

TEAM MANAGER'S GUIDE

WET WEATHER INFORMATION

Always check the SCF website before you leave!

www.sunshinecoastfootball.com.au

Sunshine Coast Football
Team Manager's Guide
Updated December 2016

For the purposes of this document abbreviations are:
Sunshine Coast Football = SCF Football Queensland = FQ
Football Federation Australia = FFA

TEAM MANAGER – ROLE AND RESPONSIBILITIES

Role:

Team Managers are regarded as crucial people in terms of communication between parents of players and club organisers and also support for the coach. The Team Manager ensures a safe and successful season for the players and protects the interests of the club by performing all required administrative tasks for the team. A good Team Manager will allow a coach to concentrate on coaching the players. This will ensure each player receives optimum attention and gives every player a chance to develop and perform to the best of their ability.

In general, the Team Manager is the primary point of contact between members of the team, parents and the club.

Responsibilities:

- Knowledge of player registration (see below). A Team Manager should ensure each player is registered but most importantly ACTIVE within the MyFootballClub program. Players who are pending awaiting approval or payment are not registered players.
- Knowledge of match details for the team – go to www.sunshinecoastfootball.com.au and click on the fixtures tab
- Maintain up to date knowledge of all Sunshine Coast Football regulations and procedures
- Organising and supervising all match day obligations
- Distribution of all relevant club information to the coach, team members and parents including match fixtures
- Provide updates to the coach on player availability during the season
- Ensuring all complaints / disputes are handled in accordance with club policy

GENERAL COMPETITION INFORMATION

Player Registration

Refer to www.myfootballclub.com.au for registration procedures and FFA National Registration Regulations for further information.

Player Insurance

All players registered with SCF, FQ and FFA are covered by the FFA insurance scheme. Full terms conditions, limitations, exclusions and benefits are available from the Insurance Coverage website – www.gowgatesport.com.au/football/

Match Dress Requirements

Correct uniform available for purchase from your club. Moulded boots are recommended for all junior players. Shin guards are compulsory and must be worn for all training and game days.

Competition Rules

The rules of the competition are available on the SCF website under the Forms and Documents tab / Policies and Procedures. It is highly recommended you familiarise yourself with these rules.

Match Sanctions

Match sanctions and Inter Zone Travel Permits are required for any games that are not a normal SCF fixture competition. Please refer to the SCF website under Forms and Documents for Match Sanction Policy/Procedure, Match Sanction Request Form and Inter Zone Travel Permit. These forms must be lodged with SCF by an executive member of the club. Forms are required by FQ at least seven (7) days prior to the match date. Clubs should take this into consideration and allow extra time when lodging forms with SCF for forwarding to FQ.

Coaching – Competitive Teams

Coaching from the Technical Area may only be carried out by the coach provided the information is given in a quiet, non-hysterical, non-abusive manner. A coach may only enter the field of play with the referee's permission. **Standing or coaching by any person is prohibited from behind the goals.** Breaches of these instructions may be reported by the Referee to the Sunshine Coast Football office for consideration of appropriate action.

Technical Area

Coaches, Team Managers and other team personnel who are not players must wear FQ Identification tags whilst in the Technical Area. For further rules on the Technical Area please see section 19.5 of the SCF Competition rules.

ELIGIBILITY FOR FINALS

Junior Finals Eligibility - A junior player must have played at least seven (7) matches in a particular team to be eligible for that team in the final series, and be a correctly registered and active player within the FFA My Football Club program and as per FFA National Registration guidelines. That player will also then be eligible to play in the final series in a higher division at the same age level or at a higher age level in the same division or higher. (A combination of games over different teams will not warrant eligibility).

As long as Junior players have satisfied their seven (7) game requirement in their junior division, they can play Finals in the senior competition with no qualification. i.e. a final series match may be their first game in a senior division (Refer Senior Eligibility rules 20.8)

Senior Finals Eligibility - A senior player must have played at least seven (7) matches in a particular team to be eligible for that team in the finals series, that player will also then be eligible to play in a higher division in the final series. (A combination of games over different teams will not warrant eligibility). As per eligibility ruling 20.13 / 20.14. Refer Senior Eligibility for further rulings.

FIXTURE DAY - JUNIOR COMPETITION

Prior to matches ensure you have:

1. The Official Team Sheet Book
2. FQ - Coach and Team Manager Identification Tags
3. Playing Strips, Reserve Bibs

General Procedure at matches:

1. Identify the field you are playing on
2. Fill in the Official Team Sheet
 - Must be completed and handed to the Referee 15 minutes prior to kick off.
 - Mark 'R' beside reserve players (for Premier and Premier Reserve Men teams).
 - Mark 'A' beside players with Asthma that may require the use of inhalers.
3. Issue the playing strip to the players ensuring the number and name correspond to the official team sheet.
4. Ensure all jewellery is removed prior to kickoff. No jewellery is permitted on the field. A player must not wear anything that is dangerous to themselves or another player.
5. Ensure players check their laces, shin pads, studs, shirt numbers etc.
6. Line players up at the halfway line, 5 minutes prior to the scheduled kick off time.
7. Take your position on the bench along with the coach and reserve players. Ensure that you and the coach are wearing your ID Tags. Failure to wear ID Tags will result in removal from the Technical Area.
8. If making substitutions / interchanges, do so from the Technical area, only after notifying the linesman or referee when the ball is out of play.
9. Only 1 person is allowed on to the field of play to treat injured players and can only enter the field when signalled by the referee.

At half time

1. Ensure players have access to water bottles.
2. If making substitution / changing goalkeepers etc – inform the referee.
3. Re-group the players for the second half.

After the match

1. Whilst the referee is responsible for the correct completion of the Official Team Sheet at the end of the match, the manager, through a ground official can approach the referee to confirm the following regarding the Team Sheet:
 - a) The Official Team Sheet has been signed and completed by the referee.
 - b) The score is correct – half time and full time score.
 - c) Goal Scorers are correctly recorded.
 - d) 'DNP' has been placed next to those players who did not take the field during the game.
 - e) Injuries have been recorded by the referee in the provided 'comment' space on the Team Sheet. This is useful for insurance claims.

Approaching the referee to query the decisions made throughout the match is not acceptable.

2. Collect the playing strip from the players and arrange to have them laundered and returned at training – then you **KNOW** you have them ready for the next game.
3. Return all valuables to players that may have been left in your safe keeping.

TEAM GRADING LIST

Junior Teams

Clubs with Division 1 teams are required to register their top thirteen (13) players – including their specialist goal keepers. These players cannot play in Division 2 or lower divisions in their own age group and can play in any division in a higher age level – subject to eligibility rule (refer Player Age Policy).

Clubs with Division 2 teams and also Division 3 teams are required to register their top thirteen (13) Division 2 players – including specialist goal keepers. These players cannot play in Division 3 in their own age group, but can play in Division 1 at their age level and any division in a higher age level – subject to eligibility rule (refer Player Age Policy).

Two Teams in the same division

Where a club has two (2) teams playing in the same division within an age group, the players must be nominated in their particular team to SCF Office prior to the first fixture and players will not be permitted to interchange between teams at any time during the season.

PLAYER AGE POLICY 2017 – MiniRoos and Junior

Minimum Age

Players must be turning five (5) by the end of the calendar year in which they wish to register.

Permission to Play out of age group

Prior to competing or training at a different age level, the permission of a player's parent or guardian must be obtained in writing, on prescribed form PA 01 – Application for Permission to participate at a different age level.

A player playing one year out of their age group is required to lodge the PA01 form – Application for Permission to participate at a different age level.

All players playing two or more years out of their age group must complete both the SCF PA01 and the PA02 request to play out of age group forms. Players will also be noted at the next Junior Standing Committee meeting for purposes of tracking trends over time.

Permission to Play Down

In general, SCF discourages requests for players to play down an age level. Players requesting to play down an age group must submit a written application to Sunshine Coast Football supported by appropriate evidence including evidence of consideration of the impacts of the player playing down on other players in the competition. Parents/Guardians must lodge PA01 and PA02 request to play out of age group forms. A medical certificate to support the request may also be required.

MiniRoos playing into Junior competitions

To encourage development of our Under 12(1) competition, clubs will be permitted to allow up to three Under 11 players of advanced ability to participate in the Under 12(1) competition. On application to SCF via a PA01 form Under 11 players may play up into Under 12(2) and Under 12(3) competitions.

Juniors Playing into Senior competitions

Male - A male player may not compete or train in an open men's (senior) competition unless they have attained the age of sixteen (16). A PA 01 form must be completed and forwarded to the SCF Zone Office.

PLAYER AGE POLICY 2017 – MiniRoos and Junior Continued

Female - A female player may not compete or train in an open women's (senior) competition unless they have attained the age of fifteen (15). A PA 01 form must be completed and forwarded to the SCF Zone Office.

For purposes of the player age policy all players are classified as "juniors" until they attain the age of eighteen years. It is also noted a current Under 18 competition does not exist so all players eligible for this age group (i.e. 18 or turning 18 in the calendar year) may compete into seniors without completing the PA 01 form.

For a full copy of the Player Age Policy, visit www.sunshinecoastfootball.com.au

DISCIPLINARY

Refer to SCF Competition Rules. SCF adheres to SCF and FFA Disciplinary Regulations – Appendix F & G

Pertinent Points

Yellow Card Cautions

A player who accumulates the following number of yellow cards during the course of the Competition must serve the following Mandatory Match Suspension:

- (a) Five (5) yellow cards, equates to a one match suspension
- (b) A further three (3) yellow cards during a season (8 in total), a two match suspension will apply
- (c) A further two (2) yellow cards during a season (10 in total), a three match suspension will apply
- (d) A further one (1) yellow card during a season (11 in total), a four match suspension will apply

Sanction will be applied to the team / division of the last match the card was accumulated in by the player. Accumulation of yellow cards will be confirmed by the SCF Office.

Suspensions

Where a player receives an **indirect** red card (2 yellow cards in the one match), they will automatically serve a Mandatory Match Suspension of one (1) match and any further penalty so determined in accordance with the National Disciplinary Regulations and SCF Disciplinary Regulations.

A player who accumulates the following number of **direct** red cards during the course of the Competition or the Final Series must serve the following Mandatory Match Suspensions, in addition to the sanction for the offence:

- (a) 1st occasion, equates to a one (1) match suspension
- (b) Any subsequent occasion, equates to a two (2) match suspension

Any player who uses offensive, insulting or abusive language and / or gesture towards any match official(s) after being sent off will incur **at least an additional one (1) match suspension**.

Any player who fails to leave the field of play and the technical area and immediately return to the dressing room after being sent off will incur **at least an additional one (1) match suspension**.

If a suspension is to be served in terms of matches, only those matches actually played count towards the execution of the suspension. If a Match is abandoned, cancelled or forfeited, a suspension is only considered to be served if the team to which the suspended Player belongs is not responsible for the facts that led to the abandonment, cancellation or forfeiture.

Zone Appeal Process – there is no appeal of a mandatory match suspension. All clubs are in possession of the Appeals Process for two (2) or more matches. Please refer to your Club Executive for further information.

PLAYER/COACH CODE OF CONDUCT

Bringing The Game Into Disrepute

A Member must not bring FFA or the game of football into Disrepute.

Without limiting the generality of clause 2.1, a Member will be taken as having brought football into Disrepute if any of the following occurs:

- a) discriminatory behaviour, including public disparagement of, discrimination against, or vilification of, a person on account of an Attribute;
- b) harassment, including sexual harassment or any unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances;
- c) offensive behaviour, including offensive, obscene, provocative or insulting gestures, language or chanting;
- d) provocation or incitement of hatred or violence;
- e) spectator or crowd violence;
- f) intimidation of Match Officials, which may take the form of (but is not restricted to) derogatory or abusive words or gestures toward a Match Official or the use of violence or threats to pressure a Match Official to take or omit to take certain action regardless of where such action is taken;
- g) forgery and falsification, including creation of a false document, forgery of a document or signature, the making of a false claim or providing inaccurate or false information on a prescribed form;
- h) corruption, including offering a Benefit or an advantage to a Player or an Official in an attempt to incite him or her to violate FIFA Statutes or FFA Statutes;
- i) abuse of position to obtain personal benefit;
- j) commission or charge of a criminal offence; or
- k) Any other conduct, behaviour or statement that materially injures the reputation and goodwill of FFA or football generally.

For a full copy of the code of conduct please visit:

www.footballaustralia.com.au

SPECTATOR CODE OF CONDUCT

A spectator present at a match or otherwise involved in any activity staged or sanctioned by FFA or an affiliated Member Federation, District Association or Club must:

- a) respect the decisions of Match Officials and teach children to do the same;
- b) never ridicule or unduly scold a child for making a mistake;
- c) respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- d) not use violence in any form, whether it is against other spectators, Team Officials (including coaches), Match Officials or Players;
- e) not engage in discrimination, harassment or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting;
- f) comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance;
- g) not, and must not attempt to, bring into a venue national or political flags or emblems (except for the recognised national flags of any of the competing teams) or offensive or inappropriate banners, whether written in English or a foreign language;
- h) not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority; and
- i) conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of FFA and football generally.

Any person who does not comply with this Spectator Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future Matches.

For a full copy of the code of conduct please visit:

www.footballaustralia.com.au