



ST MARY'S EAGLEVALE SOCCER CLUB

Coach & Manager Handbook

2013

Please do not hesitate to contact any Committee Member should you have enquiries regarding the content of this booklet, or if you require guidance with anything unclear

Please Return
at Season End
As Details
May Not Be
Correct in
Subsequent
Years

Disclaimer: All information recorded herein is correct as at time of production (January 2013). Changes throughout the season may occur so please ensure that you check webpage regularly for any updates/amendments. The Club will not be held responsible for any inconsistencies or variations not captured by Coach or Manager.

Table of Contents

1.	Match Cards	3
2.	Match Fees	3
4.	Match Payments & Match Information Sheet.....	4
5.	Match Duration.....	4
6.	Borrowed Players.....	4
7.	Borrowed Players – Grand Final Series	5
8.	ID Cards / Player Registration Cards	6
9.	Technical Areas	6
10.	Suspended Players	6
11.	Yellow Cards.....	6
12.	Red Cards	6
13.	Injuries	7
14.	Jewellery/Skins	7
15.	Coach & Official Vests	7
16.	Spectators	8
17.	Time on the Field.....	8
18.	Forfeits	8
19.	Wet Weather.....	8
20.	Hot Weather Policy	9
21.	Team Information	9
22.	Coach and Manager Meetings.....	9
23.	Duty Rosters.....	9
24.	Code of Conduct.....	10
25.	Alcohol	10
26.	Smoking	10
27.	End of Season Trophies	10
28.	Provision of Playing Shirts and Training Gear	11
Annexure 1:	Players Code of Conduct and Ethics	12
Annexure 2:	Parents and Supporters Code of Conduct	13
Annexure 3:	Coaches and Managers Code of Conduct	14
Annexure 4:	Referee Fees – 2013	15
Annexure 5:	Match Card Completion: Example.....	16
Annexure 6:	Game Day Match Report: Season 2013	17
Annexure 7:	Game Day Match Report: Season 2013 – Completion Guide	18
Annexure 8:	Ground Locations in Macarthur	19



Coach & Manager: Information Handbook

1. Match Cards

- 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 against the shirt number the player is wearing
- Reserves must be marked on the Match Card by placing an R in the column provided
- If players have been borrowed (see Section 5), the team where they have been borrowed from must also be noted on match card
- 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. Ensure correctness of score and of any red/yellow cards before signing. If there is an error please see an official who will approach the Referee for either confirmation of information recorded or to amend card if necessary
- If a Coach or Manager does not sign a match card at the end of the game and errors on the card (including incorrect result) will stand

2. 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*) – exception being All Age Teams as they have a fixed amount to be paid weekly therefore it is not mandatory to list individual player's match fee contribution (All Age Teams are however required to list the Best and Fairest Points and complete the balance of the Match Day Sheet)
- Borrowed players do not pay for a second game and therefore do not need to be entered onto Match Day Sheet
- No family discount applies on Match Fees (*Registration Fee was discounted for families*)
- Match Fee Schedule of Payments:
 - U6 – U7 \$ 4.00 per player
 - U8 – U9 \$ 5.00 per player
 - U10 – U11 \$ 6.00 per player
 - U12 – U18 \$ 7.00 per player
 - AA (U19 +) \$ 125.00 per team
- Referee Fees are to be paid at Club Canteen (both at home and away venues) from Match Fees collected. Please pay either at half-time or at the conclusion of the game – don't leave the park without paying the referee fees otherwise the Club may incur a penalty/fine
- That day's Match Fee Bag/Envelope (*which is to contain completed Club Match Day Sheet, Referee payment receipt and net monies*) is to be placed in the safe deposit box at Kooringa 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*)

3. Referee Fees

- *See attached List for payment details*
- Paid for out of Match Fees Collected (*at both home and away venues*)
- All Referee Fees, whether the team is playing at Home or Away Venues, are to be paid for at the Ground Canteen (or as otherwise directed) immediately following the game (ideally at half-time so as you don't walk away forgetting to pay).
- Receipt for referee payment is to be placed in that day's Match Fee Bag/Envelope which is then to be placed in the safe deposit box in at Kooringa (same day if playing at home, or the following week if playing at an away venue)

4. Match Payments & Match Information Sheet

- Please refer to points 2 & 3 above for match fee recording/collection

5. Match Duration

The maximum duration of matches in the various ages groups are as follows:

- | | |
|----------------------|----------------------------|
| • All Age & Over 35' | 90 mins |
| • Open Ladies | 90 mins |
| • U18 – U21 | 90 mins |
| • U17 | 80 mins |
| • U15 – U16 | 70 mins |
| • U13 – U14 | 60 mins |
| • U10 – U12 | 50 mins |
| • U6 – U9 | As per SSG Guidelines i.e. |
| • U6 | 2 x 15 min halves |
| • U7 | 2 x 20 min halves |
| • U8 – U9 | 2 x 20 min halves |

6. Borrowed Players

(Does not apply to Small Sided Game teams)

- 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)
- A higher division player cannot play in a lower graded team within their age group
- Please note that a player can play in a different team on four occasions.
- If a player plays up in any higher division/age group more than 4 times (i.e. they can only play for any another team outside their own no more than 4 times in total), 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 5th 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, FFA 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
- 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

7. Borrowed Players – Grand Final Series

- A higher graded player may not play in a lower graded team if filling in a higher age group, for example an U13/1 player cannot play in an U14/5 team
- A player must have played at least one game for the team during the season to qualify as a player for the team during the finals series i.e. don't play a borrowed player in a finals match if they have not have played for your team during the season

Following is an extract from the MDSFA Local Competition By-Laws that describes the above in a little more detail:

- Rule 208:** Players from lower grades may be permitted to play in higher age grades subject to 138.2 & 140.2 and the following: -
Players may play for another team of their club other than the team for which they are registered with only in the following circumstances.
- Rule 209:** In the same age group - Any higher division. E.g. A Player from Under 12 Division 4 may be borrowed to play Under 12 Division 1,2 or 3
- Rule 210:** In the next higher age group – In the same or higher division e.g. A player from the Under 12 Division 1 may be borrowed to play Under 13 Division 1 only. A player from Under 12 Division 2 may be borrowed to play Under 13 Division 1 or 2. A player from Under 12 Division 3 may be borrowed to play Under 13 Division 1,2 or 3
- Rule 211:** Two (2) age groups higher – Any division higher, in the same division or next lower division. E.g. A player from under 12 Division 1 may be borrowed to play under 14 Division 1 or 2. A player from Under 12 Division 2 may be borrowed to play under 14 Division 1,2 or 3



8. ID Cards / Player Registration Cards

- Once cards have been furnished to each team they must be produced prior to the match starting.
- No card, no play is the official advice from Macarthur District Football Association
- A forfeit can be claimed if a team fails to produce ID Cards after 10 minutes of scheduled game start time
- If you allow a game to proceed without having sighted ID Cards you can not do anything about it at the end of or after the game is completed.
- SSG teams may not be supplied with ID cards and there is no need for Coach or Manager to check the other teams' cards

9. 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 in or near the technical area i.e. no player/coach/manager/official is allowed to smoke in the technical area. You will be asked to leave the area for the duration of the match if you fail to abide by this rule

10. Suspended Players

- Ensure that player's (s) surname and FFA 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.
- 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.
- ID Cards will be returned once suspension has been served

11. 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 and noted as "Stood Down" on the game card/sheet

12. Red Cards

- All Red Card send-offs will have a minimum mandatory one week suspension
- If a player receives four yellow cards during the season they will need to stand down for the game immediately following receipt of the fourth yellow card



- The Club Secretary is to be emailed 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 emailing 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 – generally you have only 48 hours to lodge an appeal
- 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

13. Injuries

- All serious injuries need to be emailed through to Club Secretary with full details on the day injury occurred (i.e. Surname, FFA 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 Club's website ([www.stmaryseaglevallesc.com.au/coach & manager kitbag](http://www.stmaryseaglevallesc.com.au/coach%20&%20manager%20kitbag)) to download relevant Insurance details/Claim Forms
- The player has only 30 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

14. 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

15. Coach & Official Vests

- Each Junior & All Age Coach 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 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



16. 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 the spectator
- Any spectator deemed to be acting outside the Club's Behaviour Policies will be asked to front the Executive Committee to explain their actions and may be subject to sanctions or otherwise following that meeting

17. 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 the Club Vice President who will address the situation with relevant Coach/Manager

18. Forfeits

- If a Forfeit is known in advance of the game you are to phone Club Secretary (Tony Poulton 0430 133 581) 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 (Tony Poulton 0430 133 581) 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

19. Wet Weather

- On game days a member of the Club Committee will contact the Coach or Manager if your game has been called off due to ground closures
- If ground closures are advised before game day a note will be placed on the club website www.stmaryseaglevallesc.com.au
- If Kooringa Reserve is closed for training due to weather/ground conditions a note will be placed on the website and the sign at the front gate will display "Grounds Closed" message. Additionally if the ground is closed the driveway gates will be locked and no training lights will be switched on
- Please note that the grounds may remain closed for a day or two after 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 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



20. Hot Weather Policy

- The Club adheres to the Football NSW Hot Weather Policy (*please refer to Club Website 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°

21. Team Information

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

22. Coach and Manager Meetings

- Held the second Monday of each Month at Mary Immaculate Primary School, Emerald Drive Eagle Vale between April and August annually. 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.

23. Duty Rosters

- When advised that your team has duty, be it ground set-up, ground pull-down, canteen, barbeque 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
- All teams will be expected to set-up the field if they are the first game on that particular field
- All teams will be expected to pack-up the field if they are the last game on that particular field
- Rosters will be posted on the Club website (www.stmaryseaglevallesc.com.au), where possible, a month ahead so that you have time to organise your people. The Team Manager will also receive a 'phone call/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 and you should expect to be rostered no more than three times during the season proper (this is outside special events such as trials and finals series where you may be asked to assist).



Occasionally, and by exception, duty in advance of the expected three times may be necessary and we would appreciate your support on those odd occasions

24. Code of Conduct

- The Club has a Code of Conduct that all members (players, coaches, managers and spectators) must follow (see attached annexures)
- Failure to act in accordance with the Code of Conduct is viewed seriously by the Club and any person acting outside of the policy will be asked to face the Club Executive for an explanation and sanctions against the person may result

25. Alcohol

- In accordance with MDFSA Guidelines, the drinking of alcohol is not allowed at Kooringa Reserve on game days

26. Smoking

- Kooringa Reserve is subject to Section 6A of the Smoke-free Environment Act 2000 and as such smoking is banned in any spectator area when an organised event/competition is being held

27. End of Season Trophies

- Please ensure that the Best and Fairest Points section on the Match Sheets are completed every week (this applies to U6 through to and including all-age teams). The player that collects the most points during the season shall receive one of the two Major Team Awards presented to each team hence the importance that these details are provided every week so that appropriate record keeping can be maintained.
- Whilst the Club will be collating weekly results it is recommended that the Coach/Manager also track results in case of any errors
- Each Team will be provided 2 Major Club/Team Awards to be handed out at the end of Season Presentation Days.
- Each Player will receive a participation trophy from the club
- The Club recognises Premiership Winning Teams, Coach. Managers with a Premiership Jacket for MDSFA Grand Final Winners.
- The Club recognised 5/10 & 15 years continuous service with the Club at end of season
- Note: All Players need to be Financial with the Club to receive end of season Trophies and Awards (this includes all match fees paid and all team playing shirts and training equipment returned to Club Equipment Officer at the end of Season and before Presentation Days).



For U6 – U14 Teams:

It is recommended that a different parent from the team each week be asked to give to a 3, 2, 1 grading on the players involved in the game.

- The team manager is to record these results on the Match Day Sheet (*copy attached*) and these are to be handed into the Club with match fees collected (*see Section 1*)
- The player who received the most points during the season will be awarded the Best & Fairest Trophy
- The Coach will then be asked to nominate the most improved player from the team who will receive the team Most Improved trophy
- All players will receive a participation trophy

For Under 15 – All Age

- It is recommended that a different player from the team each week be asked to give to a 3, 2, 1 grading on the players involved in the game.
- The team manager is to record these results on the Match Day Sheet (*copy attached*) and these are to be handed into the Club with match fees collected (*see Section 1*)
- The player who received the most points during the season will be awarded the team's Player's Player Trophy
- The Coach will then be asked to nominate the most improved player from the team who will receive the team Most Improved trophy
- All players will receive a participation trophy/award

28. Provision of Playing Shirts and Training Gear

- Each Team will be supplied a set of Saints Playing shirts in a Green Club Bag 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 immediate following the last game of the season for the team.

Have Fun & Best Wishes for the Season Ahead



Annexure 1: Players Code of Conduct and Ethics

1. Be proud to represent St Mary's Eagle Vale Soccer Club Inc.
2. Do not argue with the referee or lines people.
3. Listen to your coach and attempt to do everything they ask.
4. Work hard to support your team mates.
5. Display good manners at training and games.
6. Do not use foul language at any time.
7. Work hard at your game, at training and at home.
8. Dress appropriately for training.
9. Arrive at training sessions early enough to start on time.
10. Arrive at all matches at least 30 minutes before kick off.
11. Arrive at all matches in correct uniform. Incorrectly dressed players will not be permitted to take the field.
12. Socks must be pulled up and shirts tucked in during matches.
13. Players guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.



Annexure 2: Parents and Supporters Code of Conduct

1. Do not criticise or enter into any discussion with the referee or lines person at matches.
2. Provide encouragement and support for your child and their team mates at matches but do not offer coaching advice.
3. Encourage your child to work hard at their game at home and at training.
4. Your child is required to arrive at matches at least 30 minutes before kick off time and is to remain with the team until dismissed by the team coach.
5. Your child is required to attend all training sessions and is required to arrive in time to prepare themselves to start at the appointed time.
6. If your child is unable to attend training or a match, it is the parents' responsibility to inform the Coach or Manager prior to training or the match.
7. Treat the opposing team and officials with respect. St Mary's Eagle Vale Soccer Club is well respected within the Association and wishes to reciprocate with all Clubs.
8. Each team's parents will be asked to assist during the year with Duty Roster, washing of shirts and fundraising - for the benefit of your children. Please contribute generously and in the good spirit the "Club" has developed.
9. Parents guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
10. Provide an example of sportsmanship and fair play to your children.



Annexure 3: Coaches and Managers Code of Conduct

1. Do not criticise or enter into any dispute with the referee or lines person at matches.
2. In your coaching role, provide encouragement and support for the players in your team at matches.
3. Encourage the players in your team to work hard at their game at home and at training.
4. You are required to attend all training sessions in time to prepare to start at the appropriate time.
5. If you are unable to attend training or a match, it is your responsibility to inform all the parents and make suitable alternative arrangements prior to training or the match.
6. Treat the opposing teams and officials with respect. St Mary's Eagle Vale is well respected within the Association and wishes to reciprocate with all Clubs.
7. Coaches and Managers guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
8. Provide an example of sportsmanship and fair play to the players in your team.



Annexure 4: Referee Fees – 2013

SSG						
AGE	CENTRE	Assistant	BALL SIZE	PLAYING TIME		
		<u>CLUB</u>	<u>GAME</u>	<u>LEADERS</u>		
Under 6	\$5.00	N/A	3	30 Minutes		
Under 7	\$5.00	N/A	3	30 Minutes		
		<u>MDFRA</u>	<u>REFEREE'S</u>			
Under 8	\$13.00	N/A	3	40 Minutes		
Under 9	\$16.00	N/A	3	40 Minutes		
Under 10	\$19.00	N/A	4	50 Minutes		
Under 11	\$25.00	N/A	4	50 Minutes		
JUNIORS - BOYS & GIRLS						
AGE	REFEREE	ASSISTANT	BALL SIZE	PLAYING TIME	CORNER KICKS	GOAL KICKS
Under 12	\$25.00	\$12.00	4	50 Minutes		
Under 13	\$28.00	\$14.00	4	60 Minutes		
Under 14	\$28.00	\$14.00	5	60 Minutes		
Under 15	\$33.00	\$16.00	5	70 Minutes		
Under 16	\$33.00	\$16.00	5	70 Minutes		
SENIORS - MEN & WOMEN						
AGE	CENTRE	LINE	BALL SIZE	PLAYING TIME		
Under 17	\$39.00	\$20.00	5	80 Minutes		
Under 18	\$43.00	\$22.00	5	90 Minutes		
Under 19	\$52.00	\$26.00	5	90 Minutes		
Under 21	\$52.00	\$26.00	5	90 Minutes		
Prem/League	\$60.00	\$30.00	5	90 Minutes		
P/L Res	\$58.00	\$29.00	5	90 Minutes		
AA Div 1	\$56.00	\$28.00	5	90 Minutes		
AA Div 2	\$52.00	\$26.00	5	90 Minutes		
AA Div 3	\$52.00	\$26.00	5	90 Minutes		
AA Div 4	\$52.00	\$26.00	5	90 Minutes		
AA Div 5	\$52.00	\$26.00	5	90 Minutes		
AA Div 6	\$52.00	\$26.00	5	90 Minutes		
AA Div 7	\$52.00	\$26.00	5	90 Minutes		
AA Div 8	\$52.00	\$26.00	5	90 Minutes		
AA Div 9	\$52.00	\$26.00	5	90 Minutes		
AA Div 10	\$52.00	\$26.00	5	90 Minutes		
AA Div 11	\$52.00	\$26.00	5	90 Minutes		
AA Div 12	\$52.00	\$26.00	5	90 Minutes		
Over 35's	\$52.00	\$26.00	5	90 Minutes		
AA/Woman	\$52.00	\$26.00	5	90 Minutes		



Annexure 5: Match Card Completion: Example

CAUTIONS

Club	Shirt	Name	Offence

Referee will complete if required

SEND OFFS

Club	Shirt	Name	Offence

Referee will complete if required


Ensure details are entered correctly

Officials present at ground? Yes / No
Match Report to be submitted? Yes / No
What licensed ball was used? (please circle - must be completed by referee)
1. Errea 2. Mitre 3. Lotto 4. Patrick 5. Nike 6. Other

Referee's Signature: _____ ID No. _____
Assist. Referee's Signature: _____ ID No. _____
Assist. Referee's Signature: _____ ID No. _____

Home Team (Manager/Coach) Sign Above _____
Visitors Team (Manager/Coach) Sign Above _____

This is a true and accurate report of the game.



Match Card

Date: 1/6/2013 Age: U/ 16 Div: 2
Ground: K002 Round No. 7
Home Team: STM Score: _____
Visitors: ESC Score: _____

	Start	Finish
1st Half		
2nd Half		

MDSFA USE ONLY
Match Card Checked: _____

STM VS ESC

Home Team				Visitors			
Shirt	R	Surname	FFA No.	Shirt	R	Surname	FFA No.
1		SMITH	123456				
2		JONES	45321				
3		ABBOTT	111111				
4		COSTELLO	222222				
5		MARTIN	333333				
6	R	LEWIS	987123				
7		LAUREL	456654				
8		HARDY	654454				
9	R	SPEARS	192837				
10		BIEBER	283746				
11		GAGA	732614				
12	R	HOLMES	22122				
13	R	WATSON	122123				
14		BEYONCE	23324				
15		STALLONE	1986137				
16	R	NORRIS	596784				

Surnames Only Against the Shirt Number they are wearing into match

Note "R" against starting Reserves

Record Correct FFA Number (as per player registration cards)

Stood Down Players

	Surname	FFA No.
	WILLIS	1112334
	LI	2298221
Coach	BOWIE	3266337
Manager	KESHA	4847884

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

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



Annexure 6: Game Day Match Report: Season 2013

- Must Be Included with Match Fees and to be lodged at the Club No Later than 2 weeks after Match Day
- A separate sheet for each game must be completed – even if game does not proceed (e.g. in the event of forfeit/wash out) this sheet is to be completed and lodged
 1. Please enter all Players within the team, whether they played or not and note the amount paid by each player
 2. If they played but didn't pay enter "0" in the Payment Received Column and remember to follow up outstanding payment.
 3. If Player did not play enter "A" in the Payment Received Column

STM Team		Date of Match		Round No	
Opposition		If Match Did Not Proceed Due to Forfeit or Wash Out Please Tick Check Box (If Your Team Forfeited Without the 48 Hour Required Notification, Match Fees Will Need To Be Paid To Cover Forfeit Fees)			Tick Here If Match Was Not Played <input type="checkbox"/>

Note: All Age Teams Only Need to Advise Best & Fairest Points As \$120.00 Match Fee Needs To Be Collected Regardless of Number of Players i.e. no need to list each players contribution

Player Name	Payment Received	Best & Fairest Points Received	Player Name	Payment Received	Best & Fairest Points Received
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	

Best & Fairest Points Judge:	<i>REMINDER: Referee Fees are to be paid at the Canteen immediately after every home or away game</i>	Total of Match Fees Collected	\$	<p style="text-align: center;"><u>Schedule of Fees:</u></p> <ul style="list-style-type: none"> U6 – U7 \$ 4.00 per player U8 – U9 \$ 5.00 per player U10 – U11 \$ 6.00 per player U12 – U18 \$ 7.00 per player AA (U19 +) \$ 125.00 per team <p style="text-align: center;">No family discount applies to match fees</p>
		Less Referee Fees Paid (receipt enclosed)	\$	
	Net Match Fees Enclosed	\$		

Best & Fairest Points:

- All teams, including All – Age are to provide weekly Best & Fairest Points
 - A different parent or player must be chosen to vote on the Best & Fairest Points each game – *Please complete Section Above With Details*
 - Points are awarded – 3 to the player deemed to be best on park; 2 to the 2nd Best Player and 1 Point to the Next Best Player (*only 3 players to collect points per match*)
- Place relevant points against players name in the payment summary above if they have been awarded points from this match
- Points are to be allocated weekly, do not hold off until end of season*

Annexure 7: Game Day Match Report: Season 2013 – Completion Guide

- Must Be Included with Match Fees and to be lodged at the Club No Later than 2 weeks after Match Day
 - A separate sheet for each game must be completed – even if game does not proceed (e.g. in the event of forfeit/wash out) this sheet is to be completed and lodged
2. Please enter all Players within the team, whether they played or not and note the amount paid by each player 2. If they played but didn't pay enter "0" in the Payment Received Column and remember to follow up outstanding payment. 3. If Player did not play enter "A" in the Payment Received Column

STM Team	Under 11 /1	Date of Match	Round No
Opposition	Eschol Park	If Match Did Not Proceed Due to Forfeit or Wash Out Please Tick Check Box (If Your Team Forfeited Without the 48 Hour Required Notification, Match Fees Will Need To Be Paid To Cover Forfeit Fees)	Tick Here If Match Was Not Played <input type="checkbox"/>
Complete Opposition Team Details			

Note: All Age Teams Only Need to Advise Best & Fairest Points As \$120.00 Match Fee Needs To Be Collected Regardless of Number of Players i.e. no need to list each players contribution

Player Name	Payment Received	Best & Fairest Points Received	Player Name	Payment Received	Best & Fairest Points Received
Iain Kelly	\$ 6.00		Steve Carroll	\$ 6.00	3
Tony Poulton	\$ 6.00	1	Leah Brown	\$ 6.00	
Renato Cocchietto	\$ 6.00		Steve Taylor	\$ 6.00	
Steve Mussett	\$ 6.00		Steve Minor	\$ 6.00	
Dave Wheeler	\$ 6.00	2	Frank Muscat	\$ 0	
Michael McHugh	\$ A			\$	
Glen Foord	\$ 12.00			\$	
	\$			\$	

Best & Fairest Points Judge:	REMINDER <i>paid at the Club every...</i>	Amount Received i.e. total of all money received from players in this match	Match Fees Collected	\$	Schedule of Fees: <ul style="list-style-type: none"> • Ensure Correct Match Fees are Collected from each player. This table lists what the fee should be • Referee Fees to be paid at Club Canteen at both Home and Away Games
Karen Kelly		Amount Paid For Ref Fees (Remember to place the receipt in the envelope when depositing match fees at Kooringa)	Less Referee Fees Paid (receipt enclosed)	\$	
Best & Fairest Points:		This is the amount that you will be placing in the envelope/bag to be deposited at STM canteen	Net Match Fees Enclosed	\$	

Best & Fairest Points:

- All teams, including...
 - A different parent...
 - Points are awarded...
- Place relevant points against players name in the payment summary awarded points from this match
Points are to be allocated weekly, do not hold off until end of season

Record Who Awarded the Best & Fairest Points for This Match – This helps to ensure Integrity of Points System

Amount Paid For Ref Fees (Remember to place the receipt in the envelope when depositing match fees at Kooringa)

This is the amount that you will be placing in the envelope/bag to be deposited at STM canteen

Schedule of Fees:
 • Ensure Correct Match Fees are Collected from each player. This table lists what the fee should be

Referee Fees to be paid at Club Canteen at both Home and Away Games



ST MARY'S EAGLEVALE SOCCER CLUB

Ground Locations in Macarthur

Club	Club Abbreviation	Ground Abbreviation	Address
APPIN UNITED	APP	GOR	Gordon Lewis Oval Sportsground Pde Appin
APPIN UNITED Seniors	APP	WON	Wonson Oval Appin Rd (near Appin Hotel) Appin
BRADBURY AMBARVALE	BRA	AMB	Ambarvale Sports Complex Jiniwin Place Ambarvale
BURRAGORANG DISTRICT	BUR	WIL	Willis Park Burragorang Rd Oakdale
CAMDEN TIGERS	CSC	RON	Ron Dine Memorial Reserve Macrae Drive Camden South
CAMDEN FALCONS	CAM	BEL	Belgenny Reserve Belgenny Ave Camden South
C/TOWN COLLEGIANS	COL	ROS	Rosemeadow Playing Fields Dickens Rd Ambarvale
C/TOWN CONDORS	CON	COR	Coronation Park Redfern Rd Minto
CAMPBELLTOWN COBRAS	COB	HUR	Hurley Park Bradbury Ave & Lithgow St Campbelltown
C/TOWN STHN DISTRICTS	CSD	FUL	Fullwood Reserve Fullwood Place Claymore
C/TOWN UNITING CHURCH	CUC	LYN	Lynwood Park Rangers Rd St Helens Park
DOUGLAS PARK	DOU	DOU	Douglas Park Sportsground Camden Rd Douglas Park
EAST CAMBPELLTOWN	ECA	RIL	Riley Park Riverside Drive Airds
ESCHOL PARK	ESC	ESC	Eschol Park Sports Complex Eaglevale Drive Eaglevale
FIELDS UNITED	FIE	BLI	Blinman Park Harrow Rd Glenfield
GUNNERS	GUN	BEN	Bensley Road Soccer Complex Bensley Rd Macquarie Fields
HARRINGTON PARK	HAR	HAR	Harrington Park Oval Chalker Rd Harrington Park
INGLEBURN RSL	ING	MAQ	Macquarie Fields Park Cnr Fourth Ave & Harold Rd Macquarie Fields
LEPPINGTON LIONS	LEP	LEP	Pat Kontista Reserve (Leppington Oval) Cnr Heath & Byron Rd Leppington
MINTO DISTRICT	MIN	SAR	Sarah Redfern Playing Fields Cnr Pembroke Rd & Durham St Minto
MT ANNAN	MTA	WAN	Wandarra (Gundungarra) Reserve Welling Dr cnr Banksia Dr Mt Annan behind public school
MT ANNAN	MTA	BIR	Birriwa Reserve Fitzpatrick Place Mt Annan
NARELLAN RANGERS	NAR	LIQ	Liquid Amber Reserve (Juniors) Liquid Amber Drive Narellan
NARELLAN RANGERS	NAR	NOT	Nott Oval (Seniors) Cnr Richardson Rd & Elyard St Narellan
PICTON RANGERS	PIC	HUM	Hume Oval Downing St Picton
RUSE	RUS	JAC	Jackson Park Longreef Crescent Woodbine
ST MARY'S EAGLEVALE	STM	KOO	Kooringa Reserve Corner Spitfire Drive & St Andrews Rd Raby
TAHMOOR	TAH	TAH	Tahmoor Sportsground Thirlmere Way Tahmoor

Annexure 8: Ground Locations in Macarthur