

Lindfield Football Club Competition Ages Under 12+ Managers & Coaches Briefing 2024

March 2024

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Coaches and Managers Briefing 2024



Thanks to our major sponsor



& our other partners ...







Agenda:

- Health & Safety Guidelines
- General
- Manager's Duties
- Match Day Coaching
- Key Dates
- Code of Conduct
- Referees & Other Information

Health & Safety



LFC Health and Safety Guidelines

All Managers and Coaches should familiarise themselves with the <u>LFC Health and Safety</u> <u>Guidelines</u> (found under Club on the LFC website)

All teams, regardless of age and skill level, must adhere to the LFC Health and Safety Guidelines – failure to do so may see NSFA withdraw approval for our teams to train and/or play

- All players MUST wear shinpads and football boots.
- Injury procedure & Insurance found on website under Player / <u>Player Wellbeing</u>
- Concussion please watch the special presentation from Vicki Evans, a well known neuroscience speaker
- Hot Weather & Lightning <u>Policies</u>

Working with Children (WWC)



What is the Working With Children Check?

A WWC Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a WWC Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

Roles at LFC that require a WWC Check

ALL child-related roles at LFC require a WWC Check:

- All paid roles that involve supervising or working with children under 18;
- Volunteer coaches and managers;
- Trainers, technical directors, youth coordinators;
- Committee members, MPIOs, tour chaperones;
- Parents volunteering at an overnight camp or tour involving children under 18 years of age;
- Parents coaching or managing their own child's team (refer FNSW Policy);
- Referee coaches and referee mentors; and
- Any other role with children under 18.

Roles at LFC that are exempt from requiring a WWC Check

Persons under 18 years of age

Applying for a WWC Check

- 1. Go to http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check and complete the online form
- 2. Take the Application Number and proof of ID to a Service NSW centre or Motor Registry and complete the process (there is no fee for a volunteer). You will receive your WWC Number by email or by mail in due course

What to do when you have it?

- 3. Register as a manager on the FFA Play Football website noting "manager" is set up under the role of "coach"
- 4. Our LFC MPIO, Gerald Hartl, will verify and record
- 5. Our full Working With Children Policy is on the website



Manager's Duties

What is the role of a Team Manager?



Your role as Team Manager is to **ensure the successful management of the team and welfare of the players** in your care, making sure that all off field matters are dealt with efficiently and timely to ensure an enjoyable season for all involved.

You are also there to provide **support to the coach** when it might be needed (eg. monitoring parent, spectator and player behaviour and liaising with them where need be).

Managers are LFC representatives, so the club relies upon you to follow the <u>Code of Conduct</u> and <u>assist</u> members with understanding LFC policy and perspective.

Responsibilities

- Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
- Advise the Age Coordinator if your team needs to forfeit a game.
- Attend to administration matters as requested by the Age Coordinator/Age Director.
- Liaise with the players, coaches and act as a liaison officer between the club and the team.
- Coordinate pick up and return of equipment as appropriate at the start / end of the season.
- Coordinate submission of team sheets and match cards as required by NSFA protocol.
- Confirm player availability and work with other managers & the Age Coordinator to recruit temporary players from other teams as required when the team may be short.
- Coordinate any social events for the team and parents, including participation in club sponsored events.

What are the Duties of a Team Manager?



According to NSFA regulations, section 2.9 DUTIES OF TEAM MANAGERS

Team managers shall perform the following duties on match days:

- The home team manager is to ensure that alternate strip is available in the event of a clash.
- Both managers to introduce themselves to the referee and assist the referee as requested.
- Perform a photo ID check and sign the opposition team's match card (either electronically or on the pre-printed match card) prior to the commencement of the match. NSFA Regulations 15 Competition Football
- Ensure all players are wearing the correct attire McGrath Blue or White Shirt, LFC shorts and socks, shin pads and studded football boots.
- Provide a FIFA-approved, properly inflated match ball prior to the start of the match in kitbag
- Ensure cleanliness of dressing rooms and the ground used by your team before leaving.
- Where pre-printed paper match cards are used, the manager of the winning team (or, in the case of a draw, the "home" team) must collect the completed match card(s) from the referee at the conclusion of the match. The manager must ensure that he/she returns the match card(s) by the published deadline. See slide 19.

Manager's Duties — Pre-season



Coaching & Training

 The Team Manager needs to liaise with parents/team members to identify a suitable training day and time.

Training Options:

- LFC Coaching HUB U/G12-18: <u>Information and link to Team Grader Sign Up</u>/Programs/Group Training.
- Own Field: Team Managers should request coaches and training grounds/times via the LFC Coaching Request form - All Age Teams please liaise with your Age Coordinator.
- Prems, Div 2, Super League, Diamond League and Development teams will have coaches and grounds allocated by the Club.
- **Specialist Goalkeeper** training available speak to your Age Coordinator.

Kitbags

Competition kitbags are ready for pick-up from the clubhouse tomorrow night - strictly between 7-8pm ONLY as MiniRoos manager's will be collecting their bags straight from 8pm.

Shirt Numbers:

- All Blue shirts have sublimated numbers
- Shirt numbers in a team must be unique to each player
- Returning players in same team have number preference over new team members
- Manager to allocate numbers if needed

Attaching numbers to White shirts?

- Managers collect all the shirts, pin a note with the relevant player name, phone number and shirt number to the shirt and drop it into the Uniform Shop. Once ready, pick up and distribute to players.
- White shirts used for Training and as the Away shirt when there is a clash. **NEW NSFA rule is that the AWAY team** wears the alternate strip.

Manager's Duties — Player Shortages



Holidays, injury and illness!

- Minimum number to field a team is 7 players (for 11 aside)
- If your team is short players, immediately contact your fellow Age Group Managers (there should be a WhatsApp chat) and/or Age Coordinator who can put you in touch with other age group Team Managers, who may be able to help you.
- Tonight is a good opportunity to introduce yourselves and ensure everyone is on a group chat

Forfeits

- Matches should only be forfeited as a last resort!
- Forfeits require 48 hours notice to NSFA or YOUR TEAM will be fined \$100 PAYABLE BY THE TEAM,
 NOT LFC, so please notify your Age Coordinator and Registrar Tace info@lindfieldfc.com.au as soon as you are aware your team will need to forfeit.
- Forfeit with notice is better than no notice result will be recorded as a 3-0 loss
- Please make every effort to advise the opposing team if the forfeit only becomes apparent on the weekend - there is nothing worse than making the effort to turn up to find there is no match.
- How to Forfeit Instructions are found on the website

Manager's Duties — Player Shortages cont...



Borrowing players (the rules are complicated)

- Players can't play in a lower division within their own age group (eg Division 2 players can't play in Division 3 or lower)
- If a Club has more than one team in a division, players can't play for more than one team in that division
- Players can play up to a maximum of 6 games in a higher division *in the same age group*. If they play more they no longer qualify to play in the same division. They must move up to the higher division.
- Female players may play for a mixed team as long as they meet the age criteria
- No U12 to U18 player (mixed or girls) can play in an age group more than two years higher than the one they are qualified for without dispensation from NSFA
- U12 to U18 players cannot play in a lower age group than the one they are registered for, even if they meet the age requirements, unless granted dispensation by NSFA speak to your AC for assistance
- Super League players from a lower age group can only play Super League in the next highest age group
- G12 and G14 players can only play Diamond League in higher age groups
- Dribl should pick up most of these rules, but do not rely on it -



Manager's Duties — Electronic Match Cards



Before the Season starts

- Confirm Team Members & Shirt Numbers in Dribl
- Confirm Player Identity (Make sure their photo is visible, current and a reasonable likeness)
- Normally we need to verify player's age for competition however NSFA are yet to advise on this previous requirement)

On Game Day

- Making players available on match sheet for each game
- Reviewing and agreeing to your opponents match card before kick off
- Recording the game results by Sunday night Suggest doing immediately after game
- Recording if a game is in dispute (ineligible players, incorrect score or other issue)

More information can be found at the NSFA website

(http://nsfa.asn.au/competitions/electronic-match-cards/)

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Manager's Duties – DRIBL



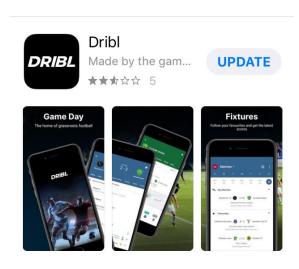
DRIBL: Player and Team Management System

Dribl is an App.

- Download the Dribl App available for all smart devices.
- Can also be accessed online find the website shortcut is Manager Login. But built as an interactive App for on the go.

Self Activation is required.

- You must be registered as a Manager in Play Football.
- Then, your Age Coordinator needs to map (attach) you to your team as a Manager.
- You need to Self Activate your login.



Download the Dribl app on the Apple App Store or the Google Play Store

- Apple App Store: https://apps.apple.com/au/app/dribl/id1555038633
- Google Play Store: https://play.google.com/store/apps/details?id=com.dribl.app

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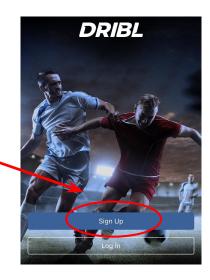
DRIBL – Create your Account



- Open the Dribl App
- You will be taken to this Sign Up screen

ONE VERY IMPORTANT TIP: active users (parents, players, coaches, managers) **MUST SIGN UP** using the **SAME Email** address they used to **register in Play Football.**

Otherwise you will create a visitor account which will not be linked to your manager role in the admin system.





We are the home of Football for over 2000 members. Our <u>history</u> is long and strong [Established in 1957 we are a foundation club of the Northern Suburbs Football Association (NSFA) and are one of the largest, most progressive amateu Football Clubs in NSW.

At Lindfield, there is a place for you! We have male and female teams for every ability and every age group. Our program starts from preschool through to

Project 2023









To get started it is preferable to use the App - the following instructions are all for the App, *however* you can also access via the Dribl website/desktop.

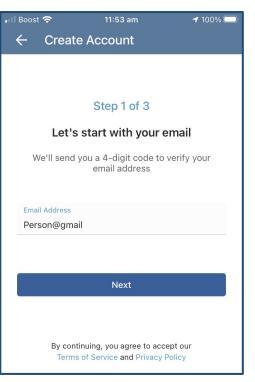
LOGIN from the **Home page** of the LFC website, click the Managers Login tab or use the DRIBL Login from the **LINKS tab**

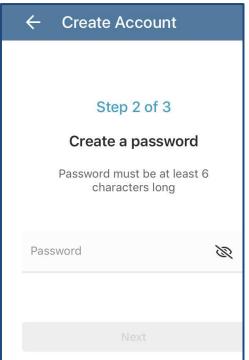
DRIBL: Account Activation

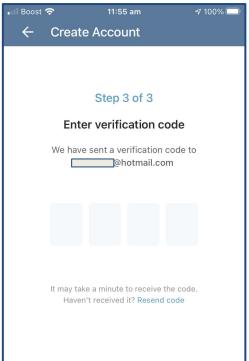


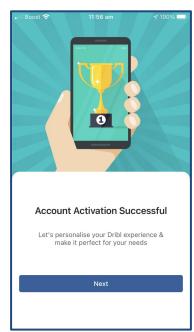
4 Simple Steps:

- 1. Enter your Play Football account email address
- 2. Create a Password min 6 characters
- 3. Enter 4 digit Verification Code sent to email
- 4. Upon sign in, select 'Allow' notifications to receive updates for fixture changes (eg wet weather)







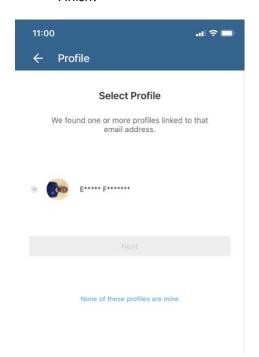


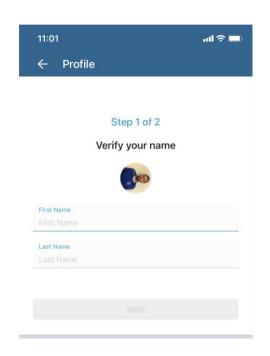
DRIBL: Personalisation

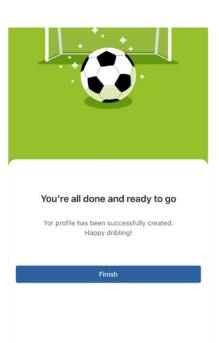


Personalising your Dribl experience

- Select 'Profile'. There might be more than 1 profile if there is more than 1 member linked to your email address.
- Verify your name
- Verify DOB
- Finish!







DRIBL: Homescreen

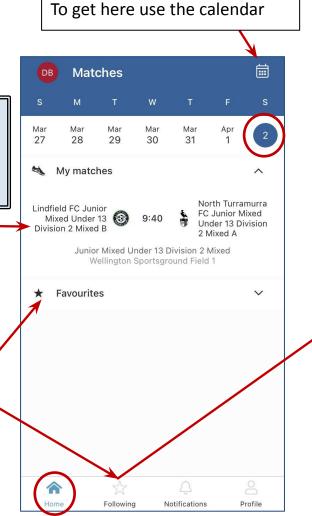




This manager has been attached to U13B

Click on the match to start the matchsheet process

You can **Follow** (Star symbol) your teams including eg A League. They will show under Favourites.



Click on the **Teams** to find additional upcoming matches and to add '+' your teams you wish to follow.



Following Other Teams

1. Select 'Northern Suburbs Football, Assoc'

Winter 202MA TR RT

- 2. Select Lindfield FC
- 3. Select team (Tip use the search)
- 4. Followed teams will now appear in Following
- 5. To unfollow, click on the team, unmark the star.

My Hub only has teams you are attached to.





★ Winter 2022 CA VO

DRIBL - Game Day Tasks



DRIBL Match Sheet allows you to administer Game Day Tasks

All Managers are automatically assigned Reporter and Recorder functionality - do not worry about these terms.

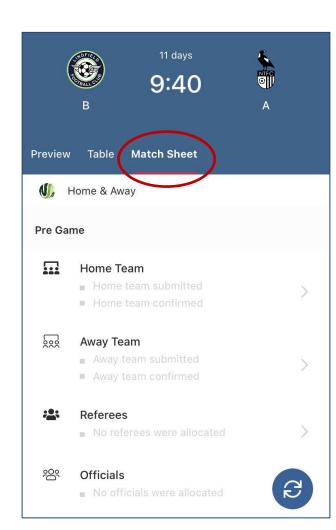
Three parts:

- 1. Pre-game: Prepare and Submit Team
- 2. Game:
- Post-game

Submitting a Match Sheet: Video

- **1. Log in to Dribl on the App**, navigate to the match you wish to administer eg April 2nd using the calendar, or, use the Following/Teams to find the match.
- 2. Select the match and NOTE if you are the HOME or AWAY team
- 3. Select Matchsheet from the menu and select if you are the Home or Away team
- 4. Shirt numbers need to be added the first match or for borrowed players.
 Click (Long Press) on each player and select Set Jersey Number, enter number and return
- 5. Availability needs to be set for all players and the Manager and Coach. Use the toggle button to generate green tick to make them Available.
- 6. Click Submit Team

Note additional options in the instruction video of 'captain', 'goalkeeper', 'starting lineup' will not be needed at this time.



DRIBL - Game Day Tasks



Review Opposition Team: Video

- 1. Select the Home or Away team for your opposition in this case the opposition are Away team and are not showing any members yet as they haven't mapped the players to the team.
- 2. Start with visually checking the player availability (green ticks) and that jersey numbers have been assigned to all players.
- 3. Any discrepancies resolve before match commences.
- Click on the Member ID icon to view the opposition's individual team member cards.
- 5. Simply swipe left to check each player.
- 6. Return to Team sheet (use arrow at top left)
- 7. Click Confirm Team

Post match: Scores video

- Go to the game Match sheet and choose Score option from the Game section
- Enter full time score (no need for halftime)
- Submit

Add an official - (important if no ref in attendance): video



DRIBL HELP DESK

To check system status on match day and for various help guides



Email the support desk if you have: trouble logging in, can't see your team details, need to merge 2 accounts if you signed up before registering as a manager 18

How to forfeit at the match video - see forfeit policy for forfeit prior to gameday - FINES APPLY.

DRIBL - Paper Match Sheet



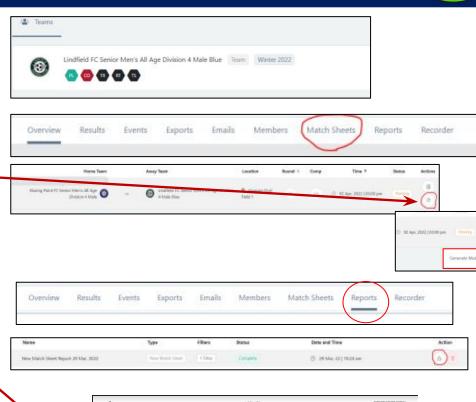
Paper Match Sheets

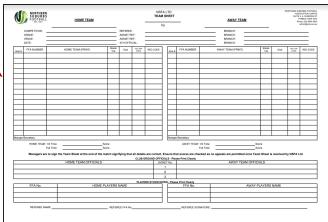
In the event that EMC is not available, teams will be required to use a paper match sheet. Team managers can print match cards via the website version of Dribl.

- 1. On a PC sign in to Dribl
- 2. Select your team
- 3. Click on the 'Match Sheets' tab
- 4. In the actions column, select 'Generate Match Sheet Report'
- Select 'Generate Matchsheet'
- 6. This will pre-populate the data for each match
- 7. The match sheet view appear in 'Reports'
- 8. Click on the download icon to download and print the report/matchsheet

TIP: Managers should print a couple of generic/blank copies prior to the beginning of the season and place them in the Team Managers kit bag. Available on the manager's page on the website.

- It is also recommended (once Dribl make them available) that managers print a team ID sheet. Team ID sheets consist of the name, FFA ID, shirt #number and photo for each member of the team.
- Managers should bring a copy of the team ID Sheet to all games, as may be required to complete the match card.
- Winning managers (or home managers in the case of a draw) must return the match cards to the NSFA office no later 5pm on the Wednesday following the match.
- Match cards can be posted, faxed or scanned to the NSFA office: admin@nsfa.asn.au





Manager's Duties — Wet Weather





- Ground closures are published on the <u>NSFA website</u>
- LFC Wet Weather information and policies can be found via the green strip at top of website pages: https://lindfieldfc.com.au/weather-policies
- Ground status is usually updated by 3pm weekdays and by 5pm on Friday for the weekend, but often updated during the weekend when it is wet.
- Don't assume that if your ground is closed that your game is cancelled the match location may be changed – check your <u>fixture details</u> in Dribl before leaving home

Manager's Duties – Getting Help!





- Your **Age Coordinator** anything (to do with football)
- Vice President Volunteers if you can't get hold of your Age Coordinator
- LFC Website just about everything you need to know about being a manager, wet weather, club events. Keep an eye on the Noticeboard on the Home Page and on our socials for the latest news
- NSFA Website wet weather, the draw, Competition Regulations, forfeit forms,
- Apps for Managers there are some good apps to help with communicating with the team and checking player availability (eg. Insta Team, Team Snap, TeamApp, Teamer, TeamStuff)
- Dribl will have a messaging system. There will be no obligation to use it if you have already set yourselves up on another App.

Manager's Duties — End of Season





- Return Kitbag on the date requested please!!
- **MVP and MIP**: Handed out at the Competition Presentation night. Teams organise who is to receive these awards, criteria up to each team. Be ready to advise the committee when they request the player details No cost
- Other awards/trophies: Optional and are requested and paid for by teams eg Golden Boot
- Assist on junior player reports: These are all online and we encourage player reports from all teams as it assists with grading the following year



Coach's Duties

Coach's Duties — Game Day





Volunteer Coaches Handbook

+ Pre-Season

+ During the Season

+ For Training

+ For Matches

+ At Season End

- Game day equipment
- No Churchillian Speeches!!
- Fun and Encouragement
- Know the rules, game duration, ball size
- Interchange fair rotation of subs (through the season to achieve equal game time)
- Role Model Respect

If you have a Club Coach during the week – work with the coach to reinforce training focus areas on game day.

Find the <u>Volunteer Coaches</u> Handbook along with quick links to resources and FAQs on the LFC website.

NSFA Local Rules



Ball - must be an approved ball

- Under 12 & Under 13: Size 4 ball
- Under 14 to Over 45: Size 5 ball

Duration of Play

- Under 12: 50 minutes (25 minutes per half).
- Under 13-14: 60 minutes (30 minutes per half).
- Under 15-16: 70 minutes (35 minutes per half).
- Under 17-18: 90 minutes (45 minutes per half).
- All Age, Over 35, Over 45: 90 minutes (45 minutes per half).
- Women's' Over 30 6 aside: 50 minutes (25 minutes per half).
- The half-time interval shall not exceed five (5) minutes in any match.

Number of Players

- The minimum number of eligible registered players to start and complete a match is seven (7), for Under 12 it is six (6).
- Under 12, a maximum of nine (9) players on the field per team, one must be a goalkeeper, with a maximum of four (4) players nominated as substitutes.
- Interchange shall apply in all other competitions. Players who interchanged during a match may still take further part in the match, if the referee has not sent them off.

FIFA Rules:

https://downloads.theifab.com/downloads/laws-of-the-game-2023-24?l=en

NSFA Competition Regulations:

https://nsfa.asn.au/competitions/competition-regulations/

NSFA Local Rules cont...



Corner Kick

- In Junior Mixed Under 12s, if the minimum distance of the corner flag from the penalty area is greater than seven (7) metres then corner kicks shall be taken from an imaginary arc centred on a point on the goal line seven (7) metres from the penalty area.
- It is the home team manager's responsibility to ensure this is marked with cones, before the game.

Playing Out from the Back Rule

In Junior Mixed Under 12's and Under 13's goal kicks are taken from within the goal area. However, the following conditions apply:

- All opponents must stay behind the twenty-five (25) metre line that shall be marked by cones or similar. It is the responsibility of the home team manager to ensure the distance is marked prior to the start of the match.
- Opponents may only enter the twenty-five (25) metre zone when the defender has taken his/her first touch.
- Long kicks or throws by goalkeepers are to be discouraged unless there is a purposeful distribution (e.g. counte attack).

NSFA Local Rules cont...



Under 12 – Goal Kicks

In Under 12's, goal kicks are taken from within the goal area. However, the following conditions apply:

- All opponents must remain no closer than fifteen (15) metres from the penalty area.
- Opponents may only move forward once a teammate of the player taking the kick has touched the ball.

Under 12 – Goalkeepers Releasing Ball into Play

- Under 12's goalkeepers may only release the ball into play by throwing it or placing it on the ground and kicking it. Goalkeepers must throw or kick the ball within six (6) seconds of catching it.
- Opponents must remain no less than (5) metres from the penalty area and cannot move forward until the goalkeeper has passed the ball to a teammate and the teammate has touched the ball.

NSFA Competition Regulations: https://nsfa.asn.au/competitions/competition-regulations/

Coach's Duties - Other



Special Requirements

- Hearing Aids OK
- Spectacles must be "safety glass"
- 'Puffers' to be kept at sideline
- Players cannot play wearing casts
- Jewellery inc watches\fitbits must
 be removed

Equipment

- Please contact your Age Coordinator if there are any problems with the kit or replacement balls/cone are required
- For Super League, Diamond League and Development teams, the coaches will have the kit (supplied by LFC)

Coaching Reports

 Coaches of social teams are encouraged to submit coaching reports at the end of the season to assist with grading the following year

FFA Curriculum & Community Coach Development



- Lindfield FC expects all coaches to coach according to the <u>FFA Curriculum</u>. You can
 download a copy which includes template training sessions.
- For 11 aside this means ideally playing a 4-3-3 formation
- Loads of resources online, summary at bottom of the <u>Volunteer Coaches page</u>

| Community Courses | Building Block | Advanced Courses | |
|-------------------------------|-------------------------|---|--|
| SENIOR CERTIFICATE | PERFORMANCE PHASE | SENIOR C, B, A AND PROFESSIONAL DIPLOMA | |
| GAME TRAINING CERTIFICATE | GAME TRAINING PHASE | VOLITUO LICENICE | |
| SKILL TRAINING CERTIFICATE | SKILL ACQUISITION PHASE | YOUTH C LICENCE | |
| GRASSROOTS CERTIFICATE | DISCOVERY PHASE | N/A | |

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Player, Official and Supporter Conduct

Expectations of the Coach and Manager



- 1. Awareness and understanding of the RESPECT campaign
- 2. Awareness of the disappointing trend of disciplinary records in recent years
- 3. Take responsibility to instil standards of Club expectations within their team
- 4. Lead by example
- 5. Call out poor behaviour & exercise internal discipline for their team
- 6. Reach out to the Club Committee for further support if required
- 7. Coach: Responsible for players before, during, after match whilst at the field
- 8. Manager: Responsible for the coach and parent group whilst at the field

Expectations of Players, Parents & Spectators



- 1. Awareness of the RESPECT campaign
- 2. Commit to <u>Code of Conduct</u> regarding behaviour expectations
- 3. Positive team and player behaviours are celebrated
- 4. Negative team and player behaviours are dealt with accordingly by the coach/manager in the first instance
- 5. Fist bump at the end of each game to all players and match officials
- 6. No shouting or abusive language directed at those on the field of play

Red Card offences and penalties



| Offence Code | Offence | Pe nalty |
|-----------------|--|--|
| R1 | Serious foul play | |
| R2 | Violent conduct | Automatically suspended for 2 to 4 matches depending on the severity of the offence. Can be challenged by attending next PD&DC meeting. |
| | | Must attend the next P. & D. meeting. You will not receive a citing notice before the meeting. If you fail to attend you will be cited to appear at the next P. & D meeting and you |
| R3 | Spits at an opponent | must stand down from all matches played before you appear. |
| | | Coaches MUST attend P&D if their player is a Junior. |
| | Uses offensive or insulting or abusive language and / or | |
| R6 | gestures (*) | (*) Proven racist comments is punishable with up to a 24 month ban. |
| R4 | Denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (aside from GK) | |
| | Denies an obvious goal-scoring opportunity to an opponent moving towards the players goal by an offence punishable by | Automatic suspension for one (1) match . |
| R5 | a free kick | |
| R7 | Receives a second caution (yellow card) in the same match | |

Handling Difficult Situations

- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, parents and spectators. Encourage players to do the same.
- Do not engage with aggressive parties. Instead advise the referee or ground controller. Do not follow anyone walking away or leaving the ground.
- Advise the referee at half time if there is a complaint of poor behaviour on/off the field.
- Serious breaches should be reported the club via your Age Coordinator. Initially Management/MPIO will try and resolve directly with the other club. If no satisfactory outcome, management will escalate it to NSFA.
- It's a good idea to write down the basic details of any serious incidents so if you are asked to comment at a later date, you will be more able to provide an accurate account.



Referees & Other Information

Volunteer Referees & Assistant Refs

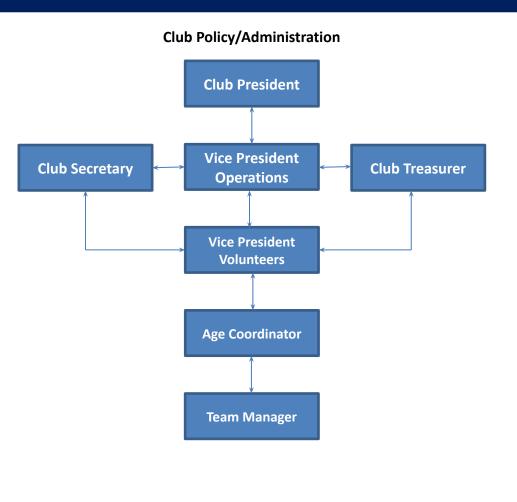


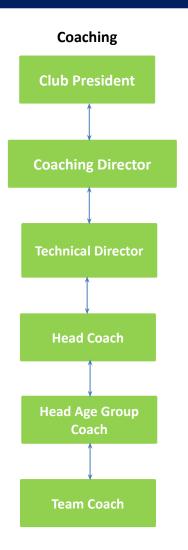


- Identify who has the skills and attributes at the start of the season
- Ensure they attend games prepared just in case
- The coach should **NOT** referee.
- Referees should :-
 - Know the rules (NSFA & FIFA). No major changes this year.
 - o Laws of the Game 2023/24
 - Know the offside rules (if volunteering to be an Assistant Ref)
 - Be of the right temperament

LFC Communication Tree

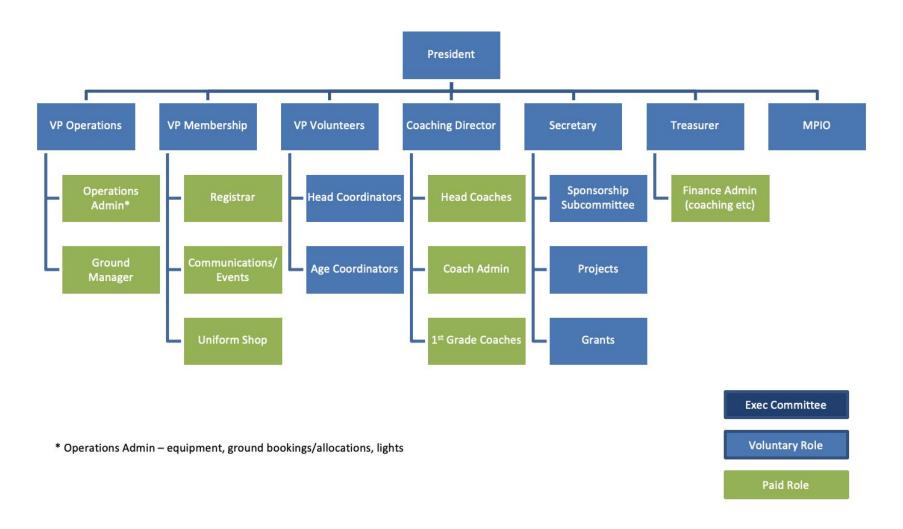






LFC Operating Structure





Question Time / Open Forum



Thank you and we hope you (& your team) enjoy the season

REMINDER: check the <u>LFC calendar</u> regularly and keep up-to-date via the <u>Website Homepage NOTICE BOARD!</u>

• First game: 6th April

Last game: 28th August

Apologies the normal Meet and Greet Age Coordinators and other Managers not possible this year.

Ensure your AC has connected your Age Group managers via WhatsApp

Please collect kitbags tomorrow night, strictly 7-8pm from garage under clubhouse

Help us populate our website and socials with pics of the fabulous new kit by sending any pictures of your team throughout the season to comms@lindfieldfc.com.au. Junior teams please get approval from your team first. No names are ever used.

CLASSIFICATION: PUBLIC