



Belwest Foxes Soccer Club Inc.

Est. 1982



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www.belwestsoccer.com



Coaches and Managers Handbook

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General Information

This guide is to assist coaches and managers in carrying out their duties. The club appreciates your contributions for the benefit of Belwest Players. Please contact the relevant Committee member should you have any questions or wish to make suggestions on the efficient running of the club.

Belwest Foxes Soccer Club Inc. was incorporated 25th June 1982. Belwest is a standalone club that provides soccer for all age groups (men, women and juniors) and provides the opportunity to play at a level suited to their individual skills. Belwest is a full member of the ACT Football Federation ("Capital Football") and the Football Federation of Australia (FFA).

The Club has as its aim and purpose the organisation, encouragement, development, promotion and support of Junior and Senior Soccer in the West Belconnen area and in the Australian Capital Territory.

If you have any question about rules, please consult with the committee or visit Capital Football. Junior League Rules and Regulations are available thru Capital Football www.capitalfootball.com.au.

Note: individuals are not to contact Capital Football direct, all notifications are to come through to the Belwest League Coordinator.

Canteen and BBQ Rosters

Teams will be rostered on at least once a season. All we ask is for your support for this activity. In the front of the folder and on the website www.belwestsoccer.com you will find the roster for the season. Teams will also be reminded when they are rostered on by an email.

For safety reasons, children under the age of 12 years are not permitted in the canteen.

Folders and communications

A folder will be allocated to each team with the team's name on the front. Please check your folder for any information every home game as this is a vital link between the Belwest Committee and yourselves. The folders are located near the notice board in front of the toilets. Correspondence will be provided primarily thru email.

Please remove and distribute the contents of the folder, leaving the folder in the box for future notices.

Grievance Process

The [Grievance Process](#) can be found on the Belwest website www.belwestsoccer.com

Member Protection

Capital Football and Belwest endorse and use the [FFA Member Protection Framework](#) and [FFA Member Protection Policy](#).

ACT Government Law and Belwest Foxes Soccer Club Inc. Member Protection Policy requires that all adults who volunteer as:

- ☉ Coach of children's team
- ☉ Manager of children's team
- ☉ Referee/Referee Coordinator
- ☉ Committee Member
- ☉ Club Volunteer

must apply for, receive and maintain a Working with Vulnerable People Card for the length of their service as a volunteer at Belwest, see the <http://www.belwestsoccer.com/content/member-protection> for the details.

No Dogs

Under the *ACT Domestic Animals Act 2000*—A person must not take a dog onto a field or playing area where sport is being played or training for sport is being conducted.

Note: On-the-spot fines of \$75 can be issued for the above offence but can be as much as \$750.



Coaches and Managers can assist by asking a spectator to remove their dog from the ground. If you have any trouble with dogs, please see a committee member or advise the Grounds and Fixtures Coordinator.

More information is on our website under Club Information—<http://www.belwestsoccer.com/content/no-dogs>

Non-Smoking Policy

Belwest Foxes Soccer Club Inc. encourages a smoke free environment noting the role models Coaches and Managers represent. If smokers wish to smoke, please be considerate and smoke more than 10 metres **down wind** of any playing areas so that your smoke does not affect players, spectators or officials.

[2018 Capital Football Competition Regulations](#)—Rule 3.11.1–3.11.4 also applies.

Social Media Policy

The Belwest Social Media Policy can be found on the Belwest website www.belwestsoccer.com

Sponsorship – Belwest Club or Individual Team

If any bodies are interested in the concept of sponsoring Belwest as whole club and or individual teams with monies or goods in kind you need to contact the Belwest Communications, Fundraising and Sponsorship officer businessandcommunity@belwestsoccer.com

You can also refer to our guidelines www.belwestsoccer.com

Travel and Event Sanctioning Policy

Note: You are required to contact the Belwest Delegate in these circumstances and not go to Capital Football direct.

With the increase in football's profile in Australia, more and more clubs and teams are looking to host or attend tournaments or travel to play games outside of the ACT. Capital Football (CF) receives many requests for sanctioning of a range of activities such as games, tournaments, clinics, fundraisers and overseas trips.

Sanctioning is required for any 'out of the ordinary' league competition that is not conducted by CF itself. Sanctioning is also required for a Capital Football club sending a team to compete interstate or internationally. Sanctioning is required to ensure that:

1. Standards are met in competition regulations;
2. Insurance requirements for CF club/teams are adequately covered and supervised appropriately;
3. Protocols are met such as CF club/teams are involved with others that are part of the FFA or FIFA Football family so that they receive those benefits;
4. Appropriate authorities including CF, are informed of CF registered clubs/entities visitations;
5. The status of the football activity is understood.

For further details of the policy see <https://capitalfootball.com.au/wp-content/uploads/2017/03/Capital-Football-Travel-and-Event-Sanctioning-Policy-Final-1.pdf>

Kanga Cup, Club and Interstate Tournaments, Carnivals, Clinics and Friendly Games.

Belwest Foxes Soccer Club Inc. policy on the participation of Belwest Teams in Kanga Cup, Club and Interstate Tournaments, Carnivals, Clinics and Friendly Games (coaching or playing).

Belwest Foxes Soccer Club Inc. encourages teams to organise themselves and enter tournaments, carnivals, clinics and Friendly Games to further develop the players and strengthen ties with other football clubs.

- ☉ The Belwest Committee will advise teams of various events happening with other Clubs and Kanga Cup, as we are informed.
- ☉ Coaches and Managers wishing to enter a team in a tournament, carnival, clinic and Friendly Games must advise Belwest Junior League Coordinator juniors@belwestsoccer.com of their intention to attend.



- ⦿ There are approval processes that may take time and must be adhered to for legal and insurance purposes.
- ⦿ Teams are to nominate directly to the event holders but must notify and gain approval from Belwest for their attendance.
- ⦿ Team lists are to be submitted to Belwest for validation that all Belwest fees have been paid in full prior to participation in any tournament, carnival or clinic.
- ⦿ Coaches/Managers are not to take an elitist approach and are to encourage maximum participation by players in their team. Where teams are unable to nominate a full squad, they can approach other teams from within the club, to provide players who wish to take part. All approaches to players in another team **must be with the knowledge of that player's Coach.**
- ⦿ Each squad nominated is to have a minimum of fourteen (14) players and **all players are to be given approximately equal playing time during the competition.**
- ⦿ Teams are to play in Committee approved Belwest Strips.
- ⦿ As teams are representing Belwest, all players and officials are expected to behave in accordance with the Codes of Behaviour, which can be found in the Coaches and Managers Handbook or the 2018 Capital Football Competition Regulations—Rule 8 Codes of Behaviour

Capital Football Competition Rules to watch

Pitch Exclusion Zone

See [2018 Capital Football Competition Regulations](#), Rule 3.1.9 Pitch Exclusion Zone

Technical Area

See [2018 Capital Football Competition Regulations](#), Rule 3.2.2

Capital football rules and regulations for players wishing to play down

See [2018 Capital Football Competition Regulations](#), Rule 2.5.2

Movement of players

The committee welcomes Coaches and/or Managers approaching them requesting the moving of players up or down the divisional scale, so that each player gains the maximum enjoyment from the game. We are not talking about pressuring the players, but we would like the Coaches to be aware of the ability to move players, and not to ignore the possibility of enhancing the player's enjoyment. Younger players grow and mature at different levels, it is important that this is considered when requesting players move up an age group. No player will be allowed to play two years above his or her age without a full assessment being completed and approved by the committee. Should you feel a player needs to be moved, the players' registrar must be informed. The committee will need to give final approval.

Note: Under no circumstances are players to be moved from one team to another without approval.

Players wishing to play up

It is Belwest Foxes Soccer Club Inc. policy that all players play in their correct age groups. Players can play a minimum of one year above their age group, however, any player wishing to play more than 2 years above their respective age group requires consultation with the players' registrar and approval from the Belwest Committee and provide a formal request to Capital Football (See [2018 Capital Football Competition Regulations](#), Rule 2.5.6). This applies to all age groups: MiniRoos—Under 5 to Under 11; Competitive Under 12–Under 18; and any junior wishing to play Men's or Women's league soccer. Committee approval is required for any team wishing to train against a team where the opposition team has an age difference of 3 years or more.

The age group in which a player is eligible to play shall be determined by his/her age at the beginning of the first day of January of the year of play. For example, a player who will turn 13 years old between 1 January



and 31 December (inclusive) in that year is classified as an Under 13 player. Females playing in mixed gender teams may register for a team in an age group that is one (1) chronological year below their actual age group. No player shall play in any age group below his/her actual age group, except with the permission of the Junior League Administrator (JLA). In considering requests for exemption from this rule the JLA will apply principles including disability or impairment, that there is no unfair advantage to the club requesting the exemption and no team shall be permitted to play more than two overage players.

Team Allocation Days Under 10's and above

Capital Football runs teams from Under 10 upwards by year and divisions. Belwest starts allocating players and teams from the Under 10 age group. The transition from Under 9's to Under 10's can be difficult, as teams and players from Under 9's, who have sometimes played together since Under 5s, are often split as a result of the allocations. The allocation process is vital to ensure players and teams are placed in the most appropriate playing level. Whilst allocating players into new teams, previous teams and friendship requests are taken into account, but the key factor utilised will be based on the player's ability. The allocation process includes assessing players from the Under 9 competitions (if they played for Belwest) undertaken by Belwest's coaching co-ordinator; receiving feedback from Under 9 coaches (on the provision the coach is comfortable in providing this) and via assessment at allocation days at the start of the new season. If a player wishes to be placed in a team solely on friendship requests, this can be requested, but may result in the player playing in a lower level than their ability. If a player wishes friendships groups to be the primary preference, please let the Registrar know prior to the allocation days.

Players must be registered on MyFootballClub prior to attending the team allocation/preseason training days. No player will be able to participate if not registered

First Aid

- ☉ Belwest will attempt to have a designated First Aid person with each team as well as at our home ground—Latham playing fields.
- ☉ Coaches and Managers have a Duty of Care to all their players.
- ☉ For home games a First Aid kit and ice packs are available at the main compound, please ask a committee person for assistance if required. Coaches should always carry the team First Aid kit to all games and training sessions.
- ☉ For insurance and player safety purposes a register of injuries is on hand in the main compound area. All injuries are required to be completed in this register and in the event of an injury Under 12's and above are to be noted on the match cards.
- ☉ Coaches/Managers should carry ice to every game.

An injury to any player is a concern and must be treated accordingly. Common sense must prevail and the safety of the player is paramount. Referees are instructed that their first priority is the safety of all players. In the event that an incident or injury occurs please have the designated First Aid person attend the player and do not move the injured player unless absolutely certain that all is in order.

Coaches and Managers must report any significant injury to a committee member or the designated First Aid person immediately. In the case of away games most clubs have a policy on First Aid and a designated First Aid contact. The appropriate course of action to treat any injured player will be determined collaboratively between the designated First Aid person and the coach/manager. Belwest requests that coaches and managers do not take matters into their own hands, please discuss with your designated First Aid person. Be confident that the appropriate action will be taken immediately. Do not arrange for an ambulance without consulting your designated First Aid person and if required, a Belwest committee member first.

Medical Insurance

Please note that our insurance coverage has limited benefits. If families do not have their own ambulance cover then additional costs may be incurred, we recommend families take out separate ambulance cover. For a copy of the insurance details please see the Capital Football website.



Blood Injuries—Protective Gloves

Do not treat any blood injuries without wearing gloves. Each coach, manager and any other person treating a player must wear protective gloves. Gloves are provided in your teams First Aid Kit, or are available from the canteen, compound and First Aid person.

Player Safety and Blood Rule

See [2018 Capital Football Competition Regulations](#), Rule 6.7.1–6.7.3

Disposal of Bloodied Clothing and other material

Each team shall ensure that:

1. any bloodied item of uniform or clothing of a player is placed as soon as possible in a hygienic sealed container and laundered to ensure the removal of all blood; and
2. all towels, wipes, bandages, dressings and other materials used in the treatment of a bleeding player shall be placed in a hygienic sealed container and discarded or destroyed in a hygienic manner.

Washing of Blood Stained Articles

All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Household bleach in a 1:10 solution may be used to wash contaminated areas.

Coloured clothing—as our Belwest strips are white/red they should be soaked in disinfectant for 30 minutes then washed at high temperatures on a long cycle.

Plaster/Fibreglass Casts

These casts are deemed dangerous and referees will not allow players wearing such casts to play in a match.

Other

Belwest will advise coaches with a listing of players who have medical conditions in their teams. Please ensure you talk to the player or parent so they can advise of any treatment required e.g. asthma or diabetes. Please check with them at the beginning of each game that they have their medication and that you know where it is in case it's needed. Check at the beginning of the game if a player has any injuries, and again at half time—if it's minor you may decide to give him/her a game but keep an eye on the situation. If players have a mouth guard they should wear it. Glasses should be secured by elastic around the back of the head.

Coaches and Managers Responsibilities

Coaches and Managers General Familiarisation

Coaches and Managers should be familiar with the [FIFA Laws of the Game 2017/2018](#) and Capital Footballs [2018 Capital Football Competition Regulations](#) that apply to their players, team and themselves. They are the basis of the game and take precedence over anything written in this handbook if it is in conflict.

Ideally, all junior soccer coaches should have the training, personal approach and commitment necessary for them to provide excellent learning experiences for young players. Please visit the Capital Football website to find any courses that are beginning held and discuss with a Belwest Committee member as Belwest can help contribute to the remuneration costs.

As a local community organisation Belwest Foxes Soccer Club Inc. is committed to the provision of quality coaching for all players and endeavours:

- ☉ To provide a supportive environment for Coaches and Managers.
- ☉ To encourage the development of our Coaches through participation in the respective Coaching Scheme courses.
- ☉ To provide access to quality Coaching resources.
- ☉ To encourage Coaches to be role models.



- ⊙ To encourage more Coaching role models from senior players within Belwest.
- ⊙ To provide regular updates on rule changes, training methods and safety issues.

Appropriately trained Coaches and Managers are vital to the development of quality junior players. Belwest accepts its responsibility to help young people develop soccer skills and to foster positive attitudes towards soccer and other physical activities. The club's objectives are to encourage the enjoyment of soccer by;

- ⊙ Catering for varying levels of player ability so that all players have a "fair go".
- ⊙ Providing equal encouragement for girls and boys to participate, acquire skills and develop confidence.
- ⊙ Setting realistic objectives for our players.
- ⊙ Assisting coaches to prepare and conduct training sessions on sound coaching principles.
- ⊙ Recognising exceptionally talented players and giving them the opportunity to develop to their full potential.
- ⊙ Providing safe playing conditions.
- ⊙ Educating players, parents and others on health and safety in soccer.
- ⊙ Ensuring that the consequences of inappropriate behaviour are clearly understood.
- ⊙ Setting an example of good sporting behaviour for the rest of the community.

Managing a Team

The main role of a team manager is to support the coach, let them coach so they don't need to worry about the other items.

- ⊙ Be the contact point for all the players and parents. Belwest will provide a team list of all players and their contact details. It will probably be easier to contact all players through the email process. Please be aware of privacy issues.
- ⊙ Complete match cards for each game for competitive teams only, Under 12 and above, and deliver a copy to the Latham Compound or the Points Registrar. Further details can be found under match card completion.
- ⊙ Pay the referees half the stated fee for each game, for U10's and above only. Reimbursement is available at the Belwest Canteen.
- ⊙ Claim forms can be found in the coaches and managers handbook along with the stated fees.
- ⊙ Organise a washing roster with the parents for after each game. You will probably find it easier if the clean shirts are dropped back to the Coach/Manager at a training session, this way you know they will make it to the game on Saturday. We do ask that shirts are not kept by the children. This is how Belwest loses shirts.
- ⊙ Keep a summary of the children that receive the Encouragement Awards and BBQ vouchers. This way no child will miss out.
- ⊙ Complete the best and fairest award points after each game for competitive teams only U12 and above (in conjunction with the coach and or parents). This can be dropped into the match card box along with your match cards.
- ⊙ Keep an eye out for emails regularly, this is the best way that Belwest corresponds. We do put information in the yellow folders but they are only put out near the notice board when information is needed to be collected.
- ⊙ Support your coach.
- ⊙ Most of all enjoy your season and have fun with the team

Duty of Care for all Coaches and Managers

Through you, the Belwest Foxes Soccer Club Inc. has a "duty of care" to provide a safe environment in which to play for all of the registered players of this Club. Would you please take the time to check the playing area for "foreign objects" i.e. broken glass and syringes etc.? The Club has a "sharps container". Contact a Committee Member should syringes be identified and please advise a committee member of any problems.



Equipment

Each Manager is responsible for the safe custody, maintenance and distribution of shirts, balls, nets and posts where issued for use by their team. In each Coaches and Managers Folder you will find the listing of your strip and training equipment for your team for the season. If for any reason there is a problem, or something does not match please contact a committee member. Strips should be kept in team sets. The team Manager should arrange a roster amongst parents for the weekly washing of strips. If strips are too small please contact the strip/equipment officer for exchange. At the end of the season, ALL equipment MUST be returned to the equipment officer; dates of equipment return are advised in the front of your Coaches and Managers folder.

Playing strips MUST NOT be issued to individual players. This practice has, proven to be responsible for the loss of up to 20 strips every season. Strips are costly to replace and all sponsored strips belong to Belwest Foxes Soccer Club and not the sponsor.

CLUB SHIRTS MUST NOT BE WORN AT TIMES OTHER THAN MATCHES AND MATCH BALLS MUST NOT BE USED FOR TRAINING. Equipment issued to coaches, managers and players remains the property of the Belwest Club. Training and match equipment is to be used for those purposes only and is to be returned intact to the Belwest Equipment Officer at the end of the season. Equipment needed for pre-season matches may be provided upon request and, if approved, will be returned clean to the Equipment Officer.

Playing Strips Policy

All teams will play in the approved Belwest Playing Strip provided. Playing in an unapproved strip places Belwest in contravention of Capital Football policy and the Club will be subjected to penalties. Belwest takes pride in the strip provided and can find no reason why, when joining Belwest, a team should need to play in a strip that does not represent Belwest and its policies.

It is the player's responsibility and compulsory for all Belwest team members to be dressed in Belwest playing uniform for all games.

All Junior Players, Under 7–Under 18, play in white shorts with Belwest logo and red/white socks with Belwest embroidered on the side.

All Senior Mens teams, including Masters, play in all white shorts with Belwest logo on the leg and Belwest Socks and all Senior Women's teams play in all red shorts with Belwest logo and Belwest socks.

Wearing of Skins and Tape for Socks

[FIFA Laws of the Game 2017/2018](#) Law 4.2

Shorts—if undershorts or tights are worn, they must be the same main colour as the shorts (black shorts, black undergarments).

Socks—tape or any material applied or worn externally must be the same colour as that part of the sock it is applied to or covers (black socks, black tape. white socks, white tape.)

Shin guards for Training and Match Play

[FIFA Laws of the Game 2017/2018](#) Law 4.1–2: shin guards—these must be made of a suitable material to provide reasonable protection and covered by the socks. The wearing of shin guards during a training session and on game day is compulsory for ALL players. A player whose footwear or shin guard is lost accidentally must replace it as soon as possible and no later than when the ball next goes out of play; if before doing so the player plays the ball and/or scores a goal, the goal is awarded.

Coaches and Managers, please ensure that if a player in your care is NOT wearing shin pads during training or during a match day game, then that player is to take no further part in training or game play until that player has the protection of shin pads. Please be vigilant in this matter.

Futsal/Summer Programs

Futsal Shirts/Summer Programs and Equipment—Will no longer be provided by Belwest

Whilst Belwest appreciates the value of indoor soccer to player development, the structure of indoor is such that the Club receives no monetary return for its involvement and this then represents an un-recoverable



cost which is borne by all Club members. As a result of this a decision has been made by the Belwest Committee to no longer provide Futsal Shirts/Summer Program or Equipment to teams. Teams will now need to provide their own shirts/equipment.

Training

It is generally accepted that soccer players develop, become fitter and improve skills through the process of regular tuition and training. However, the question is often asked, “How much training is needed in order to improve?” or perhaps, more importantly, in terms of a child’s safety “How much is too much?” For elite soccer players there is a definite relationship between their skill level and the number of practice hours. Young children, however, are likely to have other interests and commitments and whilst still growing, are at risk of over training injuries.

Objectives

In developing a training program for young soccer players, it is generally recommended that there be a maximum of three contacts per week (two training sessions and one game), although for younger players (under 10 years of age) one training session and one match per week is probably sufficient. The table below suggests minimum and maximum training times. The ideal Coaching session should last between 45 and 90 minutes, depending on a range of factors such as: the age of the players, their ability to concentrate, and their fitness levels.

To sustain the interest of players:

- ☉ Vary the activities in each part of the session.
- ☉ Conduct skill practices that are appropriate for the team’s age and skill level.
- ☉ Provide frequent rest periods, to aide physical recovery and to assist in maintaining concentration.
- ☉ Limit the amount of time that individual players are not actively participating with the group.

Coaches should not fall into the trap of thinking “more is better”. A well-planned and organised weekly session lasting 60 minutes is of greater value than two sessions that start late, are disorganized and attended by only some of the team’s players. Also, it is important to remember that players can practice at home. In fact, one of the most effective things a Coach can teach players is some skill development exercises that they can practice by themselves or with a friend. Encourage extra “private” practice as much as possible.

Coping with players who do not turn up to training.

There will obviously be times when players, for one reason or another, cannot attend training. The Coach and Manager should establish some form of process whereby players are expected to contact the Coach or Manager to inform them of the reason for any absence from training or non-availability for a match. Where transport is a problem there may be other parents that can help. By keeping an attendance book, the Coach/Manager can maintain a record of the training sessions where a player is absent; this also confirms with all team members that attendance at training is taken seriously by the Coach. If missing training becomes a regular occurrence, the Coach should outline to the player the commitment they have to the club and to the team and explain that they are letting themselves and the team down. It may be necessary to follow this up with a brief talk with the parents. If there are further problems, the Belwest Committee may need to be consulted. There should be no need to make training ‘compulsory’. By ensuring that sessions are of an appropriate duration; start and finish on time; are well planned and conducted with the enhancement of players’ skills in mind and then there should be no problem in enticing players to attend—in fact, it will soon become a highlight of the week which they eagerly look forward to.

Training Grounds—Bookings for Training and Trail Games

Belwest has booked and paid for grounds for training and as such they are no longer public grounds.

Junior teams are to vacate the grounds by 6:30pm where a senior team is training at 7:00pm as advised by the Grounds and Fixtures Officer. No team has exclusive rights to full field usage



All requirements for grounds and any problems/complaints are to be directed through the Grounds and Fixtures Officer (G&F), Brian Golledge (02) 6254 4977, 0422 630 665, groundsfixtures@belwestsoccer.com

Ground requirements need to be advised no less than 5 working days before required.

It is Belwest policy that League Coordinators with Coaches / Managers set the training day and time for their respective team and preferred location. Each team playing full field games (Under 12 and above) are entitled to half a field for training, teams playing MiniRoos Games will be allocated a quarter field.

While every attempt will be made to satisfy a requirement, this may not always be possible and alternatives will be offered.

Training grounds available to Belwest are Page, Scullin, Latham and Charnwood.

Training grounds with lighting are Page, Scullin and Charnwood, usage is subject to prior bookings by other Clubs.

These lights are suitable for training only, under no circumstance are they to be used for games between Belwest and any other club.

In general, juniors train from 4pm–6:30pm and seniors from 7pm–9pm, on fields with no lights training will need to finish by 5pm due to failing daylight.

Seniors traditionally train Tues and Thurs nights, lights on other nights are available for those teams that are unable to train before 5pm.

Wet Weather Affected—Training Grounds

At some time during the season you can expect to have your training schedule interrupted by wet weather. Belwest will endeavour to advise teams of ground closures but it the responsibility of the coaches and manager to find out this information. Phone Sports Grounds on 6207 5957 for a recorded message on ground availability. If the message is that the grounds are closed to training then that’s what it means, it is not a subjective decision on your part. If you proceed to train knowing that the grounds are closed and a player is injured our Insurance cover is compromised and you can be held personally liable.

Game Days

Check List

- | | | | |
|--------------------------|--|--------------------------|---|
| <input type="checkbox"/> | Check all noticeboards | <input type="checkbox"/> | Check and Empty your Yellow Folders |
| <input type="checkbox"/> | Set up fields (if rostered on) | <input type="checkbox"/> | Take down fields (if rostered on) |
| <input type="checkbox"/> | Warm team up and down | <input type="checkbox"/> | Complete match cards (where applicable) |
| <input type="checkbox"/> | Encourage all Players | <input type="checkbox"/> | Pay referee (where applicable) |
| <input type="checkbox"/> | Remember the Codes of Behaviour | <input type="checkbox"/> | Have Fun |
| <input type="checkbox"/> | Sign match cards after game (where applicable) | | |

Setting Up of Fields

It is the responsibility of the team’s Coaches and Managers to organise people to set up and remove the nets and corner flags (goals and cones in the case of Aldi MiniRoos. In general, the first team to play sets up and the last team on that ground removes. This applies to half and full field games, there may not be another game after yours and you are to please refer to the notice board at the ground for any special instructions. Aldi MiniRoos equipment is normally available from within the compound and should be returned to the same area. All competitive equipment is normally laid out ready for setting up behind the goals and it is expected to be replaced in the trailer at the end of the day. A Club delegate will check that fields are dressed properly before commencement of play.



Note: It is Club policy that the highest aged group team and/or division is generally allocated to field one for their game on match days.

THE CLUB CAN BE FINED FOR NOT SETTING UP GROUNDS CORRECTLY

All teams need to check the notice board each week—this will advise which teams will be setting up and taking down or both.

Aldi MiniRoos

When and where possible all goals will be available from the compound area for your games—if the goals are not out in the compound please obtain them from the storage area.

Under 7's—Use the small 2 panelled blue goals and markers to set up your field. Please return the goals and markers to the compound area at the completion of the game.

Under 8's—Use the 3 panel blue goals and markers to set up your field.

Under 9's—Use the same size goals and field. Under 9's to remove goals and markers and return to the compound area at the completion of the game.

Under 10's—Use the metal goals and markers to set up your field.

Under 11's—Use the same size goals and field. Under 11's to remove goals and markers and return to the compound area at the completion of the game.

Under 10 & U11 Goal Warning

**WARNING ALWAYS ANCHOR GOAL NEVER CLIMB ON GOAL OR HANG ON CROSSBAR
unanchored goals can tip over causing serious injury or death**

Coaches and Managers are asked to have parents organised for the setting up of fields and taking down and to remember that another game could be following, and it will need setting up by that team—so please be quick.

Competitive

Under 12's who play at the earlier time slot will need to set up the field and the team who plays the last game of the day will be required to remove the nets and corner flags and return to the trailer or back to Latham if playing at Scullin.

Note: Games must start on time, any delay in setting up of the ground or teams being ready to play will result in YOUR MATCH being cut short, so give yourself at least 30 minutes before match time.

Change of Strips—Juniors Only

When there is a clash of colours the home team must use the bibs or alternate shirts supplied in the clubhouse at the ground. The bibs or alternate shirts **MUST** be returned to the clubhouse at the end of the game.

Half Time Refreshments—**It is the responsibility of each player to provide his/her own water bottle and NOT share water bottles.**



PLAYER'S INFORMATION

Jewellery

Tongue Piercing	Rings/studs through the tongue are discouraged for the players' own safety. Should the referee detect a tongue piercing, the referee will ensure it is removed.
Beaded Hair	If a player is wearing hair beads the hair must be tied in a bun or covered by a hair net. Loose beaded hair should not be allowed.
Rings	For the purposes of this interpretation wedding bands are not considered jewellery and worn. Only flat wedding bands will be allowed. All other rings must be removed. Under the safety provisions they must be made safe by taping.
Watches	Players, but not match officials, must remove all watches.
Referees	Within the spirit of these guidelines, referees are expected to conform to the standards set for players, with the exception of the need to wear watches.
Necklaces	All necklaces must be removed. Medical alert necklaces only may be worn but they must be taped securely to the chest.
Facial rings	Any kind of jewellery around the eyes must be removed. Jewellery in any other part of the face must be removed.
Body Piercing	Any Piercing not visible to the referee is not of concern. Should the piercing become visible the referee will ensure it is removed.
Bracelets	All bracelets including metal, rope, fabric, etc. must be removed. Medical alert bracelets only may be worn but must have all but the medical information covered by tape.

Players wearing Jewellery and Earrings

The Capital Football Junior Standing Advisory Committee (JSAC) has asked clubs to remind players who decide to have their ears pierced during the season that as per the FIFA Laws of the Game 'A player must not use equipment or wear anything that is dangerous to himself or another player (including any kind of jewellery)'. This includes earrings that are taped up. Please ensure that all players are aware at the point of registration that if they get their ears pierced during the season then they may not be allowed to participate unless it is removed. Persons who have access to MFC can in the 'terms and conditions' section can write a small clause regarding club's expectation on jewellery to avoid any parental disputes during the season.

Players wearing caps

Reference Law 4—4. Other Equipment. This is clarification on Capital Football's position in relation to player's wearing hats (caps). This is necessary to ensure there is no confusion amongst referees, players, Coaches and Managers. This interpretation is to ensure that the below policy is consistent throughout the junior league. If players are concerned about the sun, they may wear floppy hats, which do not present a danger to themselves or other players. This advice supersedes any previous advice you may have heard or received. There is nothing dangerous with players wearing beanies that do not clash with either team colours and they are permitted under the laws of the game.

Aldi MiniRoos—Preschool to under 11's—In Aldi MiniRoos matches, no players should wear caps where the brim of the cap is hard or non-collapsible. This is a safety precaution to ensure young players are not inadvertently injured if for example, they accidentally collide with the brim of someone's hat in attempting to head the ball.

Junior League—Under 12's to Under 18's—In Junior League matches, the policy is relaxed to allow goalkeepers to wear caps. All other players are not permitted to wear caps where the brim of the cap is hard or non-collapsible.



Zero Tolerance

The prevalence of swearing in football is a problem that we want to eliminate from our sports. The Laws of the Game provide for a player to be sent off for using foul, abusive and/or insulting language, but the definition of foul language has widely varying interpretations. The Zero Tolerance Policy (ZTP) is intended to have a two-fold affect.

- ☉ To educate players not to swear, and
- ☉ Ensure that all players, spectators and officials enjoy the World Game

What is the Policy?

Simply put, the policy represents a punishment for swearing. A referee will caution a player for Making Unsporting Remarks if:

1. The referee hears the player swear and can identify that player: or
2. Upon a report from an assistant referee officially appointed to the game who has heard the player swear and can identify that player: and
3. If the swearing is considered to be self-directed.

A ZTP caution will be treated the same as any other cautionable offence. A referee should still send a player from the field R12 (offensive, insulting or abusive language) if the swearing is considered to be directed to others.

What is considered swearing?

Words that a reasonable person would consider to be swearing should be penalised under ZTP. Racial, religious and sexual slurs may be considered to be abusive and should be punished under existing offences.

ZTP applies to all Capital Football Under 11 and older competitions. For Under 10 and younger competitions, Clubs can devise their own policies to counsel offending players and should instruct their referees accordingly. In doing this, clubs should be mindful that some younger players may be involved in inter-club competitions, and policies should be devised for their own players without having implications for players from opposing clubs.

Referee's discretion

There will be times when an injured player swears, and the context of the swearing will have to be considered by the referee. An injury that leaves the player in pain or in tears may result in an expletive from that player. In these cases, the referee will use their judgement in determining whether a yellow card is warranted. A reminder to the players to be careful of what they are saying may be sufficient in the circumstances. If the swearing is self-directed (for example, if the player makes a mistake), the referee should caution the player. Where it (swearing) is a self-directed, quiet expletive, the referee may issue a warning instead of a yellow card. If the swearing is directed at another person, then the referee will have no discretion but to send the player from the field.

Penalties under this policy

The penalty will be as prescribed by the relevant Regulations/By Laws under which the game is being played. The League Manager or Disciplinary Panel may make any other determination they are allowed to make under the relevant Regulations/By Laws.

Wet Weather Procedures—Game Day

In the case of periods of inclement weather on a Saturday the following will apply:

1. If sportsgrounds are closed notification will be advised over radio stations SSS FM (103.9), FM104.7, 2CC, FM106.3 and 2CA if known in advance. Cancellations may occur as a result of the ACT Sportsground Office closing all ACT grounds or on the decision of a Belwest committee delegate in the interests of player safety. Please also check the Belwest website www.belwestsoccer.com and [Facebook](#) page, Belwest will also endeavour to send a text message to coaches and managers



2. Unless grounds are closed by individual clubs (notification on the radio) then it is to be assumed that all games will proceed as scheduled and teams are to turn up at the grounds where a decision may be made for Aldi MiniRoos and Under 10 and Under 11 at the regular kick off time—if it is decided that these games are to be cancelled then they do not need to be replayed.
3. If in doubt then all competitive games Under 12–Under 18 are to assume that the games are on and turn up, failure to do so may mean you lose the game on forfeit and are fined or the team is forced to play short.
4. If you find you need to reschedule a game for a valid reason, then you need to refer to the Junior League Regulations. At least 21 days' notice is required for the Belwest committee to approach the Junior League to seek approval. This does not mean that approval will automatically be given.

Codes of Behaviour

Belwest has adopted the Junior Sport Codes of Behaviour produced by the Australian Sports Commission and the Capital Football Codes of Conduct. Detailed in Section 8 of the [2018 Capital Football Competition Regulations](#).

Referee Abuse

It is against the spirit of the game and club policy for Coaches, Managers or Parents to engage in loud vocal criticism of referees. This applies to away games as well as home games. The young referees involved in Aldi MiniRoos are in a learning phase and should be encouraged. If you have any problems, then a word to a committee member will be sufficient for some action to be taken by the club. It should be remembered that a decision is required to be made by the referee every time a player touches the ball and not every decision will be right for all the people all of the time. If you have a problem with a referee's performance, then a written report to the club will be given consideration.

The Match Official's code of behaviour is detailed in the Capital Football Referee's Handbook.

Players Code of Behaviour

- ⦿ Play by the Rules and in the spirit of fair play and abide by the Laws of the Game.
- ⦿ Do not argue with, abuse or address the Match Official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- ⦿ Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- ⦿ Maintain your focus and work hard for yourself and your team. Your team's performance will benefit, so will you.
- ⦿ Be a good sport and be prepared to acknowledge good play whether it is from your team or the opposition.
- ⦿ Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- ⦿ Cooperate with your coach, team-mates and opponents. Without them there would be no competition.
- ⦿ Play for your own enjoyment, and not just to please parents and coaches.
- ⦿ Remove all jewellery prior to training and match play, as it is a hazard to you and those around you.
- ⦿ Do not accept or use any banned or unauthorised drug(s)
- ⦿ Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents Code of Behaviour

- ⦿ Remember that children participate in sport for their enjoyment, not yours.
- ⦿ Encourage children to participate, do not force them.
- ⦿ Focus on the child's efforts and performance rather than winning or losing.



- ⦿ Encourage children always to play according to the rule and to settle disagreements without resorting to hostility or violence.
- ⦿ Never ridicule or yell at a child for making a mistake or losing a competition.
- ⦿ Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- ⦿ Support all efforts to remove verbal and physical abuse from sporting activities.
- ⦿ Respect officials' decision and teach children to do likewise.
- ⦿ Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- ⦿ Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Coaches and Managers Code of Behaviour

- ⦿ Be reasonable in your demands on younger players time, energy and enthusiasm.
- ⦿ Teach your players to abide by the rules and Laws of the Game.
- ⦿ Do not argue with, abuse or address the Match Official.
- ⦿ Ensure that equipment and facilities meet a reasonable safety standard and are appropriate to the age and ability of the players.
- ⦿ Develop and enhance respect between players, opposition coaches and the decisions of the Match Official.
- ⦿ Follow the advice of a physician when determining the extent of a player's injury and beyond that, when players are returning from injury to training and match play.
- ⦿ Keep up to date with the latest coaching practices (refer to Coach Accreditation Criteria).
- ⦿ Remind all players to play within the spirit of the game at all times.
- ⦿ Ensure players are good sports and ensure each team member shakes the hand of their opponents at the conclusion of every match.
- ⦿ Do not smoke or consume alcohol from the team bench (Technical Area) or sideline.
- ⦿ Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same. Remember the actions of yourself and your team is reflective of the perception others take away with them.
- ⦿ Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.
- ⦿ Avoid overplaying the talented players; the just-average need and deserve equal time.
- ⦿ Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.
- ⦿ Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Officials Code of Behaviour

- ⦿ Modify rules and regulations to match the skill levels and needs of young people.
- ⦿ Compliment and encourage all participants.
- ⦿ Be consistent, objective and courteous when making decisions.
- ⦿ Condemn unsporting behaviour and promote respect for all opponents.
- ⦿ Emphasise the spirit of the game rather than the errors.
- ⦿ Encourage and promote rule changes that will make participation more enjoyable.
- ⦿ Be a good sport yourself. Actions speak louder than words.



- ☉ Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- ☉ Remember, you set an example. Your behaviour and comments should be positive and supportive.
- ☉ Place the safety and welfare of the participants above all else.
- ☉ Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

Spectators—All Age Groups

Belwest endorses the Capital Football Spectator Code of Conduct. For further details please see the Capital football website. <http://capitalfootball.com.au/spectator-code>.

Parents and spectators can get excited over decisions. Managers are requested to use their considerable influence to ensure the spirit of soccer is maintained and the players are not subjected to situations of any verbal abuse or physical intimidation.

Play be the Rules

Belwest endorses Play by the Rules. For further details please see the website <http://www.playbytherules.net.au/>.

ACT North Side Clubs—Aldi MiniRoos

Inter-club games between Belsouth, Belwest, Burgmann, Gungahlin, Radford and Yass for Under 7, Under 8 and Under 9's are played according to the FIFA Laws of the Game. For information and rules please visit www.MiniRoos.com.au

MiniRoos Playing Formats

Playing Format	Under 7	Under 8 & 9	Under 10 & 11
Numbers	4 v 4	7 v 7	9 v 9
Field Size	Length: 30m Width: 20m	1/4 Full Size Pitch Length: 40m-50m Width 30m-40m	1/2 Full Size Pitch Length: 60m-70m Width 40m-50m
Field Markings	Markers or line markings	Markers or line markings	Markers or line markings
Penalty Area	Nil	5m depth by 12m width	5m depth x 12m width
Goal Size	Width: 1.5m–2.0m Height: 0.9m x 1.0m	Width: 2.5m–3.0m Height: 1.8m x 2.0m	Width: 4.5m–5.0m Height: 1.8m x 2.0m
Goal Type	Goals, Poles or Markers	Goals, Poles or Markers	Goals, Poles or Markers
Ball Size	Size 3	Size 3	Size 4
Goalkeeper	No	Yes	Yes
Playing Time	2 x 20 minutes	2 x 20 minutes	2 x 25 minutes
Half Time Break	5 minutes	5 minutes	7.5 minutes
Referee	Game Leader	Instructing Referee	Instructing Referee
Point's Table and Finals	No	No	No

Matches must start on time

See [2018 Capital Football Competition Regulations](#) Section 4.1 for the up-to-date details.



Abandoned match

See [2018 Capital Football Competition Regulations](#) Section 4.2 for the up-to-date details.

Send Offs (Dismissal of a Player—Red card) and Cautions—Yellow card

See [2018 Capital Football Competition Regulations](#) Rule 6.5.2 for the up-to-date details.

At the completion of matches, Managers must inform the referee of the names of players cautioned or sent off. At no time must Managers or Coaches question the referee's decision; however, you are entitled to clarify a send-off. Coaches and Managers must inform the Belwest Junior League Coordinator by email or telephone. (Email address is on the committee list) of any send-offs as soon as is practical after the incident has occurred. It is a junior league regulation that all send offs are an automatic one-match suspension as a minimum. Players will be suspended for the next scheduled game. In addition, the Belwest committee will review the circumstances of the send-off and additional game penalties may be incurred by the offending player.

Protests

Like us, referees are human and sometimes make mistakes, and in the spirit of the game, trivia should be treated as such. Nevertheless, if a serious breach of the spirit of the game occurs, and it warrants a protest, tick the box on the match card marked "Signed under protest", you **MUST** submit your protest in writing to the President within two (2) working days of the match. Once the protest is lodged it will be forwarded to the Protest Committee of the Junior League. The club reserves the right to proceed or not with the protest depending on the circumstances presented.

Junior Match Card Completion

Match cards are in carbonised triplicate and need to be completed correctly otherwise the club will be fined. If any coach or manager requires assistance in how to complete these forms please contact Toni Dodd details below, who will assist in making sure that you are comfortable with how to complete these forms.

Procedures to be followed for completion of this match card are as follows:

- ⊙ Home team is to provide the match card.
- ⊙ Match Card must be completed in Biro (not pencil or felt tip)
- ⊙ Home team will complete the Home Team player details including, ID number (FFA #), players name and shirt number.
- ⊙ Home team will also complete match details, date, time, division, grade (Age group) and ground.
- ⊙ Home team will hand match card to Away team who will complete Away Team details. Please ensure you give plenty of time for this completion, the referee will require the card before kick-off.
- ⊙ Referee will complete the score, cautions and complete his/her details as necessary.
- ⊙ Any injuries should also be recorded on the match card at this time.
- ⊙ Managers from both teams will sign off on the match card after the referee has completed, please insure the score is correct before signing. Capital Football will not change results if recorded wrongly.
- ⊙ Home team will keep original and blue copy.
- ⊙ Away team keeps green copy.
- ⊙ All copies of the match card should be returned to the Club Point's registrar

The match card should then be put in the match card box at Latham no later than 5:30pm. Should you be playing away, the match card can be dropped in the box, on your next home game.





Football House, Unit 2/3
Phipps Close, Deakin ACT 2600
PO Box 50 Curtin 2605
Phone (02) 6290 4000
Fax (02) 6290 4999

ActewAGL Junior League Match Card



For you

Date: 01 / 01 / 2001		Age Group: U 17		Comp: Girls Open	
Kick off: 2pm		Division: 2 GOLD		Ground: Best Playing Fields	

HOME TEAM					Score					AWAY TEAM				
Football FC					example: 1 (one)					Soccer SC				
FFA#	Surname	Initial	Shirt #	Offence	Half Time		Full Time		FFA#	Surname	Initial	Shirt #	Offence	
					Home	Away								
54992313	Shipard	S	10		3	2			56493297	SCHWARZER	M	1		
56486487	Heyman	F	8						81049466	NEIL	L	2		
79486791	Williams	W	11						87797652	CAHILL	T	3		
78954687	Sykes	R	1						21574649	OGENOVSKI	S	4		
44186495	Brush	O	7						56796738	WILKSHIRE	L	5		
89795656	Washington	X	2		3	5			89797541	CARNEY	D	6		
10354840	Cooper	A	9						72316544	VALERI	C	7		
68754756	Sykes	E	12						32465446	MCKAY	M	8		
68754758	Gill	B	5						65487964	BROSQUE	A	9		
78954648	Bisset	G	19						94467113	BRECIANO	M	10		
12354680	Munoz	U	3						23246464	LANGERAK	D	11		
67546872	Yeoman	D	6						67968765	KRUSE	R	12		
87548673	Raso	I	4						56789064	CASTLE	A	13		

Referee Details	
Referee's Name:	Nick Roberts
FFA#: 25464894	
Referee's Signature:	<i>N Roberts</i>
Assistant Referee 1:	George Best
FFA#: 99871032	
Assistant Referee 2:	Sarah Flynn (parent)
FFA#:	
Inspector:	
FFA#:	

Coach/Manager:	Coach McGee
Coach/Manager Signature to confirm match result:	<i>McGee</i>
Comments:	

Coach/Manager:	Coach Carter
Coach/Manager Signature to confirm match result:	<i>C Carter</i>
Comments:	

Match cards are to be received by Capital Football by COB two working days after the match. Result to be entered online by midnight Sunday by HOME TEAM.
WHITE COPY to Capital Football via HOME TEAM / BLUE COPY to HOME TEAM / GREEN COPY to AWAY TEAM

HOME team to fill out RED parts

REFEREE to fill out BLUE parts

AWAY team to fill out GREEN parts

Team Size, Interchange and Borrowing Players

A maximum of 16 players allowed per team for Under 12–Under 18 competitive. Games are to be played between two teams of 11 players, 1 (one) of who shall be the goalkeeper.

Note: Seven (7) players constitute a team therefore if for any reason you only have 7 players, the team must take to the field, less than 7 will result in a forfeit. This rule applies for the duration of the game.

More than 11 players on the field will require a restart of the game, with results for that half cancelled and that half of the match may be shortened to allow the game to finish at the prescribed time. Up to five (5) interchange players may be used in Under 12–Under 18, i.e. a player already replaced may go back onto the field. The numbers of times you interchange are unlimited, BUT you must however tell the referee and the interchange may only be made during a stoppage in play. The referee may use his/her discretion to refuse any interchange if in the opinion of the referee the interchange is being used to slow the game down to gain an unfair advantage. Interchange is to be made from the half way line.

Player Numbers and Interchange Rules

See [2018 Capital Football Competition Regulations](#) Section 3.4 for the up-to-date details.

Substitution procedure

(Laws of the Game Law 3, Para 3)

Changing the goalkeeper

(Laws of the Game Law 3, Para 4)

Borrowing Players from Other Teams

From time to time teams become short of players due to illness or injury. Coaches are able to ask for help from other Belwest Coaches/Managers, teams and players, but you must be mindful of the times they play and always talk to the coach beforehand. Players are able to help teams out only a max of two years above their age and never play down.



A word to the wise, never volunteer players to an opposing team just to have a game. Wait the mandatory 15 minutes after the game due start time in case they get the minimum number of players to start (Under 12–Under 18 is 7 players, Under 10 and Under 11 is 5 players), Referee signs off on the match card as a forfeit, then leave.

Particularly for the Under 12–Under 18 teams, if you lend players, play the game and lose, the result stands when you could have had the forfeit points instead and maybe not changed your position on the Ladder for the worst.

Best and Fairest Awards

Each year the club awards a perpetual trophy for the overall Belwest Club Best and Fairest Male and Female Player of the year. This award is only available for players in the competitive age groups (Under 12–Under 18) and is in conjunction with the age groups best and fairest for boys and girls. Under 10 and above will also receive a coach's award for each team. All competitive teams will be given voting slips for the whole season and it is intended that the Coach or Manager is to award points on a 3-2-1 basis, if this is possible it is suggested that a parent be selected on a rotation basis for this task and that the slips be put in the match card box at Latham each week. It is in the best interest of all players that Managers submit these slips. A delegate will be appointed by the committee to ensure the transparency and legitimacy of the Best and Fairest awards process.

Note: The appointed committee representative will not be accepting the slips for the whole season at the end of the season; this will automatically disqualify the players concerned. Put the slips in the Match Card box at the end of every home game.

Any player that receives a red card throughout the playing season is automatically disqualified from the Award.

Coach of the Year Nomination Criteria

Scott Findlay Coach of the Year Award

The Scott Findlay Coach of the Year Award is an opportunity to celebrate, thank and promote the outstanding contribution coaches make at Belwest each season.

Coaches are fundamental to the success of any football club. They take on one of the most challenging yet rewarding jobs within the Club and experience a wide range of emotions from frustration to exhilaration, and everything in between. They can play an influential role in the development of players, both on the field and off the field and many of the lessons they teach their players, such as sportsmanship, mate ship, team work, and resilience, stay with them for the rest of their lives.

The award is named in honour of Scott Findlay, who was a very valued member of the Belwest community. Scott, who sadly passed away in 2015, contributed enormously to Belwest, playing in Belwest teams over many years and in coaching, where his real passion lay. He coached both his son's teams from peewees, and was highly regarded by players, parents and other coaches. Scott's dedication and impact on all the players he coached was remarkable, and something that will live with the kids he coached for life.

Eligibility

To be eligible for the Scott Findlay Coach of the Year Award, nominees must:

- ☉ Have coached a Belwest team (Juniors or Seniors) in the season that the award is made in; and
- ☉ Have no formal or informal disciplinary issues over the season.

Nominations

Nominations can be submitted by anyone from the Belwest Community; including players, parents, managers, and other coaches.

Nominations, addressing some or all of the selection criteria, of no more than 2 pages, should be emailed to secretary@belwestsoccer.com.

All nominations must be submitted by the end of August each year.

