

# Coach & Manager Handbook

# 2013

Please do not hesitate to contact any Committee Member should you have enquiries regarding the content of this booklet.





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## ATTACHMENTS

Match Card Sample

Blank Team Sheet

## 2013 COMMITTEE

POSITION	NAME	PHONE	EMAIL
President	Michael Everett	0421 276 430	<a href="mailto:president@ingleburneagles.org.au">president@ingleburneagles.org.au</a>
Secretary	Linda Martin	0402 582 002	<a href="mailto:secretary@ingleburneagles.org.au">secretary@ingleburneagles.org.au</a>
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Registrar	David Hamilton	0431 500 373	<a href="mailto:registrar@ingleburneagles.org.au">registrar@ingleburneagles.org.au</a>
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MDSFA Delegates	Michael Everett	0421 276 430	<a href="mailto:president@ingleburneagles.org.au">president@ingleburneagles.org.au</a>
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BBQ	Allan Bevan	0449 152 273	
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Senior Co-Coordinator	Valerie Rodriguez	0422 268 359	<a href="mailto:babe.soccer@hotmail.com">babe.soccer@hotmail.com</a>
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SSG Co-Coordinator	Lisa McMaugh		<a href="mailto:lisamcmaugh82@hotmail.com">lisamcmaugh82@hotmail.com</a>
	Katrina McMaugh	0422 322 382	<a href="mailto:katstar82@hotmail.com">katstar82@hotmail.com</a>
Property Officer	Travis Maddick	0401 157 274	<a href="mailto:property@ingleburneagles.org.au">property@ingleburneagles.org.au</a>
Director of Ladies/Girls	Karen Jones	0447 755 885	<a href="mailto:karen.jones@innnovation.gov.au">karen.jones@innnovation.gov.au</a>
Director of Social Media	Daniel Prince	0424 855 745	<a href="mailto:no1_aussie_man777@yahoo.com.au">no1_aussie_man777@yahoo.com.au</a>

## 2. PIGEON HOLES

- These are located in the Referees Room Next to the canteen
- These are to be cleared weekly
- Team Pouches are located here
- Coach/Manager to clear their Pigeon Hole on a weekly basis as important information is regularly placed within
- The website should also be checked regularly for Club News/updates  
[www.ingleburneagles.org.au](http://www.ingleburneagles.org.au)
- Team pouches are to be return weekly (if possible) to the canteen along with Team Sheet, Match Fees and receipt for Referee fees (if applicable)

## 3. MATCH CARDS

- To be completed in full accordance with the sample attached – **before** the commencement of your game
- Use **BLUE** or BLACK biro only. Under no circumstance are you to use PENCIL, ROLLER BALL, FIBRE TIP OR LIQUID PAPER
- Write all player Surnames (*NO first names or initials*) and Registration numbers on the match card
- Reserves are to be marked on the Match Card by placing an “R” in the column provided
- Coach and Manager Details are to be recorded in the same manner as the players
- *Note the importance of the compliance with the completion instructions as the cards are a legal document in case of injury and/or court case*
- Clubs get fines for any errors found on match cards so please ensure correctness
- Coach/or Manager is required to sign the match card at the conclusion of each game. Ensure the score is correct and you record any Red/Yellow Card on your “Team Sheet” (*Refer Below*).
- If there is an error please see an official who will approach the referee for either confirmation of information recorded or to amend the card if necessary

## 4. TEAM SHEETS/MATCH FEES

- These are to be collected each week prior to the game commencement and notation on Team Return Sheet as to payment received (*Example Sheet attached*)

- Borrowed player DO NOT pay for second game
- No family discounts applies on Match Fees (*Registration Fee was discounted for families*)
- Match Fees per age group as follows
  - \*U6 –U7 \$2.00
  - \*U8-U9 \$2.00
  - \*U10 – U14 \$5.00
  - \*U15 – U18 \$7.00
  - \*A/A, Ladies, 035 \$10.00
- Referee fees are to be paid from Match Fees collected at each game
- Each game's Match Fees along with the Team sheet is to be returned to the black box in the canteen after completion of game. Away games can be returned the following week.
- It would be appreciated if Match fees and Team Sheets are not left outstanding for more than 2 weeks

## 5. REFEREE FEES

- These are to paid for out of Match Fees collected (*at both Home and Away venues*)
- All referee fees, whether at home or away, are to be paid for at the Club's canteen (or as otherwise directed) ideally at half time or when checking/signing the match card
- Receipts for payment is to be placed in your team pouch along with monies and Team Sheet which is then placed in the black box in the canteen.
- *See attached list for payment amounts*

## 6. ID CARDS/PLAYER REGISTRATIONS CARDS

- Once cards are issued to teams they MUST be worn prior to the match starting
- NO CARD-NO PLAY is the official advice from MDSFA
- A forfeit can be claimed if a team fails to produce ID cards after 10 minutes of scheduled game start time
- *If you allow a game to proceed without having sighted ID Cards you can not do anything about it at the completion of the game*

## 7. BORROWED PLAYERS

*(Does not apply to Small Sided Games Teams)*

- A player may only fill-in for another team up to two (2) years their current age group (ie if they are playing U12's they will be able to fill for U13's or 14's)
- Note- A player can only play up for four (4) games
- If a player plays up in a higher division more than 4 times they WILL not be able to return to their original team and will need to compete the season with the team they filled in for
- A borrowed player should only be necessary when your team is UNABLE to field 11 players, your team need a reserve in which case your FULL team MUST take the field before you can use borrowed players
- All borrowed players are to be marked on the match card with their surname, Registration Number and the team they are registered with (you will also need to borrow their

registration card which needs to be shown before each game – and returned to the team manager of the team you borrowed them from)

- You CANNOT borrow a player any higher than two years above their registered age, if you do you may lose any points for that game
- You can only borrow a maximum of 3 players from a lower/age division. If you play any more than three players, you will lose any points for that game and the Club will be fined

## **8. SUSPENDED PLAYERS**

- Ensure that player/s' surname and registration number is recorded in the "Stood Down" section of the Match Card. Failure to do so results in the player's suspension not being reduced by that week. Hence he/she has to serve another week
- If you incorrectly play a suspended player who has NOT served their full suspension your team will lose any points for that game and the Club fined by Macarthur
- ID Cards will be returned to Coach/Manager once suspension has been served

## **9. YELLOW CARDS**

- It is the Team Coach/Manager's responsibility to keep a track of players' Yellow Cards and to contact Club's President to advise him of such
- Receipt of 5 Yellow Cards in a season is an automatic stand down for on (1) week and to avoid loss of competition points or action from MDSFA ensure player is stood down and recorded in the "Stood Down" section of the Match Card

## **10. RED CARDS**

- All Red Card send offs have a minimum mandatory one week suspension
- If a player receives five yellow cards they will need to be stood down for the games immediately following receipt of the fifth yellow card (*Refer Yellow Cards*)
- The Club President is to be notified *and* emailed NO LATER THAN 5.30PM on the day the Red Card is received in order to notify MDSFA LCC Judiciary Chairman.
- Please ensure you record the following details – Surname, Registration Number, Opposition, Venue, ,Offence (recorded on the back of Match Card)
- Should a player wish to appeal the sentence set by MDSFA LCC Judiciary Chairman they are to advise Club President ASAP. Appeals are usually heard a week later at Lynwood Park and Club President will advise player of date and time
- The Club Executive will review all Send Offs and may take further action against the player depending on the severity of the offence, or for repeat offenders. This may result in the player receiving extra time on top of the MDSFA LCC suspension

## **11. TECHNICAL AREAS**



- Only Reserves (Reserve Vest to be worn), Coach (Blue Coach Vest to be worn) and Manager (*as recorded on Match Card*) are allowed in the technical area of the playing field
- No Reserve is to leave the technical unless entering the field of play
- Interchange is to take place at the CENTER LINE on the technical Area side of the Playing Field
- NO Coach/Manager/Player is allowed to enter the playing field unless instructed by the referee/match official
- There is NO SMOKING in or near the Technical Areas ie NO PLAYER/ COACH/ MANAGER/ OFFICIAL is allowed to smoke in the Technical Area. You may be asked to leave the area

## **12. JEWELLERY/SKINS**

- No jewellery of any type is to be worn during a game (*including wedding rings*)
- Although some jewellery may not be visible it is very dangerous to the player and other players involved in the game. Insurance WILL NOT cover any injury that occurs due to these being worn
- SKINS – Skins/Undershorts protective clothing /bike shorts etc can be worn only if they are the same colour as the playing shorts

## **13. INJURIES**

- All serious injuries are to be reported via email to Club President with full details eg Name, Team, Registration Number, Nature of Injury, How injury incurred and whether an ambulance was called
- If required the Club President will advise how to claim for insurance which the player only has 30 days to do so
- A Doctors Certificate/Clearance may be required before the player can play. This is to protect the Club/Coach from any possible claims against them for negligence

## **14. COACH AND OFFICIAL VESTS**

- Each Junior and Senior Coach will need to wear a BLUE Coaches Vest (*Supplied in playing kit*) – you may be asked to leave the technical area if you fail to wear the jacket
- Each team is to have a Team Official who is to wear the ORANGE Vest during the game (*Only adults OVER 18 can wear an official vest*)
- The Team Official is required to ensure your teams' spectators act in a fair and responsible way. If trouble escalates the Team Official is to be immediately engage the support of a Club Ground Official (Green Vest)
- A team Official or spectators are NOT to enter the field of play for any reason

## **15. SPECTATORS**



- As noted above, it is up to the Team Official to control the spectators present at their game. If any spectator becomes unruly or acts in a threatening manner and they cannot be pacified by the Team Official the Ground Official should be asked to front the spectator
- Any spectator deemed to be acting outside the Club's Code of Conduct Policy could be asked to front the Executive Committee to explain their actions

#### **16. TIME ON FIELD**

- It is our Club policy that all players, regardless of ability, should receive consideration from Coach/Manager for fair and equal time on the park. If a parent/player feels that their child/ren is being disadvantaged they are to approach the Club's President who will address the situation

#### **17. FORFEITS**

- If a Forfeit is known in advance of the game you are to phone the Club's President by 6pm on the Thursday evening before the game day to avoid the Club being fined a forfeit by MDSFA
- If your team is unable to play due to a shortage of players(*we would like you to try borrowing players from lower Age Groups or Division*)then you are to advise Club President as soon as possible Before game time

#### **18. WET WEATHER**

- On game days a member of the Executive Committee will contact the Coach/Manager if your game has been called off due to ground closures.
- If advised early enough all ground closures for game/training days will be placed on the website [www.ingleburneagles.org.au](http://www.ingleburneagles.org.au)
- Please note that the grounds may remain closed for a couple of days after the initial closing to allow the grounds to dry out, and remain playable and are not damaged during training.
- Insurance may not be payable in the event of injury if it is established that the grounds were unsafe for play/training so it is in everyone's interest that commonsense decisions are made

#### **19. DUTY ROSTERS**

- When advised that your team has duty (ground set up, pull down, canteen or Ground Official Duty) you will need to ensure that the required number of representatives present themselves for that duty as the Club cannot run efficiently or effectively without the support of everyone.
- Roster will be posted on the Club website ([www.ingleburneagles.org.au](http://www.ingleburneagles.org.au)), where possible a month ahead so that you have time to organize your team. The team Coach/Manager will also receive a phone call/email to remind him of his "TEAM DUTY"
- The Club will endeavor to spread the Duty evenly across all teams, with each team expecting no more than 3 "DUTY DAYS" a season.

- Help may be asked for on special days such as trails, final series, gala days

## 20. CODE OF CONDUCT

- The Club has a Code of Conduct attached for Coaches, Managers, Spectators, Players and Parent, these are also available for the website [www.ingleburneagles.org.au](http://www.ingleburneagles.org.au))
- Failure to act in accordance with these Codes of Conducts is viewed seriously by the Club and any person acting outside of the policy(s) could be asked to face the Club Executive for an explanation of their behavior

## 21. SMOKING

Section 6A of the *Smoke-free Environment Act 2000* makes a number of outdoor public places smoke-free. From **7 January 2013**, smoking is banned in spectator areas at public sports grounds and other recreational areas in NSW. However, smoking will only be banned when an organized sporting event is being held.

- Major sporting facilities are included under the definition of a public sports ground and will be required to comply with the new law. Other outdoor sporting facilities, such as Local Council playing fields, are also covered by the new law.
- Refer to website [www.ingleburneagles.org.au](http://www.ingleburneagles.org.au) for more information

## 22. ALCOHOL

- Macquarie Fields Park is an *ALCOHOL FREE* zone.

## 23. PROVISION OF PLAYING SHIRTS AND GEAR

- Each team will be supplied with a set of Eagles Playing strips at the beginning of the season. These strips are the property of Ingleburn Eagles Soccer Club and are for use for during games and are not to be used for training or worn for personal use
- It is recommended you allocate the strips to players on game days, recollect them and reallocate the following week. This ensures the shirts stay as a set throughout the season and NO ONE forgets their strip on game day
- If you allocate your strips to individual players it is YOUR responsibility to collect them and return a full set to the Club at the end of the season
- Each team will be provided with training balls, gear bag, cones, bibs, First Aid Kit which needs to be returned at the end of the season.
- Should any team require extra training equipment please email/see Club President
- All playing shirts and training equipment to be returned to Club Equipment Officer at the end of Season and before Presentation Days

## 24. HOT WEATHER POLICY



- The Club adheres to the Football NSW Hot Weather Policy (Please refer to Club Website for full Details [www.ingleburneagles.org.au](http://www.ingleburneagles.org.au) – we ask you to read these important documents and policies
- Games will be cancelled or postponed when
  - ADULTS temperature reaches or is greater than 37 degrees
  - CHILDREN (Up to and including 16years) temperature reaches or is greater than 32 degrees

## 25. COACHES AND MANAGERS MEETINGS

- Held the second Monday of each month at Ingleburn RSL at 7.30pm. Note this may vary occasionally with Public Holidays and School Holidays clashes
- A Calendar for meetings will be advertised on the Club Website early in the season
- Attendance at these meetings is a critical part of the Clubs' Communication and Information sharing process of the Club from Committee to Coach to Manager to parents and players
- These monthly meetings follow on from the Monthly MDSFA Meeting with clubs at the start of each month, for the club to pass on relevant updates to coaches/Managers. It is critical these updates are then passed on to players and parents.
- **A representative from each team must be in attendance.** (Preferably Coach and/or Manager)

## 26. GROUND LOCATIONS

CLUB	ABB	GROUND	ADDRESS
Appin	APP	Gordon Lewis Oval	Sportsground Parade APPIN
Bradbury	BRA	Ambarvale Sports Complex	Jiniwin Pl AMBARVALE
Burraborang	BUR	Willis Park	Burraborang Rd OAKDALE
Camden Tigers	CSC	Ron Dine Memorial Reserve	Macrae Dr CAMDEN
Camden Falcons	CAM	Belgenny Reserve	Belgenny Ave CAMDEN SOUTH
Campbelltown Collegians	COL	Rosemeadow Playing Fields	Dickens Rd AMBARVALE
Campbelltown Cobras	COB	JNRS - Hurley Park	Lithgow St CAMPBELLTOWN
		SNRS – Kevin Wheatley Res	Riverside Dr AIRDS
C/Town Southern Districts	CSC	Fullwood Res	Fullwood Pl CLAYMORE
C/Town Uniting Church	CUC	Lynwood Park	Rangers Rd ST HELEN PARK
Douglas Park Wilton	DOU	Douglas Park Sportsground	Camden Rd DOUGLAS PARK
East Campbelltown	ECA	Riley Park	Riverside Dr AIRDS
Eschol Park	ESC	Eschol Park Sports Complex	Eaglevalle Rd EAGLEVALE
Fields United	FIE	Blinman Park	Harrow Rd GLENFIELD
Gunners	GSC	Bensley Rd Sports Complex	Bensley Rd MACQUARIE FIELDS
Harrington Park	HAR	Harrington Oval	Charker Dr HARRINGTON PARK
Ingleburn Eagles	ING	Macquarie Fields Park	Fourth Ave MACQUARIE FIELDS
Minto District	MIN	Sarah Redfern Playing Fields	Cnr Pembroke & Durham St MINTO
Mount Annan	MTA	Wandarrah Reserve	Cnr Hibertia & Welling Dr MT ANNAN
Narellan Rangers	NAR	Jnr – Liquidamber Res	Liquidamber Dr NARELLAN VALE
		Snr- Liquidamber Res	Liquidamber Dr NARELLAN VALE



		<b>SNR,ML – Knott Oval</b>	<b>Cnr Richardson Rd &amp; Elyard St NARELLAN</b>
Picton Rangers	PIC	Hume Oval	Downing St PICTON
Ruse	RUS	Jackson Park	Longreef Cres WOODBINE
St Mary's Eaglevale	STM	Koorunga Reserve	Cnr Spitfire and St Andrews RD RABY
Tahmoor	TAH	Tahmoor Sportsground	Thirlmere Way TAHMOOR

**Narellan Rangers** - Check your draw as to which ground you are playing at. They have more than one Senior home ground

**Campbelltown Cobras** – Check your draw as to which ground you are playing at. They have more than one Senior home ground

## 27. REFEREE FEES

AGE	CENTRE	ASSISTANT	GAME TIME	WHAT WE PAY		
				CENTRE ONLY	CENTRE + 1	CENTRE + 2
U6 – U7	N/A	N/A				
U8-U9	\$15.00	N/A	40 Minutes	<b>\$7.50</b>	<b>N/A</b>	<b>N/A</b>
U10-U11	\$20.00	N/A	50 Minutes	<b>\$10.00</b>	<b>N/A</b>	<b>N/A</b>
U12	\$25.00	\$12.00	50 Minutes	<b>\$12.50</b>	<b>\$18.50</b>	<b>\$24.50</b>
U13-U14	\$28.00	\$14.00	60 Minutes	<b>\$14.00</b>	<b>\$21.00</b>	<b>\$28.00</b>
U15 – U16	\$33.00	\$16.00	70 Minutes	<b>\$16.50</b>	<b>\$24.50</b>	<b>\$32.50</b>
U17	\$39.00	\$20.00	80 Minutes	<b>\$19.50</b>	<b>\$29.50</b>	<b>\$39.50</b>
U18	\$43.00	\$22.00	90 Minutes	<b>\$21.50</b>	<b>\$22.50</b>	<b>\$43.50</b>
U19 –U21	\$52.00	\$26.00	90 Minutes	<b>\$26.00</b>	<b>\$39.00</b>	<b>\$52.00</b>
A/A Men	\$52.00	\$26.00	90 Minutes	<b>\$26.00</b>	<b>\$39.00</b>	<b>\$52.00</b>
A/A Ladies	\$52.00	\$26.00	90 Minutes	<b>\$26.00</b>	<b>\$39.00</b>	<b>\$52.00</b>
Premier League	\$60.00	\$30.00	90 Minutes	<b>\$30.00</b>	<b>\$45.00</b>	<b>\$60.00</b>
P/L Reserves	\$58.00	\$29.00	90 Minutes	<b>\$29.00</b>	<b>\$43.50</b>	<b>\$58.00</b>

## Match Card Completion: - Example

Referee will complete if required

Referee will complete if required

Ensure details are entered correctly

Ensure Coach or Manager signs card at end of match – check scores and record yellow and red card details. If you have any enquiries regarding match card please check with officials before signing.

Ensure you complete correct side of match card

Note "R" against starting Reserves

Coach and Manager Surnames and FFA numbers to be recorded. They are the only persons, apart from players, permitted in players area during game

Surnames Only Against the Shirt Number they are wearing into match

Record Correct FFA Number (as per player registration cards)

Record Any Players who have been stood down by suspension only. Record Correct FFA Number against their surname

**CAUTIONS**

Club	Shirt	Name	Offence

**SEND OFFS**

Club	Shirt	Name	Offence

**Match Card**

Date: 1/6/2013 Age: 16 Div: 2

Ground: KOO2 Round No: 7

Home Team: STM Score: \_\_\_\_\_

Visitors: ESC Score: \_\_\_\_\_

Officials present at ground? Yes / No

Match Report to be submitted? Yes / No

What licensed ball was used? (please circle - must be completed by referee)

1. Errea 2. Mire 3. Lotto 4. Patrick 5. Nike 6. Other

Referee's Signature: \_\_\_\_\_ ID No: \_\_\_\_\_

Assist. Referee's Signature: \_\_\_\_\_ ID No: \_\_\_\_\_

Assist. Referee's Signature: \_\_\_\_\_ ID No: \_\_\_\_\_

Home Team (Manager/Coach) Sign Above \_\_\_\_\_

Visitors Team (Manager/Coach) Sign Above \_\_\_\_\_

This is a true and accurate record of the game.

**MDSFA USE ONLY**

Match Card Checked: \_\_\_\_\_

**STM** Home Team VS **ESC** Visitors

Shirt	R	Surname	FFA No.
1		SMITH	123456
2		JONES	45321
3		ABBOTT	12345
4		COSTELLO	12345
5		MARTIN	21789
6	R	LEWIS	987123
7		LAUREL	45654
8		HARDY	654654
9	R	SPEARS	192837
10		BIEBER	283746
11		GAGA	732614
12	R	HOLMES	22122
13	R	WATSON	122123
14		BEYONCE	23321
15		STALLONE	4986137
16	R	NORRIS	596784

**Stood Down Players**

Surname	FFA No.
WILLIS	1112334
LI	2298221
Coach	BOWIE 326637
Manager	KESHA 484684

**Stood Down Players**

Surname	FFA No.
Coach	
Manager	