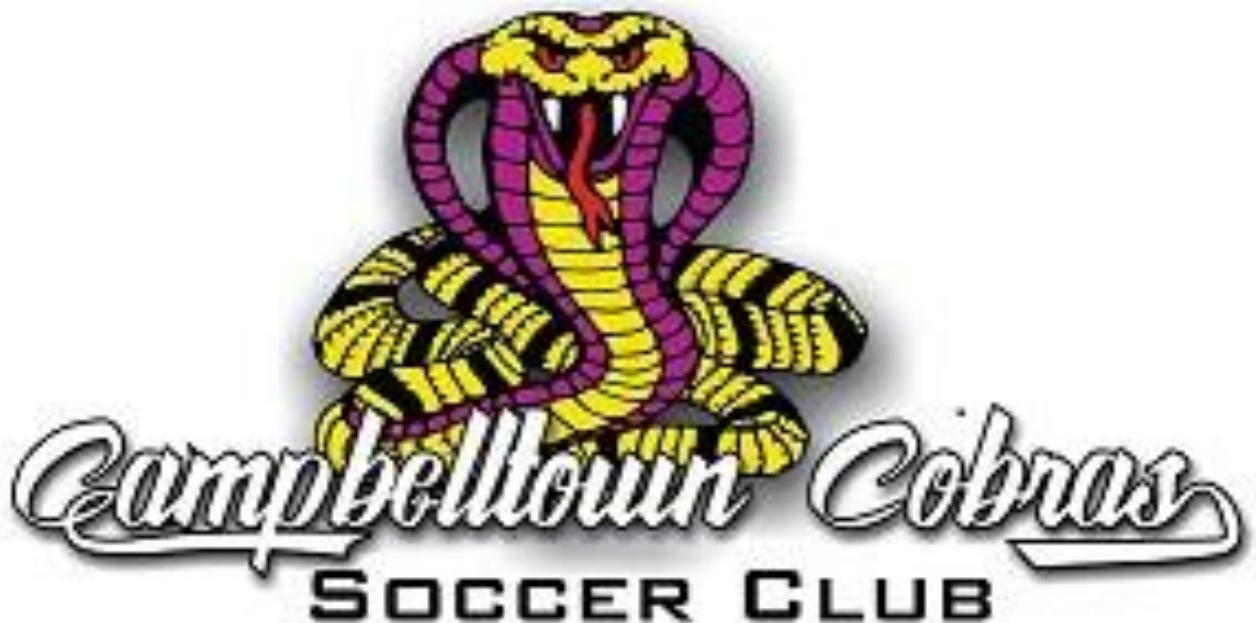


# COACH & MANAGER HANDBOOK

*Please return at the end of the season*





## CAMPBELLTOWN COBRAS SOCCER CLUB

### TABLE OF CONTENTS

1.	Match Cards / Match Sheets.....	3
2.	Match Cards example.....	4
3.	Match Fees .....	5
4	Borrowed Players.....	6
5	ID Cards / Player Registration Cards.....	7
6	Technical Areas.....	7
7.	Suspended Players.....	8
8	Yellow Cards.....	8
9	Red Cards .....	8
10	Injuries.....	9
11	Jewellery/Skins .....	9
12	Coach & Official Vests.....	9
13	Spectators.....	9
14	Time on the Field.....	10
15	Forfeits.....	10
16	Wet Weather.....	10
17	Hot Weather Policy.....	11
18	Team Information.....	11
19	Coach and Manager Meetings.....	11
20	Duty Rosters.....	11
21	Alcohol.....	12
22	Provision of Playing Shirts and Training Gear .....	12
23	Committee Contact Details .....	13
24	Match Fee sheet .....	14



## CAMPBELLTOWN COBRAS SOCCER CLUB

### GENERAL INFORMATION

#### 1. Match Cards / Match Sheets

- To be completed in full in accordance with the sample attached – before the commencement of your game
- Use BLUE or BLACK biro only (do not use pencil, roller ball, fibre tip, felt pens or liquid paper)
- Write all players Surnames (no first names or initials) and FFA Numbers on the card
- Reserves must 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 Players
- Note the importance of compliance with these completion instructions as the cards may become a legal document in case of injury or court case
- Clubs get fines for any errors found on match cards so please ensure correctness
- Coach or Manager is to sign the match card at the conclusion of the game and ensure the following information is correct before signing-
  - i. correctness of score
  - ii. red/yellow cards are recorded against the correct player

If there are any errors noted, contact an official who will approach the Referee for either confirmation of information recorded or to amend card if necessary-

**DO NOT AMEND THE CARD YOURSELF**

# CAMPBELLTOWN COBRAS SOCCER CLUB

## 2. Match Cards example

### Game Information

**DURATION OF MATCH**

MINI ROOS As per mini roos guidelines

UNDER 12 2 x 25 minute halves

UNDER 13 2 x 30 minute halves

UNDER 14 2 x 30 minute halves

UNDER 15 2 x 35 minute halves

UNDER 16 2 x 35 minute halves

UNDER 17 2 x 40 minute halves

UNDER 18 2 x 45 minute halves

ALL AGE 2 x 45 minute halves

O/35 2 x 45 minute halves

O/45 2 x 45 minute halves

**MATCH BALLS**

2 MATCH BALLS MUST BE SUPPLIED BY THE HOME CLUB/TEAM FOR ALL COMPETITION MATCHES

AGES 6 - 9 SIZE 3

AGES 10 - 13 SIZE 4

AGES 14 AND ABOVE SIZE 5

**TEAM UNIFORMS**

All players must be in correct approved uniforms. Goalkeepers must be distinguished from all other players and referees.

### Referees to Complete

CAUTIONS			
Club	Shirt	Name	Offence

SEND OFFS			
Club	Shirt	Name	Offence

GROUND OFFICIALS PRESENT Yes / No


TEAM OFFICIALS PRESENT Yes / No

MATCH REPORT TO BE SUBMITTED Yes / No

REFEREE'S ID No. \_\_\_\_\_

A/R 1 ID No. \_\_\_\_\_

A/R 2 ID No. \_\_\_\_\_



### Match Card

Date: \_\_\_\_\_ Age: \_\_\_\_\_ Div: \_\_\_\_\_

Ground: \_\_\_\_\_ Round No. \_\_\_\_\_

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

SIGNED: \_\_\_\_\_

CONFIRMING SCORES AND OTHER INFORMATION IS CORRECT

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

SIGNED: \_\_\_\_\_

CONFIRMING SCORES AND OTHER INFORMATION IS CORRECT

	Start	Finish
1st Half		
2nd Half		

**MFA USE ONLY**

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

### Home Team

Shirt	R	Surname	FFA No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
Coach			
Manager			

Borrowed Players	
Surname	Team

Stood Down Players	
Players Name	FFA No.

### Visitors

Shirt	R	Surname	FFA No.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
Coach			
Manager			

Borrowed Players	
Surname	Team

Stood Down Players	
Players Name	FFA No.

### Match Card Information

TEAM MANAGER/COACH TO COMPLETE PRIOR TO MATCH KICK OFF.

USE **BLUE OR BLACK PEN ONLY**

ALTERATIONS TO MATCH CARD CANNOT BE MADE AFTER MATCH HAS COMMENCED

MATCHES MUST START WITHIN 10 MINUTES OF SCHEDULED KICK OFF

REFEREES FEES ARE PAID BY THE HOME CLUB DURING NORMAL COMPETITION MATCHES

HOME TEAM IS THE TEAM LISTED FIRST IN THE DRAW

ONLY 3 PLAYERS CAN BE BORROWED FROM LOWER DIVISIONS OR AGE GROUPS

BORROWED PLAYERS MUST BE SHOWN ON TEAM LIST AND RECORDED AGAINST A TEAM SHIRT. THEY MUST ALSO BE RECORDED IN BORROWED PLAYERS SECTION INDICATING TEAM THEY ARE BORROWED FROM.

STOOD DOWN PLAYERS **MUST** BE LISTED IN THE STOOD DOWN SECTION

MARK ALL PLAYERS NOT STARTING THE MATCH WITH A "R" IN THE COLUMN FOR RESERVES

DO NOT USE GEL PENS

DO NOT USE LIQUID PAPER

REFEREES TO COMPLETE REFEREES SECTION

## Before the game

1. Check Age, Division, Home & Away details correct
2. On **Home or Visitors** column ( *enter on only 1* ) enter player details depending on where playing. Enter the Surname ONLY next to the shirt number on Card and FFA Number detail. Mark R in R column, for any reserves starting on the bench
3. Enter Borrowed Players in Borrowed Player box and team from
4. Enter any stood down players names and FFA for sanctions (players not listed on cards will be on suspension for longer, as the card entry is the count of time for any stood down player)

## After the game

1. Check Score is correct
2. Check any Yellow/red cards listed are against correct player
3. Sign the card
4. If you are the HOME team but playing at another ground SMS the result to the Competition Secretary on 0419149972 listing teams



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 3. Match Fees

- These are to be collected prior to game commencement and notation made on Match Day Sheet as to payment received (*example sheet attached*).
- Borrowed players do not pay for a second game
- No family discount applies on Match Fees (*Registration Fee was discounted for families*)
- Match Fee Schedule of Payments:
  - U6 – U7               \$5.00 per player
  - U8 – U11           \$7.00 per player
  - U10 – U16         \$8.00 per player
  - Colts and Seniors \$15.00 per player
- That day's Match Fee Bag/Envelope (*which is to contain completed Club Match Day Sheet*) is to be placed in the locked timber box at Hurley Park Canteen (*same day if playing at home, or the following week if playing at an away venue*)
- Match Fees cannot be left outstanding for more than 2 weeks. Failure to lodge Fees may result in the team forfeiting until payment is received (*please contact the Club Treasurer if you have concerns/enquiries*)



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 4. Borrowed Players

*(Does not apply to Small Sided Game teams but does apply to small side games players playing in under 11 games and up)*

- A player may only fill-in for another team up to two years their current age group (i.e. if they are playing Under 12s they will only be able to fill in for Under 13s or Under 14s) unless permission is granted by the Club President prior to that player taking part in that game.
- Please note that a player can play in a different team on four occasions.
- If a player plays up in a higher division more than 4 times in they will not be able to return to their registered team and will need to play out the year in the team they were filling in for on the 5<sup>th</sup> occasion
- A borrowed player should only be necessary when your team is unable to field 11 players or your team needs a reserve, in such cases your team players must be used before any borrowed players
- All borrowed players are to be marked on the match card by their Surname, Registration Number and the team they are registered too (you will also need to borrow their Player Registration Card which needs to be shown before each game – please ensure this is returned to the team manager of the team where the player belongs after your game)
- You can not borrow a player any higher than two years above their age, if you do you may lose any points received from that game – As per MDSFA Local Competition Rules 203.2(c)
- You can only play a maximum of 3 borrowed players from a lower division. If you play more than three players you will lose any points from the game and the Club/Team will be fined by MDSFA.
- Please refer to Club Executive for Borrowed Player rulings for M League & M League Reserve teams



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 5. ID Cards / Player Registration Cards

- Once player cards have been provided to teams they must be produced prior to the match starting.
- I.D. cards are to be checked by the opposing teams Manager or team representative prior to the commencement of the match.
- Should a team or player not be in possession of an I.D. card before the start of play they will be permitted to take the field of play but only on the following basis,
  - (a) At the conclusion of the match the subject player/s must remain on the field at the halfway line whilst the opposing Manager checks the I.D. cards. A fine of one All Age Team Registration fee will apply to the team if this provision is invoked.
  - (b) Should the I.D. cards be not available a forfeit will result. A fine and loss of any points will apply at the direction of the L.C.C.
  - (c) **This By-Law (220.4) will only apply for teams Under 9 to Under 16.** In all other age groups I.D. cards will be checked by opposing Managers prior to the commencement of play or a forfeit will result.
- Any team who's Manager refuses to produce I.D. cards for checking by the opposing teams Manager prior to the commencement of the match shall forfeit the match and be liable for any expenses incurred together with a fine of one All Age Team Registration fee.
- Please note that once a player has been allowed to take the field in an All Age game without an ID Card, there is no further avenues of appeal against this player having taken part in the game

### 6. Technical Areas

- Only Reserves, Coach and Manager's (as recorded on Match Sheet/Card) are allowed in the technical area of the playing field
- No Reserve is allowed to leave the technical area unless entering the field of play
- No Coach or Manager is allowed to enter the playing field unless directed by referee/match official
- There is a zero tolerance in regards to smoking (with the exception of designated smoking areas) or consuming alcohol at any ground i.e. no player/coach/manager/official is allowed to smoke or consume alcohol at any ground. You will be asked to leave if you fail to abide by this rule



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 7. Suspended Players

1. If a player is suspended for any period, that player's ID card will be retained in the Hurley Park canteen and shall be attached to the suspended players register for the duration of the suspension. In the event the club does not comply with this rule the club will incur a fine. ID Cards will be returned once suspension has been served
2. Ensure that player's (s) surname and registration number is recorded in the "Stood Down Section" of the Match Card. Failure to do this results in the player's suspension not being reduced that week.
3. If you incorrectly play a suspended player who has NOT served their full suspension your team will lose any points from that game and the Team will be fined by MDSFA. This fine will need to be paid by the team as this is not covered in normal club match fees.

### 8. Yellow Cards

- **It is the Team Manager's responsibility to track player Yellow Card totals**
- Receipt of 5 yellow cards in a season is an automatic stand-down and therefore to avoid any loss of competition points or further action from MDSFA please ensure that if necessary the player is stood down for the game immediately following the player receiving the 5<sup>th</sup> yellow card. Ensure the player's ID Card is in the Hurley Park canteen and that the player is noted as "Stood Down" on the game card/sheet

### 9. Red Cards

- All Red Card send-offs will have a minimum mandatory one week suspension regardless of any pending appeal.
- If a player receives five yellow cards during the season they will need to stand down for the game immediately following receipt of the fifth yellow card (please refer to paragraph 9)
- In the event a player is sent off in a game, The Club Secretary is to be SMS'd on the day that Red Card is received (no later than 6.00pm) so that Red Card details can be advised to MDSFA Judiciary as is required.
- When sending the SMS through details of the Red Card please advise the Club Secretary of the player's :- Surname, FFA Number, Team, Opposition, Offence (this is noted on the match card by the Referee)
- Should a player wish to appeal the LCC Judiciary suspension decision (once determined and advised by Club Secretary) they are to advise the Club Secretary if they wish to challenge the suspension and seek a hearing)
- The Club Secretary will advise Player of the date of their hearing (usually Wed night the week following the Red Card at Lynwood Pk)
- The Club Executive will review all Send -Off's and may take further action against the player depending upon the severity of the offence, or for repeat offences. This may result in the Player receiving extra time on top of the LCC suspension decision period, or in the most serious of offences, being banned by the Club





## CAMPBELLTOWN COBRAS SOCCER CLUB

### 10. Injuries

- All serious injuries need to be emailed through to Club Secretary with full details on the day injury occurred (i.e. Surname, Registration Number, Team, Nature of Injury, How Injury Occurred, and whether an ambulance was called etc.)
- The player (or parent/guardian) should be directed to the Macarthur District website ([www.macarthursoccer.com.au](http://www.macarthursoccer.com.au)) /policies section to download relevant Insurance details/Claim Forms
- The player has only 60 days from injury date to make a claim
- A Doctor's Certificate/Clearance certificate may be required before a player is free to recommence training/playing. This is to protect the Coach and/or Club from any possible claims against them for negligence

### 11. Jewellery/Skins

- No jewellery of any type is allowed to be worn during a game (including wedding rings)
- Although some jewellery may not be visible (belly button piercings etc) it is very dangerous to the player and other players involved in the game to wear these and they should be removed before the game. Insurance will not cover any injury that occurs due to these being worn
- Only "skins"/under playing short protective clothing/ bike shorts etc. can only be worn if they are the same colour as the playing shorts

### 12. Coach & Official Vests/Cards

Each Junior Coach U6-U11 Age groups will need to wear the Blue Coach Vest as supplied in playing kit – you may be asked to leave the technical area if you fail to wear the jacket

Each Senior Coach U12 –All Age , Is required to wear their own photo ID as provided by club. These Coaches are also required to stay inside the technical box, unless instructed by referee to leave the field due to Misconduct

- Each team is to have a Team Official who is to wear the Orange Team Officials vest during the game (only adults can act as a Team official)
- The Team Official is required to ensure that your team and its spectators act in a fit, proper and fair manner. If trouble escalates the Team Official is to immediately engage the support of a Club Ground Official
- A Team Official or indeed spectators are not to enter the field of play for any reason



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 13. 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 Game Official, the Ground Official should be asked to front
- Any spectator deemed to be acting outside the Club's Behavior Policies will be asked to front the Executive Committee to explain their actions and may be subject to sanctions or otherwise following that meeting

### 14. Time on the Field

- Our Club policy is 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/they are being disadvantaged, they are to approach one of the committee who will address the situation with relevant Coach/Manager

### 15. Forfeits

- If a Forfeit is known in advance of the game you are to phone Club Competition Secretary (Rebecca Jones 0419149972) by 6.00pm on the Thursday evening before game day to avoid the Club/Team being charged a forfeit fine by MDSFA.
- If your team is unable to play due to a shortage of players (*we encourage you to make every effort to either try to borrow players from a lower Age Group or Division before forfeiting*) then you are to advise the Club Secretary (Peter Ellington 0407 434 139) as soon as possible before the game time
- Note: The cost of team forfeits rests with the Team and they will need to pay the necessary fine as incurred on the Club by MDSFA



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 16. Wet Weather

- On game days a member of the Club Committee will update the club webpage and wet weather line with updated 18 ground closures
- If ground closures are advised before game day a note will be placed on the club website [www.cobrassc.com.au](http://www.cobrassc.com.au)
- If Hurley Park is closed for training due to weather/ground conditions the website will be updated to reflect in the Right Hand 'Hurley Park is CLOSED' and the Wet Weather line will be updated to reflect this as well.
- Please note that the grounds may remain closed for a day or two after the initial close decision (or longer depending upon the severity of the weather conditions that forced closure in the first place) so please check the website & wet weather line for details. This is to ensure that grounds remain playable and are not damaged through training. Also 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 common sense decisions are made



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 17. Hot Weather Policy

- The Club adheres to the Football NSW Hot Weather Policy (*please refer to the Macarthur Website Policies section for Full Details – you are encouraged to read these important documents and policies*)
- Games will be cancelled or postponed when:
  - (ADULTS) temperature reaches or is greater than 37°
  - (CHILDREN – Up to and including 16 years of age) temperature reaches or is greater than 32°

### 18. Team Information

- Manager is to clear their pigeon holes each week as important information is regularly placed therein
- The website [www.cobrassc.com.au](http://www.cobrassc.com.au) should be checked regularly for any Club Updates/ News
- Coach and Manager Information can be found in the Coach/Manager section of the website (a good source for all documentation and training tools/techniques etc.)
- Attendance at Bi-monthly Coach and Manager Meetings is mandatory as not only is information passed down, it is also a good opportunity to ask questions

### 19. Coach and Manager Meetings

- Held bi-monthly (every two months) from approx. 6.30-7.30pm prior to the committee meeting which is held the second Monday of each Month at The Hurley Park clubhouse. Note: this may vary occasionally with Public Holidays and School Holiday clashes
- A Calendar for Meetings will be advertised on the Club Website early in the season
- A representative from each team (preferably the Coach or Manager) must be in attendance
- Attendance at these meetings is a critical part of the Communication and Information sharing process of the Club from Committee to Coach/Manager and back.
- These Coach/Manager 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 the Teams. It is critical that teams get these updates to be passed on to players and parents.

### 20. Duty Rosters

- When advised that your team has duty, be it ground set-up, ground 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
- Rosters will be posted on the Club website ([www.cobrassc.com.au](http://www.cobrassc.com.au)), where possible, a fortnight ahead so that you have time to organise your people. The Team Manager will also receive a 'SMS & email' from the Club the week leading up to the Duty as a reminder
- The Club will endeavour to ensure that the Duty is spread evenly across all its teams



## **CAMPBELLTOWN COBRAS SOCCER CLUB**

### **21. Alcohol**

- Is not to be consumed at Hurley Park during game times when field is operational for competition.

### **22. Provision of Playing Shirts and Training Gear**

- Each Team will be supplied a set of Cobras Playing shirts at the start of season. These playing shirts are the property of the Club and are only for use during games and are not to be used for training or worn for personal use during the week
- It is recommended you allocate out playing shirts for each game, but if you allocate them out to individual players you are responsible for the return of ALL playing shirts at the end of the season.
- The Club will provide a minimum training kit of a set number of training balls, cones and bibs (as required for older Junior & AA Groups) for training during the season. If any of the Training balls need replacing during the season please contact the Club Equipment Officer
- Should the Coach wish additional training gear this will be the responsibility of the Team.
- All Club Training gear is to be returned to the Club Equipment Officer immediately following the last game of the season for the team



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 23. Committee Contact Details

Position	Name	Email	Mobile	Contact for
President	Noel Baldock	<a href="mailto:president@cobrassc.com.au">president@cobrassc.com.au</a>		All club & Macarthur enquiries, issues
Vice President	Andrew Bennett	<a href="mailto:vicepres@cobrassc.com.au">vicepres@cobrassc.com.au</a>	0425 884 472	All club & Macarthur enquiries, issues
Secretary	Rebecca Jones	<a href="mailto:secretary@cobrassc.com.au">secretary@cobrassc.com.au</a>	0419 149 972	All club & Macarthur enquiries, issues
Competition Secretary	Peter Ellington	<a href="mailto:compsec@cobrassc.com.au">compsec@cobrassc.com.au</a>	0407 434 139	All home game match results, game changes, forfeits
Treasurer	Donna O'Neill	<a href="mailto:treasurer@cobrassc.com.au">treasurer@cobrassc.com.au</a>	0438 286 051	All financial enquiries
Equipment Officer	Shane Sanders	<a href="mailto:equipment@cobrassc.com.au">equipment@cobrassc.com.au</a>	0404 470 979	All equipment
Registrar	Sasha Lloyd	<a href="mailto:registrar@cobrassc.com.au">registrar@cobrassc.com.au</a>	0412 217 446	All registration enquiries
Fundraising	Sasha Lloyd	<a href="mailto:fundraising@cobrassc.com.au">fundraising@cobrassc.com.au</a>	0412 217 446	All fundraising enquiries
Coaching Co-ordinator	Chad Lloyd	<a href="mailto:coaching@cobrassc.com.au">coaching@cobrassc.com.au</a>	0431 729 829	All Senior Coaching Enquiries
Coaching Coordinator –	Matt Pearson	<a href="mailto:coaching@cobrassc.com.au">coaching@cobrassc.com.au</a>		All Junior coaching assistance
Website	Vacant	<a href="mailto:webmaster@cobrassc.com.au">webmaster@cobrassc.com.au</a>		All website enquiries
Sponsorship	Sasha Lloyd	<a href="mailto:Sponsorship@cobrassc.com.au">Sponsorship@cobrassc.com.au</a>	0412 217 446	All sponsorship enquiries
Canteen	Lisa Schembri & Jill Bennett	<a href="mailto:Canteen@cobrassc.com.au">Canteen@cobrassc.com.au</a>		All canteen enquiries



## CAMPBELLTOWN COBRAS SOCCER CLUB

### 24 Match Fee sheet

CAMPBELLTOWN COBRAS SOCCER CLUB MATCH FEES & REGISTRATION FEES

HOME / AWAY

MATCH FEES DUE EACH WEEK \$6.00 PER PLAYER

COBRAS UNDER 15 DIV 2 vs **1**

MATCH DATE: 2/06/2012

	LAST NAME	FIRST NAME	REGO NO.	MATCH FEE OUTSTANDING	MATCH FEE COLLECTED	REGO FEE COLLECTED	OTHER COLLECTED
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
TOTAL COLLECTED				<b>4</b>	\$	\$	\$

Expenses - Officials Fees

Referee	\$16.00
Linesman 1	\$8.00
Linesman 2	\$8.00
<b>Total Official Fees</b>	<b>\$32.00</b>

Manager Signature **6** Treasurer Verification

If a player is absent from game please write away in match fee paid column. Official fees (away games only) to be paid at canteen at respective field where games are played.  
Receipt is to be collected & handed in with this sheet each week.  
A separate sheet will be issued each fortnight with outstanding amounts (if any) marked on the sheet

Any queries please contact Leanne (Treasurer) 0403 952 657 or email - leanne.longhurst@bigpond.com

Previous sheets will be returned once marked off by Treasurer

Total Match Fees Collected  
Plus Rego Fees  
Other  
Minus Total Official Fees  
Total Submitted to Committee Member **5**

PLEASE FILL OUT - IF HOME OR AWAY GAME / TEAM YOU PLAY AGAINST / DATE



## **CAMPBELLTOWN COBRAS SOCCER CLUB**

Filling out the Match Fee sheet

1. Complete the name of the team you are playing
2. Check the correct name are listed
3. Check for fees outstanding and collect all fees due from players. Update this section to reflect those fees collected
4. Total up all fees collected
5. Complete the Total Fees table
6. Sign the form and return in the pencil case to the locked box in the canteen

*From the Committee;*

*To all our Coaches & Managers, without you we would not survive as a club, so we thank you for giving up your time to be part of the Campbelltown Cobras Soccer Club and helping to enrich the lives of our children through sport.*