

2010 INGLEBURN EAGLES SOCCER CLUB INFORMATION SHEET FOR COACHES AND MANAGERS

1. MATCH SHEETS:

To be completed **in full** in accordance with the sample sheet. The club is fined for all errors made on the cards. (if you are not sure ask).

Use **BLUE or Black BIRO** only. **(No pencil, roller ball, fibre tip, felt pens or liquid paper / white out)**

Write all players' registration numbers and surname on the card if they do not turn up make them a reserve.

Reserves (**R**) must be marked on **match card**, in column provided for minis, juniors and seniors.

If the registration numbers starts with a zero (0) write this on the card.

Read attached notice from Macarthur and sample match card on how to fill in the card.

These cards become a legal document in an injury or court case.

2. BORROWED PLAYERS: (DOES NOT INCLUD U6s-U9s)

No player can be borrowed unless it has been approved through the secretary. (secretary@ingleburneagles.org.au). The secretary needs to keep record of all borrowed players to avoid players playing out of their team more than four (4) times. A borrowed player is only necessary when your team is not able to field eleven (11) players or your team requires a reserve. All borrowed players are to be marked on the match card by their registration number, surname and the team they are registered to. You cannot player a player up any higher than two years above their age, if you do, it will result in a fine and possible loss of points. Do not borrow a player for more than four (4) games otherwise; they stay in your side. All borrowed players must play for their team first before then can play for another team.

3. MATCH FEES:

These are to be collected prior to the commencement of the game. The team sheet should be filled in accordingly. Borrowed players do not pay for a second game. Fees are to be handed in **every week** at the canteen Saturday or Sunday, or contact David Hamilton on 0431 500 373.

U6-7s - \$2.00 U8-9s - \$5.00 Juniors - \$7.00 Under 17s, 21s, All Age and Ladies - \$10

4. REFEREE'S FEES:

An attached list tells you what to pay. **At home ground these are to be taken along with the oppositions money by half time (not at the end of the match)**, to the official in the canteen. At an **away venue**, you must hand your referee's fees in usually at the canteen or clubhouse and some clubs have stipulated prior to the commencement of the match. Make sure you receive a receipt or get the return sheet signed; as this is the only proof that we have that, the money is paid.

DO NOT FORGET TO PAY AT AN AWAY VENUE.

5. RETURN SHEET:

These are to be filled in correctly each week, ie: yellow and red cards must be listed, also injuries. These, sheets especially the money side of it become part of our records for tax purposes because of the GST that is why they are so important.

Plus they can also be used in the case of injury with insurance matters.

6. PIGEON HOLES:

Are to be emptied every week if you have an away game designated someone this task. If they are not you could miss important news.

7. DUTY TEAM:

When your team has duty, you have to cover the ground setup, canteen and ground officials. You will be given a duty team sheet with your duty requirements for the day. Your team will have to provide people to help setup and pull down the nets, corner post and bins and staff the canteen. Depending on team numbers, you may be required to two duty days per year.

8. **RED CARDS:**

All red card send off's will have a mandatory one (1) week suspension. Make sure you notify the Secretary (Jenny Smith) by Sunday 6.00 pm on 0419 383 841 or email secretary@ingleburneagles.org.au so an appointment can be made with the LCC. Information needed is player's name, rego number, offence; also if witnesses (no more than 3) are to attend, we need their names. Players **MUST** take their ID card with them on the night or the case may not be heard. If a player cannot attend or they wish to send someone in their place, they must write a letter to the Secretary nominating the person who is to attend along with the reason they cannot attend.

The Executive committee will review all suspensions and may add to the players suspension received depending on the severity of the offence or the amount of times a player has received a red card. Once the suspension is served, the player must attend MDSFA LCC office on the Tuesday prior to returning to play to pick up their ID card.

9. **INJURIES:**

Notify the Secretary (Jenny Smith) on the day of the injury on 0419 383 841 or email secretary@ingleburneagles.org.au. A "Sporting Accident Claim Form" will need to be collected from the secretary, the section marked "Club Official's Declaration" will be completed and dated. You will have 30 days from the injury date to complete and return the form to:

**Concord Underwriting Agencies (NSW) Pty Ltd and QBE Insurance (Australia) Limited.
GPO Box 4108, Sydney 2001.**

10. **WET WEATHER:**

Training: Check the website www.ingleburneagles.org.au. Do not assume grounds are open when it is raining. Even after a couple of days of rain. If grounds are closed and then the sun comes out for the day do not assume the grounds are open because if they are not and someone is injured then the insurance policy is null and void because you should not have been there.

Games: Jenny Smith will contact the Coach / Manager if your game is called off. If you do not receive a phone call, assume your game is on. **ONCE MACARTHUR NOTIFIES US, YOU WILL BE NOTIFIED.** Please check our website www.ingleburneagles.org.au on the game day

11. **JEWELLERY:**

No jewellery is to be worn during a game. This includes wedding rings for this season. The referee's have been instructed also that any pierced parts of the body these items are not to be worn. Although some parts are not visible, it is very dangerous for the players to wear these items. (ie: earring, nose, eyebrows, lips, tongues, belly button rings or any other area where piercing occurs). If players do not remove these items, they are not covered by insurance.

12. **BROKEN BONES:**

A player cannot take the field with any type of plaster / fiberglass cast, covering it with foam does not make any difference. If a serious injury is sustained a certificate from the doctor is required stating that the player is fit to return to soccer.

13. **TIME ON THE FIELD:**

Our club has a policy of all players must have equal time on the park, no matter what age group they are. They all pay the same money and are entitled to the same time as all others.

14. **SPECTATORS:**

Each team will be required to have a team official. This official will be over the age of 18, not the coach or manager, wear a nominated jacket and will make him/herself known to the ground official. It is up to the team official to control their spectators. Any person not abiding by the "Code of Conduct" will be asked to front the Executive Committee and explain their actions.

15. THEFT:

It is a sad fact that this is a sign of the times. Always make sure your bags are together with someone watching them. We have had quite a few incidents where outsiders have come onto the park and taken items and money from bags.

16. MINI GALA DAY:

At the end of the season MDSFA LCC run a gala day, this is a **compulsory attendance** for our Under 6, Under 7 and Under 8 teams. Teams play two half games and then receive a medallion.

17. CHILD PROTECTION FORMS:

It is now compulsory to fill in these forms. You cannot help with a team in any capacity without having a form on file with the Child Protection Officer of the club. There will be forms in the canteen for duty days. You will only have to fill in the form once per year. These forms afford the referee's protection from physical and verbal abuse. So please be aware of this and conduct yourselves in an appropriate manner. Two forms need to be filled out one for Macarthur and one for the Youth Club. David Sunderland (Vice President) is our nominated Child Protection Officer

18. PROBLEMS:

Try to sort out at team level or seek advice from a member of the coaching panel. If not seek help from Executive Committee. All complaints must be in writing. Incident at game phone Secretary and follow up in writing. Executive will then proceed with it through the correct channels.

19. I.D. CARDS:

MUST BE SHOWN PRIOR TO THE MATCH STARTING. Up to Under 16's they have until the finish of play to produce their cards. Other ages after 10 minutes with no cards being produced, a forfeit can be claimed. If you go ahead with a game without sighting ID cards you cannot do anything about it at the end. If there is a problem with a game the first question MDSFA LCC asks is did they check the ID cards if not they will not even listen.

20. CLEANER GROUNDS:

At the conclusion of your game, please clean up the area. We receive phone calls from council on Monday mornings requesting we go and clean the ground. If all teams clean up their area and make sure that the bins are used it will keep the park cleaner.

21. OFFICIAL JACKETS:

These are to be worn only by adults. Do not throw them over your shoulder or place on a chair they must be worn. If you have a problem, come up to the referee's room or the canteen and someone will come and help you.

22. SUSPENDED PLAYERS:

Make sure you write the players name and registration number in the stood down section on the match card. Failure to do this results in their suspension being longer. Players are responsible for picking up their card from Macarthur once suspension is served.

25. BIKE PANTS:

Players wearing "Bike Pants" must be wearing the same colour as their playing shorts. Players must have royal blue shorts, goalies, colour of their goalie shorts.

26. CODE OF CONDUCT:

Any breaches of the code of conduct will NOT be tolerated by the Ingleburn Eagles Soccer Club Executive, The executive will action any breach ON or OFF the field (including functions representing Ingleburn Eagles Soccer, including players/coaches/managers/ spectators or those wearing the Ingleburn Eagles Soccer Official Clothing away from the grounds, including Shopping Centres, Clubs etc.

27. MEETINGS:

A representative from each Team, preferable the coach or manager must attend. Every 2nd Monday of the month at 7.30-pm at the IRSL Club.

28. FORFEITS

If your team is unable to play due to a shortage of players because of illness or unavailability and you are unable to borrow players please contact Jenny on 0419 383 841 or email secretary@ingleburneagles.org.au asap so we can inform MDSFA.