



**Mansfield Eagles Soccer Club**

# **COACH & MANAGER GUIDELINES**

*These Guidelines are taken from 2014 Queensland Christian Soccer Association Club Manual, but some information is specific to Mansfield Eagles Soccer Club.*

**PLEASE NOTE:**

**All Enquiries and Correspondence must go directly to the  
MESC Club Secretary ([secretary@mesc.org.au](mailto:secretary@mesc.org.au)).**

**DO NOT CONTACT QCSA OFFICIALS DIRECT.**

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**Please Note: Under 7 and Under 8 Manager's Manual is Appendix 1**

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# 1. Competition Structure:

## 1.1 FINALS AND OTHER FINALS COMPETITIONS

Every Senior age group (U9s to >O40s) has a finals competition whereby the top 4 teams from each division play off in the Championship Competition in accordance with QCSA By-Laws 11.1 to 11.3 inclusive.

In addition, those teams in the U9 and U10 age groups who do not make the top 4 in their divisions are invited to join the Pennant Race for their respective age groups.

Please contact the Club Committee if you have any queries about the structure of the finals competitions, or refer to the QCSA web site for full details.

# 2. Fixtures:

## 2.1 SCHEDULING

QCSA will arrange the dates, times and venues of all matches. These scheduled matches will be advised to participating teams prior to the commencement of the season, where practically possible. QCSA reserves the right to schedule or re-schedule matches on any day, time and venue as it deems appropriate.

Once the Draw is official it will be posted on the QCSA website ([www.qcsa.org.au](http://www.qcsa.org.au)) under the **Fixtures**, which is located at the bottom of the home page. When looking at Fixtures Draw, if you are unsure of your team's Division, please contact Club Registrar, who will advise of same. Under **Grounds** on the home page, you can link to a map of all field locations. There is also a link on the **Fixtures** page to each field.

## 2.2 DURATION

The duration of matches for each age group are outlined in the table below. The referee has the right to abandon any match if, in his/her opinion, playing conditions compromise player safety.

AGE GROUP	MATCH	HALF-TIME	BALL	CORNERS
Senior Men	45 + 45	10 mins	5	Taken at the corner flag
Overage Men	45 + 45	10 mins	5	Taken at the corner flag
Senior Women Div 1 / Senior Women Div 2	45 + 45	10 mins	5	Taken at the corner flag
Senior Women Div 3 and below	35 + 35	10 mins	5	Taken at the corner flag
Under 17/18 Men	40 + 40	10 mins	5	Taken at the corner flag
Under 15/16 Girls	35 + 35	10 mins	5	Taken at the corner flag
Under 15/16 Boys	35 + 35	10 mins	5	Taken at the corner flag
Under 14	30 + 30	10 mins	5	Taken at the corner flag
Under 13	30 + 30	10 mins	5	Taken at the corner flag
Under 12	25 + 25	10 mins	5	Taken at the corner flag
Under 11	25 + 25	5 mins	4	Taken at 5 yards from the edge of the 18 yard box
Under 10	20 + 20	5 mins	4	Taken at 5 yards from the edge of the 18 yard box
Under 9	20 + 20	5 mins	4	Taken at 5 yards from the edge of the 18 yard box
Under 8	20 + 20	5 mins	3	Taken at 5 metres from the edge of the goal arc.
Under 7	15 + 15	5 mins	3	Taken at 5 metres from the edge of the goal arc.
Under 6	15 + 15	5 mins	3	Taken at 5 metres from the edge of the goal arc.

## **2.3 POINTS**

In all competition fixtures, match points will be awarded as follows:

WIN	Three (3) Points to winner
DRAW	One (1) Point to both teams (scored or scoreless draw)
LOSS	Nil (0) Points to the loser
BYE	Nil (0) Points to the team having the bye

## **2.4 EXTREME WEATHER**

**Complete Fixture Round Cancellation** - In the event that QCSA Fixtures Officer declares the cancellation of a complete fixture round due to extreme weather events, all fixtures for that round will be declared a washout. Please be aware that the Friday night competition and the Saturday competition, in this instance, can be treated separately. If possible, the entire round may be rescheduled to a later date in the season, depending entirely on field and date availability (more information in Section 15.2).

## **2.5 SENIOR MEN GAMES**

This year (2014) all senior men home games will be played at Citipointe Christian College. Therefore, senior teams will not need to put up nets, but you will be required to make sure they are pegged down properly, attached to posts securely and the corner posts are in place and if last game of the day, you will need to put them away in the canteen (key will be available). You will also have to make sure all cones, including ones set up in the bus park area, banners and other equipment has been put away and rubbish cleaned up. Chairs will also need to be put back under the awning of the canteen.

The canteen is not normally open for senior games, but if you would like this facility available, you will need to find someone from your team's spectators to be in there to serve.

## **2.6 OVER 30 MEN GAMES**

Over 30's home field is Weedon Street. You will need to set up and pack up the field each Friday night for home games, and make sure rubbish is picked up. They have their own canteen and they will have that open on Friday nights. They serve alcohol, but this is only to be consumed on the balcony area or inside the building. Your Vested Official will need to make sure any spectators don't consume alcohol outside of those areas.

# **3. Sanctioning of Friendly Matches**

## **3.1 APPLICATION FOR SANCTIONS**

Any application for friendly matches shall be submitted to the Secretary of QCSA by email, at least seven (7) working days prior to the scheduled match. If you require a Match Official (Referee) to attend the match, please cc QCSRA ([secretary@qcsra.org.au](mailto:secretary@qcsra.org.au)) into the original email.

QCSA cannot guarantee Match Officials (Referees) will be available even if an application is lodged in the appropriate time frame.

Any application received within this determined deadline of seven (7) working days may be approved at the discretion of QCSA. However, once again, match officials cannot be guaranteed.

For every friendly match, training session or inter club match, every player partaking must be a registered player with either your club or the opposing QCSA club for insurance reasons.

If you are playing a game between 2 teams from your own club there is no need to notify QCSA. These games are classified as training sessions and as such are covered under the insurance policy.

# **4. Application for Rescheduling a Fixture**

## **4.1 RESCHEDULING A FIXTURE**

If a team needs to reschedule due to unavailability of players etc., there is a process and time line that must be followed to allow this to happen.

1. The Club must first contact the QCSA Fixture Officer by email to let the QCSA Fixture Officer know that you have a problem, once the team has informed club officials of the need to reschedule.
2. The Club will then need to contact the opposition and ask them to agree to a new date, time and venue. Please also cc the QCSA Fixture Officer in on this correspondence. Please clearly state in your emails, the original Round Number, Date, Time, Venue, Age Group, Home and Away team names. E.g. Rd 3, 27/4, 3:00pm, Brittain Park, U14/1, Scorpions v Westminster White.
3. The QCSA Fixture Officer then needs to get confirmation in writing (email) from **BOTH** teams/clubs that they have agreed to it and confirming the new changes. The QCSA Fixture Officer should not have to read through email trail from one club, to try and work out what is happening and who has agreed or not to any changes. Please clearly state in the email the amended details, e.g., Westminster White has agreed to the new time of 7pm on Thursday 9/5 at Brittain Park, as per Scorpions request.
4. If the QCSA Fixture Officer does not receive confirmation from both clubs, the reschedule will not proceed on the date you are proposing. The QCSA Fixture Officer will not be chasing up the club they don't hear from, it is the club's responsibility to advise the QCSA Fixture Officer.
5. A reschedule game must be notified **at least 7 days prior** to when you are wanting to play it. Anything under this time frame will not be allowed as referees need to be organised;
6. If you don't get an email confirmation from the QCSA Fixture Officer with the rescheduled details in, please follow up, as it may mean that your request has not been received. **A RESCHEDULE GAME IS NOT OFFICIAL UNLESS THE QCSA FIXTURE OFFICER SENDS OUT AN OFFICIAL EMAIL TO YOUR CLUB.**

**DEADLINE: All this must be completed by 7:30 pm Monday in the week of the game.**

It is possible to agree to reschedule the match by that time and then work out the alternate arrangements later, if the match is not going to take place that Friday night/Saturday.

Generally, you will be given the chance to come to a suitable agreement between both teams within 1-2 weeks. If this doesn't happen, then the QCSA Fixture Officer will set the new time and place for the game to be rescheduled and that is when it will be...no ifs or buts.

QCSA Fixture Officer's decision in regards to the rescheduling of fixtures will be final.

If after a game has been rescheduled, and either team cannot make the match then that team will have to forfeit the match, following the forfeiting process.

**No further rescheduling will be allowed.**

## 5. Forfeiting a Fixture

Any team needing to forfeit must let their club know, who in turn, must let the QCSA Fixture Officer know by **7:30 pm Wednesday**, on the week of the game. Please contact the Club Registrar of your intention for forfeit prior to this deadline.

If you forfeit after this time, you will be fined and will have to pay the match fees (e.g. light hire, referee and assistants) for both your team and the opposition team.

When a team forfeits, the other team will be awarded the three win points, as well the average goals "against" by the forfeiting team will be applied to both teams. The formula for calculating the average goals against is to divide total goals scored against them in the current completed rotation of fixtures (i.e. play all opposition once), by the number of games played. This amount will be added to the forfeiting teams "against" and the other teams "for" at the completion of each rotation. A minimum of 3 goals will be applied to both teams.

There is further minus point penalties in the last 5 rounds of fixtures. (-1 or -3 depending on whether appropriate notification is received or not).

Any member Club or affiliated Club that fails to fulfil any of its fixtures or finals obligations arranged by QCSA, will be fined per offence, and may be subject to further disciplinary action.

In the event the home or visiting team is not ready to commence the fixture within 10minutes after the scheduled kick-off time, the match will be recorded as a forfeit in favour of the opposing team, the points will be awarded to the opposing team as a forfeit and fines/penalties will be applied.

Where any listed player on the team sheet for the team NOT forfeiting in a forfeited match was to play out of his/her graded age group or division, then the fixture shall NOT be counted towards the player's tally of matches played up.

A Club that fails to provide sufficient notification of a forfeit will be fined and will be responsible for any referee fees in relation to the match.

A team which persistently forfeits matches, may, at the discretion of QCSA, be withdrawn from that competition and further disciplinary action may be taken against the Club.

## 6. Abandoned Matches

Should the match official (Referee) abandon a QCSA Fixture match, **then the match result will stand at the time of abandonment**, until the matter is referred to QCSA Fixture Officer or QCSA Discipline board for determination.

QCSA shall take into consideration the following factors when considering the factors for a replay of the match:

- reasons why the match was abandoned
- result of the match at the time of abandonment
- how much match time had elapsed or was left to be played
- the impact on the final points standing of a fixture
- the impact on the finals series of a finals match

QCSA Discipline board reserves the right to determine the match result if it is satisfied that one (or both) of the competing teams, its players, officials, members or supporters were directly responsible for the abandonment of the fixture.

- If the allegation is proven, QCSA Discipline board may decide to direct any of the following outcomes:
- the match be recorded as "NO RESULT"
- the match be recorded as 0-0 draw
- the match be recorded as a win in favour of the opposing team and the points will be awarded to the opposing team
- Impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending club(s), player(s) and official(s).

## 7. Goal Difference

If, at the end of the fixture competition, any two or more teams are equal on points, goal difference shall be taken into account in determining:

- the Premiers;
- the team or teams eligible for promotion to a higher division or relegation to a lower division;
- the teams eligible to play in the Finals Series in the respective divisions;
- All other positions on the points table.

Goal difference shall be calculated by subtracting the total number of goals AGAINST from the total number of goals FOR in all fixture matches:

- the team with the higher or highest resultant plus figure from such subtraction shall be deemed to have the superior goal difference and shall be the higher or highest placed team;
- the team with the lower or lowest resultant minus figure from such subtraction shall be deemed to have the lesser goal difference and shall be the lower or lowest placed team of those on equal points;
- In the case of goal difference being equal, the team having scored the most goals FOR shall be the higher or highest placed team.

In the case of teams having an equal goal difference and having scored an equal number of goals FOR:

- the team with the higher or highest number of points from matches played between the teams in question shall be the higher or highest placed team;
- if the number of points is equal, then the team with the superior goal difference from matches played between the teams in question, shall be the higher or highest placed team;
- in the case of goal difference being equal, the team having scored the most goals FOR from matches played between the teams in question, shall be the higher or highest placed team;
- If the goal difference and goals FOR are equal, then the team that scored the most away goals from matches played between the teams in question shall be the higher or highest placed team.

If teams are still equal after taking into account all of the above considerations, the following will apply:

- to determine Premiers and team(s) eligible for promotion to a higher division or relegation to a lower division the clubs concerned shall play off one or more deciding matches on neutral grounds, the format, timing and venue(s) of which shall be determined by QCSA

## 8. Interchange of Players

In all competitions, unlimited interchange will be permitted, with no more than fifteen players permitted to be listed on the Match Card.

Only players' names listed on the Match Card are permitted to take part in the match. A player who has been interchanged may return to the field for another player.

All interchanges can only occur at a break in play with the approval of the referee and must take place at the halfway line.

If a player arrives late, they are only allowed to take the field if their name has been written on the Match Card prior to the start of the match.

## 9. Player Identity

All players must have a passport-style photograph loaded into MyClubMate as part of the Registration process. The photograph will be in accordance with QCSA Policy, head and top of shoulders only, no hats/caps to be worn. Juniors (U9-U15/16) photo ID's must be replaced every 3 years and Seniors and Overage competition player's photo ID's must be replaced every 5 years.

### **Player photos cannot be scanned photos from passports, licenses or other photos.**

Teams are required to have printed a copy of their most current Photo Registered Players List (RPL) and have that with them for all matches.

**Registered Player Lists MUST BE PRINTED IN COLOUR THIS SEASON.** Once printed, please laminate your RPL or place in a plastic sleeve, so that it won't get ruined. If you have any new players during the season, you will need to print off a new one. You must offer this to the opposition team when you hand match card to them.

Team Managers are required to check the Player Identity of the entire opposing team. This action should be completed prior to the player/(s) participating in the game by the production of a Team I.D sheet (aka RPL). If identification cannot be verified and a club wishes to challenge the identity of a player or players, the player/(s) in question must sign the Match Card in the column adjacent to where their name is written.

### 9.1 BORROWED PLAYERS

Borrowed players participating in matches are not required to have their player ID number recorded on the Match Card, however, it is preferable. They do however must have their registered age group and division listed against their name in the appropriate column on the Match Card.

In the instance that a club has more than 1 team in a particular division, players in those teams, once placed, may NOT interchange between the teams.



## **10. Borrowing Players and Player Regrading**

### **10.1 BORROWING - COMPETITION**

Registered **Junior** competition players (Under 9 –Under 15/16) may be borrowed to play in higher divisions and age groups, but may only do so for a maximum of 5 matches within any junior competitions. The maximum number refers to the total number of games played up and not to each team they may play in. However, when they play their 5<sup>th</sup> borrowed match, they are automatically transferred into that team by QCSA. They cannot then play for any other team for the remainder of the fixture season. Juniors may only play up a maximum of two years from their correct age (not necessarily from their age group).

Registered **Senior** competition players (Under 17/18 and upwards) may be borrowed to play in higher divisions and age groups, but may only do so for a maximum of 6 matches within any Senior or Overage competitions. The maximum number refers to the total number of games played up and not to each team they may play in. However, when they play their 6<sup>th</sup> borrowed match, they are automatically transferred into that team by QCSA. They cannot then play for any other team for the remainder of the fixture season.

Over-aged teams may borrow players from higher senior division teams as long as they are of correct age. This rule does not apply to the last five (5) weeks of fixtures.

A team playing in a fixture shall be permitted to borrow players from a lower division in that particular age group, or a lower division in a lower age group (e.g. an U13 Div 3 team can borrow from an U13Div 4 or Under 12 and lower team; or for seniors, Senior Men Div 1 is the highest division, followed by the Over 30 age group and the Over 40 competition is considered to be the lowest division.

You cannot borrow across the same division, i.e. if you have 2 teams in Under 13 Div 2 (green and red), the green team cannot borrow from the red team and vice versa.

Players cannot be borrowed between gender specific teams.

All borrowed players must be noted on the match card as where they are borrowed from. If they are not, first offence will be a warning and a fine. Any subsequent offences will be deemed an ineligible player and the points stripped as per By Law Playing an Unqualified Player.

You can still borrow from lower divisions right through to and including the grand final.

Your club will receive email notification when a player has reached 4 or 5 borrowed games (junior and senior respectively). You need to ensure that the manager of the team, as well as the players themselves, keep a track of how many games they have been borrowed.

## **11. Eligibility/Non-Eligibility of Players**

### **11.1 ELIGIBLE PLAYERS**

Players who have registered for the 2014 season are permitted to be play at any time during the season (subject to any suspensions).

A person may participate in any match under the control of or sanctioned by this Association provided that that person is:

- (a) registered as a player for the Association for the particular age group or division, or is playing in a higher age group as provided by these rules;
- (b) named on the match card as it appears on the registered player information;
- (c) not under a suspension issued by the Chairperson of the Committee on Discipline; and
- (d) not an unqualified/ineligible player.

During the season, player registrations need to be received by the QCSA Registrar by 8:00pm Thursday night. They will be processed on the Friday and those players will be eligible to play in the following game. Any received after Thursday night will not be processed until the following Friday and they cannot play that weekend.

## 11.2 ELIGIBLE PLAYERS – FINAL SERIES

No player may play in the Championship Finals unless the player is registered prior to the fifth (5th) last fixture round of the Premiership Competition matches.

## 11.3 INELIGIBLE/UNQUALIFIED PLAYERS

Any player not registered as per QCSA By-Laws for the current season is considered ineligible and is not permitted to participate in any QCSA competitions. A player can only be registered with one QCSA club at a time.

Any player under suspension by QCSA is considered ineligible, and is not permitted to participate in any fixture until that suspension is served. This includes mandatory suspensions for yellow and red cards along with penalties determined by a Disciplinary Committee. A player whose name is not listed on the Match Card prior to the commencement of any QCSA competition match is considered ineligible and is not permitted to participate in that match.

The Player Age rules in section 1.1 and 1.1.1 outline the guidelines and process for any player to be assessed to play above or below their age group. Players playing without the correct assessment will be deemed ineligible.

**A team must not list more than fifteen (15) eligible players on a Match Card for a match (not including any struck through players who are ineligible to play). If a team does so, then the team is considered to have played ineligible players.**

QCSA reserves the right to investigate the eligibility of any player participating in any competition. There are a number of ways that a player can be deemed unqualified/ineligible. The easiest way is to look at the table of offences below and then don't do them, as they will either result in loss of points or a fine.

#	OFFENCE
1	Player too Young or too Old to Play
2	Failure to provide RPL at request
3	Ineligible Borrowed Player
4	More than max players on MC (didn't play)
5	Not listed on MC as borrowed player
6	Playing Down
7	Using more than maximum allowed players
8	Player Not Listed on the Match Card
9	Player Not Registered
10	Playing while suspended
11	Playing Under an Assumed Name

## 11.4 PROTEST – PLAYING INELIGIBLE PLAYER

On match day, any team may ask to check the identity of any opposing player/(s).

Should the identity of a player/(s) be questioned at any match in which they are participating, the player/(s) must sign the Match Card. The opposition Team Official should note the doubt of the identity of the player on the Match Card and ensure that they circle **N** on the Match Card where verifying the identities of the players.

The game proceeds ahead as normal.

No player can refuse the request for such a signature. Any player asked to sign a Match Card and does refuse to do so is automatically deemed unqualified and the points stripped from that player's team, regardless of whether that player is eligible or not.

No Club Official shall have the power to refuse to allow an opposition player to take the field for any reason.

## 11.5 PENALTIES AND OUTCOMES

If it is established that a player competing in any QCSA competition fixture was ineligible to play, then the following will apply:

- QCSA may impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending club, team, player or team official;

- the team found guilty shall forfeit any goals scored and points gained in that match and the points and match will be awarded to the opposing team;
- if the team found guilty won, they will lose 3 points and the opposition gets the 3 points;
- if the team found guilty lost, they will lose 3 points and the opposition gets the 3 points and the win;
- if the team found guilty is in a drawn match, they will lose 2 points and the goals for and the opposition gets all 3 points.

In the event that it is established that both teams competing in any QCSA competition fixture fielded players who were ineligible to play, then the following will apply:

- the match will be deemed as a NO RESULT, whereby, no points will be awarded;
- QCSA may impose a fine, suspend, expel or take whatever disciplinary action it deems necessary against the offending clubs, teams, players or team officials

## 12. Club Responsibilities

### 12.1 FACILITIES/GROUND ARRANGEMENTS

The home club must ensure:

- the ground is correctly marked, including the technical area;
- it provides suitable goal nets, safely fastened or pegged to the ground and corner flags;
- it provides toilet facilities that are hygienic and clean and (if possible) dressing room facilities that are hygienic and clean;
- it provides a safe environment for players, officials and spectators;
- if possible, it has adequate refreshment/canteen facilities open to the public;
- if possible, it provides a Referee's Room where referees can rest and leave their belongings while on the field.

The dimensions of the playing field/s shall conform to the Laws of the Game as stated in our By-Laws, Section 24 Field Requirements.

Any club whose facilities do not meet the requirements specified may be fined, suspended or have its home fixtures played away.

#### 12.1.2 CARING FOR OUR GOAL AREAS

**Coaches and Parents, please do not let your children play in the full field goal area while the Under 7 and Under 8 games are in progress. We also ask that children do not pull on the nets covering the full field goals. These requests are for your children's safety as well as the care of the goal area. When Under 7 and Under 8 games are in progress, there should be no one practicing or playing in the goal area. Coaches, this area should not be used as a warm up area prior to a game either.**

This goal area needs to be in acceptable condition for full field competition games to be played. The referees will inspect the goal areas prior to a full field game commencing. If it is not acceptable, the game may not be able to go ahead.

At times the college places barrier tape around the goal area to allow the area to recover. This means no one is to use the goal area at this time. Please respect this.

### 12.2 M.E.S.C. – WET WEATHER PROCESS FOR TRAINING AND GAMES

The general Rule of Thumb for wet weather is "Unless notified that fields have been withdrawn, Training and Games are On".

#### 12.2.1 Training Process:

When we have wet weather, the Club Registrar will be notified by the school (Citipointe) and MGYR (Weedon St) if we have to cancel training. This is done either by phone, text or email. If we have been given plenty of notice the Club Registrar will email the coach and manager of the teams affected, so you can let your team know. If it is a same day cancellation, the club registrar will email and text the coach and manager of the teams affected.

Sometimes the notice doesn't come until around 2.00pm in the afternoon, so in that situation, you will have to urgently get onto your team, especially if you train straight after school. This is best done by texting the nominated SMS number that parents have provided on the contact list. We suggest you have these numbers saved in your phone, so you can notify your teams if you don't have the contact list in front of you.

**Manager/Coach will need you to reply to Club Registrar's notification of training being cancelled so that the registrar knows you have received the message.**

The club has a SMS System set up through the website. If need be, and registrar is at home at the time an urgent message comes through, she will send those affected a SMS notification via the website. The Club Secretary will also have this ability. The main purpose of this system is for Cancellation of Games, but it can be used for training if necessary. For example, if the Club Registrar hasn't received notification that received the message of urgent cancellation, we can use the SMS system then.

NB: Please check with your parents/players that the Nominated SMS number is correct and the best one to send messages to. If you are told a different one, please also let the Club Registrar know so we can update our system.

### **12.2.2 Game Process:**

If we have had a week of rain, we will usually receive notification fields have been withdrawn from Wednesday onwards of that week. The club registrar will be sent an email from the QCSA Fixture Officer. The club registrar will then forward this email onto the coach and manager of the team affected so you can notify the parents/players. The list of withdrawn fields will also be put on the QCSA website Home Page and Facebook Page. From Wednesday onwards of a wet week, check [www.qcsa.org.au](http://www.qcsa.org.au) regularly.

Clubs must give the QCSA notice by 3.00pm for Friday games and by 6.30am for Saturday games. If we have rain on Friday during the day and overnight, one of the committee members will be checking the fields to make the decision if they need to be withdrawn. If fields are withdrawn at these times, you will be sent an SMS message from club registrar, and the club will also send SMS messages via the website, especially for Saturday games. There are times where the travel time is over an hour to get to games, so messages need to be sent urgently.

If it's raining on a Saturday morning, it's a good thing to be checking the QCSA website for updates on game cancellations. This is normally updated at 6.30am if there is a cancellation of games. So coaches, managers and parents of teams who have early games on Saturdays, need to be checking the QCSA website from that time as well. It pays for everyone to be vigilant when the weather is wet in checking the QCSA website.

NB: Again, please check with the parents and players of your team that the Nominated SMS number is correct. If they have not supplied a Nominated SMS number or it is incorrect, they will miss out on important messages. The team contact list will let you know if a Nominated SMS number wasn't supplied.

Also, if when you initially contacted your teams via email and you had any bounce back as undelivered and you got the correct email address from the person concerned, can you please let the Club Registrar know that email address. This will assist us in keeping our database up to date and correct.

It is the QCSA's intention that all games are played on the day, even if they have to be moved to other fields, but if there are a high percentage of fields withdrawn the QCSA will cancel all games.

**On these types of days, in particular, NO ONE, except club secretary or registrar is to contact the QCSA Fixture Officer regarding games.** Even if the answer is known, it won't be given. If time permits, the QCSA Fixture Officer will contact the club if there is any issue with their games, if it is a tight time frame, the QCSA Fixture Officer will go to the team directly and let them know what is happening.

## **12.3 COACHES' RESPONSIBILITIES**

1. Weekly training day and time to be determined in regards to coach's availability.
2. Train your players in the game of soccer in accordance with the Mansfield Eagles Soccer Club vision and rules of the game.
3. Decide on a training afternoon/night, time and location. The Club Registrar will then organise where your team trains.
4. Inform each player in your team that you are their coach and when/where training will be held.
5. Locate a parent to manage the team (arrange this at least 2 weeks before the first game). Pass this person's details onto a Club Official.
6. Discuss the list of duties with your manager and encourage them to come along to training sessions if possible.

7. Check equipment with your equipment list. If incorrect, please advise Margaret Smith, Equipment Officer.
8. Advise Zone Representative of players names when asked (for Zone-run competitions and carnivals).
9. Attend training courses and coaches meetings where possible.
10. Ensure First Aid Kit is available at training and games. Seek out parents with first aid certificates to assist if/when required.
11. Read 2014 QCSA Club Procedure Manual to understand the Association expectations of a coach. <http://www.qcsa.org.au/userfiles/File/downloads>.
12. For help on how to organise a training session, etc, try [www.bettersoccercoaching.com](http://www.bettersoccercoaching.com) and [www.soccerxpert.com](http://www.soccerxpert.com)

### **12.3.1 At Training**

1. Present parents with an introductory letter (same in coach's kit)
2. Ensure all players participate in training. Try drills that involve all players and are fun. Aim to not have players standing around for too long.
3. Inform parents of disruptive players (after the session) and work together to find a solution. (The club Chaplain may be contacted if behaviour persists).
4. Ensure training finishes on time and do not leave until all players have been picked up.

### **12.3.2 At The Game**

#### **Before the Game:**

1. Ensure that players are warmed up before taking the field.
2. Lead (or have a parent lead) the team in prayer before the game.

#### **During the Game:**

1. Ensure that all players receive fair game time.
2. Use an encouraging voice to the players.
3. Resist the urge to remove a player after they have done something wrong.
4. Encourage your team to be great sports – regardless of the result.

#### **At the End of the Game:**

1. Encourage players to shake hands with the other team and give 3 cheers.
2. Allow time for team to come together and encourage their efforts. Allow players to talk about the game and hand out any awards/incentives.

Referees are not to be abused nor their decisions disputed. Thank them for their time and efforts.

### **12.3.2 Cautions and Offences**

#### **Reasons for Cautions and Send Offs:**

- Dangerous play.
- Persistent infringement of the Laws of the Game.
- Delaying the restart of play.
- Failure to respect the required distance when play is restarted with a corner.
- Kick, free kick or throw-in.
- Entering or re-entering the field of play without the referee's permission.
- Deliberately leaving the field of play without the referee's permission.
- Unsporting behaviour.
- Dissent by word or action.
- Delaying the restart of play.

#### **Sending-Off Offences**

- Serious foul play.
- Violent conduct.
- Spitting at an opponent or any other person.
- Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area).
- Denying an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick.
- Using offensive, insulting or abusive language and/or gestures (Using the name of Jesus as a swear word can be seen as offensive language in QCSA).

- Receiving a second caution in the same match.

### 12.3.3 Shooting Drills:

#### Drill 1 – Simple Shooting Drill

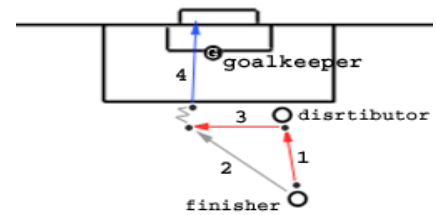
**Description:** This is a good drill to start off a shooting practice. The "finisher" passes the ball over to a distributor who sets it up for a finish. The ball must be struck outside of the penalty box.

**Explanation:** In the beginning of the drill, the player taking the shot must be required to control the ball before finishing. When the players get comfortable enough, make it a requirement to finish with a single touch. This provides a smooth progression from technical execution to performance demands.

**Task:** finish from outside the box

**Purpose:** technique, composure

**Complexity:** simple



## 12.4 TEAM MANAGER'S RESPONSIBILITIES

### 12.4.1 Manager's Responsibilities

1. Assist the coach in the management of the team, communicating between the team, parents and club. To ensure all parents are introduced to each other and feel welcome and a part of the team.
2. Ensure the first aid kit is available at training sessions and at the game.
3. Organise team jersey washing and game oranges/watermelons by maintaining a roster.
4. Blue cards are required for Coaches and Managers 18 years and older.

#### During the Week

1. Regular Contact with Coach *and* Team, as required.
2. Generating Weekly Roster with game details.
3. Checking the Game Draw for the Week. Although it may be released in full at the beginning of the season, changes can still be made to the game draw, so it is advisable to check this weekly.
4. Ensuring washed jerseys are returned at training

#### Take to the Game

1. Take Manager's Box (contains First Aid Kit, Team Jerseys, Bibs, Match Ball, Match Card and Team Contact Details, Any Medical Details, etc.)

#### Before the Game

1. Complete the Match Card and meet with opposing team manager (refer section 12.4.2 – Match Card Process).
2. Distribute the Club Jerseys and check that players have all their gear on (shin pads).
3. Make sure all players are in attendance. Have player contact list at hand.
4. If only 2 officials – appoint a linesman (Under 9 and up). If not already organised, appoint a Vested Official and give them the Fluro vest. The Vested Official can be rostered weekly, but can also be organised at the game.

#### During the Game:

1. Ensure oranges/watermelons are available for half-time break.
2. Assist with substitutes as directed by the coach.

#### At the End of the Game

1. Retrieve the Fluro Vest from the Vested Official.
2. Gather the match jerseys from the players. Count them and then hand them over to the parent who is rostered to take them home for washing. Ask for them to be returned at the next training session.
3. Ensure all rubbish is put in the bin – especially insulation tape (as it gets caught in the mower blades).

#### After the Game

1. Enter the game results onto the "My Club Website". Please refer to Match Card Process for more information.

2. Under 7 and Under 8 –Take the U7/8 Match Card to the Canteen. Additionally for U7/U8, the details of the match can be entered on the MCM <http://qcsamesc.myclubmate.com/TeamManagers/> under Match Results.
3. Under 9 and up games – Manager enters results into the Team Officials Portal by 10.30pm on the day of the game. It is best done straight away after the game, so that it is not forgotten.

#### **Game Day Process for Manager:**

1. Take your Manager's Box, including Match Card to the field
2. Arrive at the game 30 minutes prior to kick off. Encourage all team members to be there 30 minutes prior.
3. If you are the Home team, ensure Set Up Person/s are ready to set up field 30 minutes prior to kick off. (It is preferable to have 2 people on set up duty). Alternatively, your team may be the one who has to pack up after the game. It is also good to have 2 people rostered on for this.
4. Meet with coach and give him the Team Jerseys, Bibs (if required) and Match Ball.
5. 20 minutes prior to kick off – ensure all team members are dressed and ready to warm up (ensure team jersey, white shorts, club socks, shin guards and boots)
6. 15 minutes prior to kick off – Manager meets with opposing team manager to complete Match Card Process. Teams will need to line up so that both managers can view the team members against the Coloured Registered Player List (RPL) to confirm that the correct players are there. (**Please refer to Match Card Process for full details**). Managers complete Match Card and sign off. In Under 7 and Under 8 games, manager holds onto the match card until the end of the game and then puts it in the canteen at Citipointe Christian College soccer field.
7. 10 minutes prior to kick off ensure rostered Canteen person is at the canteen (this is for Home Games only).
8. 10 minutes prior to kick off ensure referee is at game and is ready to go. If you are the home team, your match ball will be used.
9. Make sure all rostered families are doing their rostered duty on time.
10. At end of game, make sure all players come off the field IMMEDIATELY.
11. Vested Official to sign the Match Card where indicated.
12. Referee to sign the Match Card where indicated.
13. Manager to ensure all parts of the Match Card are filled in. **Please refer to Match Card Process.**

#### **12.4.2 Match Process Guidelines**

<http://qcsamesc.myclubmate.com/TeamManagers/>

The club suggests that you allocate numbers to your players now, before the season begins, then you are able to allocate the player number in the Team Official's Portal and print off the Match Card before you bring it to every game. This preplanning will save time at the game. It is always good to have white out with you. This could be when you need to borrow a player from a team lower than you in age group. (U7 teams cannot borrow from any other team, but if required, please contact club registrar). Both teams have their own match card, to be signed by the opposing team manager and referee. This is when you may be asked to show your Registered Player List and when you can ask to see theirs. This all needs to be done before the games begins, so allow 15 minutes for this process.

#### **Ensuring Kick Off is on Time:**

You don't have to follow the exact guidelines listed here but they are one way of assuring the match kicks off on time without any problems.

1. All Teams needs to have all their match card completely filled in 15 mins before scheduled kick off. Obviously the earlier the better and if you can have it filled out before leaving home it will save time at the game. You will need to meet with the opposing team's manager at least 15 minutes before kick-off to complete the match card.
2. The two Managers match the names on the match card with their RPL (Registered Players List) and the faces of the players taking the field with the numbers. It is helpful to have two people per team doing it.
3. Both Managers then sign the Match Card to say that they are satisfied or not and then hand the match card to the referee, at least 10 mins before kick-off. (More details under section headed "Both Team Managers").

#### **A few other things to note:**

##### **Late Players**

Should a player be arriving late, the opposition is entitled to check the oppositions RPL. If you are aware warn them, so they know. When the player arrives (whether you knew they were coming or not), take the player and the RPL to the opposition manager and let them know they're there – BEFORE TAKING THE FIELD. Note, that they must have been put on the match card prior to kick off – if not, and they take the field, they will be deemed an unqualified player. It's smart to put all your players on (for juniors) even if you know they probably aren't coming. What if they turn up for the second half??

### Concerns

**If the opposition has any concerns about players, such as no RPL provided, a borrowed player, etc., they have the right to request a signature on the match card. This is not an accusation of cheating! It's merely a way for QCSA to check, what the manager is unable to. The game proceeds ahead as normal. Any player asked to sign a match card that does not – is automatically deemed unqualified and the points stripped, regardless of whether that person is eligible or not.**

Please keep your match card in a plastic sleeve so it doesn't get ripped. Retain the plastic sleeve and give the referee only the match card. Spare Match Cards will be in the canteen at Citipointe Soccer Field and in the Donga at Weedon Street field, so if you forget yours, you can take one from there. Please remember other clubs may not have spares at their field, so you should always make sure you have your match card each week.

### A Match Card must:

- list all match details (age group, division, date, round number, participating teams, kick off time and venue);
- list all players taking part in the match with first name, surname, player ID (not necessary, but preferable for borrowed players) and corresponding shirt numbers for all age groups; **ALL HANDWRITTEN NAMES ARE TO BE WRITTEN IN FULL AND LEGABLY. NICKNAMES OR SHORTENED NAMES ARE NOT ACCEPTABLE.**
- list all borrowed players, noting their registered age group and division. Borrowed players may be asked to sign the match card;
- not list more than 15 players for any fixture. Please strike out or white out extra player's names;
- have the name of the Vested Official and have that person sign the relevant area on the Match Card for their team;
- be supplied to the opposition Team Manager **at least 15 minutes prior** to the scheduled kick-off, to allow for verification of the players listed on the Match Card to take place;
- be supplied to the match referee **at least 10 minutes prior** to the scheduled kick-off;
- If all the areas mentioned above are not filled in correctly, the applicable team will be fined, with the fines increasing each time a breach is committed, and it can also lead to the match being lost due to an ineligible player being listed on the Match Card.

### Both Team Managers:

- must ensure they have the minimum number of players to commence the match, 7 players (4 players for Under 6, 7 & 8 age groups);
- will need to have printed out their own Match Card from the My Club Mate system for each match, whether they are the home or away team. The match referee for Under 9 and older age groups will collect the 2 match cards, 1 from each Team Manager for their own team. Under 7 and Under 8 teams will need to place their completed match cards in the canteen after the game. For Under 8 when playing away, match card must be returned to canteen at earliest convenience.
- must ensure that a Vested Official is nominated from their team and have that person sign the relevant area on the Match Card for their team;
- must verify the names on the opposition Match Card with their RPL to verify the identities of the players on the Match Card are represented by the correct players taking part in the match;
- if happy about the identity of the opposition players, must then sign and circle "Y" on the opposition Match Card confirming that they have verified the identities of the players on the Match Card and are represented by the correct players taking part in the match;
- if either is not satisfied that the opposition players are who they deem to be as listed on the Match Card, should sign and circle "N" on the opposition Match Card and may request the player whose identity is in question to sign in the column adjacent to where the player's name is listed. Please make use of the comments section to advise the QCSA Match Card Officer of your concerns.
- may make use of the 'Comments' section to advise the QCSA Match Card Officer of any concerns;
- need to leave listed on the Match Card any players who may be struck through as they are ineligible to take the field for that match;



- if requiring more space to write either player's or borrowed player's details may white out any player's that are not taking the field for this match, but, this does not apply to player's that are struck through – they must remain on the Match Card;
- when finished verifying players on the opposition Match Card, the Team Manager will then hand the opposition Match Card direct to the match referee (Under 9 and up only);
- If the opposition Team Manager has not yet finished completing the Match Card, then you should not confirm that you have verified any player's identification until they have done so, that way, information cannot be changed once you have signed it as being correct to your understanding;

#### 12.4.3 Printing Match Card Process

**Appendix 4.** This can be downloaded from the **Mansfield Eagles Soccer Club** website at [www.mesc.org.au](http://www.mesc.org.au) under **Downloads**. This is a 21 page document that walks you through the process starting with logging onto the Team Official Portal, Main Menu, Player Identity, Shirt Numbers, Player Signatures, Player Availability to 'Printing of the Match Card with your team member's names on there.

#### 12.4.4 Match Results Notification (Under 9 and Up)

All clubs, whether their teams were home or away teams, must enter all their teams' results through the MyClubMate results system prior to 10:30pm of a Saturday evening, if not earlier, for the matches played on that day or the Friday night prior.

Results will be displayed in the results fixture table as soon as 1 of the clubs has entered the scores for a match. However, if the opposition teams results gets entered and they do not match the already existing results in the system, then no score will be displayed until the correct score is entered either by the club entering the incorrect result, or by the Match Card Officer once the scores have been confirmed with the Referee of the match

Each club must have a Results Clerk. The Results Clerk is responsible for overseeing the managers' entry of scores into the QCSA Team Official Portal on "My Club Mate".

Results Clerk for MESC is Lewie Ivanovski. Contact number is: 0408 881 135.

Scores can be queried by coaches and managers by sending an email to [lewie.ivanoski@bluescopesteel.com](mailto:lewie.ivanoski@bluescopesteel.com)

#### 12.4.5 Team Vested Official

The Team Vested Official:

- must walk onto the field with your team, at the start of the game, so the referee knows who you are (Under 9 and up);
- is required for all teams that partake in the QCSA fixture competitions;
- QCSA prefers a fluoro orange vest to be worn, but other fluoro colours are acceptable;
- Is the person who controls the crowd / spectators. Often it can be the Team Manager of that team;
- can never be the coach;
- cannot be involved in any running of the team, i.e. interchanges or positional changes;
- are required to add their name and sign the Match Card to indicate who they are to the QCSA so QCSA can contact as required;
- are to observe the game from where the majority of the spectators are. Not on their own on the other side of the field, and definitely not from the coaches / interchange boxes;
- is the person that the referee will speak to, if the referee has an off field problem that needs sorting out;
- when off field problems, such as referee abuse, smoking in wrong areas, alcohol, or other issues are present, it is this person's responsibility to stop it;
- is required to control all spectators (not just their own). It is helpful though, if any problems need to be dealt with, for the Vested Officials to deal with it together;
- Clubs must ensure managers / coaches are very careful about the people they ask to do this position;
- must be at least 18 years old, since obviously a 12 year old can hardly be expected to do the above;
- Likewise a 95 year old would be unable to fulfil the duties;
- QCSA suggests that teams have a parent / person that is prepared to do it most weeks, so they are aware of the responsibility (and perhaps have a backup for when the original person is way);
- EVERY GAME MUST HAVE A VESTED OFFICIAL PRESENT FROM BOTH TEAMS;
- teams can be fined and have a loss of points for non-compliance;
- in certain cases, SCM can rule that teams have to have multiple Vested Officials;
- aside from the start of the match, must never enter the field of play without the referee's consent and ensure that no spectators do either;

- for Senior Teams, we do recognise that a lot of teams have just the players and no spectators. In these cases, it is preferred that the Vested Official is the starting Captain. That person must still sign the match card and do all the duties as outlined above. If there are any spectators with your team, then this is not allowed.

As you can see from above, the Vested Official is a very important position and the person / people chosen to fulfil this task must be appropriate. It is as important (if not more so) as the person chosen to coach each team.

#### **12.4.6 Manager's Box Contents**

- Green Bag with Team Jerseys
- Match Ball
- Coloured Bibs for Home Games (Under 7/8 only)
- Coloured Bibs for Training and Substitute Players (Under 9 and over)
- Orange Vest for Vested Official
- First Aid Kit
- Equipment List – signed by Coach when kit first received

#### **12.4.7 Contact Details for Team Members**

Team contact details are available for printing from the QCSA website under the My Club Mate Team Official's Portal Login. Manager should bring this information both to training and games. It is suggested that contact details are entered into your phone as well as having a hard copy with you. The Team Contacts Form also lists any Medical Conditions or Allergies that a team member may have and as Manager, you need to be aware of conditions or allergies.

### **12.5 MATCH BALLS**

Each team must supply at least one (1) football of correct size and in good order and condition for each match, and give to the Referee before game begins. Please see section 2.2 for correct size ball for your age group.

Match Balls are supplied by the club for Junior teams. Senior teams purchase their own and will be reimbursed by club when receipt is given to Club Treasurer. Please contact Club Equipment and Purchasing Officer, Margaret Smith, on 0414 765 358 for guidelines.

### **12.6 UNIFORM**

#### **12.6.1 Bibs and Alternate Strips**

There will be times when you will need to wear the Alternate Strip (U9 to SM/O40) and Bibs (U7 and U8). This is required when you are playing other Mansfield teams and other clubs who have the same or similar colours to Mansfield. Home teams will be required to wear the Alternate Strip and Bibs.

If Alternate Strip is required for an upcoming game, please contact Equipment Officer, Margaret Smith, on [mandm\\_smith@hotmail.com](mailto:mandm_smith@hotmail.com) or 0414 765 358. The Bibs are the training bibs already provided in the kids.

As our U7 teams are only playing other Mansfield Eagle Teams, the Home team will need to wear bibs for all games.

When U8 Mansfield Eagles teams play each other, the Home Team will be required to wear the Alternate Strip.

Under 10 teams will require the Alternate Strip when they play El Salvador for Home games.

The following teams will need the Alternate Strip for Home games against the following clubs:

Un12 Div 2 – El Salvador  
Senior Men Div 5 – Whitehill  
Senior Men Div 1 – Whitehill

#### **12.6.2 Skins (Compression Gear) and Tapes**

Skins can be worn, but if they can be seen under the shorts, they must be white. For long sleeve skins, they must be the same colour as the predominant colour of the jersey. In our case that is Royal Blue. If Skins can be seen, the Referee is within his or her right to ask you to fold them up so they can't be seen or ask you to remove them.

Players like to use tape to hold their socks up or hold shin guards in place. As of this year, the tape must be the same colour as the socks. In our case that is Royal Blue. White is not acceptable. This also is the ruling for anything other object players may place over their socks.

Please advise the players/parents of your team of these requirements. Also, please make sure none of your players have soccer boots with metal studs. They are not allowed.

### **12.6.3 Goalkeeping Gloves and Shorts**

If your goalkeeper wants to purchase goal keeping gloves and shorts the club will reimburse to the value of \$35 for gloves and \$40 for goal keeper shorts. Receipts will need to be provided for reimbursement.

## **12.7 JEWELLERY, GLASSES, HATS, SUNSCREEN, MEDIC ALERT BRACELETS & CHAINS**

### **12.7.1 Jewellery**

All jewellery (watches, chains, bracelets, earrings, metal hair accessories, facial piercings, etc.) must be removed before players can enter the field of play. This includes under 7 and 8 players, coaches and referees who are running on the field. Adult's watches and rings are at head height for these junior players and often their coordination is not developed enough to guarantee they will not bump into the coach/referee. Girls may be able to wear plain stud earrings, but please check with the Referee before entering the field of play. Yellow cards can be issued for having any of these items on for U9 to SM/O40. Seniors will also need to take wedding rings off.

### **12.8.2 Glasses**

Glasses can be worn, but they must have a safety strap on them, or be taped well to the side of the face.

### **12.7.3 Hats and Sunscreen**

Hats cannot be worn by players. Goalies can wear a soft hat, but hard peaked caps are not allowed due to safety reasons. Please ensure players have sunscreen on when the days are warm. There is sunscreen in the canteen at Citipointe Christian College Soccer Field if needed.

### **12.7.4 Medic Alert Bracelets and Chains**

Medic Alert Bracelets and Chains are not allowed to be worn, as with jewellery. If players normally wear these, please make the Referee aware of this so that if something unforeseen happens on the field of play, they will act accordingly. Any medical conditions and allergies are listed under the **Team Contact List** under the Team Official's Portal. On this note, it is advisable to find out if you have any parents or players with First Aid Certificates in your team.

## **12.8 INJURY REPORTING**

All injuries that occur at either training or at games will need to be reported to a club official. Injury Report Form will then need to be completed on the Team Officer Portal section, under Injury Report. Complete the Injury Report form with all relevant information and press Add New Injury Report.

## **12.9 MANDATORY DUTIES (Junior Teams Only)**

### **12.9.1 Canteen Duty – Home Games**

**All families are to be rostered on for Canteen Duty, except family of Coach.**

A person is required for Canteen Duty ONLY for Home Games at Citipointe Christian College. You can either have one family on canteen duty for the whole game, or you can have two families rostered on for half a game each. The parent needs to be at the canteen 10 minutes before the beginning of the game, and needs to stay 10 to 15minutes after the game has finished. They are the busiest times in the canteen. There is a canteen at Weedon Street, but we are not required to man that canteen. Please make sure the parents who are on roster go to the canteen when it is time. You need to be mindful that the parent in the canteen from the previous game will need to leave. If no one from the following team has anyone available to be in the canteen, pull the roller door down and close the door, but don't lock it. Someone will lock it at a later stage of the day.

#### **Suggested Text for Emails:**

*The rostered parent needs to be at the canteen 10 minutes before the beginning of the game, and needs to stay 10 to 15 minutes after the game has finished. They are the busiest times in the canteen. Parents who are on Canteen Roster must go to the canteen when it is time. You always need to be mindful that the parent in the canteen from the previous game will need to leave.*

### **12.9.2 Field Set Up (if first game) and Pack Up (if last game) – Home Games**

**All families are to be rostered on for Field Set Up / Field Pack Up, except family of Coach and Manager.**

Under 7 and Under 8 – Text from Margaret Smith's email

**SET-UP:**

- Goals (at the end of canteen) to be placed on fields 1a and 1b. The goals sit on the line in the centre of the D's. They need to be pegged down (pegs/rubber mallet inside crates inside canteen to the left. Refer coach's pack.
- Place sign in line with centre line of field.
- Place orange and yellow cones around the perimeter of the field to mark out the field.
- The centre line divides the two fields and the other side is the 18 yard box.
- **Place cones at the top of the bus car park, to prevent people parking near the soccer field.**

**PACK-UP:**

- Bring in goals up to field side of canteen and lock up with chain.
- Bring in cones (only from field) and field sign to canteen.
- Clean up rubbish on field and around field.

**All teams are responsible to pick up rubbish after their game.**

**Field Set Up and Pack Up for Home Games at Citipointe Christian College.** For U7 and U8 games, COC 1A and COC1B (Soccer Field), the goals and cones will need to be set up by the first team for the day. Please ask parents to be there a minimum of 30 mins prior to kick off to have plenty of time to set up the field. Two parents would be ideal to do this duty. You will also be shown how to do this for the first couple of weeks as well. For packing up, this won't take as long, but needs to be done immediately by the team who is last on the field. Goals are taken back up to the canteen area, and cones and pegs put back in the canteen.

COC 1 – put corner posts in, which are in the canteen, just inside the door, to the left. You will also need to make sure the nets are pegged down where a ball cannot roll under the nets. Pegs and rubber mallet are in same place as corner posts. Also, make sure nets are taped to goal posts securely. Duct tape is in the crate in the canteen.

**(Under 9 and up games) Setting up by first team on each full field**

Under 9 and above - If your team is the first full field game after an U7/U8 game, there is generally only about 10 – 15 minutes break. Your help in assisting the U7/U8 team with packing up the field will make the changeover for the full field game quicker.

**12.9.3 Jerseys – Team Match Jerseys – to be Washed Every Week:**

**All families to be rostered on, except family of Coach.**

**Washing Jerseys** after games - whether Home or Away. The jerseys should be brought back at the next training session. This way you will know you have the jerseys and won't have a situation where someone has forgotten them. NB: Often the way to work out the roster for these two duties is whoever brings the oranges/watermelon should take the jerseys home.

**Suggested Text for Emails:**

*When rostered - Clean jerseys to be brought to training each Thursday and left in Manager's Box for the game on Saturday. As per the roster, a different family will take home the dirty jerseys after the game each week and bring them back on training afternoon. If you are the rostered family with the jerseys and are unable to make it to training that week, you must contact the Manager, who will arrange collection of the jerseys, prior to the match on Saturday.*

**PLEASE DO NOT PUT JERSEYS IN THE DRYER!**

**12.9.4 Oranges/Watermelon Supply for Half time – every week**

**All families to be rostered on for bringing fruit to game.**

Providing Oranges/Watermelons for games whether Home or Away for the players at Half Time. Please be aware of any food allergies your team members have. This can be found on the Team Official Portal on My club Mate.

**12.9.5 Parent Referee – Required for all Home Games – Under 7 and Under 8 games ONLY:**

Each team should try to have a parent who can referee. If not, team Coaches can referee as well as coach team while game is on, although it is preferable to have someone else referee. If a team parent is to be the referee one week, do not roster this family on for any other duties for that week.

### **12.9.6 Vested Official – Every Week:**

#### **All families should be encouraged to do this, except the Coach or Referee (U7/U8).**

The Vested Official wears the bright orange vest, which is kept in the Manager's Box. They are the team representative on the sideline who is there to make sure no one, including small children venture onto the field and also to control the crowd if there are unruly parents on the sideline. In U7 games, where we are playing other Mansfield Eagles teams, it shouldn't be a problem. Someone is definitely required for this role, as they need to sign the scoresheet at the beginning of the game. For more information on the duty of the Vested Official, please refer to section 14.4.2.

## **13. Technical Area (Under 9 and up)**

- Each club must have Technical Areas clearly marked as stipulated by FIFA guidelines and provide sufficient seating to allow all personnel to be seated during the match.
- An area one (1) metre either side of the half-way line and one (1) metre deep shall be marked off the field of play on one side only. This area shall be known as the Interchange Zone. The Interchange Zone shall lead into an area known as the Technical Area to be defined by an area 3m x 2m marked behind the Spectator Line (refer to Field Requirements in the QCSA By-Laws) either side of the half-way line.
- Coaches of teams in age groups up to and including Under 10 shall be entitled to give coaching instructions from behind the spectator line along the length of a field.
- Under 11 and above coaches shall be entitled to give coaching from the technical area only.
- The coach and other officials must remain within the confines of the technical area, except in special circumstances, for example, a team sports trainer or doctor entering the field of play, with the referee's permission, to assess an injured player.
- All substitutes must be seated within the technical area. They must wear bibs or an alternative coloured uniform to their and the opposition team strip, Substitutes are permitted to warm up outside of the technical area, provided they are wearing bibs or an alternative coloured uniform to their and the opposition team strip. When warming up, substitutes are requested to choose an area furthest from the opposing team.
- All occupants of the technical area must behave in a responsible manner. The Referee has the right to expel any person from the technical area at any time as he or she sees fit. The game will not recommence until that person has left the playing field to the Referees satisfaction.
- Suspended players and officials are not allowed in the technical area.

## **14. Referees (Match Officials)**

### **14.1 QCSRA – REFEREES AND ASSISTANTS**

Wherever possible, registered QCSRA Referees shall be appointed to control fixture matches.

QCSA uses the affiliate association Queensland Churches Soccer Referees Association (QCSRA) as their official provider. They are requested to provide a referee and 2 assistants for every match played by QCSA. (N/A to Under 7 and Under 8 games).

### **14.2 NON-ATTENDANCE OR UNAVAILABILITY OF REFEREES (Under 9 and up)**

If a match is unlikely to have a Referee, an email will be sent to the club on Thursday or Friday evening advising same. That gives clubs a chance to make alternate arrangements. Sometimes, through injury, car trouble, etc. even though a Referee is supposed to be there, at the last minute they aren't.

If a Referee fails to attend – the match **MUST** be played. You can't decide to go home and play another time as both or one team may be penalised with an extra point penalty. More emphasis is placed on the home team to find someone as they probably have more options available to them, than the away team does (such as games before and after, someone close). But in saying that, if the away team does have someone who can do it, we are sure the home team won't mind.

Both teams need to agree with the selection of Referee to take charge of the fixture and sign on the Match Card to indicate their agreement before the match starts.

That person MUST do the entire game, not do a half each etc. The match must also be played under the QCSA rules. i.e., don't lengthen the halves, or let teams have 2 goalkeepers each. The Match Official has the same powers as a registered Referee.

The Match Cards are given to the referee as per usual who keeps it for the match. After the match he or she fills in the information required, including any discipline cards and player of the year points. Once the score is written on the front, both teams initial to indicate they agree with the score.

The Match Cards are then given to the Team Manager of the team who gets it posted to the QCSA Match Card Officer on the Sunday (QCSA Match Card Officer, PO Box 1824 Cleveland DC Qld 4163).

All clubs are obligated to fulfil all fixtures regardless of whether a Referee is present to take charge.

Should any club fail or refuse to participate in any fixture on the above grounds, the club will be fined per offence, and may be subjected to further disciplinary action.

In the event both teams refuse to play, QCSA reserves the right to award a NO RESULT, fine both clubs and recommend further disciplinary action.

In circumstances where only one Assistant Referee has been appointed, the home team is obliged to try and provide a club Assistant to assist the Match Referee. In circumstances where no Assistant Referees have been appointed, both the home and the away teams are obliged to try and provide one club Assistant each to assist the Match Referee. If either the away or the home team are unable to provide an Assistant, then both Assistants may come from the same team.

### **14.3 BLOOD RULE**

In the event a player suffers an injury or wound which results in the loss of blood, the Referee will request that the injured player receive attention outside the field of play and only when he /she is satisfied that the injury or wound is safely covered and contained, will the player be permitted to re-join the game.

In the event the player's uniform or attire is splattered with blood, the Referee will instruct that player to change his attire before being permitted to re-join the game. Should the injured player be required to change his uniform, then the appointed Referee will show discretion in allowing the player to wear an alternative numbered shirt if necessary.

### **14.4 GUIDELINES FOR OFFICIALS**

For QCSA purposes there are 4 match officials (some clubs have more) and in some cases the same person can be 2 different officials. Each of the 4 has very distinct and different duties in ensuring matches run properly without conflict. We'll look at each one individually, but the 4 concerned are:

1. **Coach.**
2. **Vested (or Armband) Official.**
3. **Signature (or team) Official.**
4. **Team Captain (for Seniors only).**

#### **14.4.1 Coach**

- The coach is the person that runs the team and for these purposes we are only really concerned with junior teams.
- The coach can also be the Signature Official, but can never be the Vested Official.
- The coach's job (apart from any club duties) is purely concerned with the welfare, actions and behaviour of the players on the field and interchange bench. Keeping the players under control and ensuring they follow the correct behaviour and attitudes at all times.
- They are never to enter the field of play without the referee's permission.
- Coaches must stay at least one (1) meter away from the field of play to allow the linesman space to perform their duties.
- Coaches must also stay in an area known as the Technical Area to be defined by an area 3m x 2m marked behind the Spectator Line (refer to Field Requirements) either side of the half-way line.

#### **14.4.2 Vested (or Armband) Official**

- The Vested Official must walk onto the field with your team, at the start of the game, so the referee knows who you are.

- For U9 to Senior Teams, a Vested Official is required. U7 & U8 have a vest to show who is the Vested Official.
- QCSA prefers orange, but other fluoro colours are acceptable.
- The Vested Official is the person who controls the crowd / spectators. Often it is the manager of the team.
- This person can also be the Signature Official, but can never be the coach.
- They cannot be involved in any running of the team, i.e., interchanges or positional changes.
- They are required to add their name and sign the match card to indicate who they are to the QCSA so QCSA can contact as required.
- They are to observe the game from where the majority of the spectators are. Not on their own on the other side of the field, and definitely not from the coaches / interchange boxes.
- If the referee has an off field problem, this is the person they will speak to, to sort it out.
- When off field problems, such as referee abuse, smoking in wrong areas, alcohol, or other issues are present, it is this person's responsibility to stop it.
- A Vested Official is required to control all spectators (not just their own). It is helpful though, if any problems need to be dealt with, for the Vested Officials to deal with it together.
- As you can see from above, it is a very important position and the person / people chosen to fulfil this task must be appropriate. It is as important (if not more so) as the person chosen to coach each team.
- Clubs must ensure managers / coaches are very careful about the people they ask to do this position.
- Vested Officials must be at least 18 years old, since obviously a 12 year old can hardly be expected to do the above. Likewise a 95 year old would be unable to fulfil the duties.
- QCSA suggests that teams have a parent / person that is prepared to do it most weeks, so they are aware of the responsibility (and perhaps a backup for when the original person is way).
- EVERY GAME MUST HAVE A VESTED OFFICIAL PRESENT FROM BOTH TEAMS.
- Teams can be fined and have a loss of points for non-compliance.
- In certain cases, SCM can rule that teams have to have multiple Vested Officials.
- The Vested Official must never enter the field of play without the referee's consent and ensure that no spectators do either.
- For Senior Teams, we do recognise that a lot of teams have just the players and no spectators. In these cases, the Vested Official may be one of the players. That person must still sign the match card and do all the duties as outlined above. If there are any spectators with your team, then this is not allowed.
- For Senior Teams, the referee will request that the starting Captain/Arm Band official deal with any issues that may arise, both on the field and with the substitute players. For consistency during the game, this same player remains the contact for the referee, so becomes the Vested Official if substituted off the field. He/she then needs to wear the vest on the sideline. The Armband passes to another player on the field. The initial Arm Band Official must still sign the match card space designated for the Vested Official.

#### **14.4.3 Signature (or Team) Official**

- Signature Official is a very simple task.
- They need to sign the top of the Match Card to indicate to QCSA who they are and to declare that all the players listed below are the correct name and eligible to play in this game – please don't sign unless you are sure they are eligible as it could constitute signing a false document if you are aware that a player is not eligible and punishment could be severe.
- They also need to sign the bottom of the card under the opposition to indicate whether they are satisfied or not with the eligibility of the opposition players. If you are not sure, please sign, but ensure you circle the word NO, and if need be, write a summation of why you are not satisfied on the back of the Match Card.
- The Signature Official can also be the Coach, or the Vested Official, or the Captain.

#### **14.4.4 Captain (Senior Teams Only)**

- While Junior Teams will also have a captain, these duties are concerned with Senior Teams only (Senior Men, Over 30's/40's & Senior Women).
- Every Senior Team (U17/18's, SM,SW, >30's/40's) must have a Captain's Armband worn by the Captain on the field.
- While Junior Teams will also have a captain, these duties are concerned with Senior Teams only (Senior Men, Over 30's/40's & Senior Women).
- Every Senior Team (U17/18's, SM,SW, >30's/40's) must have a Captain's Armband worn by the Captain on the field. Referees have requested that the armbands be worn on the arm, not around the leg. Please make sure you have an armband that fits around your arm.

- U15/16's are not required to have one, but QCSA suggests they do, for the experience before entering Senior Competition.
- The person wearing the Armband needs to be responsible and have the ability to keep the team under control. People fronting discipline and being sent off while wearing the Armband, will be dealt with more harshly as they are to be held to higher standards.
- The Armband can be worn by anyone on the field, provided it remains on the field at all times. If the wearer leaves the field through interchange or injury, it is to be given to another player who is on the field.
- Should any problems arise on the field, this is the person the referee will speak to, who must then put the referee's request into action and inform the rest of the team.
- Note that the armband does not give the wearer any right to question or dispute referee or assistant decisions. In most circumstances, if the captain asks a question in the appropriate manner and appropriate time, they will receive an answer.

## 15 Appendices

### 15.1 Appendix 1 - MESC Under 7 and Under 8 Manager's Manual

Available for download from Mansfield Eagles Soccer Club / Downloads

### 15.2 Appendix 2 – Modified Rules for Under 7 and Under 8 Games

Available for download from Mansfield Eagles Soccer Club / Downloads

### 15.3 Appendix 2 – Injury Report Form

Please refer to the Team Officials Portal on My Club Mate system to complete the Injury Report Form.  
[www.qcsamesc.myclubmate.com/TeamManagers/](http://www.qcsamesc.myclubmate.com/TeamManagers/)

### 15.4 Appendix 3 – Code of Behaviour

Please refer to the QCSA website under Information / downloads.  
 Website address: [www.qcsa.org.au](http://www.qcsa.org.au)

### 15.5 Appendix 4 – Printing Match Card Process

Please refer to the Mansfield Eagles / downloads / Printing Match Card Instructions.

### 15.6 Calendar of Events – 2014

Refer to Mansfield Eagles Soccer Club Website – [www.mesc.org.au](http://www.mesc.org.au)

### 15.7 Useful Links

**Constitution:** <http://www.qcsa.org.au/UserFiles/File/downloads/Constitution.pdf>

**By-Laws:** <http://www.qcsa.org.au/UserFiles/File/downloads/130125.1%20Bylaws.pdf>

**Laws of the Game – FIFA:**

[http://www.fifa.com/mm/document/footballdevelopment/refereeing/81/42/36/log2013en\\_neutral.pdf](http://www.fifa.com/mm/document/footballdevelopment/refereeing/81/42/36/log2013en_neutral.pdf)

**Insurance Claim Process:** <http://www.qcsa.org.au/website/default.asp?page=Insurance>

**QCSA 2014 Handbook:**

<http://www.qcsa.org.au/userfiles/File/downloads/2014%20QCSA%20Club%20Manual%201%20Jan%202014.pdf>

More Information on QCSA Site under the Information Tab: [www.qcsa.org.au](http://www.qcsa.org.au)