

St Clair United Soccer Club



Coaches and Managers Manual Winter Competition 2018





COACHES AND MANAGERS MANUAL

2018

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**This COACHES AND MANAGERS MANUAL and the NEPEAN FOOTBALL ASSOCIATION
BY LAWS**

Can be downloaded from the St Clair Soccer website. www.stclairsoccer.com.au



1. INTRODUCTION

Thank you for putting your hand up to be a Coach or Manager. It's an important job that you have taken on. Sometimes it is thankless task, but we're sure by the end of the year you will feel rewarded. Please do not hesitate to contact the relevant Committee Member if you require any help. Please be respectful of the Committee Members by not phoning after 8.30pm.

2. COMMITTEE CONTACT DETAILS

1.	President	-	Richie Mazurkiewicz 0401 937 940
2.	Vice President/ Club Secretary	-	Joseph Khalifeh 0412 065 717
3.	Treasurer	-	Jon Camilleri 0401 894 506
4.	Competition Secretary	-	Nicola Bennet 0421 952 040
5.	Registrar Assistant Competition Secretary	-	Julie Thompson 0408 969 985
6.	Director of Coaches	-	John Ioannou 0402 441 830
7.	Ground Manager	-	Peter Thompson 0408 282 956
8.	Small Sided Football /Aldi Mini Roos Coordinator (U5 to U11)	-	Marc Finnigan 0404 497 989
9.	Canteen Manager	-	Brad Scott 0405 637 914
10.	Assistant Canteen Manager	-	Karen Scott 0418 866 218



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- | | | | |
|-----|---|---|--|
| 11. | Ladies Co-ordinator | - | Sonia Burton |
| 12. | MPIO
(Member Protection Information Officer) - | | Linda Gosbell
0451 148 530
Karen Scott
0418 866 218 |
| 13. | IT / Publicity Officer | - | Nicola Bennet
0421 952 040 |
| 14. | Equipment Officer | - | Cathy Sherry |
| 15. | Social Secretary/Fundraising | - | Julie Thompson
0408 969 985 |
| 16. | Sponsorship Officer | - | Joseph Khalifeh
0412 065 717 |
| 17. | First Aid Officers | - | Karen Scott
0418 866 218 |

GENERAL COMMITTEE

- | | | | |
|-----|--------------|--|--------------|
| 18. | Grant Cullen | | 0413 386 428 |
| 20. | Shaine Budd | | 0419 415 648 |
| 21. | Jason Noonan | | |
| 22. | Jason Brown | | |



3. MEMBER PROTECTION

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.

Linda GOSBELL MPIO Mb: 0451 148 530

Karen SCOTT (in training) Mb: 0418 866 218

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. The Club has adopted some guidelines and options for resolving complaints. These have been formulated by the Australian Sports Commission and “**Options for Managing and Resolving Complaints**” can be downloaded from the St Clair Soccer website.

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> or speak to Linda to help you obtain one.

4. CLUB POLICIES

Equal Time

- All players must get equal playing time. Each player is entitled to a fair go. There are no exceptions to these rules, irrespective of the division being played. The main emphasis is to have fun players can't do this sitting on the bench. It's acknowledged that in any given game some players will get more time than others, however over the season – game time must be equal.

Players

- **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.**
- **All players must wear vests on the sidelines whilst not on the playing field.**
- 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.
- You **SHOULD** not upgrade a player without seeking the approval from Richie Mazurkiewicz, Nicola Bennet or Julie Thompson you risk a fine and loss of points if you don't clarify the player you are upgrading they could be an illegal player.



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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).

Safety

- For their safety juniors should not be left at training or games without a parent, guardian or relative.
- Shoes must be worn at all times due to the risk of broken glass etc on the fields.
- Shin pads are compulsory for all games and training.
- 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.
- 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.
- Each player must have their own drink bottle to ensure proper hydration and hygiene. No communal drinks and no buckets/sponges.
- Our fields are often the subject of vandalism. It's recommended that the fields be inspected for glass and the like before both training and games commence.

Referees

- 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.
- 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.
- 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.

Training

- 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, such as Mon/Wed or Tues/Fri. You will be required to nominate training times at the start of the season. These days/times will remain in place for the season unless special circumstances arise.
- 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.
- 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.
- 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. 😊



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Wet Weather

- 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, app and Facebook page as soon as practicable. If time doesn't permit, the Competition Secretary will phone Coaches and/or Managers.
- Remember that unfavourable weather conditions in St Clair do not necessarily mean games in other parts of the District are similarly affected.
- Assume all matches are on unless specifically advised otherwise. Under **no circumstances should Nepean Football Association be contacted directly** by Coaches, Managers or Parents.
- **Inspections of the fields during weekdays will not be conducted until 3:00pm**. 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 before this time.

Equipment

- Coaches & 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/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.
- **Players must wear full Club uniform for all games including friendly or trial games.**
- The Club Competition Secretary must be advised at least 2 weeks before any trial or friendly games are played. There are sanctioning processes and approvals that must be given for insurance cover. These processes vary depending on which district the opposing team hails from.



5. PARENTS / SPECTATORS CODE OF CONDUCT

- Recognise the value and contribution volunteers such as Coaches, Managers, Committee, and Canteen/BBQ Helpers make to the Club. They give their time & resources to provide recreational activities for the children, so they deserve your support.
- Encourage children to work at improving their performance at training sessions, in games and at home.
- Provide support and encourage to both your child and others.
- Players are required to arrive for training and games with sufficient time to prepare themselves to start at the appointed time.



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- Encourage children to play by the rules.
- Do not ridicule them for anything they've done or not done.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect decisions of match officials and influence young people to do the same.
- If you have a problem regarding team matters, you should contact the team Manager. If you cannot resolve the problem, please refer the matter to a Club Official. If you have a serious complaint, please direct this to a Club Official directly.
- Treat opposing players, officials and their supporters with courtesy & respect.
- You will be required to assist in the running of the canteen and BBQ from time to time. Please take this seriously – the canteen helps fund the activities & gifts the children receive at the end of the season. This responsibility should be shared among parents and should not be the sole responsibility of the Coach and/or Manager.
- For the health and safety of others - please respect the no smoking policy. Penrith Council does not allow smoking within the grounds please see the Smoking Policy and fact sheet.
- St Clair United Soccer Club reserves the right to expel any parent/spectator not complying with this code of behaviour. A 3 strikes and you're out policy will operate at the discretion of the Management Committee. 1st verbal warning, 2nd written warning, 3rd expulsion from the Club. No discussion will be entered into.

6. PLAYERS – CODE OF CONDUCT

- Play by the rules and understand the spirit of the game.
- Listen and co-operate with your coach and manager.
- Play to win and never set out to lose.
- Do your best, but play for the “fun of it”, not just to please parents, coaches or managers.
- Play fair to earn respect and to detest cheats.
- Do not argue with Officials, Coaches or Managers
- Refrain from sexual harassment towards fellow players, coaches and officials.
- Never argue with an official, captain, coach or manager who is there to maintain discipline and fair play.
- Control your temper and avoid verbal abuse, sledging or deliberately distracting or provoking an opponent.
- Be honest with the coach concerning illness and injury.
- Work equally hard for yourself and/or your team.
- Be a good sport and applaud all good plays.
- Accept defeat with dignity and don't seek excuses for defeat or blame the Referee or anyone else.
- Promote the interests of football and encourage other people to watch it or play it fairly.
- Treat all participants equally, and reject corruption, drugs, racism, violence and other dangers to our sport.
- Help others to resist corrupting pressures and remind them of their Commitment to their team and the game.
- Co-operate with your coach, team-mates and opponents.
- Participate for your own enjoyment and benefit.
- Respect the rights, dignity and worth of all participants, coaches and Officials.
- Denounce those who attempt to discredit our sport.



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- Honour those who defend football's good reputation with honesty and fairness and encourage others to act in the same way.
- Whilst wearing St Clair Strikers Team gear, in the interests of the community please display good manners and refrain from swearing.
- St Clair United Soccer Club reserves the right to expel any member not complying with this code of behaviour. A 3 strikes and you're out policy will operate at the discretion of the Management Committee. 1st verbal warning, 2nd written warning, 3rd expulsion from the Club. No discussion will be entered into.

7. COACH/MANAGER – RESPONSIBILITIES & CODE OF CONDUCT

- Remember, young people play for fun.
- Encourage players – do not ridicule them for anything they've done or not done.
- Make their time with you a positive experience, giving them equal attention and opportunity both on and off the field.
- Help young people understand how to play by the rules and to be a good sport at all times.
- Display self control and professionalism at all times.
- Make sure any physical contact you have with a young person is appropriate to your function as a Coach or Manager.
- Respect the rights and worth of every individual regardless of their gender or cultural background.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect decisions of match officials and influence young people to do the same.
- Children learn best by example, so show your appreciation of any good performance and skilful plays by any player during a game.

8. RESPONSIBILITY OF THE MARSHALL

- There must be at least one Marshall for each team.
- Marshalls must be over 18 years.
- Must wear an orange vest for the duration of the game.
- Print & sign name on the team sheet – or a fine will be issued to the team.
- The duty of the Marshall shall be to see that St Clair Soccer Spectators, Coaches and Managers do not encroach on the sidelines or the field and see that good order is maintained.
- Should any incidents arise out of a game that requires consideration of the Management Committee (MC), each Marshall shall complete a written report into such incidents for the MC.
- The Marshalls shall appear at any inquiry as neutral witnesses if required.
- Where a game is played on a neutral field, it is the responsibility of the visiting teams to supply Marshalls for their game.

9. 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 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 at least 3 weeks' notice which we think is fair and reasonable. Please encourage your Parents to commit to this it is not as scary as it looks.



10. DRUG & ALCOHOL POLICY

- St Clair Soccer is committed to providing a safe & enjoyable experience for all members.
- 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.
- Mark Leece Sporting Complex is an alcohol free area between 10.00pm & 5.00am (By order of Penrith City Council).
- Alcohol is not permitted within 10 metres of the fields.
- Please be discard rubbish in the bins provided.
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.
 - Penrith Rovers Football Club- Parker Street Reserve Soccer Fields
 - Emu Plains Football Club- Hunter Fields

11. 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.

12. GARBAGE REMOVAL

It is a growing concern, that people are not using the bins for their rubbish, but just dumping it on the ground, 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.



13. NEPEAN FOOTBALL ASSOCIATION FINES

During recent years, Nepean Football Association issued more than **\$5,000** 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. The Club is taking a serious approach to this issue. Spending \$5,000 on fines is not acceptable or sustainable. Those players and/or teams who do not settle fines may be considered unfinancial and may not eligible to play the following year.

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



PENALTIES – SEND OFFS AND SUSPENSIONS

The Association's Table of Offence Codes

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Y2	Shows dissent by word or action
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R7	Receives second caution in the same match



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Table of the Association's Minimum (and/or Range) of Sentence for Suspensions, as per FFA Regulations 2007

Code	Offence	Example	Minimum/Range of Sentence
R1	Serious foul play	Excessive force or brutality when challenging for the ball e.g.: a tackle from behind that endangers the safety of an opponent.	2 Matches
R2 (A)	Violent conduct	Excessive force or brutality when not challenging for the ball including kicking, striking, elbowing or head butting. May occur on the field of play, or outside of the boundaries, whether the ball is in play or not, against any opponent, tem-mate or any other person.	2-4 matches
R2 (B)	Serious act of violent conduct	Violent conduct of the most serious nature that intends to cause significant bodily harm to any person.	5 matches – 24 months
R2 (C)	Violent conduct against a match official	Pushing, striking, kicking, elbowing, head butting (not limited to these actions).	1 year – Life
R3 (A)	Spitting at a player or any other person		4 Matches – 12 months
R3 (B)	Spitting at a match official		6 Matches – 18 months
R4	Denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a goal keeper within his/her own penalty areas)		1 match
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		1 match



14. TEAM SHEETS SEE EXAMPLE ATTACHED.

The rules relating to Team Sheets can be downloaded from the St Clair Soccer website. Remember fines and loss of points result for indiscretions.

COMPLETING TEAM SHEETS

- 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).
- 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 max. 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 stand in Coach and/or Manager need to cross out the printed name and print their name and sign.
- Enter the home team Marshall Name and ensure the Marshall signs.
- 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.



NEPEAN FOOTBALL ASSOCIATION (NFA) FINES 2018

TYPES OF TEAM SHEET ERRORS

If the marshal name is not clearly recorded	Administration error fine
If the marshal has not signed team sheet	Administration error fine
If the score check is not signed	Administration error fine
If a player is listed in the upgrade players section of the form with no shirt number	Administration error fine
Incorrect player registration number	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	\$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	Both teams will receive a \$10 fine per instance.
If the team from which a player is upgraded from is not recorded	Administration error fine
If a player is upgraded in breach of the upgrade rules	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	Ineligible player fine for each player above 16 and loss of points
If manager does not sign the form	Administration error fine
If a substitute team coach and/or manager does not print & sign their name	Administration error fine
If the coach does not sign the team sheet	Administration error fine
Failure to initial player ID check	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	Fine and loss of points to the offending team.
Use of correction tape, correction fluid or pencil	Fine and loss of points
Use of water soluble pen that renders a team sheet detail illegible	Fine and loss of points
Playing an unregistered player	Fine and loss of points



TABLE OF PENALTIES RELATING TO TEAM SHEET AND PLAYING COMPLIANCE

1.	Playing an unregistered or suspended player: Loss of Points and Fine \$200 Competition points will be awarded to opposition team
2.	Playing an ineligible player – Loss of Points and Fine \$50 Competition points will be awarded to opposition team.
3.	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 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. Competition points will be awarded to opposition team in all cases where a team forfeits.
4.	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 only.
5.	Team Sheet not arriving at association office by Tuesday following game – Fine \$25 per team sheet.
6.	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.
7.	Team Sheets made illegible in any part due to the use of soluble ink pen or felt nib pen – Fine \$50
8.	Use of Liquid Paper, Correction Tape or Pencil on Team Sheets – Fine \$100 plus Loss of Points to offending team (if they won). Competition points will be awarded to opposition team. In the event of both teams offending, no score will be recorded and no points will be awarded.
9.	Team sheet not noting “I.D. Cards not sighted” – Fine \$5
10.	Team sheet not signed and printed by a team marshal – Fine \$5
11.	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. 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.
12.	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.

Source: Nepean Football Association Player Identification and Team Sheet Regulations 2017



15. GAME DAY – MANAGER CHECKLIST

- Ensure Coach, Manager and Marshalls are wearing vests.

- Fill in Nepean Football Association Team Sheet as outlined above and deliver to referee before game starts, ensure Marshall's name is written down and signed.

- End of game, ensure Coach/Manager sign's Nepean Soccer Team Sheet.

- If home team, please take Nepean Soccer Team Sheet and team bag and return to Canteen the same day. Referees are paid directly by Nepean.

- If you are playing a home game away Managers need to pick the Team sheet up from St Clair before the game and then drop it back to St Clair after the game if you don't this could result in loss of points.