

**COMPETITION INFORMATION  
FOR (U10s to seniors) MANAGERS AND COACHES  
2009**

Contact details for the Competition Secretary:

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The Competition Secretary communicates mostly with the team managers (or, in the event that a manager is not contactable, the coach).

All managers and coaches must have email or nominate someone from the team to receive emails on their behalf.

It is the manager's role to communicate any team information to the coach and the team.

The Competition Secretary has the following areas of responsibility:

- **Team training time and location – all teams (U6s to seniors)**
- **Best and Fairest and Most Improved trophy nominations (U10s to seniors)**
- **The draw (competition game details and changes to competition game details for U10s to seniors)**
- **Team results (U10s to seniors)**

**1. Team training time and location**

**For insurance purposes, during the season no one is allowed to train outside of Edwards Park, Queen Elizabeth Park or other designated park (this includes the footpaths or roads around the park, indoor sport centres or other parks, unless directed otherwise by Marina Smith, John Fuller or myself). Parents have been asked to notify a committee member if their child is asked to train outside the perimeters of the park.**

All teams have to book a training time and location with me. From time to time teams may need to book extra training sessions for particular events or wish to have training/games against other teams, these sessions still have to be booked with me.

I will need to be informed if friendly games are privately arranged by individual coaches against other Concord teams or against teams within or outside the Canterbury Association. I then have to notify Marina of such games for insurance purposes.

**Please start and end your training session on time** as a matter of courtesy to the next team.

Mondays and Fridays will not be available for training for the 2009 season.

Coaches have to ensure that their team is training in the correct location. For those teams who are **sharing a space**, please remember that each team has equal right to that space and in the case of teams sharing a space with a goal mouth, each team has to have access to the goal mouth at some stage during the training session.

## **2. Wet weather procedure on training nights and game days**

- In case of **wet weather on training nights**, managers and coaches will receive an sms from Council advising them of park closures. It is then up to the managers to advise the team. These messages will only be in relation to wet weather on training nights, **not to wet weather on the weekends**.
- Managers or coaches can also ring the **Council's wet weather hot line on 99 11 6375 after 2pm** for a recorded message. **Please do not ring Concord Council directly.**
- In case of **wet weather the morning of the game**, managers (or coaches if managers are not available) will be contacted to inform them of park closures as they arise. Managers are contacted in order of kick-off time. As it is physically impossible to contact everyone at the same time, always assume that your game is on unless Marina, John or I advise you otherwise. Sometimes by the time we are advised of a park closure, you may already have left for your game and we may not be able to contact you prior to your departure - this usually affects teams that kick off at 9am.

Please note that the Association will most of the time post last minute information about park closures on their website on Saturday & Sunday mornings – **check the CDSFA's website in the first instance** [www.footballcanterbury.com.au](http://www.footballcanterbury.com.au)

Sometimes, even though Councils close grounds, the Association's competition secretary may transfer games to other grounds. The transferred games will be notified to the club's competition secretaries and will be posted on the Association's website.

## **3. Best and Fairest Trophy**

Our Club allows for **one player** from each team with the exception of U6s and U7s to receive the Best and Fairest Trophy at the end of the season on Presentation Day.

The Best and Fairest Trophy is determined by the allocation of best and fairest points on a weekly basis during the season.

Senior teams (AA and O'35) do not have to issue points each week. At the end of the season, senior teams nominate a player who will be the recipient of the Player's Player trophy.

Points **should not be given to players who receive a yellow or red card** during the game or to players who are **borrowed from other teams**.

The manager is to keep a tally of the best and fairest points. The way in which these points are awarded is a matter for each team e.g. some teams have the coach decide or the manager or both. Some teams have the parents do it on a rotating basis. Points should not just be allocated to the players who score goals.

At the end of season I will contact each team manager for the name of the recipient of the Best and Fairest Trophy.

#### **4. Most Improved Trophy**

As well as a Best and Fairest trophy, each team with the exception of U6s and U7s nominates a **Most Improved player**. At the end of the season I will contact each manager for the name of the Most Improved player. **Only one player per team can receive the Most Improved trophy**. The coach and the manager decide on who the recipient of this award will be.

AA and O'35 teams do not have a Most Improved Player trophy.

#### **4A. End of Season Trophy**

Irrespective of the above trophies, at the end of the season, all registered players will receive a trophy from our club.

#### **5. Rules and regulations**

It is the responsibility of the coach and the manager of each team, to read, understand and be familiar with the CDSFA's rules and regulations. These rules can be downloaded from the Association's website **www.footballcanterbury.com.au** (look under documents).

This year there have been a number of changes to last year's rules as well as to the MOC, including but not limited to the following:

- catch up schedules and restrictions on number of games a team can play
- finals series
- changes if teams are not able to complete their full round of competition games due to weather
- forfeit notification
- regrading

#### **5A. Playing during school holidays and the June long weekend**

All 10 team competitions will play on all available weekends, that is, no breaks during school holidays or June long weekend.

For all other competitions, no regular Association competition games will be scheduled for the Easter weekend, June long weekend or the middle weekend of the July school holidays.

**However**, the June long weekend or the middle weekend of the July school holidays may be used to play deferred, washed out or abandoned games.

#### **6. The draw**

The Canterbury Association issues the draw to all Clubs. Our Club has no control over the draw.

It is the manager's responsibility (or their representative) to check the draw on the Association's website and to notify the coach and the team of any changes.

The draw will be available on the Association's website **www.footballcanterbury.com.au** Check the website regularly (even as late as the night before your game) as there are often changes some of which can be at very short notice. I will contact managers in relation to any irregularities or any changes to the draw **if the Association notifies me that such changes will not appear on the website**.

Sometimes, other teams may have games cancelled or re-scheduled for whatever reason such as wet weather, park closures or unavailability of grounds due to gala days etc. but your game could still go ahead – never assume that your game is not going to be played unless you hear otherwise either from Marina, John or myself.

As it is my responsibility to ensure that you have been notified of any game changes that may not appear on the website, **please return my phone calls** particularly if I ask you to confirm receipt of my call. I cannot call teams two or three times just to ensure that the first message was received.

If you are going to be away for a period of time, please notify me and inform me of what alternative arrangements have been made to replace you and vice versa if I am going to be away.

## **7. Home/away team**

The first team on the draw is the home team. Teams normally are the home team when they play at their home ground. However, teams could still be the away team at their home ground and could also be the home team on an away ground or neutral ground.

## **8. Playing days for different age groups**

U/10 to U/12, AA and O'35s play on Saturdays, U/13 to U/21 and Sunday AA play on Sundays. All teams participating in the Girls Competition play on Sundays. Kick off times for teams will vary from week to week.

## **9. Before the game**

On Saturdays, Committee members start to arrive at Edwards Park from 7.30am onwards. **Sunday teams may need to pick up their folder on Saturday, as there may be times when there may be no games scheduled on Edwards Park on a Sunday or the first scheduled game could have a late kick off.**

- Check day sheet (on the board) for confirmation of your game details.
- Pick up black folder and check contents (clear contents of folder regularly)
- Go to your game

## **10. Forfeits**

In the event that your team needs to forfeit a game, you must contact me as soon as you know of your intention to forfeit that game. I need to give 72 hours notice to the CDSFA, Referees Association and opposition club in order to avoid our club incurring any expenses (100% of referees fees plus a fine from the Association).

In the event that your opposition arrives late (more than 10 minutes after kick off) or fails to attend on the day, you must still complete the match sheet and hand it to the referee. The referee will blow the kick off whistle and will expect your team to physically be on the field for ten minutes from the original kickoff time. If the opposition does not take the field within those ten minutes, the referee will blow the whistle again and your team will win the game by forfeit.

A win by forfeit when your opposition fails to attend is 3 points to your team plus 3 goals. A forfeit is recorded on the match sheet by a line through the opposition's column

and writing for e.g. Burwood forfeit across it and by showing a 3 – 0 win to your team in the score box.

Once a forfeit has been claimed (regardless of which team forfeits), there is to be no such thing as “we’ll have a friendly game against them while we are here”. The Club or the Association will not ratify such a “friendly” game.

If there is no referee in attendance, please ask the ground official on duty to sign the match sheet.

**Please note that for competition teams (U10 and up) a minimum of seven players must take the field for a game to be able to go ahead and that a team must have seven of its registered players on the field at all times during the match.**

### **11. Non attendance of referees**

In the event that no official referee is in attendance, both teams **must** agree on one person to referee the **entire match**. If the two teams are unable to decide on a referee, the game should not proceed. The match sheet must be completed indicating that the game did not go ahead because there was no suitable person to referee the game. The match sheet must be returned to me via your folder as per normal. The game may be re-scheduled or another outcome determined for that game at the sole discretion of the CDSFA’s Executive Committee. Clubs/teams will have no right of appeal against the EC’s decision.

### **12. Payment of referees**

Referees must be paid on the day, before the start of the game. Each team pays half of the referee’s fee and half of the assistant referee’s fees. The fees will be issued to you in envelopes when you collect your folder from Edwards Park. You will be required to obtain the referee’s signature when you pay him/her.

### **13. Match sheets/team sheets**

Write up match sheet - all fields of information must be completed.

There are four copies of the match sheet each of a different colour:

Green copy:	goes to the referee
Pink copy:	goes to the away team
Yellow and white copy:	goes to the home team

Check that carbon copies are clear (even if the opposition supplies the match sheet).

Home team (first on the draw) completes left side of match sheet, away or visiting team completes right side of match sheet. The home team supplies the match sheet, match ball and referee if one is not provided. Player’s names, shirt and ID card numbers must be entered on the match sheet. Write all your players names unless you know in advance that someone is not coming. If a player arrives late and his/her name is not on the match sheet, that player can not take the field until the opposition’s manager has seen their ID card and the referee has been made aware of the player’s arrival.

**Players whose names are on the match sheet are deemed to have played. Pay particular attention to this especially if you are borrowing players from other teams.**

Scores must be written in both numerical and alphabetical format – eg II could mean 2 or 11. Also, sometimes the carbon copy is not clear enough to read the result.

**The Canterbury Association has fined our Club for incorrect, incomplete and lost match sheets.**

#### **14. Clash of shirts**

If there is a clash of shirts, the home team has to change shirts. Our Club has a number of alternative blue shirts for such occasions. Please see the Committee member on duty at Edwards Park before you go to your game if you are the home team at an away ground.

Please be aware that some referees may say that when Belmore and Concord play that their shirts clash. One referee also said that Hurlstone Park and Concord clashed with their shirts.

#### **15. Borrowing players**

A player may be borrowed from another team (of a lower division and/or younger age group) **only after that player has fulfilled his/her commitment to their own team first.**

**Before a player is borrowed, his/her parents/guardians permission should be sought. The player's own coach and/or manager cannot refuse permission for that player to play for another team but they should still be notified out of courtesy. The player's manager should be contacted to obtain the player's ID card. The manager from the team borrowing the player must ensure that the ID card is returned BEFORE the player's next game.**

A borrowed player can only play a maximum of 5 games for your team. On the sixth game that player will automatically become part of your team. If you put the name of a borrowed player on the match sheet and that player fails to attend the game, just cross out their name before the match sheets are separated.

The 5 games rule will affect players who play up in State Cup or similar competitions.

To be eligible to play in semi finals for your team, the same borrowed player would have to have played at least **3 games** with your team during the current season. If you put someone's name down on the match sheet and they do not turn up for the game, they are still deemed to have played unless their name is crossed out.

A player may only play for **ONE team in any finals series**, including that player's original team of registration.

Any borrowed player must be identified on the match sheet by placing that player's original team in brackets next to their name.

In the case of A and B teams within the same division, interchange of players within the A and the B team is **no longer allowed**.

Please note that for competition teams (U10 and up) a minimum of **seven of the original registered players** from that team must take the field for a game to be able to go ahead and that a team must have seven of its registered players on the field at all times during the match

Please note that only a **maximum of 4 players** can be borrowed during any one game.

**In the case of borrowed players (yours and your opposition's) ensure that a player does not play more than 2 years above their actual age group eg. a 10 yr old registered in an U11 team can play for an U12 but not an U13.**

### **16. Interchange and substitution of players during a game**

Teams from U/10 to AA including U21, O'35 men, O'45 men and O'30 women are allowed **unlimited interchange** during a game. Interchange means that a player can come off the field of play and go back on the field later.

Interchange or substitution of players has to happen at the **half way line**.

No player is to come on the field of play until the player he/she is replacing has come off. Failure to do so could result in a yellow card.

### **17. ID cards and protests**

Check ID cards **before** each game – **no card no play** (unless advised otherwise by Marina, John or myself).

Do not be intimidated into not checking ID cards. Managers must ensure that ID cards are checked as once the game is over, it is too late to make a complaint about an illegal player.

If an ID card is not produced, this could be because the player is suspended or unregistered or is a player from an older age group or higher division.

Check cards a few minutes before the game during the player line up in the middle of the field. Issue each one of your players with their ID card and ask the opposition manager to do the same.

Check for correct age and division. A 5 year old was found to be playing in an U/9 team. Any problems or discrepancies with the eligibility of players are to be noted on the match sheet **and we only have 48 hrs to bring the matter to the attention of the CDSFA.**

**In the case of borrowed players (yours and your opposition's) ensure that a player does not play more than 2 years above their actual age group eg. a 10 yr old registered in an U11 team can play for an U12 but not an U13.**

Managers should hold the opposition's cards until the end of the game.

A player who arrives late at a match cannot take the field until his/her ID card has been checked by the opposition's manager and the referee has been made aware of his/her arrival.

When not in use, ID cards should be kept by the manager or the coach.

**Under no circumstances are ID cards to be given to the players to take home as invariably someone will forget to bring their card to the game and he/she will not be able to play. Do not leave your ID cards in your black folder as someone else could take your folder by mistake; the cards could fall out of your folder or another team could take one of your player's ID card without your knowledge.**

No manager or coach is to take a player's ID card from another Concord team's folder without the knowledge of that manager or coach.

The players may retain ID cards at the end of the season.

**If you are playing the game under protest**, it must be recorded on the match sheet if you want the matter to be followed up by the CDSFA. All protests have to be lodged with the Association within **48 hrs of the game/incident**.

All protests must be accompanied by the appropriate protest fee. Whether the team or the club pays the protest fee will be at the discretion of the CJSC's executive committee.

## **18. After the game**

- Complete match sheet.
- Check the score before signing the match sheet as whatever score is on the match sheet will be your official score. Scores cannot be changed once the match sheet is separated. **Scores must be in both numerical and alphabetical format – eg II could mean 2 or 11. Also, sometimes the carbon copy is not clear enough to read the result.**
- Home team keeps the white and yellow copy – away team keeps the pink and return the appropriate copy/copies to me via the black folder.
- The green copy is kept by the referee.
- Award best and fairest points.
- Before everyone leaves the park, arrange for a parent to wash the shirts for that week. Don't let each player take his/her shirt home, as invariably someone will forget to bring it back for the game. Have the parents return the clean shirts to you **at training**.
- Place your match sheet in your black folder and return them to the box at Edwards Park or if there is no one there, to the box on my veranda **by 6pm on the day of your game**. Clear your folders regularly – it is very hard to find a match sheet in a folder full of papers.
- Write up your game results on the day sheet on the board at Edwards Park - your results in the first column, opposition's results in the second column.

## **19. Team results**

Our club forwards our results to the Canterbury Association on Sunday night. It is **your responsibility** to make sure that I have your team's results on time.

**I must have the results of all teams by 6pm Sunday.**

Team managers please note that after an initial reminder, **I will not contact you for your team's results**. If you do not get them to me by the allocated time, the consequence will be that your team will not have a result recorded by the Association that is provided by me. Accordingly, if there is any discrepancy in the results, you will have no basis on

which to resolve the discrepancy. The opposing club could forward the wrong results – it has been known to happen.

Further, a fine may be payable for incomplete results. Please note that we have a policy of teams paying for any fine they incur.

**If you are unable to return your folder to Edwards Park or to my home by 6pm on the day of your game, you must ring the results through to me on 8765 0196 by 6pm on the day of your game. You must still return the folder and match sheet to me no later than Sunday night.**

**If I am delayed in forwarding match results to the Canterbury Association, our Club may be fined.**

## **20. Player behaviour**

Coaches who have problems with player behaviour such as bullying, harassment, aggression, bad language etc.. either at training or during the games should address the matter immediately. In the event that such behaviour continues, the CJSC committee should be made aware of the situation. It is very difficult when the committee hears about the problem for the first time the following year when the team does not want a particular player back.

Use of bad language at training and during games is to be discouraged at all times.

## **21. Member Protection Officer:**

CJSC is committed to harassment free sport.

Our Club has certain legal obligations in relation to harassment, discrimination and child protection. It also has moral obligations in relation to establishing standards of appropriate behaviour and in providing a safe, respectful and appropriate sporting environment. To achieve this, our Club has appointed a Child and Member Protection Officer (CMPO).

**The MPO for 2009 is Sue Bolton – h. 9743 5344**

## **22. CJSC Disciplinary Committee**

CJSC has a Disciplinary Committee to deal with any internal disciplinary issues. The Committee will operate independently from the CDSFA's Judiciary and Disciplinary Committees.

**The Chair of the Disciplinary Committee for 2009 is Dean Hart.**

## **23. External Competitions – State and Metropolitan Cups**

Teams taking part in State or Metropolitan Cups will have to play their CDSFA games when directed by the CDSFA's Executive Committee. Failure to come to a reasonable agreement about the replay of the game will result in the team entering the competition forfeiting their CDSFA game to their opposition.

Teams who do not enter external competitions could still be affected if their opposition enters the competition.

As the State and Metropolitan Cups are competitions sanctioned by the Association. CJSC will pay for a team's entry fee to that competition. However, in the event that a team withdraws from the competition, that team will be liable for the withdrawal fine/fee and will also have to reimburse CJSC for the original entry fee.

#### **24. First Aid**

Coaches and managers are advised that aid should always be given to players who have been injured. However, if you are unsure about what to do in terms of administering first aid, help should be sought from a club official or in severe cases, an ambulance should be called.

At Edwards Park and at many other parks, there is a St John's Ambulance officer present on Saturdays. Sunday coverage is only available sporadically.

Also, coaches and managers are reminded that they must **always wear gloves** when attending to players who are bleeding. A supply of plastic gloves will be available from the canteen for managers and coaches to collect when necessary.

#### **25. Team Officials**

Each team is to appoint a Team Official who will act as a crowd control officer. The official will have to wear a vest identifying him/her as an official.

#### **26. Multiple coaches/managers**

Please try to keep the number of coaches and managers to a minimum. It confuses the players as to who is really in charge of the team.

**All coaches and managers all assistants must complete the child protection paperwork.**  
**All coaches and managers must wear their ID cards in order to be allowed inside the rope.**

On Presentation Day, only the main coach and manager of each team will be recognised. However, all team coaches and managers will be invited to the C & M thankyou night.

#### **27. Safety approved glasses:**

Any player needing to wear glasses to play soccer will need to obtain a letter from their optometrist stating that the glasses are safety approved for playing soccer. A copy of that letter should be handed to the team manager. Referees may ask to see proof that the glasses are compliant. Players will also need to have their photo ID taken wearing their glasses. Managers please notify Lina if one of your players needs to wear glasses to play.

#### **28. Mouth guards:**

There is no regulation restricting the use of mouth guards either when playing or training. The wearing of soft protective headgear is also permitted.

#### **29. Hot weather guidelines:**

Football NSW recommends that games or training involving **adults** should be postponed or cancelled at 37° and that games or training involving **children** should be postponed or cancelled at 32°.

### **30. Payment of fines and/or bonds:**

Any fine and/or bond imposed on a player or team shall be payable by that player or team.

Subject to a player's right of appeal, the failure to pay the fine and/or bond may result in the player or team being ineligible to play and being placed on the Canterbury Association's list of un-financial players. Please ensure that all players are aware of this policy.

### **31. Zero tolerance policy:**

The CDSFA adopts a zero tolerance policy in relation to violence on the soccer field. As a result, any game abandoned as a consequence of violence by players from one or both teams will result in the team or teams being suspended from the competition for the balance of the season.

Also, any game abandoned as a consequence of actions by spectators from one or both teams will result in the team whose spectators were responsible for the abandonment being suspended from the competition for the balance of the season.

### **32. Using images of children/photography – guidelines**

Although the Australian Sports Commission offers reasonable guidelines on this matter, it offers no firm policy. Legally, there is no law restricting the photography of children unless filming falls within specific categories.

Neither the CDSFA nor Canada Bay Council have policies dealing with this particular area. Therefore, as a matter of course, permission should always be obtained before any filming or photographing occurs.

### **33. General information**

- If a player wishes to wear bicycle shorts under his/her soccer shorts, they must be plain black just like the soccer shorts. Referees have notified the clubs that players may be asked to leave the field if they don't comply.
- Body jewellery and hair accessories must be removed to avoid injury to self or others during the game or at training.
- Referees have requested that goalkeepers not wear black and white or yellow shirts as they clash with their uniforms.
- **At the start of the game and before the resumption of the second half, count the number of players on the field - yours and the opposition's.**
- In the event of an injury during the game, managers have to ensure that the referee makes a note of the injury **on the match sheet** before the match sheet is separated.
- **If a team wishes to defer a future game (eg weddings etc...) at least 14 days notice must be given to the Association for the request to be considered.**
- Ensure that water bottles are not thrown on or off the field of play. Such action could attract a yellow card.
- If a manager or coach knows that he/she will be away for a period of time, could they please let me know the name and contact number of the person who is going to be acting in their position.

- Playing shirts remain at all times the property of CJSC Inc and they have to be handed in to the Club at the end of the season. Players who fail to return their shirt will be placed on the Association's unfinancial list.
- At the end of the season, players may keep their ID cards.

Angela Lukas – Competition Secretary (U10s to seniors)

March 2009

C & M information night 2009