

St Clair United Soccer Club



Coaches and Managers Manual Winter Competition 2021





Welcome to St Clair United Soccer Club

Thank you for putting your hand up to be a Coach or Manager. It is an important job that you have taken on. Sometimes it is a thankless task, but we are sure by the end of the year you will feel rewarded.

As much information as possible has been included in this booklet for your benefit. If you need any further help or advice please do not hesitate to contact the relevant Committee Member. Please be respectful of the Committee Members by not phoning after 8.30pm.

2021 Committee details

Club email: stclairunitedsc@gmail.com Club Website: www.stclairsoccer.com.au		
President	Brad Scott	0405 637 914 president.scusc@gmail.com
Vice President	Julie Thompson	0408 969 985 vicepresident.scusc@gmail.com
Treasurer	Karen Scott	0418 866 218 treasurer.scusc@gmail.com
Club Secretary/ Competition Secretary	Nicola Bennet	0421 952 040 secretary.scusc@gmail.com
Registrar/ Social Secretary/ Fundraising coordinator	Julie Thompson	register.scusc@gmail.com
Director of Coaches	Grant Cullen	0413 386 428
Ground Manager	Peter Thompson	0408 282 956
Equipment Officer	Cathy Sherry	equipment.scusc@gmail.com
Mini Roos Coordinator (U5 to U11)	Renee Eid	minirooms.scusc@gmail.com
Sponsorship/ Marketing Manager	Stephen Hanson	
Ladies Coordinator	Alisha Zerafa	
First Aid Officers	Cathy Sherry, Renee Eid	
MPIO	Sonia Burton	memberprotection.scusc@gmail.com
GENERAL COMMITTEE		
Nick DeGeus	Shaine Budd	Braden Scott
Raquel Shurety	Jai Harrington	Jason Brown



St Clair United Club Policies

Players

1. **Under no circumstances should an unregistered or un-financial player be permitted to play in any competition game.** Late registrations of Players Coaches & Manager will only be accepted under special circumstances by the Registrar and Treasurer at time convenient to them. This also applies to any de-registrations.
2. **All players must wear vests on the sidelines whilst not on the playing field.** **NB: Due to COVID restrictions this rule has been amended to allow players to wear a bib or clothing item of a colour contrasting to their uniform's main colours.**
3. Players in Under 15 and below may not play more than 2 yrs above their aged group. No players are allowed to play in an aged group below their age group. **A player must have turned 16 years & above to qualify to play in an All Age Team.** A player can be borrowed but cannot play for a lower division team eg. Under 12 Div 1 cannot play for Under 12 Div 2 or Under 13 Div. 2 & above.
4. You **should not** upgrade a player without seeking the approval from Nicola Bennet or Julie Thompson otherwise you risk a fine and loss of points if you don't clarify the player you are upgrading as they could be an illegal player.

Referees

1. The Nepean Referees Group endeavours to appoint Referees for all matches, except Small Sided Football/MiniRoos. There may at times be fixtures without officials however they do attempt to cover all games as best as they can. It is not in any way the Clubs fault for not providing Officials.
2. If no Referee is in attendance (including a Club referee), appointment of a Referee is by **mutual agreement between the teams** and is NOT the responsibility of the home team or the club responsible for the ground.
3. The portion of Referee fees that is included in your registration fees is only for 10 games of Referees. The Club covers the remaining Referee fees.

Safety

1. For their safety juniors should not be left at training or games without a parent, guardian or relative.
2. Shoes must be worn at all times due to the risk of broken glass etc on the fields.
3. Shin pads are compulsory for all games and training.
4. A lot has changed in injury management over the years. Please assess the situation carefully before spraying a player with water, lifting them to their feet and bending or stretching something. You may be making an injury worse. If you believe you have a serious injury, please notify a club official and an Ambulance will be called. A basic first aid kit, disposable gloves, ice packs and Defibrillator are available from the Canteen.
5. The Club keeps a record of injuries to assist in insurance claim, so please notify the Club immediately. Insurance claim forms are also available from the Club.
6. **Each player must have their own drink bottle to ensure proper hydration and hygiene.** No communal drinks and no buckets/sponges. This is part of the Football NSW guidelines.



7. Our fields are often the subject of vandalism. It is recommended that the fields be inspected for glass and the like before both training and games commence.

Training

1. We are a large Club and training on a full field is not possible. Teams wishing to train 2 nights per week must be prepared to train on one of the quieter nights.
2. **Please be respectful of other teams**, and ensure you start and finish on time. Please also ensure your activities don't interfere with other teams, example running through games/exercises and disrupting another team by shooting toward a goal without people assisting in the collection of balls.

Please abide by all guidelines that have been implemented by Football NSW, Nepean Football Association and St Clair United Soccer Club. We too, like individuals are liable for the failure of people to follow these rules.

3. All Coaches, Managers and Players have a responsibility to help maintain the condition of the fields. For this reason, **teams should not train or warm-up in the 18 yard box, on any of the lines and in particular the sidelines**. Marking fields is a very time consuming and expensive process.
4. Teams are also expected to remove all rubbish from the fields before they leave. There are plenty of bins within easy reach. Let's show some pride in our facilities.

Wet Weather

1. Following periods of heavy prolonged rain, some or even all matches may be cancelled. This is to protect the grounds and also to minimise injury. In all cases Nepean Football Association notifies the Club Competition Secretary. Please remember that **some cancellations can occur as late as on the morning of game day**. Notification will be published on the St Clair Soccer website and
2. Facebook page as soon as practicable. If time doesn't permit, the Competition Secretary will phone Coaches and/or Managers.
3. Remember that unfavourable weather conditions in St Clair do not necessarily mean games in other parts of the District are similarly affected.
4. Assume all matches are on unless specifically advised otherwise. Under **no circumstances should Nepean Football Association be contacted directly** by Coaches, Managers or Parents.
5. **Inspections of the fields during weekdays will not be conducted until 3:30pm**. Once this inspection has been done and a decision has been made results will be published on the Website and on the Facebook page. Please refrain from inundating Committee members with calls or messages before this time.
6. During times of field closures during the week, training can be conducted at alternative venues such as indoor facilities or alternative activities such as fitness sessions. These venues and activities **MUST** be sanctioned and approved by the Club competition secretary, Nicola Bennet. Details such as date, time and venue must be communicated to Nicola so that all necessary sanctioning can take place for insurance purposes.



Fees

- Any players wishing to de-register prior to the start of the competition season shall be refunded all monies less the Nepean de-registration fee (\$20.00).

Equipment

- Coaches and Managers are responsible for the return of all equipment issued at the start of the year. Any shirts not returned at season end will incur a \$50 fine per shirt.
- **Do not iron shirts.** Do not bleach shirts. It is also recommended that the shirts be collected and washed/dried together to ensure the shirts remain uniform in appearance and to minimise the risk of being lost.

Football NSW guidelines advise that players take home individual shirts, wash them and be arrive at games ready to play.

- **Players must wear full Club uniform for all games including friendly or trial games.**
- Club shorts and socks will remain the same as previous years. All players must wear these items to all games or risk being refused entry to the field by referees.

Team Kits

- Every team is issued with a full kit which comprises of the following:
 - Set of training balls
 - Match ball
 - Training/ reserves vests
 - Coach, Manager and Marshall vests
- If you are missing any of the above items please see our Equipment Officer as soon as possible to have this sorted before the start of the season. equipment.scusc@gmail.com
- Fines can be issued or games may be delayed if the appropriate people are not wearing the proper vests.

Canteen Roster

- The Canteen is an important service provided to Club Members. It helps raise funds that are used to pay for things such as the Presentation Day, upgrades to fields & gifts given to Club Members. Each year we spent well over \$50,000 on the presentation.
- **All junior teams will be expected to provide a small amount of help during home games.** Canteen duty is compulsory we ask that you attend your allotted time we will try and give you as much notice as possible. Please encourage your Parents to commit to this it is not as scary as it looks.

Garbage Removal

- Please ensure your team and your spectators use the bins supplied not only at home but at away fields as well. We have pride in our club and fields; please show that you do too.



Coach and Manager Responsibilities and Code of Conduct

1. Safety and Health of Participants

- a. Place the safety and welfare of the participants above all else.
- b. Be aware of and support the sport's injury management plans and return to play guidelines.

2. Coaching excellence

- a. Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- b. Encourage and support opportunities for people to learn appropriate behaviours and skills.
- c. Support opportunities for participation in all aspects of Football.
- d. Treat each participant as an individual.
- e. Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.

3. Honour the sport

- a. Act within the rules and spirit of your sport.
- b. Promote fair play over winning at any cost.
- c. Respect the decisions of officials, coaches and administrators.
- d. Show respect and courtesy to all involved with the sport.
- e. Display responsible behaviour in relation to alcohol and other drugs.

4. Integrity

- a. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- b. Ensure your decisions and actions contribute to a harassment-free environment.
- c. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- d. Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- e. Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- f. Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- g. Never participate in or advocate practices that involve match fixing.

5. Respect

- a. Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- b. Do not tolerate abusive, bullying or threatening behaviour.

6. Complaints regarding alleged breaches of this Code of Conduct will be handled in accordance with the St Clair United Soccer Club Constitution.

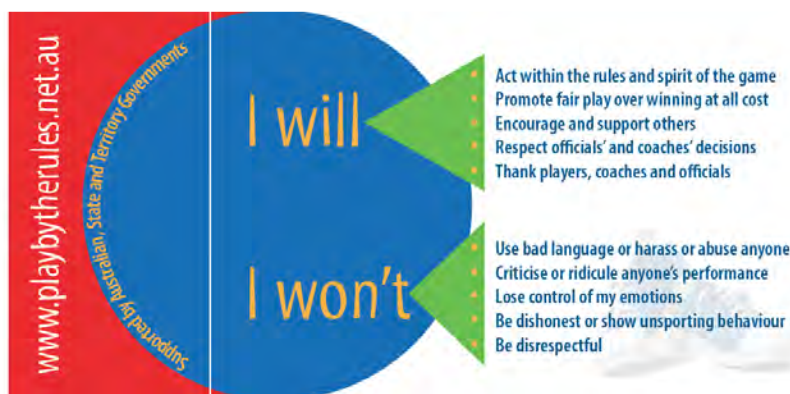


Players Code of Conduct

1. Players must:

- a. Always play within the letter and the spirit of the Laws of Football
- b. Never argue with officials
- c. Listen and cooperate with coaches and managers
- d. Always strive to control their temper and not engage in any:
 - i. verbal abuse of officials
 - ii. sledging other players
 - iii. deliberately distracting or provoking an opponent
- e. Be good sports and play in the spirit of the game
- f. Not bully or take unfair advantage of another competitor
- g. Cooperate with their coach and team mates
- h. Display modesty in victory and graciousness in defeat
- i. Not arrive at any game venue intoxicated or drink alcohol at matches involving Junior Players
- j. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- k. Always attend training and notify their Coach or Manager with as much notice as possible if they are not able to attend either games or training. Be honest with the coach concerning illness and injury.
- l.
- m. Observe any direction to meet the cost of a fine or penalty imposed by the Club or Football NSW
- n. Participate for your own enjoyment and benefit.
- o. Denounce those who attempt to discredit our sport.
- p. Whilst wearing St Clair Strikers Team gear, in the interests of the community please display good manners and refrain from swearing.

2. Complaints regarding alleged breaches of this Code of Conduct will be handled in accordance with the Constitution and the Regulations.





Parents & Spectators Code of Conduct

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk during times where alcohol is not permitted.

What we will do

- Make accessible to all members, their parents and other sporting personnel our Code of Conduct and make clear what is expected and the consequences of non-compliance.
- Where possible, prominently displaying conditions of entry to grounds and facilities.
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Code of Conduct and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Thank the coaches, officials and other volunteers who give their time to conduct the event for their child.
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, cultural background or religion.
- Ensure that coaches and/or managers are notified as soon as possible if their child is unable to attend training or games.

Complaints regarding alleged breaches of this Code of Conduct will be handled in accordance with the St Clair United Soccer Club Constitution.



Drug and Alcohol Policy

1. St Clair Soccer is committed to providing a safe & enjoyable experience for all members.
 2. Players should not participate in games, training or other Club activities either at Mark Leece Sporting Complex or whenever representing St Clair Soccer club whilst under the influence of Alcohol or Illegal drugs.
 3. Mark Leece Sporting Complex is an alcohol free area between 10.00pm & 5.00am (By order of Penrith City Council).
 4. Alcohol is not permitted within 10 metres of the fields.
 5. Please be discard rubbish in the bins provided.
 6. St Clair United Soccer Club reserves the right to expel any member not complying with this code of behaviour.
- Please note that the following fields of other Clubs are an **ALCOHOL FREE** Venue.
 - Emu Plains Football Club- Hunter Fields

Smoking Policy



Mark Leece Oval is a Smoke Free Zone

Recently passed laws now prohibit smoking in NSW at any Public Sports Grounds during any organised sport or activity.

Heavy fines apply to both individuals and sporting bodies.

A designated Smoking area is sign posted at the end of the carpark. Please utilise this area when Smoking to ensure compliance with the above laws is maintained.



Working with Children Check Policy

New Coaches and Managers must also complete a compulsory Working with Children Check prior to the beginning of the season. You can apply for this online at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>



Working with Children Check Policy

In the interests of promoting child safety within the sport of Football, the Board of Football NSW has implemented a policy which will expand the categories of individuals requiring the NSW Government's Working with Children Check (WWCC).

This Policy applies to all Football NSW affiliated Clubs, Associations, Branches, Centres, Referee Branches and all Officials, Coaches, Managers, Technical Directors, volunteers and participants for 2018 and onwards.

The WWCC legislation currently provides exemptions from the requirement to obtain a WWC number for certain categories of individuals, including:

1. Volunteer parents or close relatives coaching or managing their own child's or close relative's team;
2. Referees; and
3. Persons aged under 18 years.

While recognising that the WWCC is only part of an organisation's tools for promoting a child safe environment, the Board of Football NSW was concerned that these exemptions, particularly the first two, meant that a significant and important portion of the membership was not being subjected to the WWCC.

Accordingly, under this Policy:

1. Volunteer parents or close relatives coaching or managing their own child's or close relative's team; and
2. Referees, will now require a WWC number.

Persons aged under 18 years, even if they fall within the above categories, remain exempt.

Coaches and Managers

Under this Policy, all paid persons and all volunteer Coaches, Managers, Technical Directors and other roles which require working or volunteering with children under 18 years will now require a WWCC, unless exempt.

The only exemption recognised by Football NSW is the exemption for persons aged under 18 years.

For the 2018 season and beyond, it is a requirement of Football NSW that all Technical Directors, Coaches and Managers working or volunteering with children under 18 years obtain a WWCC and provide their Club,

Association, Centre and/or Football NSW with a valid WWC number.

Referees

Under this Policy, all referees now require a WWCC, unless exempt.

The only exemption recognised by Football NSW is the exemption for persons aged under 18 years.

For the 2018 season and beyond, it is a requirement of Football NSW that all referees obtain a WWCC and provide their Branch and/or Football NSW with a valid WWC number.

Registering in MyFootballClub – Information for Administrators and Participants

When registering in MyFootballClub (MFC) as a Coach, Manager, Technical Director or Referee or any other role that involves working or volunteering with a child under 18 years of age, it is now a pre-condition of registration with Football NSW that the individual obtains a WWC number and enters their WWC number in the MFC registration system at the time of registration.

Persons under 18 years of age are exempt from this registration requirement.

Where a person's role requires a WWCC:

1. The person's registration is not to be approved in the MFC registration system by the relevant administrator and will not be effective until the individual has entered their WWC number into their MFC profile during the registration process and their Club, Association, Branch, Centre and/or Football NSW (as the case may be) has verified the WWC number via the on-line WWC verification system at www.kidsguardian.nsw.gov.au.
2. It is the responsibility of the relevant Club, Association, Branch, Centre and/or Football NSW (as the case may be) to obtain the person's WWC number either from MFC or directly from the individual and

For more information visit www.footballnsw.com.au or contact your club or association.



Member Protection Information Officer

Member Protection Information Officers play an important role in sport. They provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club/association, particularly if you are considering making a formal complaint.

St Clair United Soccer aims to provide a family friendly environment.

St Clair Soccer acknowledges it has a responsibility to protect, children from abuse and all members from all forms of harassment, discrimination and racial vilification. Each Club must have a trained MPIO – Member Protection Officer.

If you are unable to resolve a problem, you are encouraged to discuss this issue directly and in the first instance with the MPIO and not other Committee Members

Sonia Burton

memberprotection.scusc@gmail.com

8 TIPS TO PROMOTE A POSITIVE CLUB ENVIRONMENT

- 1) Promote policies and procedures – at registration, inductions, at your venue and/or on your website
- 2) Articles - Publish articles and tips in your newsletter and/or website. Articles could focus on topics like codes of conduct, the ground marshal, fair play and what to do if incidents occur.
- 3) Meetings - Think about arranging pre-season meetings between key groups, such as parents and coaches, to discuss club policies, fair play and expectations.
- 4) Role models - Arrange for role models from your sport to talk to players, parents and coaches. This can have a huge impact on people, especially young people.
- 5) Ground announcements - Play announcements on game/event days that remind people to keep their emotions in check. For example use our Let Kids Be Kids resources.
- 6) Positive messages - Communicate simple fair play messages via banners, posters, stickers or animated banners on your club website.
- 7) Fair play day - Arrange a fair play day each season to reinforce positive messages. Incorporate the suggestions above into the day.
- 8) Good Sport Award - Adopt a Good Sport Award to recognise positive behaviour by teams and individuals.



The Game - Our Game

Duration of Matches

Non-Competition			Competition		
U5 – U7	2 x 20mins	Mini Field	U12	50 mins	Full Field
U8 – U9	2 x 20mins	Mod Field 1	U13 – U14	60 mins	Full Field
U10 – U11	2x 25mins	Mod Field 3	U15 – U17	70 mins	Full Field
			Intermediate	90 mins	Full Field
			All Age/ O35	90 mins	Full Field



Ball Sizes

Under 5 to Under 9 – Size 3
Under 10 to Under 14 – Size 4
Under 15 to All Age – Size 5





Nepean Football Association Fines

During recent years, Nepean Football Association issued a considerable amount of fines to the Club. These were as a result of one or more of the following types of breaches:-

- Missing team sheets
- Forfeit fines
- Missing players
- Fines from send offs and suspensions
- Fines from the Protests & Disputes Committee (P&D)
- Incorrect completion of team sheet
 - Missing signatures (Marshalls, Coaches or Managers)
 - The use of pencil or correction fluid or similar

IMPORTANT

The Club Policy provides for these fines to be passed on to the individuals and/or teams responsible. Those players and/or teams who do not settle fines may be considered unfinancial and may not be eligible to play the following year.

Penalties and Suspensions

The Association's Table of Offence Codes

The following yellow and red card offence codes will be used for all games:

	OFFENCE
Y1	Is guilty of unsporting behaviour
Y2	Shows dissent by word or action
Y3	Persistently infringes the Laws of the Game
Y4	Delays the restart of play
Y5	Fails to retreat the required distance when play is restarted with a corner kick, free kick or throw-in
Y6	Enters or re-enters the field of play without the referee's permission
Y7	Deliberately leaves the field of play without the referee's permission

	OFFENCE
R1	Is guilty of serious foul play
R2	Is guilty of violent conduct
R3	Spits at an opponent or any other person
R4	Denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within their own penalty area)
R5	Denies an obvious goal scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick
R6	Uses offensive or insulting or abusive language and/or gestures
R7	Receives second caution in the same match



SCHEDULE 3: TABLE OF OFFENCES

TABLE A: OFFENCES BY PLAYERS

RED CARD	OFFENCE DESCRIPTION	GRADING GUIDELINES	INCIDENCE	PARTICIPANT SANCTION	
				SUSPENSION (Minimum)	SUSPENSION (Maximum)
R1	Serious foul play <i>(Typically, but not limited to, serious foul play when the ball is in play)</i>	Serious foul play tackle	First	2 Fixtures	24 months
			Second & subsequent	3 Fixtures	
		Attempting to gain possession of the ball using excessive force	First	2 Fixtures	24 months
			Second & subsequent	4 Fixtures	
		Conduct that endangers the safety of an opponent in a contest for the ball or has the potential to cause serious injury	First	4 Fixtures	24 months
			Second & subsequent	5 Fixtures	
		Conduct causing serious injury	First	9 Fixtures	24 months
			Second & subsequent	13 Fixtures	
R2	Violent conduct <i>(Typically, but not limited to, serious foul play when the ball is not in play, and/or pre-meditated violent conduct)</i>	Excessive conduct when the ball is not in play or playing distance such as punch/fighting, kicking, elbow to the body	First	2 Fixtures	24 months
			Second & subsequent	4 Fixtures	
		Violent conduct when the ball is not in play or playing distance such as head butting, elbow to the head	First	5 Fixtures	24 months
			Second & subsequent	7 Fixtures	
R2	Violent conduct <i>(Typically, but not limited to, serious foul play when the ball is not in play, and/or pre-meditated violent conduct)</i>	Serious and/or premeditated violent conduct when the ball is not in play or playing distance such as spear tackle	First	7 Fixtures	24 months
			Second & subsequent	9 Fixtures	
		Serious violent conduct that has caused bodily harm or responsibility for a violent melee	First	13 Fixtures	24 months
			Second & subsequent	21 Fixtures	
R3	Spitting at an opponent or any other person	Spitting at or towards an opponent or any other person	First	5 Fixtures	24 months
			Second & subsequent	9 Fixtures	
		Spitting on an opponent or any other person	First	9 Fixtures	24 months
			Second & subsequent	17 Fixtures	



RED CARD	OFFENCE DESCRIPTION	GRADING GUIDELINES	INCIDENCE	PARTICIPANT SANCTION	
				SUSPENSION (Minimum)	SUSPENSION (Maximum)
R4	Denying goal-scoring opportunity	Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (except a goalkeeper within their penalty area)	First	1 Fixture	1 Fixture
			Second & subsequent	1 Fixture	
R5	Denying goal scoring opportunity	Denying an obvious goal-scoring opportunity to an opponent moving towards the opponent's goal by an offence punishable by a free kick	First	1 Fixture	1 Fixture
			Second & subsequent	1 Fixture	
R6	Offensive, insulting, abusive or intimidating language and/or gestures	Using language and/or gestures in frustration	First	1 Fixture	24 months
			Second & subsequent	2 Fixtures	
		Using language and/or gestures directed at another person	First	3 Fixtures	24 months
			Second & subsequent	5 Fixtures	
		Incitement to violence, or repeated use of offensive language and/or gestures, to another person	First	7 Fixtures	24 months
			Second & subsequent	13 Fixtures	
Use of discriminatory, homophobic, racist, religious, ethnic or sexist language and/or gestures	First	9 Fixtures	24 months		
	Second & subsequent	17 Fixtures			
R7	Second caution	2nd Yellow Card in a Match	All incidents	1 fixture	1 fixture



Nepean Football Association Team Sheet Errors

If the marshal name is not clearly recorded EP	Administration error fine
If the marshal has not signed team sheet P	Administration error fine
If the score check is not signed P	Administration error fine
If a player is listed in the upgrade players section of the form with no shirt number P	Administration error fine
Incorrect player registration number P	Administration error fine
Ineligible Player. The omission of an upgraded player's registration number where the Player ID has not been confirmed by the opposition manager P	\$50 fine and loss of points
Where a registration number is missing and the opposing team manager has initialled the team sheet stating that ID cards has been sighted P	Both teams will receive a \$10 fine per instance.
If the team from which a player is upgraded from is not recorded P	Administration error fine
If a player is upgraded in breach of the upgrade rules P	Ineligible player fine and loss of points
If the total number of players with shirt numbers in the player details section of the form plus the players in the upgrade section of the form exceed 16 P	Ineligible player fine for each player above 16 and loss of points
If manager does not sign the form P	Administration error fine
If a substitute team coach and/or manager does not print & sign their name EP (FOR EMS "enter" name)	Administration error fine
If the coach does not sign the team sheet P	Administration error fine
Failure to initial player ID check EP	Administration error fine to both clubs
Changing details on a team sheet after the game is completed without the agreement and counter-signature of the both team managers EP	Fine and loss of points to the offending team.
Use of correction tape, correction fluid or pencil P	Fine and loss of points
Use of water soluble pen that renders a team sheet detail illegible P	Fine and loss of points
Playing an unregistered player EP	Fine and loss of points



Table of penalties relating to Team Sheets and playing compliance

1.	<p>Playing an unregistered or suspended player: Loss of Points and Fine \$200 Competition points will be awarded to opposition team EP</p>
2.	<p>Playing an ineligible player – Loss of Points and Fine \$50 Competition points will be awarded to opposition team. EP</p>
3.	<p>Any team forfeiting a game – Automatic Loss of Points plus Fine as set out here-under. Any competition team forfeiting Fine \$100 Any non-competition team forfeiting fine \$25</p> <p>Referees & Assistant Referees Fees: where applicable, will be paid by the forfeiting club. Due to scheduling timing, referee fees may be applied irrespective of what period of notice was provided by the club forfeiting.</p> <p>Competition points will be awarded to opposition team in all cases where a team forfeits.</p>
4.	<p>Team Sheet incorrectly filled in (Administration Error): Fine \$5 per error, maximum \$50 per team sheet per club. The maximum penalty of \$50 applies only to administration errors. P</p>
5.	<p>Team Sheet not arriving at association office by Tuesday following game – Fine \$25 per team sheet. P</p>
6.	<p>Original Team Sheet not arriving by 7 days following the game, Loss of Points to the home team and a fine of \$100 per team sheet. Maximum Penalty per week \$1000. P</p>
7.	<p>Team Sheets made illegible in any part due to the use of soluble ink pen or felt nib pen – Fine \$50 P</p>
8.	<p>Use of Liquid Paper, Correction Tape or Pencil on Team Sheets – Fine \$100 plus Loss of Points to offending team (if they won). P</p> <p>Competition points will be awarded to opposition team.</p> <p>In the event of both teams offending, no score will be recorded and no points will be awarded.</p>
9.	<p>Team sheet not noting "I.D. Cards not sighted" – Fine \$5 EP</p>
10.	<p>Team sheet not signed and/or printed by a team marshal – Fine \$5 EP</p>
11.	<p>The omission of players' registration numbers in the upgrade section shall be deemed to be due to the card(s) not being available and will be treated as ineligible player. P</p> <p>If the opposing team manager has signed the team sheet stating that ID cards have been sighted, the total fine shall be divided evenly between the two offending clubs.</p>
12.	<p>There are sixteen name spaces on a team sheet. This is the maximum number of players eligible to participate in a competition match. Any additional inclusions shall be ineligible and shall be dealt with under point 2. P</p>

Source: Nepean Football Association Player Identification and Team Sheet Regulations 202



Completing Paper Team Sheet All Teams

The rules relating to team sheets can be downloaded from the St Clair Soccer and Nepean Football Association websites. Remember fines and loss of points result for indiscretions.

- Team sheets will be printed by the Club on the Friday before the game. Only eligible players' names will be listed. If a players name is not printed on the sheet – **they are not eligible to play** for the team. **Do not under any circumstances add a players name** to the sheet (with the exception of upgrades).
- Team sheets are available from the Canteen and will need to be collected by a Coach or Manager prior to your Home game. When at away games, the opposition Manager should pass on the team sheet for you to complete.
- Use only Blue or Black pen. **(No pencils, felt tip pens, liquid paper or similar to be used)**
- All names **MUST** correspond with the numbers on the players' shirts.
- Upgraded players must be listed and the aged/div of the player recorded.
- Marshall's names must be printed & signed on the team sheets.
- Enter shirt numbers against a maximum of 16 players (including upgraded players). Additional players entered will be deemed ineligible and fines and/or loss of points will occur.
- Enter details for upgraded players in the upgraded section – recording shirt number, name, registration number and team from which the players is being upgraded from.
- Registered **Coach and Manager must sign the sheet**. If the registered Coach and/or Manager are not present, the acting Coach and/or Manager need to complete the section for acting coaches or managers below listed names.
- Once completed, pass the Team Sheet to the Manager of the Away Team. Please allow reasonable time for the team to complete the above tasks.
- Inspect the brag book (containing all the player ID cards) of the opposing team and ensure:-
 - Players listed are present, wearing the allocated shirt number.
 - Initial next to each player that has been sighted.
- **Completed Team Sheet must be handed to the Referee prior to the start of the game.**
- **Home Team is responsible for the return** of the team sheet back to Club at the completion of your game.

Filling out the Team Sheet



Nepean Football Association Inc

To be printed and completed in blue or black and not using ink jet printer or water-soluble pens.
To reach NFA: Unit 9/51 York Road, PENRITH NSW 2750
Refer to NFA By-Laws for team sheet delivery timelines.

Ball Brand used

MATCH OFFICIAL TO COMPLETE

Ground: **Mark Leece Oval Mod 2 (U10)** Time: **09:00 AM** Grade/Div: **U11 Mixed/Div 5** Round: **2**
 Ground Official's Name: _____ Saturday 14 April 2018

Home Team: St Clair United SC						Away Team: Pitt Town SC White-White					
Team Marshal's Name & Signature: _____						Team Marshal's Name & Signature: _____					
ID Check	Reg No.	Player Registered with Team	Shirt No.	YC	RC	ID Check	RegNo	Player Registered with Team	Shirt No.	YC	RC
	79391900	Ahmet, Amal	12				82783382	Benson, Maxwell			
	84351055	Atak, Dui	3				80346196	Bont, Mikaylah			
	78031291	Aitinson, Callum					79668216	Botha, Michael			
	81129835	Austin, Daniel	13				79223855	Brkich, Riley			
	77904699	Bonanno, Annalise	2				77899730	Cleary, Kason			
	77904969	Bonanno, Emily	10				81326910	Ho, Brodie			
	76382977	Burton, Zachary	9				77952547	Jones, Corey			
	77870962	Curley, Noah					76375096	Mackenzie, Courtney			
	74931429	Finnigan, Cooper	11				28548782	Mamula, Campbell			
	81255119	Lopes, Joanna	5				28601631	Pisani, Adam			
	79475182	Simpson, Ty	7				79222386	Wallace, Cooper			
	77160406	Finnigan, Marc	C				54091909	Wallace, James		C	
	79082920	Bonanno, Kyle	M				80140652	Wallace, Olivia		M	

Have a **MARSHALL** print and sign here

Make sure all **Jersey numbers** are

All Players not playing must have '**DNP**' noted as shirt number

Coach and Manager to **initial next to names**

Complete **opposition ID check** – Must sight ID cards & players. Initial next to players name once viewed

Print and sign here if you have an **acting coach or manager**

Registered Coach & Manager must initial next to their printed names (above) if present at the game. If the Coach or manager are not registered and are acting in these roles, please record name of acting coach/manager in the space provided below.

Acting Coach/Manager Details:

Name & Signature _____ Name & Signature _____

* All players not from this team to be listed in the labelled area below:

* Total number of players listed in this sheet with shirt numbers and participating must be no greater than 14 for U11's and 16 for all other age groups.

Complete all details here if you are **borrowing a player** from another team. Please check with **Committee prior to upgrading!**

ID Check	Reg No.	Name of Substitute from Different Team	Normal Team/Div	Shirt No.	Card Y	Card R	ID Check	Reg No.	Name of Substitute from Different Team	Normal Team/Div	Shirt No.	Card Y	Card R

Home Yellow Cards				Away Yellow Cards			
Home Red Cards				Away Red Cards			
Match won by		Score Home Team		Score Away Team			

If the referee is not an official referee, both teams must sign off to agree to the club or unofficial Ref. Game cannot commence without mutual agreement.

Referee	Name: FFA #	<input type="checkbox"/> NRG Official <input type="checkbox"/> NFA Club Ref <input type="checkbox"/> Unofficial Ref	Home agrees:	Away agrees:
	Sign:		Asst Ref 1 name FFA #	Asst Ref 2 name FFA #

Home Manager's Signature confirming score _____ Away Manager's Signature confirming score _____

Do **NOT** use **PENCIL** or **WATER SOLUABLE PENS**.
Always use a **Blue or Black Ball point pen**
If you are unsure please speak to one of the **Committee members**.

Sign off on the **Score** at the end of each game. This confirms the score.

In the event of an **unofficial referee**, sign here to agree