

CONCORD JUNIOR SOCCER CLUB INC. - COMPETITION INFORMATION FOR U8's & U9's MANAGERS AND COACHES - 2009

Contact details for the Competition Secretaries

Name: John Fuller (for U6 – U9, and Duty Rosters)
Phone/fax: 9743 5344 - preferred, if urgent: 0419 629 212 mob
E-mail: jful@optusnet.com.au (please cc: john.fuller@unitedgroupltd.com)

Name: Angela Lukas (for U10 – Seniors, and Training Grnd Booking)
Phone/fax: 8765 0196 - preferred method of contact

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:

- **The draw (game details)**
- **Team results**
- **Parent Duty Rosters, all teams**
- **Reviewing match sheets**
- **Receiving Best and Fairest and Most Improved trophy nominations**

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). 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 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.

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 training on 3 nights** during the week that only equates to 18hrs of training time.

Mondays and Fridays will not be available for training.

Coaches should 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 goalmouth, each team has to have access to the goalmouth at some stage during the training session.

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

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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.** Neither Marina, Angela, nor I will contact teams in relation to wet weather on training nights unless unforeseen circumstances arise or Council contacts us to advise of park closure at the very last minute. Council has arranged for an SMS wet weather alert service (and now update their web site) please advise your preferred mobile no. for this, but if in any doubt call the no. above.

Weekend Games: 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. 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. Please note that often the Association will post information about park closures on their website on Saturday mornings.

3. Best and Fairest Trophy

Our Club allows for **one player** from each team to receive the Best and Fairest Trophy at the end of the season on Presentation Day. It is recommended that the Best and Fairest Trophy is determined by the allocation of best and fairest points on a weekly basis during the season. The manager would 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. Points should not just be allocated to the players who score goals. 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.

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 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.

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 CJSC, Association & Football NSW rules, regulations & policies. These can be 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>

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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 (see Association link above, click on COMPETITIONS) and to notify the coach and the team of any changes.

Check the website regularly, including 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 various reasons, 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, Angela 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 or emails** particularly if I ask you to confirm receipt.

If you are going to be away for a period of time, please notify me of what alternative arrangements have been made to replace you.

7. Home/Away team

The first team on the draw is the 'designated' 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 ground and could also be the 'home' team on another team's or neutral ground, so be careful when looking at the draw.

8. Playing days for different age groups

U/6 to U/12 mixed, AA and O'35s play on Saturdays, U/13 to U/18 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.

During the week (after Tue night):

- Arrange for upcoming duty, based on requirements from web site & record of past tasks undertaken by each parent.
- Confirm player availability & arrange to 'borrow' players if required.

On game day at Edwards Park:

- Check day sheet (on the board) for confirmation of your game details.
- Pick up black folder and check contents (clear contents of folder regularly).
- If at home, be ready to allocate/expedite tasks to parents, such as referee, ground set-up, canteen duty, BBQ duty, etc.
- 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 Association and opposition club in order to avoid our club incurring any expenses.

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In the event that your opposition arrives very late 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.

Please note that a minimum of four registered players must take the field for a game to be able to go ahead and maintain this minimum during the match.

A forfeit is recorded on the match sheet by a line through the opposition's column and writing for e.g. "*X Club Forfeit*" across it and by showing a '3 - 0' win to your team in the score box.

Refer to Marina's handout for sample match-sheet.

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 while we are here". The Club or the Association will not ratify such a "friendly" game.

11. Referees

Both teams **must** agree on one person to referee the **entire match**. If the two teams are unable to decide on a referee, then contact the ground official for assistance. Please note that the match will most certainly **not be replayed**.

12. 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).

The home team supplies the match sheet, match ball and normally the referee if one is not provided. Player's names, shirt and ID card numbers must be entered on the match sheet. If borrowed, also record that players normal age/div. 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 may not be able to take the field.

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.

The Canterbury Association will fine our Club for incorrect, incomplete and lost match sheets.

13. Re-Grading of Teams

The association may re-grade any team after the completion of nine (9) rounds.

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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 another 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. Borrowed 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.** The Committee recognizes that there may be extenuating circumstances where it may be possible for a player to play for another team at the expense of his/her team. **Such circumstances will need to be referred to the Committee and their decision will be final.**

Before a player is borrowed, his/her parents/guardians permission must be given. 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 above** his/her team. On the sixth game that player will **automatically be promoted.** If you put the name of a borrowed player on the match sheet and that player fails to attend the game, **ensure you cross out their name before** the match sheets are separated.

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.

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

Refer to Club Secretary Directory for sample match sheet.

In the case of A and B teams within the same division, the B team players cannot play for the A team and of course vice versa. There can be no interchange between teams in the same age & division.

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

16. 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 must occur 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.

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17. ID cards

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. Last year, a 5 year old was found to be playing in an U/9 team. Note that no player is allowed to play more than 2 years above his/her age. Any problems or discrepancies are to be brought to the referee's attention BEFORE the game so that it can be noted on the match sheet that you are playing the game under protest. Managers should then hold the opposition's cards until the end of the game.

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.

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 later.
- Home team keeps the white and yellow copy – away team keeps the pink and return the appropriate copy/copies to me via your 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.
- Record which parents did which duty, plus the best & fairest points.
- 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.

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19. Team results

All team results have to be forwarded to the Canterbury Association at the end of each day of play. 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 on Saturday** (for Saturday teams) **and 6pm Sunday** (for Sunday teams).

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 9743 5344 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 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.

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

21. 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 is currently Sue Bolton – h. 9743 5344

22. 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, based on our disciplinary procedure.

Dean Hart is the current chairperson of the club disciplinary committee.

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23. 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 usually 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 & ice packs will be available from the canteen for managers and coaches to collect when necessary.

24. Team Officials

Each team is to appoint a Team Official who will act as a crowd control officer at Home games. The official must wear a vest identifying him/her as an official, supplied as part of the team kit.

25. 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. Also, please note that coaches and one managers must have their registration card available to be inside the rope at a game. On Presentation Day, only the main coach and manager of each team will be recognised, but all will be invited to the end of season Coaches & Managers evening.

26. 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. Referees will ask to see proof that the glasses are compliant.

27. Payment of fines and/or bonds:

CJSC has a policy that any fine and/or bond imposed on a player or team shall be payable by that player or team, where applicable.

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.

28. 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.

29. Using images of children/photography – guidelines

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Refer to Club Secretaries directory

30. 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.
- 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 to wear during a match.
- 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.
- 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 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.

Note: Please use the above as a guideline, the detailed rules of the association can be found on the association web site at: http://www.sportingpulse.com/assoc_page.cgi?c=1-3508-0-0-0&SID=34307

John Fuller – Competition Secretary, U6 – U9 Teams

March 2009