



COACHES AND MANAGERS HANDBOOK 2026



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EXECUTIVE COMMITTEE

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Secretary	Bridget Carson	secretary@canterburylionsfc.com.au	0458 290 528
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MANAGEMENT COMMITTEE

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DISCIPLINARY COMMITTEE

Gaetano Sirna	Daneil Stevenson	Jack Sciara	William Cox
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OTHER ROLES

Women's Delegate	Bridget Carson	Referee's Delegate	Louie Stavropoulos	
FC Delegate 01	Gaetano Sirna	FC Delegate 02	Jack Sciara	
Media Representative	Jack Sciara	Alessia Sirna		
Game Leader Co-ordinators	Gaetano Sirna	Daniel Stevenson	Mayoor Thievendram	Alessia Sirna
Gala Days & Events	Daniel Stevenson	Vicki Costaras	Antonella Papadimitriou	Christina Gill
	Kevin Chaves	Michael Ayoub	Mayoor Thievendram	
Technical Director	Meco Tripodi			

KEY INFORMATION

<p>Club Website</p> <p>www.canterburylionsfc.com.au</p>	<p>Club Information & Resources Members Page Registration and Notices Events</p>
<p>Football Canterbury (FC) Website</p> <p>www.footballcanterbury.com.au</p>	<p>Match Draws Changes to Draws / Venues Park Closures Game Cancellations Wet Weather - Park Closures & Grievances</p>
<p>Secretary</p> <p>Bridget Carson</p>	<p>All official club correspondence All Red / Yellow card matters Football Canterbury Judiciary Appeal Club Disciplinary Procedures & Grievances</p>
<p>Dribl App</p>  	<p>Coaches and Managers must download the Dribl app and register. Team and game information is contained within this app.</p> <p>Refer to the Canterbury Lions FC Dribl Manual for instructions on how to use Dribl.</p> <p>Game day “Match sheet” requirements are included in the Dribl Manual. Please familiarise yourself with the requirements and deadlines associated with game day as penalties and fines will be issued for noncompliance.</p>
<p>Member Protection Information</p> <p>Mayoor Thievendram Bridget Carson</p>	<p>Queries or concerns related to the safety and the wellbeing of the clubs’ members, including children refer to CLFC website</p> <p>All Club Coaches, Managers over 18 are to apply for the WWC via the Services NSW and provide the details to the Member Protection Officer.</p>
<p>Football Canterbury Rules of Association 2026</p> 	<p>Football Canterbury Rules of Association Football Canterbury Judiciary Disciplinary Appeals Regulations Game Change Request Social Media Policy Code of Conduct – Applies to all officials, players, and spectators.</p>
<p>Socials</p>  	<p>Follow our socials via Facebook and Instagram</p> <p>www.instagram.com/canterburylionsfc www.facebook.com/CanterburyLFC</p>
<p>General Enquiries</p>	<p>Website queries, new stories, social media posts.</p> <p>Email: info@canterburylionsfc.com.au</p>

MATCH DAY GUIDELINES

PURPOSE

The purpose of the guidelines is to ensure that all Canterbury Lions Football Club (CLFC) matches are conducted safely, respectfully, and in the spirit of fair play.

These guidelines outline expectations for players, coaches, referees, volunteers, and spectators to promote a positive football environment.

SCOPE

The guidelines apply to all CLFC sanctioned matches, including home and away fixtures, tournaments and friendly games across all age groups and divisions.

RESPONSIBILITIES

Coaches / Team Managers	<ul style="list-style-type: none">• Ensure players arrive on time and are match ready.• Promote fair play, respect for officials, and inclusion.• Ensure all players have equal opportunity to participate according to club policies.• Ensure all players are wearing the clubs football uniform, including an unduplicated shirt, football shorts, socks and boots (no steel studs), and adequately sized shin pads.• Players' shirt numbers are to correspond to player's numbers on the match sheet.• Spectacles – only plastic spectacles are to be worn and secured against accidental dislodgement.• Communicate incidents to the Club Secretary.
Volunteers / Ground Officials	<ul style="list-style-type: none">• Set up and pack down equipment safely.• Check the playing surface for hazards.• Ensure signage, goals, and barriers are secure.• Monitor spectator and player behaviour.• Report incidents or breaches of conduct to the Club Secretary.
Players	<ul style="list-style-type: none">• Display respect for referees, opponents, and teammates.• Play to the best of their ability and within the rules.• Represent CLFC with pride and good sportsmanship.
Spectators / Parents	<ul style="list-style-type: none">• Encourage players positively – no abuse or negative comments.• Respect referees and opposition supporters.• Stand behind the designated spectator areas.• Refrain from coaching from the sidelines.
Referees / Match Officials	<ul style="list-style-type: none">• Apply the Laws of the Game fairly and consistently.• Communicate respectfully with players and coaches.• Report any incidents or misconduct through the official reporting channels.

SAFETY AND WELLBEING

- A first aid kit and emergency contact list must be available at every match.
- At least one responsible adult with a Working With Children Check (WWCC) must be present for all junior matches.
- Weather conditions (heat, lightening, air quality) must be monitored and games delayed or cancelled if unsafe.
- Injuries and incidents must be recorded and reported to the Club Secretary within 24 hours.

FAIR PLAY AND INCLUSION

CLFC's match day conduct reflects the club's vision

"Fair play and fun will bring success to our club"

All participants must:

- Uphold CLFC's Code of Conduct, Fair Play Compliance Statement, and Cultural Safe Environment Statement.
- Encourage participation and enjoyment over winning at all costs.
- Support players of all abilities, background, and genders.

COMMUNICATION & BEHAVIOUR

- Only the Coach or Team Manager may approach the referee during or after the match.
- Disputes must be handled calmly – never on the field or in front of players.
- Any unsporting or unsafe behaviour must be reported immediately to the Ground Official or Club Committee.
- Verbal abuse, discrimination, or harassment will not be tolerated and may result in disciplinary action.

MATCH DAY SETUP AND PACK DOWN

- Fields should be prepared at least 45 minutes before kick off.
- Equipment (goals, corner flags, benches, cones) must be safely installed.
- After the match, equipment must be returned to storage and the grounds left clean.
- Rubbish bins should be checked and emptied where necessary.

POST MATCH CONDUCT

- Teams are encouraged to shake hands and thank referees and opponents.
- Coaches should hold short briefs to reinforce positive behaviour and learning points (away from the technical area)
- Match results should be uploaded promptly into the platform.
- Any injuries or behavioural incidents should be documented and escalated appropriately.

PERSONS ALLOWED INSIDE ROPES

Only coaches, managers and substitute players in playing strip engaged in the match in progress are permitted within the ropes or permitted within the fence if an enclosed ground.

- The number of officials (coaches, managers, etc) permitted to each team within the technical zone / on the field of play at any time during the course of a match shall be limited to two (2).
- A team official 18- years+ must at all times be on the team bench whilst the game is in progress for teams in the under 18 and younger age groups.
- Where seating is provided, only one team official at a time may be standing.
- Team Officials are required to wear the designated Yellow (hi vis) Team Official vest coupled with their Team Official ID Card (where applicable) clearly visible. 8.3.2 All persons described in 8.3.1 above must have a current Association ID card for the team taking part in the game to be permitted within the ropes or fence.
- No person, Club official, team manager or team coach is permitted to stand along the goal line within the area defined by the junction of the goal line and the penalty area within 15 metres of the goal posts.
- The referee shall have the right to stop the match and remove any person from within the ropes or from within a fence or from behind the goal posts if he/she deems it necessary for the efficient running of the game.
- Unless permitted otherwise by the referee, coaches, managers and players must stay within the designated technical area during the game.
- The Referee will not commence or continue fixtures until all ineligible persons have removed themselves from the technical area to a location behind the field ropes or fence.

NON ATTENDANCE OF MATCH OFFICIALS

Where there is no referee in attendance at a match, both teams must agree on one person to referee the entire match

- A. When any two teams are unable to decide on a suitable substitute referee they must: -
- Not proceed to play the match without a referee, and
 - Complete the match sheet details, recording on the sheet that the match was not played due to there being no suitable person to referee, and return the match sheet as for a normal completed match
 - Within 48 hours of the match's originally scheduled time, forward to FC an explanation detailing why an agreement could not be made
 - The Fixtures Committee shall meet within 14 calendar days following when the match should have been played and, based on the information before it, decide the outcome of the match.

The match may be rescheduled or another outcome determined for that match at the sole discretion of the Fixtures Committee. The Clubs whose teams are involved will have no right of appeal against the Fixtures Committee decision in the matter.

- B. Once a person is appointed as a substitute referee he/she has all the rights, powers and responsibilities of an official referee, (including the right to issue yellow cards (cautions) and red cards (send-off) to players and officials of the teams involved in the match) and shall be accorded the same respect by the teams as would an official referee.
- C. A person appointed as a substitute referee under this rule shall complete the match sheet details including any necessary incident report in the same manner as would an official referee.
- D. Where there is no assistant referee in attendance at a match, each Club should supply a person to act as an assistant referee for the entire match.

BREACHES AND REPORTING

Any breach of these guidelines will be managed under the CLFC Code of Conduct and may be referred to the Disciplinary Committee for review.

SMALL SIDED GAMES (SSG) COACH / MANAGER / PARENT (U8-12) – GAME DAY GUIDE

1. Objectives of Small Sided Football (SSF) are having **Fun, Learning** new skills and **Participation**.
2. SSF is non-competitive and there are no tables in SSF. While winning is fun, it should not be the primary focus of the SSF coach, manager, parent on Game Day.
3. Make sure your team is ready to go at the designated start time. The Game Leader (GL) is instructed to start the game at this time. If the game does not start on time, each half will be reduced in time.
4. **PLEASE DO NOT REFER TO THE GAME LEADER AS A REFEREE (REF)**. They are not official referees and should not be seen as official referees. Game Leaders will apply specific rules to SSG games and being non-competitive are there to direct and assist players throughout the game.
5. Ideally, both coaches together to speak with the GL (10 minutes) prior to the game. The GL will go through key points that they will enforce during the game. Please DO NOT tell a GL how to control the game at this point, or for that matter, at any time during the game.
6. **FC SSG Rule Changes/Updates for 2026**
 - a. Goal Kicks – All opposition players to move back to the halfway line. GL will not start until all opposition players have moved back (this applies for U8-U12).
 - b. Goal Kicks – Ball is in play once the Goalkeeper (GK) has played it towards another player. The person taking the goal kick cannot touch the ball again until another player has played the ball first.
 - c. In U8/U9 games only, GL is to instruct all opposition players to move to the halfway line when the GK has picked up the ball in normal play. If the GK places the ball on the ground and then steps back before playing the ball, the opposition can only advance on the GL instructions, which will be once the GK has played the ball. In U10-U12s, the ball is in play as soon as it has left the GK's hands.
 - d. Goals scored by players that are blatantly standing in offside or 'goal hanging' positions, will be disallowed by the Game Leader.
7. **Main Rules**
 - a. Rolling substitutions: Coaches can make subs at any time, and the game does not have to stop. A player coming off must leave the field before the new player comes on.
 - b. There is **NO OFFSIDE** in SSF and goals can be scored from offside positions. **However**, any attacking players that are deemed to be deliberately standing in extreme offside positions or 'goal hanging', the GL is instructed to disallow the goal, if scored, and award a goal kick.

Coaches have a responsibility to play within the spirit of the game and teach their players the offside rule during training and to try and adopt this philosophy in games.
 - c. Goal kick – all opposition players are to move back to the halfway line and GL will not start play until they are in position; opposition can move forward once goal kick is taken.
 - d. GK with ball in hand – opposition players to move away from the goalkeeper to allow distribution (U8/U9 opposition players back to halfway); listen to GL instructions. In U10-U12 only, if keeper puts the ball on the ground, it's in play. GK

can distribute ball by throw (should be preferred method) or passing it off the ground and **CANNOT** kick it from their hands; drop kick it or bounce it then kick it.

- e. Throw-ins if performed incorrectly; same player to get another chance to take throw again. GL will show or tell them the correct way to throw it. If they do it wrong again, opposition gets the throw.
- f. **Fouls** – The GL will blow whistle for obvious fouls especially if they are **DELIBERATE** or **DANGEROUS**. These include:
 - i. Any tackle, including slide tackles, that makes contact with opposition player, is a dangerous tackle, regardless of whether they may have touched the ball first.
 - ii. Handballs must be deliberate only but not including protecting themselves from being hit with ball.
 - iii. All restarts are indirect (except penalties), so must touch another player on the field before a goal can be scored.

Other Important Things to Note

While a Game Leader will try their best to control players who are repeatedly involved in dangerous play or aggressive behaviour, for a young Game Leader just starting this will be a hard thing to manage. Coaches/Managers should be proactive, especially with their own players, in controlling such behaviour and giving players some time out and a quiet word on how they can do things better. A large percentage of issues/conflicts in SSG occur because of coaches are not being proactive in controlling poor behaviour and there is no need for these conflicts in SSG.

If one team is dominating, allow losing team additional players, or if team is playing with less numbers make the teams even. There is absolutely no glory in demoralising an opposition team.

Coaches should be teaching all their players the rules for goalkeepers in at least one training session. If you are unsure, get a person from the club to come down and assist with demonstrations. Unfortunately, there are many negative incidents in SSG that are caused because the goalkeepers have not been shown the correct way to play the position.

DO NOT tell a GL how to control the game, as that only undermines their confidence and ability to control the game in a fair manner. SSG rules are very different to 11-a-side rules and GL's main aim is to try and keep the game flowing as much as possible.

GL will be mostly young kids, themselves learning their role. They will make mistakes, won't see every foul, will not have the capacity to tell if a ball goes fully over the line if it's a close call and will make decisions you might not agree with. Get on with the game, concentrate on your players and if you want to provide constructive feedback, talk with the GL Mentor after the game or send an email through your club.

ANY ABUSE, LOUD CRITICISM OR AGGRESSIVE BEHAVIOUR of GL's will **NOT** be tolerated and will be viewed by Football Canterbury and the Clubs as a form of **CHILD ABUSE**. This applies to all participants at a game, which includes supporters/spectators. **Any such poor behaviour from an adult towards a child is unforgiveable and we will come down hard on any person found to be acting in such a manner.**

FOOTBALL CANTERBURY / FNSW SSG RULES AND GAME LEADER HINTS 2026



Under 8-9

- 7-a-side (including a goalkeeper); Minimum 5 of that team's registered players should be on the field to start the game.
- Maximum of four substitutes (recommend only 2-3 substitutes);
- Ball size 3
- Duration of game
- 2 halves x 20 mins plus a 5min half time break
- **Goal Size – 3m x 2m goal**

Under 10-12

- 9-a-side (including a goalkeeper); Minimum 6 of that team's registered players should be on the field to start the game.
- Maximum of four substitutes (recommend only 2-3 substitutes)
- Ball size 4
- Duration of game
- 2 halves x 25 mins plus a 5min half time break
- **Goal Size – 5m x 2m goal**

Penalty area: 5m deep x 12m wide

Penalty kick spot: 8m from goal line

** If the game starts late, cut the time down to finish on time, that is why it's important to start on time.

Goal Type:

It is preferable that portable goals are used where possible however, the use of poles or markers as goals is also suitable. To comply with Australian Safety Standards, portable goals must be anchored securely to the ground. The use of sandbags or pegs is recommended when using portable goals.

Safety

Shin guards must be worn by all players without exception. Ensure that no one is wearing a watch or any other jewellery that could be deemed as being dangerous. Any player suspected or suffering from a concussion should be examined by a medical practitioner before returning to play. As a general rule,

"If in doubt, sit it out"

Substitutes

Substitutes may rotate during the entire game. The coach or parent is allowed to make substitutions while the ball is in play but the player coming on must wait until the substituted player has left the field. Substitutes waiting on the bench should wear bibs.

Every effort should be made to ensure all players, regardless of age, gender, and ability, are given equal playing time. **(Coaches responsibility)**

Method of scoring

A goal is scored when the whole of the ball passes over the goal line, between the goalposts and under the crossbar. When goalposts are not available and cones are used for goals, a goal is scored when the ball passes between the cones without touching them, below the shoulder height of the player.

Match results and points tables

The recording of match results should only be conducted for the purpose of assigning teams to appropriate leagues, ensuring the most enjoyable experience for all players. Points tables are not applicable in SSG football and do not exist.

RULES

Offside

There is no offside rule in SSG!!!

However, Game Leaders should strongly discourage children from permanently standing in blatant offside positions. Game Leaders should direct players permanently standing in blatant offside positions (goal hanging) to move into onside positions. **The Game Leader should disallow a blatant offside goal if the attacking player was determined to be goal hanging.**

Children should be made aware of the official offside rule during training and be encouraged to always adopt this philosophy during the game **(Coaches responsibility)**. Goals can be scored from the offside position.

Goalkeeper

The goalkeeper is allowed to handle the ball anywhere in the penalty area. To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet, within 6 seconds. The ball is in play when it is out of the GK's hands and on the field.

In U8 and U9 age groups only, the GL is to hold opposition players back at the halfway line until the keeper plays the ball.

The goalkeeper is not allowed to kick or drop kick the ball directly from their hands. A ball that is bounced by the keeper and then kicked is considered a drop kick and is not allowed. GK to re-take if performed incorrectly the first time. An indirect free kick is awarded if the goalkeeper touches the ball with their hands after it has been deliberately kicked to them by a teammate (Use this with discretion with the younger teams). Ideally warn them first and then after it continues 2-3 times then award a free kick.

Ball in and out of play

The ball is out of play when it has wholly crossed the goal line or the sideline on the ground or in the air, or when the Game Leader has stopped play.

Ball crossing the goal line after touching the attacking team last

Goal kick

A Goal kick can be taken from anywhere within the penalty area. **All opponents are to be positioned at the halfway line during the taking of goal kicks. Game Leaders should not restart play until they are satisfied all opposition players are back at the halfway line.**

The ball is in play once it has been kicked towards another player to ensure that the team in possession has a chance to play the ball out from the back. **The GK cannot touch the ball again until another player has touched the ball first.**

Ball crossing the goal line after touching the defending team last

Corner kick

The attacking player places the ball on the corner arc on the side where the ball crossed the goal line.

Defenders must be 5 metres away until the ball is played.

The ball is in play when its kicked and moves. A goal can be scored directly from a corner kick.

Ball crossing the Sideline

Throw in

Player faces the field of play, has part of each foot on the ground either **on or behind the sideline**, uses both hands and delivers the ball from behind and over their head. The thrower must not touch the ball again until it has touched another player.

Opponents must be at least 5 metres away from the ball until it is in play. The ball is in play once it enters the field of play. A goal cannot be scored directly from a throw in.

An incorrect throw will be re-taken by same player and then awarded to opposition if incorrect a second time.

Start of play and re-start after a goal:

Play the ball from the middle of the halfway line. All players must be in their own half of the field of play.

Opponents must be at least 5 metres away from the ball until it is in play. The ball must touch another player before a goal can be scored.

FOULS AND MISCONDUCT

Indirect free kicks

Are awarded for all acts of handball or fouls and misconduct outside of the penalty areas. Opponents must be at least 5 metres away from the ball when the indirect free kick is taken.

An indirect free kick is where a goal can be scored only if the ball subsequently touches another player from either team before it enters the goal.

Penalty Kicks

Are awarded for deliberate or serious acts of handball or fouls and misconduct in the penalty area.

A penalty kick will be taken from an 8-metre penalty mark with only a goalkeeper in position. All other players must be outside the penalty area and be at least 5 metres behind the penalty mark.

Fouls and misconduct that are OBVIOUS:

- Kicks or attempts to kick an opponent.
- Trips or attempts to trip an opponent.
- Jumps at an opponent.
- Charges at an opponent.
- Strikes or attempts to strike an opponent.
- Pushes an opponent.
- Tackles an opponent from behind to gain possession of the ball.
- Makes contact with the opponent before touching the ball.
- Holds an opponent.
- Spits at an opponent.
- Handles the ball deliberately.
- Plays in a dangerous manner that impedes the progress of a player.

GAME LEADERS

Each game is to be controlled by one Game Leader.

However, Game Leaders in training may share a game – half/half.

The main role of the Game Leader is to keep the game moving fluently, limit stoppages and assist players with all match re-starts. Most importantly, they must make every

effort to create an environment that ensures that all players have fun, are learning the game and have maximum involvement.

The Game Leader should always be enthusiastic and approachable. Most importantly, remember the children are learning the game – be flexible and patient.

The Game Leader should:

- Encourage all children to enjoy their football experience.
- Ensure the correct or minimum numbers of players are on the field.
- Discourage players from permanently over-guarding the goal.
- Check all players are wearing shin guards.
- Use a "Ready, Set, Go or 3:2:1" countdown prompts, to encourage quick decisions when restarting play, if you need to restart the game in a drop ball manner, feed (roll) it to one team so there is no possible injury with collision/tackles.
- Encourage children to dribble or pass the ball to team mates rather than kicking the ball long (coaches' cue).
- Ensure the opposing team is at least 10 metres outside the penalty area for all goal kick restarts.
- Ensure team officials and parents create a safe, enjoyable and positive playing environment for the children.
- Encourage children to be involved in all aspects of the game, attacking and defending (coach cue)
- Award free kicks as appropriate to help children learn the rules and consequences of committing fouls.
- Explain the rules to players and why a free kick has been awarded.
- Let the game flow and give instruction to all players on the run where you can.
- Praise and encourage both teams; and be enthusiastic and approachable.

On field Additional Procedures

No parent or coaches should be on the field with the players coaching or not. Parents/Coaches should not be behind or next to the goals, talking or not, to the GK or any other players. **Home Club to ensure this is followed.**

Should a team be winning by a considerably large margin, the other team is permitted to add an additional player onto the pitch, so it could be a 7 vs 8 or 9 vs 10.

If the players do a foul throw, they should be given a second opportunity to get it right, with your instruction, feet on the ground etc. The same child retakes the throw; they are not replaced so there is learning and understanding (a do-over).

Throw Ins / Corners

Players should be made to stand back enough (3-5 metres) to allow the game to flow, you can adjust this based on the level of the teams. This also applies for corners, keep the defenders away from the corner taker so it encourages short corners.

Aggressive Player Behaviour

Talk with the team's coach/manager. Sub the child off with the assistance of the coach, so they can be spoken with. This also applies to bad language; they are children and there is no place for it.

Start of the Game

Ensure that teams are different colours or use bibs. Which hand or coin toss for ends/kick-off if required.

Talk with the coaches/managers and say you will be pulling up throws with a second attempt (do over), keeping players back from goal kicks and GK possession, rolling subs, no jewellery, shin pads must be worn or no play, keep off the field etc.

If a team is short of players, as long as two teams agree, try and get the game started with some borrowed players.

Helpful Hint

Have some cones or a flag and place them on the sideline (home club cue) level with the halfway line. It presents an additional visual for players and GL. Same can be done for penalty areas.

Equipment

You will need your own whistle, pen and paper (or device) to record the score the teams and any other relevant information, that you confirm with coaches or your Club after the game. Your Pink Vest Game Leader shirt to be worn on the outside over any other garment for visibility.

Thank you and Enjoy



SSG PLAYING FORMATS AND RULES

ALL AGE GROUPS

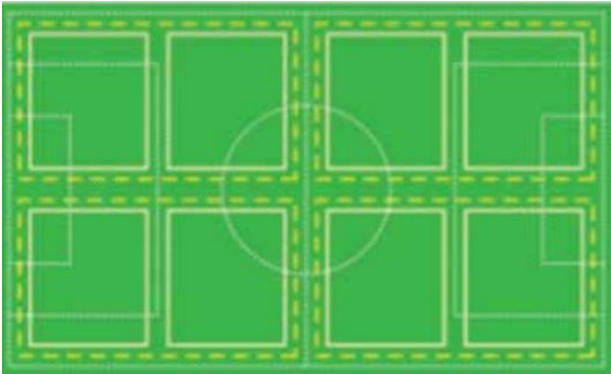
Field Layouts

Fields are easy to set up and only take a few minutes.

The below diagrams outline how pitches should look when setup on a full-size football field:

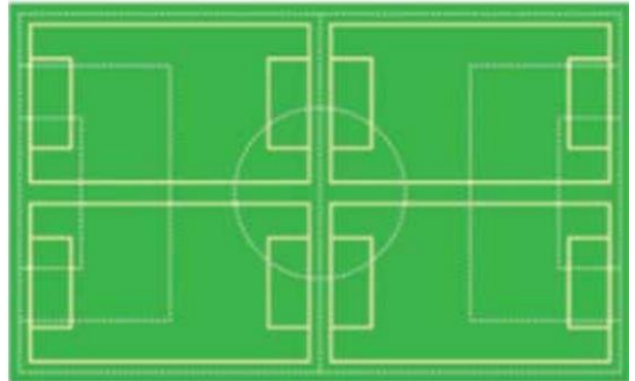
Under 6 & 7

Up to 8 pitches on a full-size football pitch



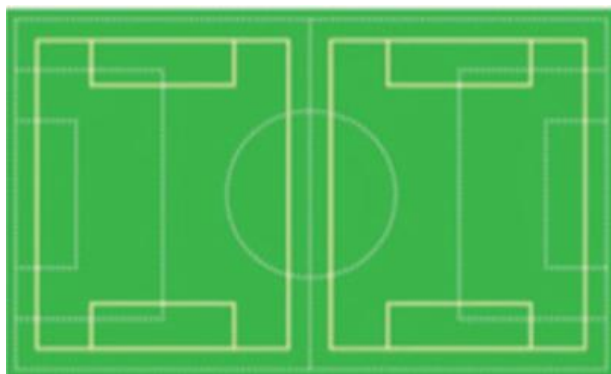
Under 8 & 9

Up to 4 pitches on a full-size football pitch



Under 10 to 12

Maximum of 2 pitches on a full-size football pitch.



Alternatively, 1 pitch can be setup penalty box to penalty box



TRAINING AT CROYDON PARK & LEES PARK

All teams will be allocated at least one time slot to train during the week. Allocation / field size is dependent on the age group. Additional time slots can be allocated, if available, after all teams have been allocated.

Please adhere to the training schedule so that you do not impose on other teams.

The training allocation form will be handed out or emailed to all coaches / managers. It is your responsibility to fill this in and return to the Executive Committee as soon as possible, preferably before the season commences 1st March 2026.

You will be notified via email as to the field and time slot you have been allocated for the season. Unfortunately, not everyone will receive their preferred choice, hence the importance of selecting 2 preferred time slots and field options.

WET WEATHER PROCEDURE

Croydon & Lees Park Training -

Go to fieldav-public.cbccity.nsw.gov.au search for the field. Council updates the website daily between 2:30 – 3:00pm.

If the council has closed either Croydon Park or Lees Park, you **must not** use the fields, as the Club will incur a fine from the council for not following directives.

Game Day –

Dribl will be updated with park closures. Fines are incurred if teams don't show because they rely on another source. If in doubt show up. Parks can be closed by the referee, or host club, if they deem the field unsafe.

TEAM MANAGER CHECKLIST

Pre Match

- Ensure all players are aware of the game time and location.
- Ensure all players are registered and appear on the Dribl app under your team. If not, please check with the [Club Registrar](#) and provide the player's registration details.
- A player not appearing on the Dribl team sheet is not insured and therefore not allowed to play.
- In Dribl select the players playing in the game, enter the jersey numbers and submit.
- Confirm the opposition team.
- Once both teams have submitted and confirmed the referee will check the ID cards of both teams.
- In Dribl select Referee Verification and confirm/verify the referee and the assistant referees listed on the match sheet is "present" by selecting the green tick ✓ next to the name or "not present" by selecting the red X.

Note: If a referee is unavailable, team officials must check the opposition's ID cards.

If a referee is not present 15 minutes before kick-off it is the home team's responsibility to organise and provide a referee and enter their details into Dribl. The away team needs to approve the substitute referee. (see Football Canterbury 2026 Rules Of Association)

Refer to Appendices - Dribl Manual or [Game Day Instructions videos by Dribl](#)

During Match

- Stay inside the technical area.
- Keep time (if requested)
- Assist the coach with substitutes, first aid etc
- Managers and coaches **must** wear their match official vests on the bench.
If you have not received your vest, please contact Michel Ayoub, CLFC Gear Manager.
- Ensure you wear the vet, as failing to do so may result in the Club being fined, and this fine will be forwarded to your team.

Post Match

- Results / Scores must be entered into the Dribl app upon match completion. If this is not done the club will receive a fine from Football Canterbury, which will be forwarded to your team.
- If you enter the wrong score in Dribl, it may get amended by FC or the CLFC competition secretary. This is ultimately at the discretion of FC.

IMPORTANT -Check the score with the referee and confirm this with the opposition **BEFORE** leaving the field.

If you are playing at home and are the first or the last team scheduled to play on the field, the teams are responsible for assisting with setup or packing up of the field. (Put up / take down nets, cones, flags, benches etc and placed into storage area.

Match Sheet Fines - The club passes all imposed fines by Football Canterbury on to the managers of the respective teams.

COACHES CHECKLIST

Pre Match

- Ensure all intended players are present. (Min of 7 players for U13 to seniors.)
- Ensure players are dressed correctly – no jewellery of any kind, including watches. Ensure shin pads are worn, and shirt numbers are visible and intact.
- Warm up players with stretches, sprints, ball drills etc
- Ensure the match ball is pumped (Home team is responsible for providing a match ball(s) but always have them on hand).

During Match

- Substitutes and team officials are to stay inside the technical areas. Do not enter the field without the permission of the referee. Advise the referee when you intend to interchange players and wait for the referee to signal you.
- When interchanging, ensure players on the field leave from the closest point and the substitute enters the field from the halfway line.
- Ensure the interchanging player does not enter the field until the other player has come off the field and is in the technical area.
- Attend to all injuries promptly. Players sustaining serious injuries should not be moved until an ambulance arrives.
- Provide instructions and encouragement to players on the field.
- Ensure all team officials, players and spectators are aware of and abiding by the codes of conduct.

Post Match

- Ensure all players are good sports and they shake hands with the opposition. Model this by shaking hands with the opposing team's coach.
- Collect the match ball.
- Gather the team and provide a briefing with positive feedback.

If you are playing at home and are the first or the last team scheduled to play on the field, the teams are responsible for assisting with setup or packing up of the field. (Put up / take down nets, cones, flags, benches etc and place them into storage area)

MATCH FORFEITS (DRIBL UPDATE)

In the event your team is unable to play, you must:

- In the event of a forfeit, you must notify the **club 72 hours before the match**.
- Forfeits must adhere to the Football Canterbury 2026 rules of the association. Notifications must be completed via Dribl **48 hours before the match** otherwise, the **team will be charged a penalty fee**. Within the Dribl match sheet, is a request to forfeit the match.
- Failure to provide notice incurs total referees' expenses and a fine in accordance with the Association's Schedule of Fines current at the time. These fines will be passed onto the forfeiting team.
- CLFC reserves the right to refuse further allocation of fixtures to the team which forfeits a fixture until a fee set annually by the EC has been deposited with the Association.
- Teams forfeiting on two consecutive occasions without satisfactory explanation may be removed from the competition at the discretion of the EC, and the team fined in accordance with the Associations' Scheduled Fines current at the time.
- The fine will be imposed on the respective team.
- Further information can be found at [Football Canterbury](#).

CLUB DISCIPLINARY COMMITTEE

In alignment with Football Canterbury District Rules of Association, which includes Code of Conduct for officials, players and spectators, the Association levies sanctions, and fines for various misconducts. These form part of the terms and conditions of registering as a member of CLFC.

CLFC believe that this is not reasonable for the club and its members to accept responsibility for the poor behaviour of a few and will be directing any such disciplinary action or fines received by CLFC back to the responsible individual or teams.

How will this affect you?

The club receives reports from various sources about the misconduct of players, parents, coaches, managers, and officials. These people may need to front the internal club Disciplinary Committee. These hearings will take place at a suitable time and location deemed by the club. The club will contact individuals that need to attend these hearings with a time and place they are required.

CLFC will hold responsible, the offending individual or teams, all fines and disciplinary actions handed down by Canterbury District for offences committed.

Including, but not limited to the below;

- FA Code of Conduct
- FA National Member Protection Policy
- FA National Spectator Code of Behaviour
- FA National Coaches Code of Ethics
- Laws of the Game
- Football Canterbury Rules of Association
- Football Canterbury Judiciary Disciplinary Appeals Regulations
- Red Card fines imposed by the Association will be transferred to the offender.
 - 1st offence incurs \$50, the offender will not be able to participate in any further games until the fees have been paid in full.
 - 2nd offence is \$75, the offender will not be able to participate in any further games until the fees have been paid full.
 - A \$5 admin fee for red card infringement/fine and an additional \$10 (total \$15) should the player/team fail to pay the fine by the due date
- For repeat or serious offenders of the Canterbury District "Code of Conduct" rules, individuals will be required to appear before the CLFC disciplinary committee. It is within the club's discretion to impose further suspensions and or fines.
- CLFC also reserve the right to de-register any player who brings the club into disrepute.
- Appeals against actions taken and fines imposed by CLFC must be submitted in writing within 24 hours and addressed to the [President](#) of CLFC and sent to the Club [Secretary](#).

To further assist in understanding your responsibilities, please refer to our website.

MATCH SHEET INFORMATION

- Scores must be entered into the Dribl app upon completion of the match. The club will receive a fine from Football Canterbury which will be passed onto your team.
- Ensure all players are registered and appear on the Dribl app under your team. If they are not, please check with the [Competition Secretary](#) and provide the registration details of the player.
- If a player on your team is suspended, they will be considered invalid on the Dribl team sheet until Football Canterbury lifts the suspension.

Important:

Whether you are playing away or at home you need to enter the score into the Dribl immediately after the game. Check the draw via the Dribl App including the day before your match for amendments such as cancellation, forfeit, location, and time.

SMALL SIDE FOOTBALL GRADING PROCEDURE

AGES 8 TO 12

The district follows the National Small-Sided Football curriculum.

The philosophy of small-sided football is to not have these age groups play on a competitive basis. Game results will not be published on the league tables. Teams are still required to submit the scores in the Dribl App immediately after each game. The Small Sided Games Grading Committee will review the results to sense the playing level in each division. The grading committee will undertake a review of the placement of the teams in the various pools.

The senior coach will assist in the age groups of U8 to U12 to determine which division will best suit them at the beginning of the season.

The grading committee will review after Round 9 of the season, regardless.

COACHES CODE OF CONDUCT

1. Remember that junior players participate for pleasure and winning is only part of the fun.
2. Never ridicule or yell at a junior player for making a mistake or not winning.
3. Be reasonable in your demands on players' time, energy, and enthusiasm.
4. Operate within the rules, spirit of the game, and teach your players to do the same.
5. Ensure that the time players spend with you is a positive experience. All junior players deserving of equal attention and opportunities.
6. Avoid overplaying the talented players; the just average need and deserve equal time.
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
8. Display control, respect, and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents, and spectators. Encourage your players to do the same.
9. Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
10. Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players.
11. Any physical contact with a junior player should be appropriate to the situation and necessary for the player's development.
12. Respect the rights, dignity and worth of every young person regardless of their gender, ability, Cultural background, or religion.

MANAGERS & OFFICIALS CODE OF CONDUCT

1. Modify rules and regulations to match the skill levels and needs of young people.
2. Compliment and encourage all participants.
3. Be consistent, objective, and courteous when making decisions.
4. Condemn unsporting behaviour and promote respect for all opponents.
5. Emphasise the spirit of the game rather than the errors.
6. Encourage and promote rule changes, which will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.
8. Keep up to date with the latest trends in officiating and the principles of growth and development of young players.
9. Remember, you set an example. Your behaviour and comments should be positive and supportive.
10. Place the safety and welfare of the participants primarily.
11. Give all young people a 'fair go' regardless of their gender, ability, cultural background, or religion.

HOUSEKEEPING RULES

Gear

You will be issued with training equipment for your team. Coaches and Managers are responsible for the proper use and maintenance of this gear.

All club equipment (bibs, cones, balls) remains the property of Canterbury Lions FC and **MUST** be turned in at the end of the season.

Nets and Benches

If you are the last team scheduled to play at either park, it is the team's responsibility to assist with packing up. This includes taking down nets, cones, flags, benches etc and placed into the storage area.

Small Sided Fields

If you are the last team scheduled to play at either park, it is the team's responsibility to assist with packing up. This includes taking cones, flags etc and placed into the storage area.

DUTY OF CARE / SUPERVISION OF YOUR CHILD

Child minding is **NOT** the responsibility of the coach or manager. Parents must ensure that their child has someone to pick them up after training and on game day.



Dribl Manual

Month 2026



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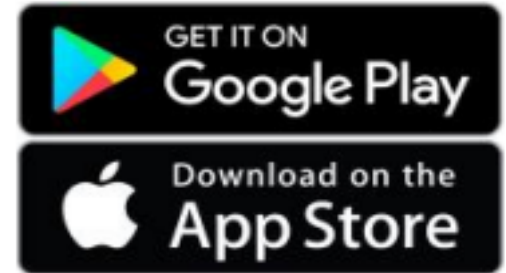
- 01 Download the DRIBL App / Registration
- 02 Select Your Club and Team
- 03 Events Page
- 04 Match Sheet – Before the Match
- 05 Match Sheet – Player Information
- 06 Match Sheet – Adding a Borrowed Player
- 07 Match Sheet – Submit Your Team
- 08 Match Sheet – Confirm Opposition Team
- 09 Match Sheet – Referee Verification
- 10 Match Sheet – Entering Officials
- 11 Match Sheet – Enter Score
- Match Sheet – Forfeit Request

STEP 1

Download the DRIBL App / Registration

- Please register. You can do this by following the [guide here](#)
- Your Login and Password have already been set up via the activation email sent to you from dribl.com
- Enter your email address and password
- If you have forgotten your password, click on the Forgot Password link to reset your password. This will send you a reset email to your registered email address.

[Detailed step by step, please click here](#)

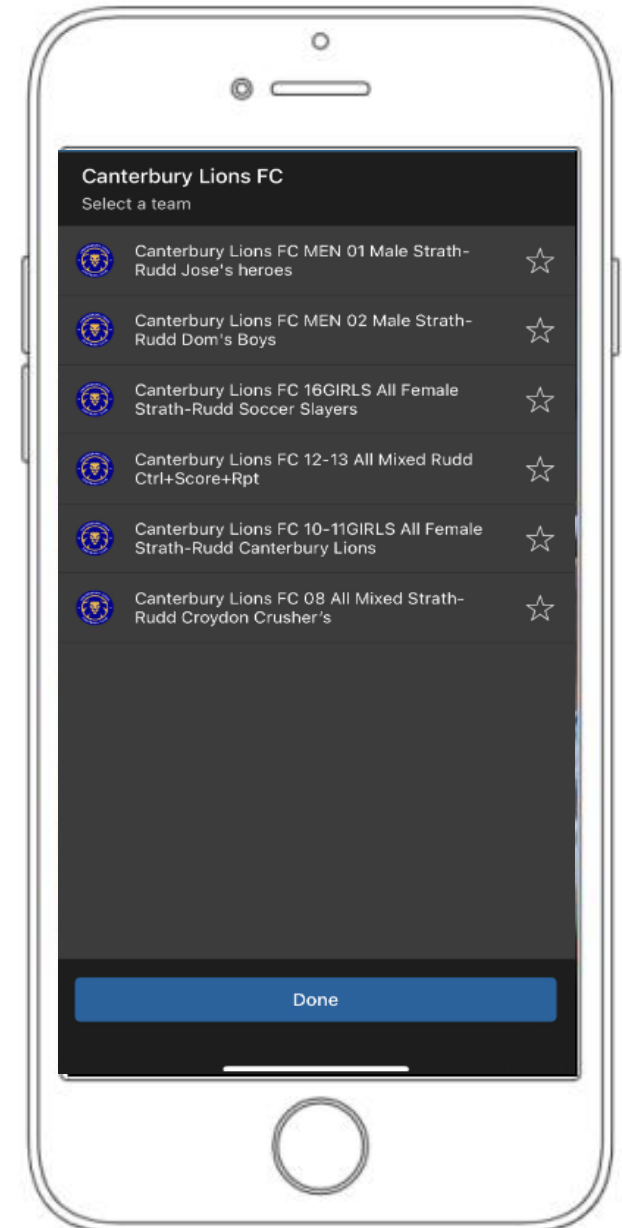


STEP 2

Select your Club and Team

- Click on the **following** icon at the bottom of the screen
- Select **Add a Team**
- Select **Canterbury Lions FC**
- Select your team
eg. Canterbury Lions FC 11 02 Mixed

[Detailed step by step, please click here](#)



STEP 3

Events Page

- Scroll down to find your upcoming match
- On this page, you will find the match details, a map of the field location and both teams' forms
- Via WhatsApp, notify the parents / players of the upcoming game detail, opposition team, location, time, address etc.

Important Information

Home Team – The first team, as listed on the fixtures list

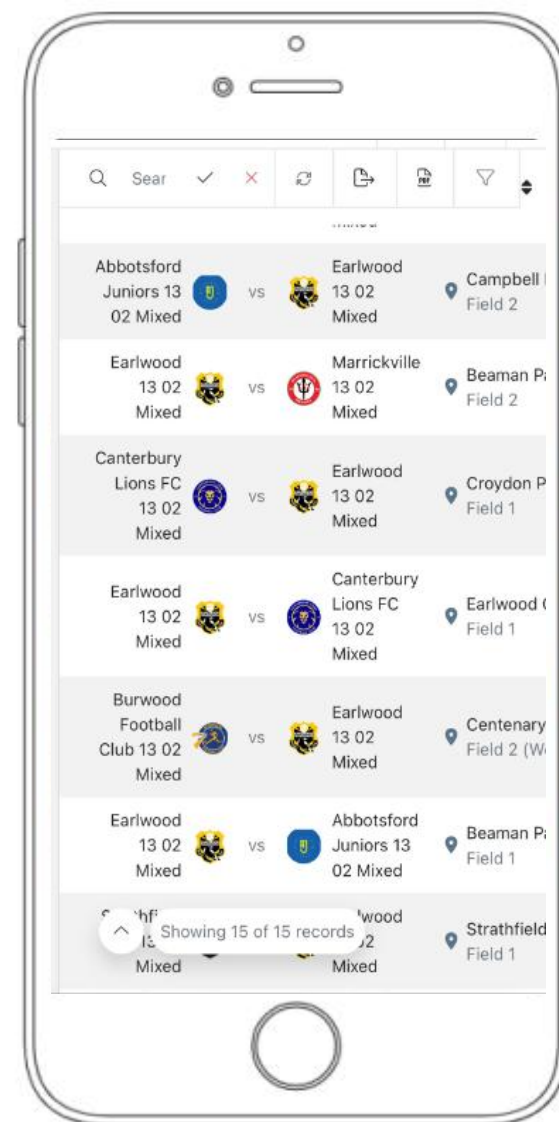
Away Team – The second team, as listed on the fixtures list

Referees – Shows the referee coverage (it may state no referees allocated)

Pending – The game is going ahead

Washout Reschedule – The field is closed, washed out and will be rescheduled

Washout Cancelled – The field is closed, washed out and cancelled completely

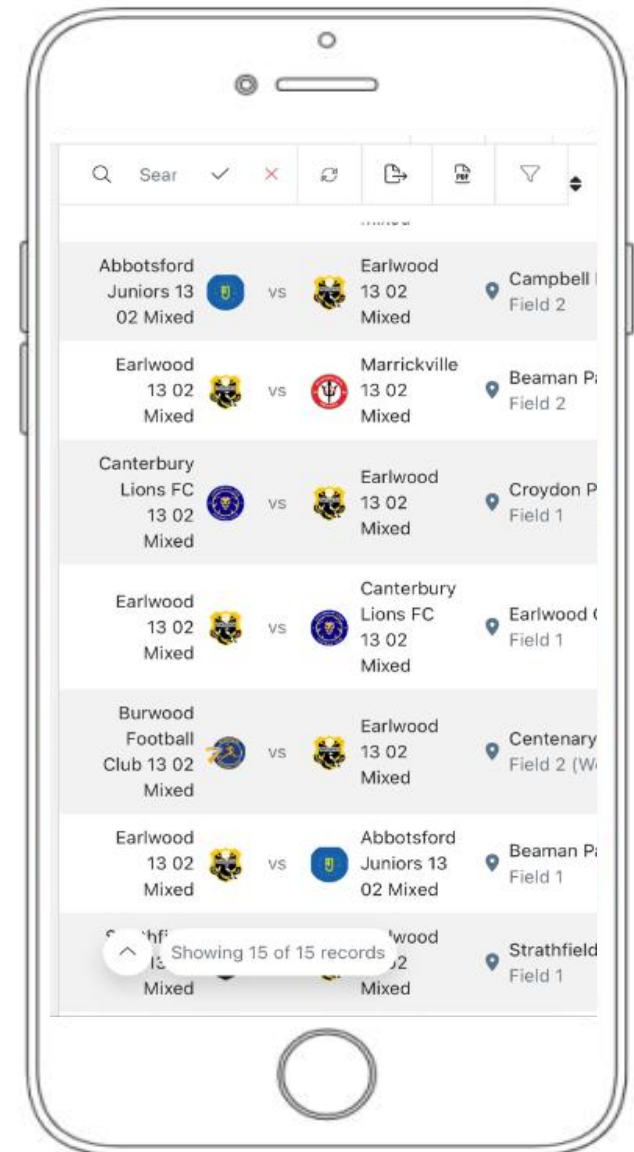


STEP 4

Match Sheet Before the Match

Complete the following Information

- Player Information
- Adding a Borrowed Player (if required)
- Submit your team
- Confirm Opposition Team
- Entering Officials
- Enter the Score



STEP 5

Match Sheet Player Information

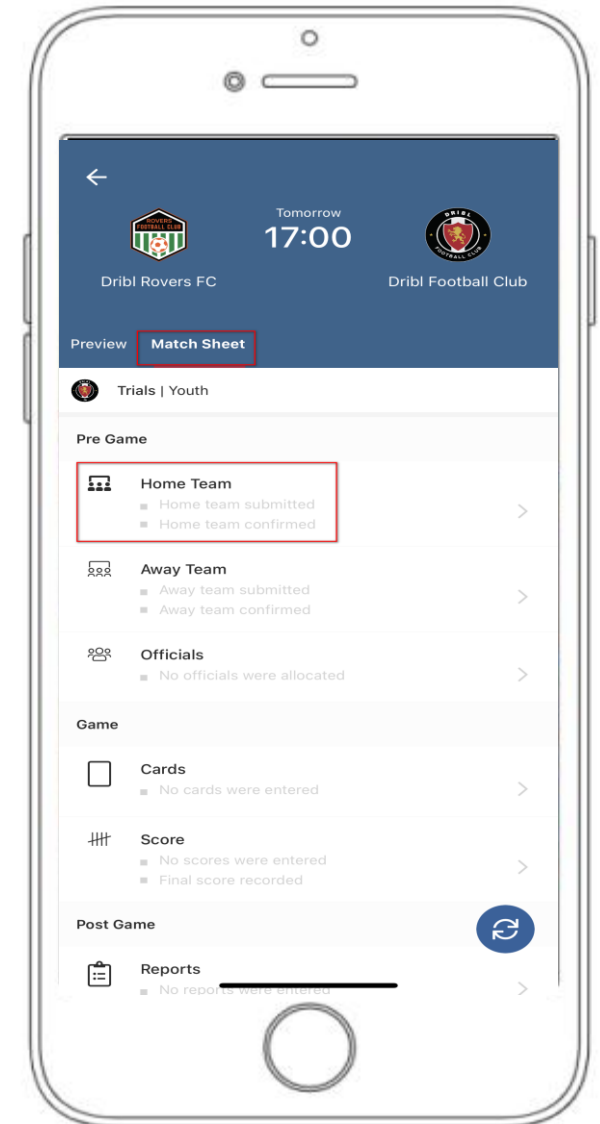
30mins before Kick Off

Complete the following:

- Select **Match Sheet** tab
- Select **Home Team** or **Away Team**

Depends on whether you are the Home or Away team for the fixture

- The Availability screen will pop up

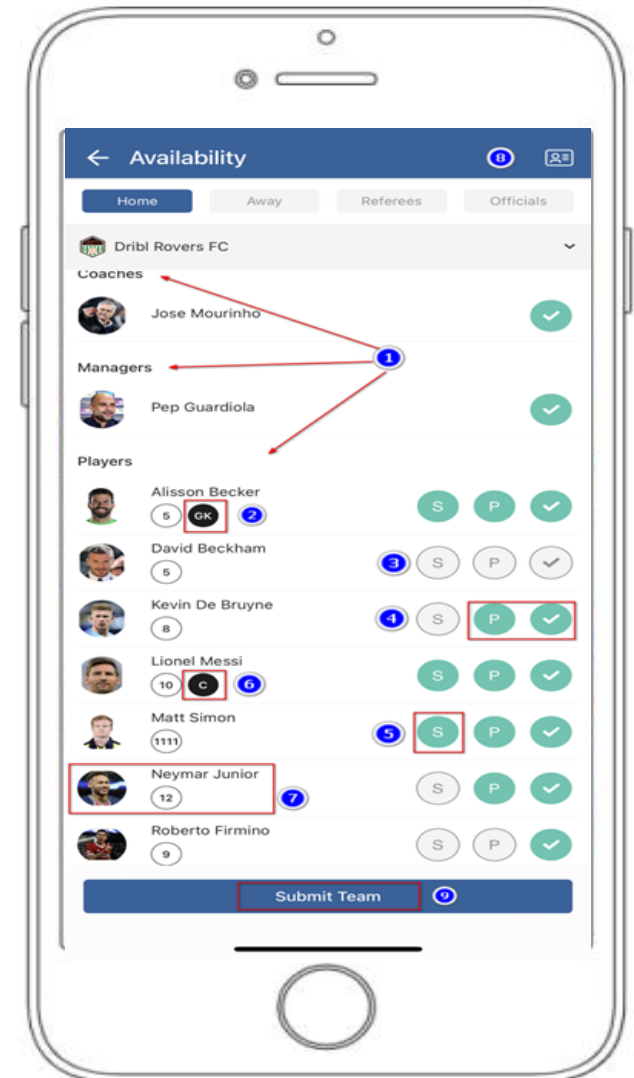


STEP 5

Match Sheet Player Information

1. Identify which Coach(s), Manager(s) and Players will be participating in the given match
2. Identify the Goalkeeper (**GK**)
3. Select if player is Unavailable (**leave unticked circle**)
4. Select if player is Available (**A**), but not starting (Sitting on the bench)
5. Select if player is Starting (**S**) the match
6. Select Captain (**C**)
7. View, modify or define Jersey numbers (jersey numbers will only be entered once, it remains the same for the whole season)
8. View Digital ID card as single player or for the whole team
9. Select **Submit Team**

Numbers correlate to actions 1-9 on this page



STEP 6

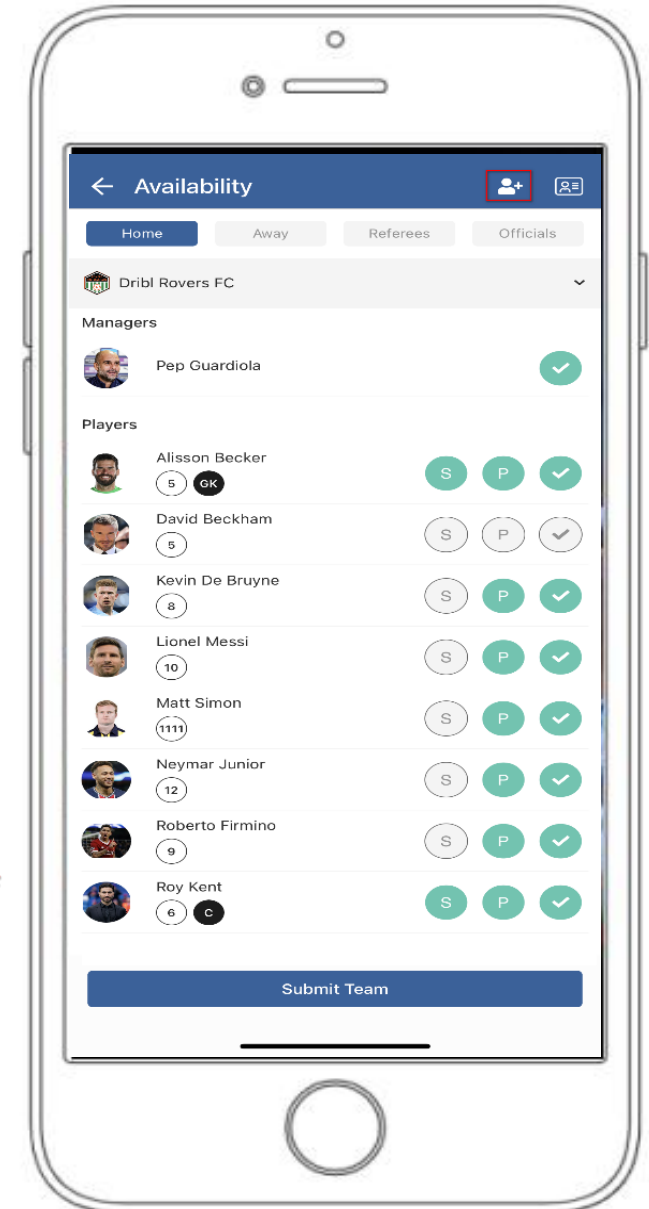
Match Sheet Adding a Borrowed Player

There may be an occasion that you need to “Borrow” a player for match day.

You can only borrow a player from a division below your division.

- Select on the “+” icon on the top right corner
- Search for the borrowed player and add them to the Match Sheet for the match

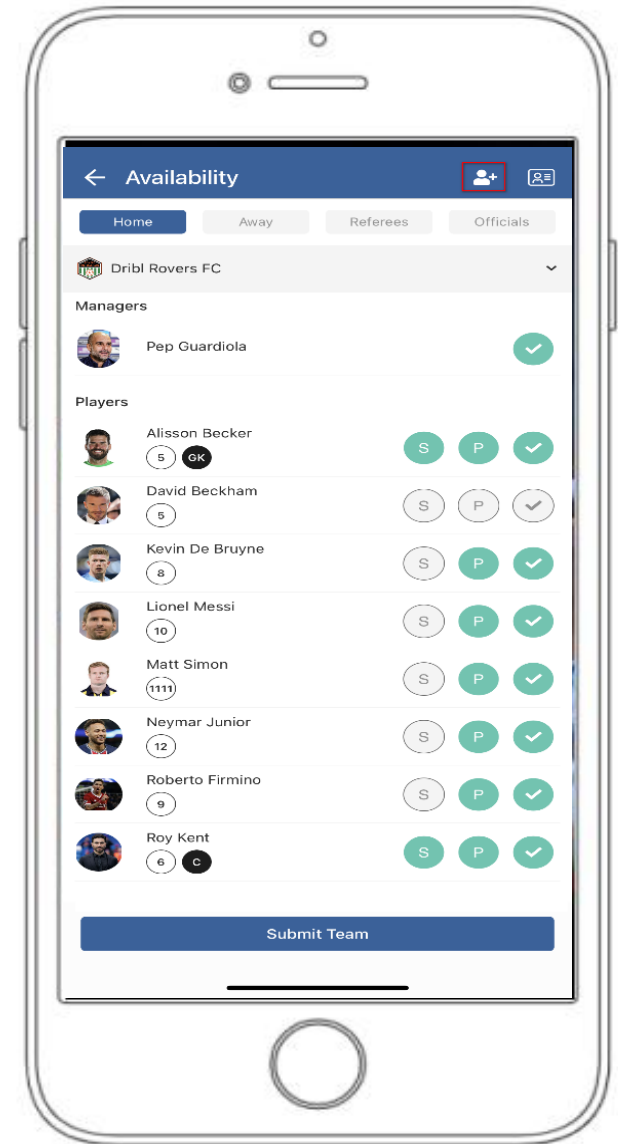
Dribl will automatically provide a list of eligible players that the team can borrow.



STEP 7

Match Sheet Submit Your Team

- Select **Submit Team**
- You can click on the “Unsubmit Team” to make any last minute changes as long as the opposition has not yet confirmed your team.



STEP 8

Match Sheet Confirm Opposition Team

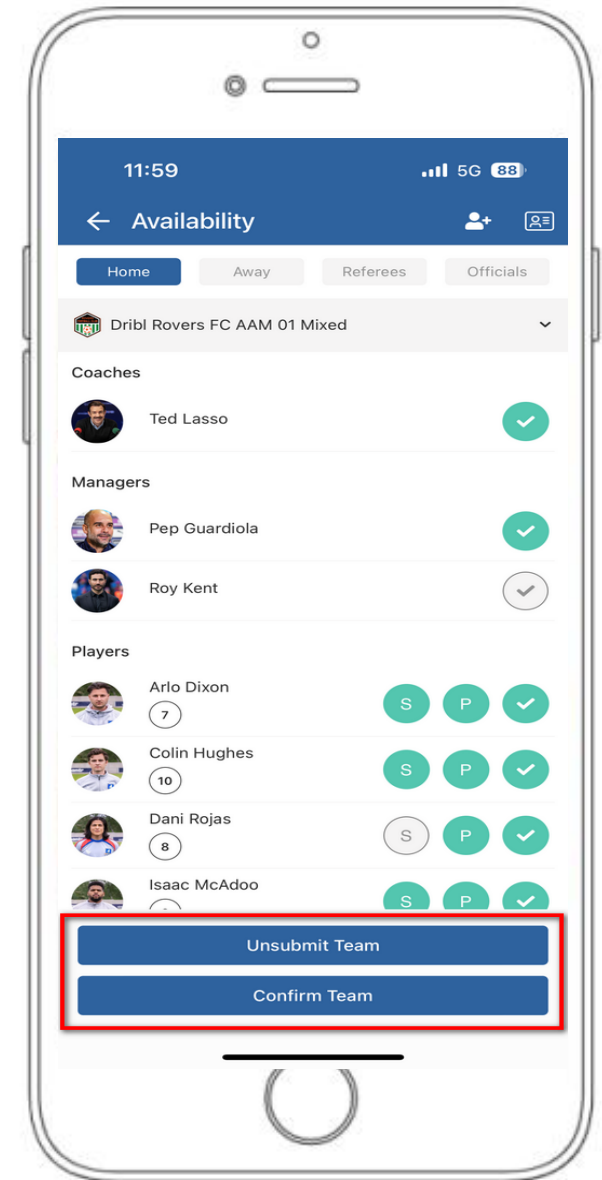
10mins before Kick Off

Confirm the opposition team on Game Day

- Select **Match Sheet** tab
- Select **Home** or **Away** Team
(whichever your opposition is for the given match day)
- Line up for the given match before the game begins. Player edibility and Photo IDs

If you need to make changes to your team after the opposition has confirmed, you may ask them to “Unconfirm Team”.

Make your changes and resubmit, and the opposition will need to reconfirm.



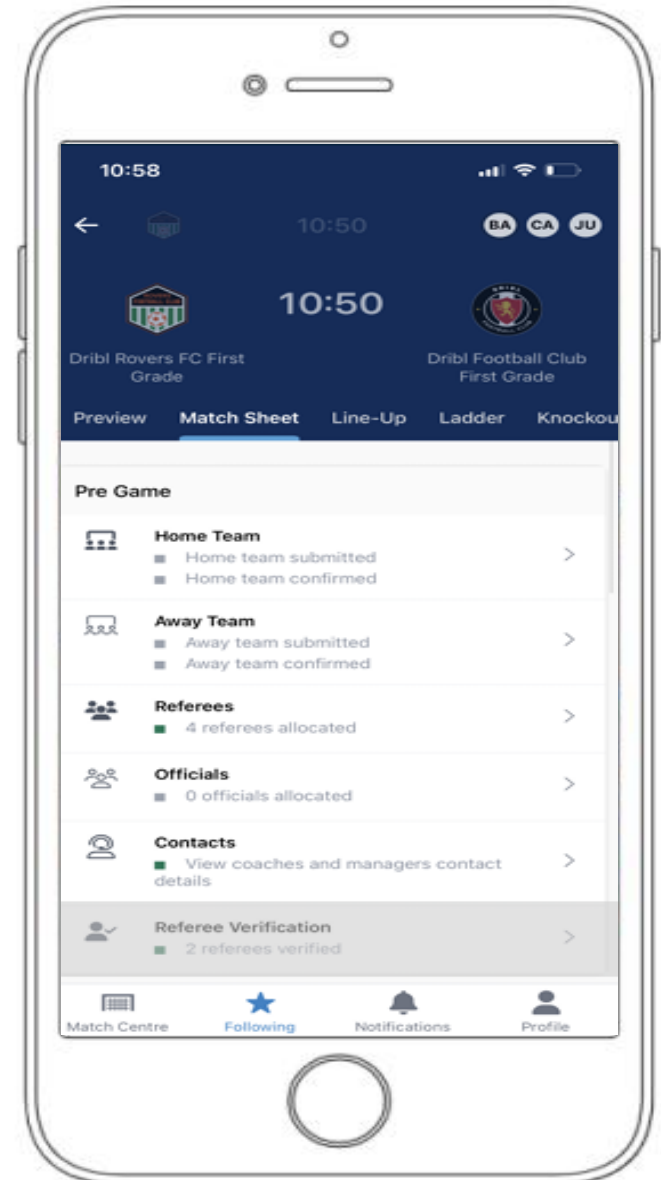
STEP 9

Match Sheet Referee Verification

10mins before Kick Off

Verify the Referee / Assistant Referee

- On the **Match Sheet** tab select **Referee Verification**

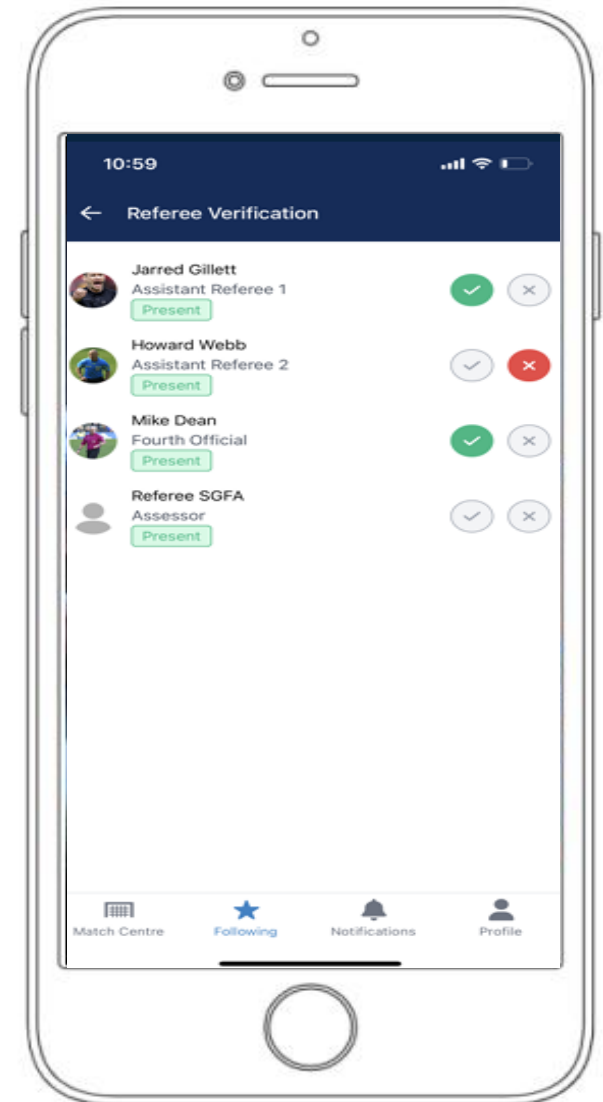


STEP 9

Match Sheet Referee Verification

A list of assigned referee and assistant referees will appear.

- Select ✓ present or ✗ not present

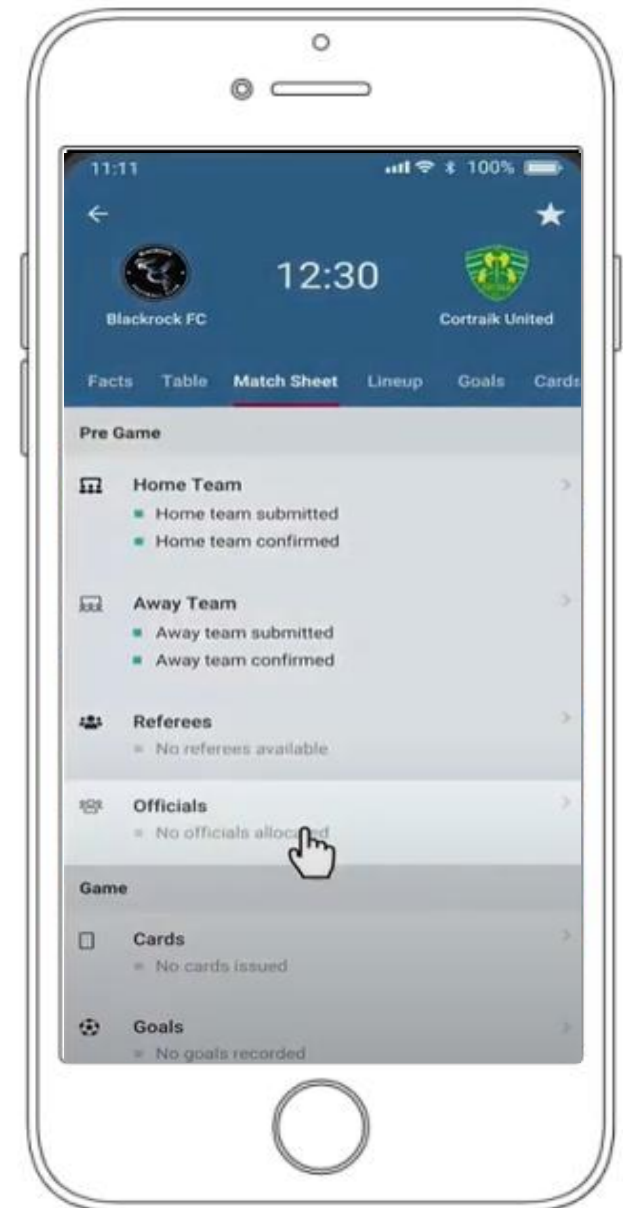


STEP 10

Match Sheet Entering Officials

In the **Match Sheet**

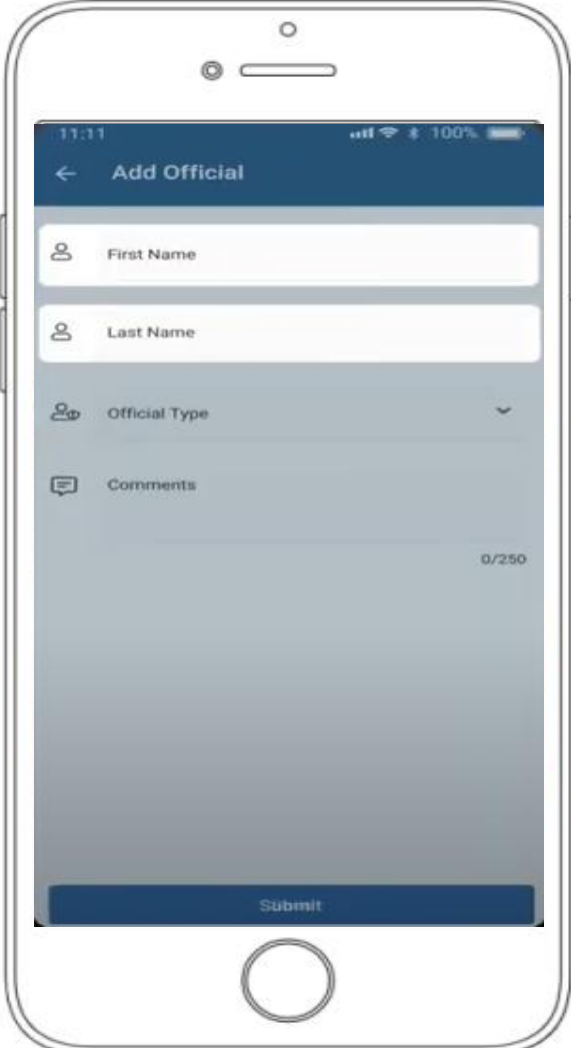
- Select **Officials**
- Select **Add Official**



STEP 10

Match Sheet Entering Officials

- Insert the Officials First and Last name
- Specify the Official Type, Select from the available Options
- Select **Comments** and add a short description why you added the official
- Select **Submit**



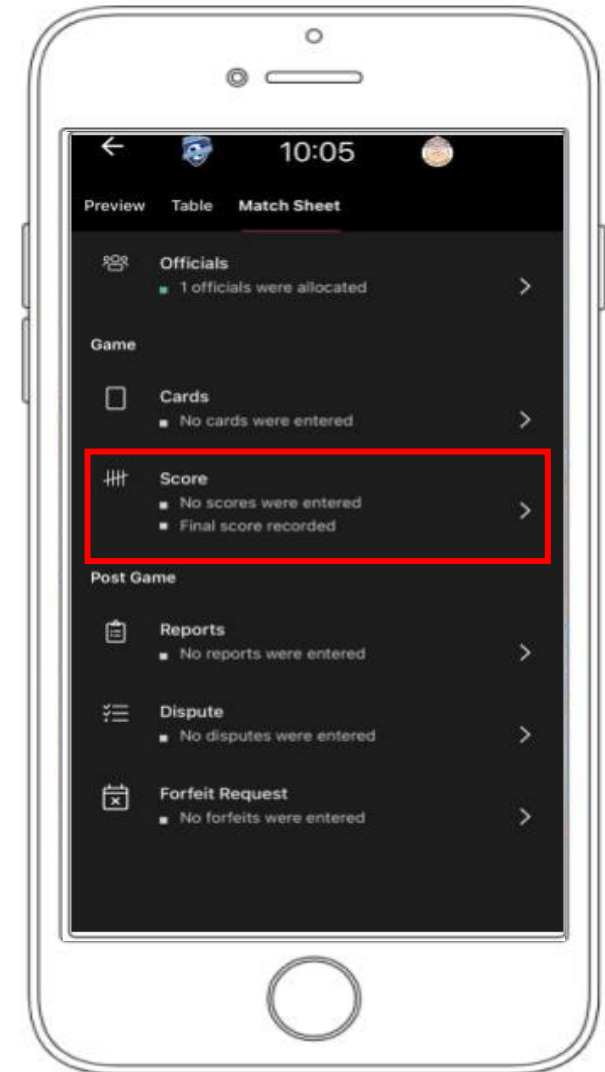
The image shows a smartphone screen with the 'Add Official' form. The form is titled 'Add Official' and has a back arrow on the left. It contains four main sections: 'First Name' with a person icon, 'Last Name' with a person icon, 'Official Type' with a person icon and a dropdown arrow, and 'Comments' with a speech bubble icon and a character count of '0/250'. At the bottom of the screen, there is a blue 'Submit' button.

STEP 11

Match Sheet Enter Score

From the Match Sheet

- Select **Score**
- Check the following:
 - Score
 - Are the correct players who received a card(s) entered correctly?
 - Enter any disputes from the match. Eg. If the incorrect person was given the card
 - If you are the **Home** Manger, enter the names of non-accredited referees (Club Refs)
 - If you are the **Home** Manger, enter the referee card details



STEP 11

Match Sheet Enter Score

Junior teams will be prompted only to enter the final score

- Select each **box** and enter the relevant score
- Select **Save** (bottom of the screen)
- A ✓ will appear to indicate you entered the scores correctly

[Click here if you believe there is an error with the score entry, you can lodge a dispute](#)



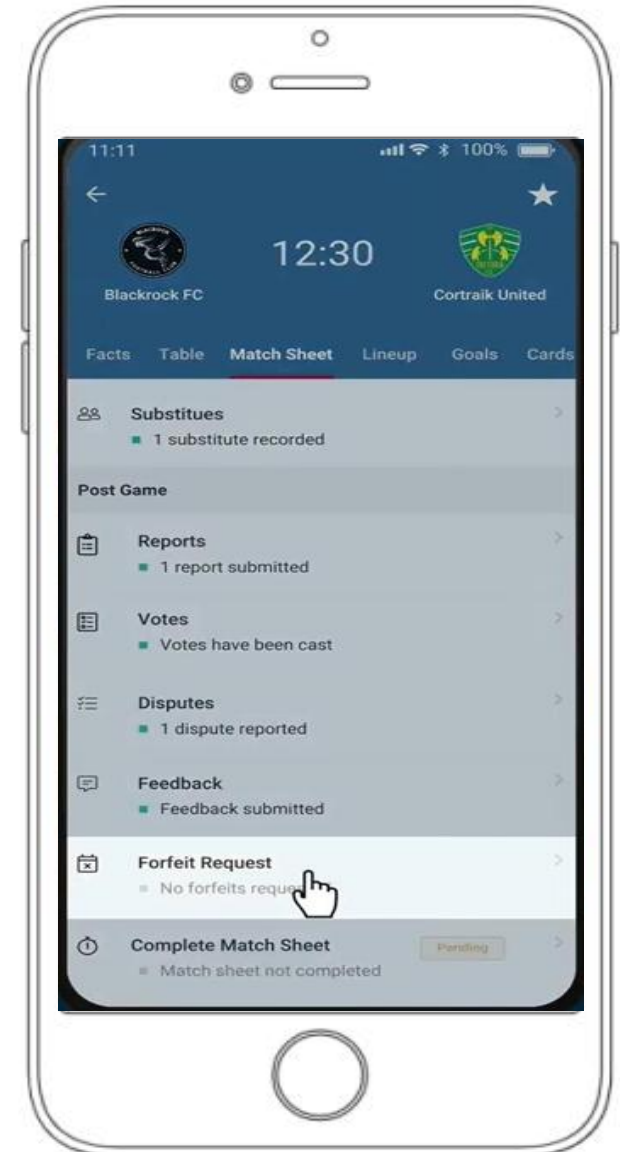
Match Sheet Forfeit Requests

**If your team needs Forfeit, submit
48 hours before the match.**

Note:

Should you breach the deadline, the forfeiting **team** will incur the fully payment amount required to pay the assigned referees.

1. Advise Canterbury Lions FC of the forfeit.
2. Complete the Dribl Forfeit Request
 - Select **Forfeit Request**
 - Select the add button
 - Select the team that has forfeited the match
 - Select **reason**, describe the reason for the forfeit
 - Select **Submit**





On behalf of the players and Canterbury Lions FC, thank you for volunteering.