Chirnside Cct, Kambah</i>
<i>Kambah 2 -</i>	<i>Laidlaw Place, Kambah</i>
<i>Kambah 3 -</i>	<i>Off Summerland Circuit, Kambah</i>
<i>Lambert Park -</i>	<i>Anne Street, Queanbeyan</i>
<i>Latham -</i>	<i>Macrossan Crescent, Latham</i>
<i>Letchworth -</i>	<i>Off Lanyon Drive/McCrae Rd to Maloney Street, Queanbeyan</i>
<i>Marist -</i>	<i>Marr Street, Pearce</i>
<i>Mawson 1 -</i>	<i>Beasley Street, Mawson</i>
<i>Mawson 2 -</i>	<i>Heard Street, Mawson</i>
<i>Narrabundah 2 -</i>	<i>Jerrabombera Oval, Captain Cook Crescent, Narrabundah</i>
<i>Nicholls -</i>	<i>Clarrie Hermes Drive, Nicholls</i>
<i>Nijong (Cooma) -</i>	<i>Nijong Oval, Barrack Street, Cooma</i>
<i>Palmerston -</i>	<i>Off Kosciusko Avenue, Palmerston</i>
<i>Pearce -</i>	<i>Off Hodgson Crescent, Pearce</i>
<i>Phillip-</i>	<i>Ainsworth Street, Phillip</i>
<i>Prell Oval (Goulburn)</i>	<i>Goldsmith St, Goulburn</i>
<i>Radford College -</i>	<i>College Street, Bruce</i>
<i>Scullin -</i>	<i>Broadsmith Street, Scullin</i>
<i>St Edmund's -</i>	<i>Canberra Avenue, Griffith</i>
<i>Uni of Canberra -</i>	<i>Allawoona Street (off Ginninderra Drive), Bruce</i>
<i>Wanniassa -</i>	<i>Wheeler Crescent, Wanniassa</i>
<i>Waramanga -</i>	<i>Badimara Street, Waramanga</i>
<i>Yarralumla -</i>	<i>Off Meuller Street, Yarralumla</i>
<i>Walker Park (Yass)</i>	<i>Merriman Drive, Yass</i>

**Weather/State of Grounds**

'Junior' games will only be cancelled if the grounds have been closed.

**ACT Sportsground Office – Rain Closure Line 6207 5957**  
*(recorded message – phone this number to check if the grounds have been closed)*

**Rescheduling of Matches**

All games postponed because of inclement weather will normally be rescheduled for the third Sunday following the postponed match. However, if insufficient grounds are available, or the third Sunday falls in the school holidays, the games may be rescheduled to other dates (for a full explanation, please see the Junior League Regulations). **Clubs may arrange between themselves to play postponed games earlier, and at a mutually convenient time, provided prior notice is given to the Grounds & Fixtures Officer.**



**CAPITAL FOOTBALL  
INCIDENT/ACCIDENT REPORT FORM**



Date of incident/accident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ am/pm

Name of Injured member or guest: \_\_\_\_\_ Age: \_\_\_\_\_

Member's Club: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Location of incident: \_\_\_\_\_

Describe in full how incident occurred and what actions were taken.

(Write everything you can remember no matter how insignificant it may seem)

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---

Describe the injury in detail and indicate the body part(s) affected:

---

Did any medically trained members (doctors, nurses) assist? Provide details.

---

Club members present (coaches/referees): \_\_\_\_\_

Witnesses (names & Phone Nos): \_\_\_\_\_

Was ambulance called? \_\_\_\_\_ Was the individual taken to the hospital? Yes / No

If yes, what hospital? \_\_\_\_\_

If no, did he/she refuse medical attention? \_\_\_\_\_

Was the family notified? \_\_\_\_\_ Who? \_\_\_\_\_

---

On the back of this page, please document any observations or comments regarding this incident you feel important.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Follow-up notes:

Contact made by: \_\_\_\_\_ Date: \_\_\_\_\_

Condition of member: \_\_\_\_\_

# This form should be completed on each occasion an incident or accident occurs in which an injury is sustained by a player registered with Capital Football. The completed form should be forwarded to: Capital Football, PO Box 50, CURTIN ACT 2605, or by facsimile to 6260 4999.