



# 2017 Team Managers Manual

## Welcome to the 2017 Season for Nundah Wavell Soccer.

As the Manager of your team you are the chief communicator and have taken on the job of making sure that your players and parents know where they are supposed to be and when.

Some important dates for you know about

EVENT	DATE	TIME	LOCATION
U9 / U10 Carnival	Sat March 11th	TBA	Sunnybank
Grass Roots Coaching Clinic	Sat March 18th	3pm-5pm	Marchant Park
Club Pre-season Carnival Fun Day	Sat March 18 <sup>th</sup>	9.00am -1pm Team Draw TBA	Marchant Park Fields <b>ALL TEAMS TO ATTEND</b>
AGM	Wednesday March 22 <sup>nd</sup>	7pm - 8.00pm Strictly 1 hour	North East Baptist Church, Nundah
First game of the season (juniors)	Sat April 22 <sup>nd</sup>	TBA	TBA
School Holidays	June 24 <sup>th</sup> – 9 <sup>th</sup> July	No Games	
<b>Any questions?</b>		<b><a href="http://www.playsoccer.org.au">www.playsoccer.org.au</a></b>	

## The Managers Role

As the Manager of your team you are the chief communicator and have taken on the job of making sure that your players and parents know where they are supposed to be and when.

If your team is playing the first or last game on our home fields please coordinate a few parents from your team turn up 25 minutes early to set the goals up or stay back to pull the goals down. Setting fields up is not the coach's responsibility. **\*\*If you are one of the last games at our home field please ensure the container is locked\*\***

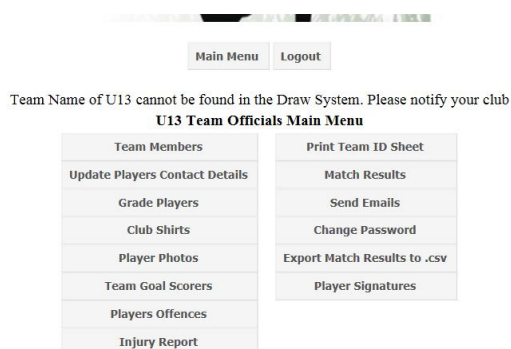
Managers usually do a team roster so that everyone takes turns at washing the team Jerseys and bringing oranges as a half time snack. It is the manager's role to print the match card, bring it to the game and make sure it is correctly filled out.

You also need to ensure that all of the paperwork is filled out correctly on game day.

## COMMUNICATION

If you have any questions please check our website [www.playsoccer.org.au](http://www.playsoccer.org.au) and the QCSA website <http://www.qcsa.org.au> where appropriate in the first instance. Any unanswered questions should be emailed to the [Secretary@nunwavsoccer.org](mailto:Secretary@nunwavsoccer.org) or appropriate committee member.

By now you should all have your login (your email address) and your password for your team. You can access all of your teams details via <https://qcsanwave.myclubmate.com/TeamManagers>



Once you login you are presented with this menu giving you a list of options.

There are only 2 options that need to be dealt with for communications.

### Team Members

Clicking on this button will display a report giving you the QCSA player ID, Name, Preferred position, Phone number, email addresses, emergency contact and any medical notes on your Players, Coaches and Managers.

Please make sure that you are aware of any allergies that members of your team has and talk to the parent of that child and find out what has to be done if you encounter an allergic reaction, don't assume that the parent will always be on the spot to deal with it.

If there is a possibility of severe reaction to something you will need to ensure that the other parents are also aware of the allergen so that you can minimise the risk.

You may also notice this “**Contact Details for XXXXX YYYY must NOT be shared with Team Members**” underneath a player's name. Under NO circumstances is this child's email, phone or physical address to appear in any document or spreadsheet that will be shared, it is there for your information and use only.

You can select all of the text on the page and copy and paste it into a spreadsheet for your reference and circulation (keeping in mind the players who are not to share their contact details).

### Send Emails

To save you the effort of having to make your own mailing group for emails, Myclubmate has its own email system built in.

**Send Email**


Target Audience:

From Email:

Subject:

**Choose Sender List**

My Team  
U13 Managers  
U13 Coaches



Style  
Format  
Font  
Size

From the list at the top you can choose who to send the email to. Using the Control key on your keyboard and clicking on the item in the sender list will allow you to add additional recipients to the email. Most of the time you should be sending to everyone but the referee.

If you maintain regular contact with your team it will make your life easier as the season progresses.

## Send SMS

This is not available via Myclubmate and is up to you if you use the SMS facility of your own phone. If you have a smart phone and are able to enter Groups into the phone, it is a good idea to set up a team group for your team for emergency situations such as rained out games and the like for when an email is not quick enough.

## Game Day Procedures

At the game you will need the following:

RPL (Registered Players List)

Match Card

A Vested Official

## The Registered Players List (RPL)

The RPL is a sheet of photos of the players on your team. In the main menu there is an option to Print Team ID sheet. You only need to print this out once for the season and keep it in a folder. If you get any new members on the team you will need to reprint it of course.

The RPL must be printed in colour.

You need to make this available to the manager of the opposition team for them to confirm your players identities and you will use theirs to confirm their players. **It is up to you to confirm the other teams RPL prior to the start of play.**

## The Match Card

This is a list of the names and ID numbers of your team members for this particular game. If you have borrowed any players from another team you will have to add their Name, QCSA ID number, regular age group and signature (the signature is for U11 and older and includes u10's playing up)

As team manager you need to add your name and signature to the card and you need to sign the oppositions card to confirm that you have verified the IDs of their players. If you are not convinced that all of their players are correct you need say so in the comments section.

You also need to provide a name and signature for the Vested Official on this form.

Once completed the card needs to be given to the referee at least 10 minutes prior to the start of the game.

## The Vested Official

The Team Vested Official:

- is required for all teams that partake in the QCSA fixture competitions;
- is the person who controls the crowd / spectators.
- **can never be the coach and rarely the manager;**
- **cannot be involved in any running of the team, i.e., interchanges or positional changes;**
- are required to add their name and sign the Match Card to indicate who they are to the QCSA so QCSA can contact as required;
- is the person that the referee will speak to, if the referee has an off field problem that needs sorting out;
- are to observe the game from where the majority of the spectators are. Not on their own on the other side of the field, and definitely not from the coaches / interchange boxes;
- when off field problems, such as referee abuse, smoking in wrong areas, alcohol, or other issues are present, it is this person's responsibility to stop it;
- is required to control all spectators (not just their own). It is helpful though, if any problems need to be dealt with, for both teams Vested Officials to deal with it together;
- **Clubs must ensure managers / coaches are very careful about the people they ask to do this position;**
- **must be at least 18 years old, since obviously a 12 year old can hardly be expected to do the above; Likewise a 90 year old would be unable to fulfil the duties;**
- QCSA suggests that teams have a parent / person that is prepared to do it most weeks, so they are aware of the responsibility (and perhaps have a backup for when the original person is away);
- EVERY GAME MUST HAVE A VESTED OFFICIAL PRESENT FROM BOTH TEAMS;
- teams can be fined and have a loss of points for non-compliance;
- in certain cases, SCM can rule that teams have to have multiple Vested Officials;

## Recording Results

The results for U6-U8 games do not need to be recorded.

All age groups U9 and above must record their results in the online myclubmate system. More information on recording the results online will follow before the season begins.

## Players

- Only registered players may take the field.
- If you are short of players in any week you may arrange for players from the same or lower age groups. (see attached bylaw)
- Players must wear the correct playing strip
- Players shirts must be tucked in and socks pulled up
- Players must wear shin pads

## Training Equipment

Any training equipment enquires should be emailed to the Equipment Manager [equipment@nunwavsoccer.org](mailto:equipment@nunwavsoccer.org). All training equipment must be returned at the end of the season. The jerseys, goalie gloves, training bibs and officials vest must be washed and dried before they are returned. It is the joint responsibility of the Coach and Manager to ensure all gear is returned on the gear collection day specified by the Equipment Manager. **If the coach or manager is unable to attend this day they should ensure that another member of the team returns the gear at the specified time.**

The Club storage shed is *Stormart Storage shed*, 43 Pineapple St, ZILLMERE. This is where bulking training equipment like team balls and pop-up goals are usually returned at the end of the season.

## Child Safety

### Blue Cards

**By Law** all coaches, assistant coaches, managers and assistant managers **must** have a blue card **if they are not** a parent of a child playing in that team. While we make every effort as a club to ensure this is adhered to, if you are aware of any person taking on a role within your team that is not a parent, please advise the registrar immediately and we ensure they have a blue card or assist them to make the necessary application for a blue card.

The club has a strict expectation that all coaches, managers and spectators will follow the clubs codes of behaviour. We would remind coaches and managers that your actions are on display and will set the tone for your team. The NWACSC reserves the right to take any action it deems appropriate following a breach of the codes of conduct.

## Training

It is the clubs policy that **parents must stay** and supervise their children at training or must arrange for another parent, **who is not the coach or assistant coach**, to be responsible for them during training and until they are collected.

## Fields

**Field 1** is located closest to the cricket ovals and is used for most of the big field games U9 and above. **Field 2** is marked out both as a big field and 3 small sided fields (2a,2b,2c). 2c is the field closest to the car park.



The nets, pegs and flags for the big fields are kept in wheelie bins in the storage container at the end of field 2. Each team has a key for this container. The container also houses the small field portable goals and corner cones with the nets and pegs in plastic tubs.

It is the first game's home team responsibility to set up the field. **The team manager should ensure parents are there early enough to set up the fields before the game** (allow 25-30mins). The field set up is not the coaches responsibility.

**The last game of the days** home team is responsible for packing up the field. Please ensure all equipment, small goals, nets, pegs cones and flags are packed away and the **container is locked**. Only the bottom locking position on the container should be used.

If you notice a field safety issue on a training day please report it to the Field Manager [fieldmanager@nunwavsoccer.org](mailto:fieldmanager@nunwavsoccer.org) . If you notice a field safety issue on a match day please have the vested official report it to the referee and if possible a club official. Please email the field manager and advise of the issue.

## **U6 – U8 Portable Goal Safety**

- Please ensure Portable goals are pegged into the ground securely
- **Please ensure no children swing or climb on the portable goals. These goals are very heavy and could cause severe injury if they are not used properly.**



# Pocket CONCUSSION RECOGNITION TOOL™

To help identify concussion in children, youth and adults



FIFA®



## RECOGNIZE & REMOVE

Concussion should be suspected **if one or more** of the following visible clues, signs, symptoms or errors in memory questions are present:

### 1. Visible clues of suspected concussion

Any one or more of the following visual clues can indicate a possible concussion:

Loss of consciousness or responsiveness  
Lying motionless on ground/Slow to get up  
Unsteady on feet / Balance problems or falling over/Incoordination  
Grabbing/Clutching of head  
Dazed, blank or vacant look  
Confused/Not aware of plays or events

### 2. Signs and symptoms of suspected concussion

Presence of any one or more of the following signs & symptoms may suggest a concussion:

- |                          |                            |
|--------------------------|----------------------------|
| - Loss of consciousness  | - Headache                 |
| - Seizure or convulsion  | - Dizziness                |
| - Balance problems       | - Confusion                |
| - Nausea or vomiting     | - Feeling slowed down      |
| - Drowsiness             | - "Pressure in head"       |
| - More emotional         | - Blurred vision           |
| - Irritability           | - Sensitivity to light     |
| - Sadness                | - Amnesia                  |
| - Fatigue or low energy  | - Feeling like "in a fog"  |
| - Nervous or anxious     | - Neck Pain                |
| - "Don't feel right"     | - Sensitivity to noise     |
| - Difficulty remembering | - Difficulty concentrating |

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## 3. Memory function

Failure to answer any of these questions correctly may suggest a concussion.

*"What venue are we at today?"*

*"Which half is it now?"*

*"Who scored last in this game?"*

*"What team did you play last week/game?"*

*"Did your team win the last game?"*

**Any athlete with a suspected concussion should be IMMEDIATELY REMOVED FROM PLAY, and should not be returned to activity until they are assessed medically. Athletes with a suspected concussion should not be left alone and should not drive a motor vehicle.**

It is recommended that, in all cases of suspected concussion, the player is referred to a medical professional for diagnosis and guidance as well as return to play decisions, even if the symptoms resolve.

## RED FLAGS

**If ANY of the following are reported then the player should be safely and immediately removed from the field. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment:**

- |  |                                 |
|--|---------------------------------|
| - Athlete complains of neck pain               | - Deteriorating conscious state |
| - Increasing confusion or irritability         | - Severe or increasing headache |
| - Repeated vomiting                            | - Unusual behaviour change      |
| - Seizure or convulsion                        | - Double vision                 |
| - Weakness or tingling/burning in arms or legs |                                 |

## Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Do not attempt to move the player (other than required for airway support) unless trained to so do
- Do not remove helmet (if present) unless trained to do so.

## Concussion

from McCrory et. al, Consensus Statement on Concussion in Sport. Br J Sports Med 47 (S), 2013

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## QCSA Handbook

This is your go to document for most things to do with teams, rules and the competition. It is available for download from the QCSA website at

<http://www.qcsa.org.au/userfiles/File/downloads/2017%20QCSA%20Club%20Handbook%20Final.pdf>

## Table of Contents

### Contents

Table of Contents .....	2
INTRODUCING QCSA 2016 .....	4
QCSA Executive .....	4
QCSA Committee Officials .....	4
2016 QCSA Calendar of Events .....	5
IMPORTANT DATES TO REMEMBER FOR 2016.....	6
1. COMPETITION STRUCTURE .....	7
1.1 Age Groups.....	7
1.1.1 Age & Competition Guidelines .....	8
1.1.2 Competition Winners.....	9
1.1.3 Finals Series & Winners .....	9
1.2 Other Competitions .....	11
1.3 Fines .....	11
2. FIXTURES .....	12
2.1 Scheduling .....	12
2.2 Duration .....	12
2.3 Points .....	13
2.4 Extreme Weather – Complete Fixture Round Cancellation.....	13
3. SANCTIONING OF FRIENDLY MATCHES .....	14
3.1 Application for Sanctions .....	14
4. APPLICATION FOR RESCHEDULING A FIXTURE .....	15
4.1 Rescheduling a Fixture .....	15
5. FORFEITING A FIXTURE .....	16
6. WITHDRAWAL/REMOVAL FROM FIXTURES .....	17
7. POSTPONED MATCHES .....	17
8. ABANDONED MATCHES .....	17
9. GOAL DIFFERENCE .....	18
10. INTERCHANGE OF PLAYERS .....	19
11. PLAYER IDENTITY .....	20
11.1 Borrowed Players .....	20
12. PLACEMENT OF PLAYERS IN TEAMS .....	21
12.1 Player Age Rules .....	21
12.2 Playing Above Designated Age Group .....	21
12.3 Playing Below Designated Age Group .....	21
12.4 Players Transferring between Teams .....	21
12.5 Player Transfers Mid-Season to another Club .....	21
13. BORROWING PLAYERS .....	22
13.1 Borrowing – Competition.....	22
14. ELIGIBILITY/NON-ELIGIBILITY OF PLAYERS .....	23

14.1 Eligible Players .....	23
14.2 Eligible Players – Finals Series .....	23
14.3 Ineligible/Unqualified Players .....	23
14.4 Protest – Playing Ineligible Player .....	24
14.5 Penalties and Outcomes .....	24
15. CLUB RESPONSIBILITIES .....	25
15.1 Facilities/Ground Arrangements .....	25
15.2 Wet Weather Procedure .....	25
15.3 Field Lighting .....	26
15.4 Team Managers .....	26
15.4.1 Match Cards.....	26
15.4.2 Player Identification .....	27
15.5 Team Vested Official.....	27
15.6 Match Results Notification .....	28
15.7 Match Balls .....	29
15.8 Playing Strips .....	29
16. TECHNICAL AREA .....	30
17. REFEREES (MATCH OFFICIALS) .....	31
17.1 Non-Attendance or Unavailability of Referees .....	31
17.2 Blood Rule .....	31
18. DISCIPLINARY .....	32
19. APPENDIX 1 .....	33