

CONCORD JUNIOR SOCCER CLUB INC.
INFORMATION FOR U6 & U7 MANAGERS AND COACHES - 2009

Contact details

Competition Secretary

(Junior Teams): John Fuller (also web site & duty rosters)
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U6/7 Technical Coordinator: Terry Jones (also Club President)
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The Competition Secretary communicates primarily 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:

- **The draw, with assistance from the U6/7 coordinator Terry Jones**
- **Allocation of parent duty by team**
- **Reviewing match sheets**

1. Team training time and location

For insurance purposes, 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, Angela Lukas or myself).

All teams have to book a training time and location with Angela Lukas. 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 Angela.

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.

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

Space at Edwards and QE2 is limited as there are **over 50 teams/squads training on 3 nights** during the week. Mondays and Fridays will not be available for training.

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.

Teams who requested a second training session have been accommodated. Anyone else wanting to request a second session please call Angela.

2. Wet weather on training nights and game days

- **Training Nights:** In case of wet weather on training nights, managers or coaches are to 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.** None of the committee will contact teams in relation to wet weather on training nights unless unforeseen

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circumstances arise. Council has arranged for an SMS wet weather alert service, please advise you preferred mobile no. for this, but if in any doubt call the no. above.

- **Weekend Games:** In case of wet weather the night before or on the morning of the game, managers (or coaches if managers are not available) will be contacted to inform them of park closures. 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, Angela 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. We also try to update our web site, so keep watch there as well. Be careful with SMS alerts that refer to weekend games, as it only applies to Canada Bay grounds.

3. End of Season Trophy's

All players will receive a trophy for their contribution at the end of the season.

5. Rules, Regulations and Policies

It is the responsibility of the coach and the manager of each team, to read, understand and be familiar with the CJSC, Association and Football NSW rules, regulations and policies. These rules can be read / downloaded from the respective websites.

Club Site: <http://www.concordsoccer.org.au/>

Association Site: http://www.sportingpulse.com/assoc_page.cgi?assoc=3508&pID=1

Football NSW Site: <http://www.footballnsw.com.au/index.php?id=155>

6. The Draw

The U6/7 coordinator (Terry Jones) will issue the draw to all Houses / Teams. Terry will endeavour to have the draw prepared at least 1 week ahead.

It is the manager's responsibility (or their representative) to check the draw and to notify the parent of the team of any changes and the make up of the teams for that week, as advised by the head coach.

7. Home/away teams

We will use "Home" & "Away" designations to assist in allocation of responsibility for certain tasks & recording on match sheets. The first team on the draw is the "Home" team.

8. Playing days & times

All games will be played at Edwards Park on Saturday morning at 9 am, please have your players at the ground ready to warm up by 8:45 am. All games WILL start on time.

9. Before the game

During the week (after Tue night):

- Arrange for upcoming duty, based on requirements from web site & record past tasks undertaken by each parent.

On game day:

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- Check day sheet (on the board) for confirmation of your game details.
- Pick up black folder and check contents (clear contents of folder regularly).
- Take roll of players & advise parents of team make ups for this week's games.
- Be ready to allocate/expedite tasks to parents, such as game leader (referee), ground set-up, canteen duty, BBQ duty, etc
- Go to your game.

10. Forfeits

If you think you may not be able to field a team, please let Terry Jones (or I) know as soon as possible, so alternate players and possibly games can be arranged.

11. Game Leader (Referee)

Both teams should agree on one person (preferably a parent) to be the game leader (referee) for the entire match if possible.

12. Match sheets/team sheets

Write up match sheet as per the example shown, one for each team. Most important is to ensure anyone who played is recorded, to support any subsequent insurance claim.

The score may be kept to assist the rotation of players through teams, although the score details should not be provided to the players. The game is for fun!!

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

Green copy:	can be left in book
Pink copy:	goes to the away team
Yellow and white copy:	goes to the home team, then put in the black folder

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

The home team supplies the match sheet, match ball and game leader (if one is not provided). Player's names & ID card numbers must be entered on the match sheet, in Surname order please. Write all your players names unless you know in advance that someone is not coming.

13. Interchange and substitution of players during a game

Teams 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.

14. ID cards

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

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.

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

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

15. After the game

- Complete match sheet, including score, any injuries, etc.
- Home team keeps the white and yellow copy – away team keeps the pink and both return the appropriate copies via the black folder.
- 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.
- Record which parents did which duty.
- Log into the club web site and lodge your weekly game report. I will issue the manager with a login, instructions are on the site.

16. Player behavior

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 in writing. 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.

17. Child and 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 CMPO for 2009 is Sue Bolton – h. 9743 5344

18. CJSC Disciplinary Committee

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

Dean Hart is the current chairperson of the disciplinary committee.

19. 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 often a St John's Ambulance officer present on Saturdays. Sunday coverage is only available sporadically.

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

20. Team Officials

Each House 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. This duty will only need to be carried out at home games.

21. 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 and their registration photo should be taken with them on. A copy of that letter should be handed to the team manager. The Club and game leaders may ask to see proof that the glasses are compliant.

22. Zero tolerance policy:

The Club & Association has 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.

See also the Codes of Conduct on the Club and Association web site.

23. Using images of children/photography – guidelines

The law is not clear here, but please use common courtesy and ask permission of other parents if you wish to take videos or multiple photos of the game.

24. General information

- Hard body jewellery and hair accessories must be removed to avoid injury to self or others during the game or at training.
- Mouth guards and soft protective head gear are OK.
- In the event of an injury during the game, managers have to ensure that a note of the injury is made **on the match sheet** before the match sheet is separated.
- In hot weather, ensure you child is well hydrated & that water bottles are kept well away from the field of play, in an orderly manner. It is also recommended by Football NSW that a child's game be postponed or cancelled when the temperature reaches 32°.
- If a manager or coach knows that they 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 shorts, shirts & socks are the property of the child/parent once all fees are paid.

John Fuller – Competition Secretary (U6 – U9 Teams), March 2009