

St Catherine's United Football Club Inc



**COACHES and MANAGERS HANDBOOK
2024**

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St Catherine's United Football Club Inc.

Grounds: Peter Lightfoot Oval. 141 Horizon Drive, Middle Park
Mail: PO Box 304, Mt Ommaney, Q 4074
Email: secretary@stcats.org.au;
Web: www.stcats.org.au

1.0 A MESSAGE TO OUR COACHES AND MANAGERS

On behalf of the Management Committee, thank you for agreeing to take on the task of coaching or managing one of our teams this season. Without people like you, the club would not operate. We appreciate your assistance.

We have prepared this handbook to help you with your role this season. Most of the tasks are simple once you get to know them. As with all our volunteers, most coaches and managers are parents and for many, your first time in the role will be with the under 6, 7 and 8 teams.

This handbook has been compiled in consultation with experienced coaches, managers, and committee members. If you think of any additional (or alternative) information that could be useful, please contact the committee with your ideas.

Please take note of our Club's mission statement and remember that we are here to enable our kids and their families, to enjoy the game of football. We need your support to ensure appropriate behaviour from players and spectators. As a coach or manager, you are also the link between the parents and the committee.

Most of our committee members have experience as coaches or managers and many are still involved in these roles. Our club always needs volunteers, so encourage other parents to help as well. We believe in spreading out the workload as much as possible.

Thank you for making the commitment to being a coach or a manager. We hope that you have an enjoyable season with your team.

Anthony Percival

President

2.0 OUR MISSION

To foster, develop and encourage the sport of soccer for the benefit of players of all ages in the Centenary suburbs.

To foster and encourage good sportsmanship and a sense of friendly competition between all concerned.

To insist that all players, parents, and team officials abide by the Aussie Sports Code of Behaviour and the rules of the Queensland Christian Soccer Association.

To encourage players, coaches, managers, and parents to conduct themselves in such a manner that the club would be proud to say that the person belongs to our club.

To improve the wellbeing of the Centenary community by providing a medium for a wide cross section of players and their families to form new friendships.

To encourage participation in the worship and undertakings of the Christian Gospel.

3.0 THE CLUB'S ATTITUDE TOWARDS WINNING

While we always encourage our teams to **strive** to win, we must not place too much emphasis on the **need** to win.

An over-emphasis on winning can result in our less skilled players spending too much time on the bench. It can also cause arguments between parents and officials of opposing teams. Our club promotes fair play and fair game time regardless of the skill level of the player.

As a coach or manager, it is your responsibility to ensure the equitable rotation of players and subs during each game.

4.0 THE ROLE OF THE COACH

At all times during the season, the coach should:

- Abide by the QCSA's Code of Conduct.
- Provide a safe environment – including adequately planned training activities.
- Develop clear rules for training and general conduct and ensure players display a high level of sportsmanship.
- Recognise and foster the strengths of each player and help them develop their skills as well as their knowledge of positions and the rules of the game.
- Give equal opportunities and encourage teamwork and friendship.
- Communicate with the team manager (and parents or the Committee as necessary).
- Maintain open communication with players, allowing them to approach you with issues or ideas.
- Be responsible for club equipment and ensure it is returned at the end of the season.

4.1 Team Training

- In conjunction with the Coaches and Manager's Coordinator, arrange for a day and time for your team training. As a volunteer coach you can choose a time that suits your schedule.
- Training nights are Monday to Thursday between 4:30 and 8pm.
- Your training time and designated space on the field is exclusively yours for the duration of the season – you may train in the school holidays if you wish.
- Any changes to training times/days due to unforeseen circumstances will be communicated by email from the Coaches and Manager's Coordinator.
- Field closures as a result of bad weather will be communicated by email from the Groundsman and will also be posted on the St Cats Facebook page.
- Parents should remain at training and games for children up to U12 – or appoint a responsible adult. You are the coach, not the babysitter. For older teams, there should be two adults present at the field to ensure players are supervised if one must leave due to unforeseen circumstances.

If you need some ideas about how to run a training session, the club provides Coach-the-Coach training in mid-March, prior to the season start. This session is hosted by a professional coach who will guide you on how to develop player skills. For specific training drills, Football Australia's Mini Roo's Model provides a 10-week session guide.

<https://www.playfootball.com.au/sites/play/files/2021-08/MiniRoos%20Session%20Guide%202021.pdf>

4.2 Training at Peter Lightfoot Oval

Your designated training space on the oval will generally be equivalent to half the size of the field on which your team will play during the season. Where possible, our junior teams in particular will be allocated a training space on the same field they play on, so that they can get used to the space.

PLEASE NOTE: Our fields get a great deal of use throughout the season, and we want them to be in the best condition possible for every team on game day. The Committee asks that you DO NOT conduct any training exercises in the 6-yard boxes (the painted rectangular area at the ends of fields 1 and 2 where the senior goals will go). On game day this space can be heavily used, and the grass needs the time during the week to repair itself. For the same reason, we try to avoid heavy training down the middle of the main fields.

At the beginning of the season the coach will be provided with:

- A club polo shirt – to wear during training and on game day. This makes you clearly recognisable on the field as a team coach.
- A ball kit – comprising training balls and training bibs.

Other training equipment is located in the equipment room. At the beginning of the season, you will receive an email with the code to access the equipment room. The code unlocks the white keybox located to the right of the equipment room door. The code is given to coaches and managers only – please do not share it with parents or players.

If you are the first team to arrive for training:

- Unlock the equipment room.
- Unlock the male and female toilets.

Older teams are also welcome to use the training goal located at the back of the field. If you use the goal, please make sure it is returned to the back fence and secured with the padlock. The key from the keybox will also unlock the padlock on the goal.

If you are the last team to leave the field:

- Do a quick scout of the field to ensure no training gear has been left unattended.
- Lock the equipment room door
- Check inside the male and female toilets and lock both doors. Please alert a member of the committee if you notice anything in the toilet block that needs attention. Our cleaner does not work every day but is able to pop in if needed.
- Return the key to the keybox.

At all times, players should take responsibility for their own equipment as well as that of the club.

4.3 On Game Day.

- Encourage players to be gracious – whether they win or lose.
- Offer encouragement – even in defeat. Your attitude affects team morale and confidence so focus on the positives and use problem areas as opportunities to improve at your next training session.
- Ensure that players respect the team, the jersey, the officials, and the opposition and know that they are representing our club both on and off the field.
- Place players in positions where they can be most effective for the team and help them to build confidence in that position. Younger players should be encouraged to play in several positions until they find the one which best suits them.
- All players should be given the opportunity of having equal game time. For all teams up to Seniors there are unlimited interchanges – use this to ensure players are only on the bench for short times.
- Coaches for U6-U8 will be on the field with the team while the manager will handle interchanges. Coaches for U9 and above remain in the interchange area.

5.0 THE ROLE OF THE TEAM MANAGER

While the role of the coach remains the same across all age groups, this is not always the case for managers. Some of the basic tasks, such as communication etc, are the same regardless of the age group of your team, however there are some important differences for managers of U6-U8 teams and those of U9 and above. As you read the information below, take note of sections or points which are only relevant so certain age groups.

5.1 Using MyClubMate – the basics

One of the most important tools for the Team Manager is MyClubMate. Log into the Team Managers portal using the link <https://qcsacats.myclubmate.com.au/teammanagers/login.asp>

Your username is the email address you provided to the club when you volunteered, and your password will be the name of your team.

- For U6-U8, this will be just one word – Tigers, Crocodiles, Sharks etc
- For U9 and above it will be the age group and colour – U9Black, U14Red etc.

NOTE: If you manage or coach multiple teams you will also be prompted to select your team (ensure you enter the correct password for each team).

Once you have logged in, you will see the main menu (Figure 1).

MyClubMate allows you to send player emails, check contact details etc. For U9 and above it is also used to check player availability for games, see upcoming fixtures, submit your match card and results, and so much more. Take some time to familiarise yourself with it.

Figure 1



Figure 2

Player	Playing Position	Shirt #
Harrison Bailey		
Hayden Webb		1
Samuel Brydon		2
Noah Fanton-Smith		3
Nicholas Johnson		5
Oliver Ryan		6
Jaeden Johnston		7
Connor Ede	Left Mid	8

Most player information is entered by players or parents during registration. Team officials can use the Player/Team Information option to check or edit details including assigning shirt numbers for teams in U9 and above (Figure 2). This information prefills the electronic match card each week.

There is also a Game Day menu at the top which has the menu items that managers in U9 and above are most likely to want to use on the day of your game. More information on using MyClubMate on game day can be found below.

Ensure parents know they can also access MyClubMate through the players portal to update details and see upcoming games.

Parents can also see your training day/time and location by clicking on 'My Team' from the home screen (Figure 3).

Figure 3



5.2 Communication

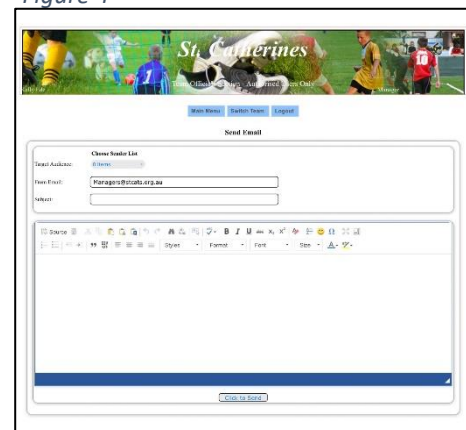
Communication is one of the most important tasks as a manager. Work closely with the coach to form an effective partnership. It is usually easier if all the information to the team comes from one place – the manager – but you want to ensure that what you send also reflects the views of the coach.

As soon as possible you should send a welcome email to your team introducing yourself and the coach. Include the training time (once confirmed) and any other general team news using the 'Send Team Emails' option in MyClubMate (Figure 4).

Other information to share though the season:

- game times and locations, additional training opportunities etc.
- a roster for half time fruit and jersey washing (U9 and above) so jobs are shared by the team.
- upcoming events and important dates – for example field setup days, working bees, photo or trophy days.

Figure 4



When using the team email function in MyClubMate, note that the text box will time out after a short time. It is a good idea to compose your email in another app (like Notes) and then copy and paste once you are happy with it.

As manager, you act as the main link between the players (and their parents) and the Committee. Parent or player questions should be directed to the manager first, but you can always contact a member of the Committee for assistance. The Coaches and Managers Coordinator will keep you informed of any information you need to share with your team, and similarly you can contact them to find information.

Ensure your team understands the requirements for Field Set Up Duties – usually twice per season. The club will advise you by email of the Field setup schedule prior to the first game. Email your team as soon as you can to let them know the dates so they can be prepared and follow up with a reminder closer to the day. Remind families that field set-up is part of the participation levy. All teams will be rostered for field setup even if your game is not until later in the day. See below for more information on field setup duties.

5.3 Equipment

At the beginning of the season the manager will be provided with a club polo shirt – to wear on game day as well as season equipment for your team based on your age group.

U6-U8 teams

- A set of sponsored training / playing shirts – to be distributed to the team. Training shirts are for the players to keep. They need to be worn on game day and to training.
- One goalie shirt. The goalie shirt is the same style of sponsored shirt, but in yellow. This needs to be shared around as players have turns of being goalie. The coach or manager should keep this and hand it out each week.

U9 and above

- A jersey kit – comprising a set of playing jerseys, goalie jersey, captain's armband, officials vest, goalie gloves (if requested), a match ball, ball pump and needles. This kit needs to be returned at the end of the season.

Jerseys are handed out on game day and returned at the end of the match. One person should be responsible for washing the jerseys and bringing them to the next training session. An exception is made for female players who are not expected to change on the side of the field and for whom change rooms are not always available at all fields. Female players are responsible for their own jersey throughout the season, but the kit should be returned as a set at the end of the season.

- A set of sponsored training shirts to be distributed to the team. Training shirts are for the players to keep and should be worn to training.
- QCSA Identification cards for the Coach and Manager to wear on game day.

5.4 Photos for the Sponsor

All our teams are sponsored by a local business. Sponsors provide teams with their coloured training shirts. As soon as possible after you receive your shirts, take a photo of your team in their training shirts and send it by email to sponsorship@stcats.org.au to be passed on to the team sponsor and posted on the St Cats Facebook group.

As it can sometimes be difficult to get everyone in the one photo at the start of the season, try to get at least 6 players for Under 6-8 teams, 9 players for Under 9 & 10 teams, and as many as you are able to get for the older teams. Coaches and managers should be in the photo as well.

5.5 Getting Ready for Games

U6-U8

It is important for all players in these age groups to have a go at playing goalkeeper and to have equal time on the field. At the beginning of the season, it is a good idea to create a spreadsheet showing which players will be in goals for each game (usually you would change goalkeepers at half time) and how many interchanges you will need to give each child fair time on the field. This will ensure game days flow smoothly.

U9 and above

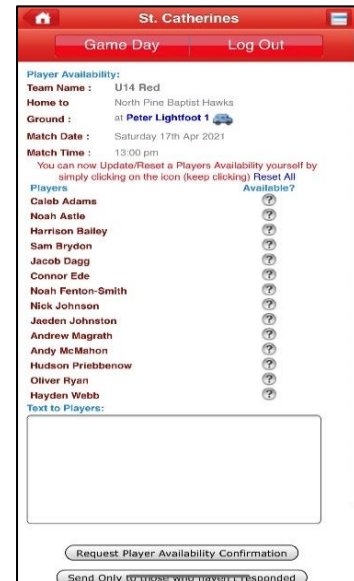
As soon as possible

- Check player photos in MyClubMate using the 'Team Photos' option from the main menu. The QCSA policy states that all players U9 and above must have a current passport style photograph loaded into MyClubMate. Photos must be head and top of shoulders only. No hats or caps to be worn or sunglasses on the face or top of the head. Photos are valid for two years. Players and parents can update their own photo, or the manager can do it for the team. Regardless of how they are loaded, it is the manager's responsibility to ensure that your team photos meet the requirements and have not expired.

One week before the game,

- Check player availability using MyClubMate. Select 'Player Availability' from the main menu and then the relevant game. The screen shown in Figure 5, will allow you to confirm players who have contacted you directly, and to email those who have not. The auto generated email can be sent with or without additional text in the box at the bottom of the screen. Player availability will update as they respond.
- Ensure your kit is ready to go, including jerseys, sub bibs, Captain's armband, goalie gloves, Officials Vest, match ball etc. If you are missing any items, contact the equipment officer as soon as possible to arrange replacement equipment@stcats.org.au
- Check the opposing team's colours to avoid a clash of team strips. Team colours are available by checking 'Upcoming Games' on MyClubMate or the QCSA website.

Figure 5



In the event of a clash, the manager of the **home team** is responsible for providing an alternative strip. Where two St Cats teams are playing each other, one will be nominated as the 'home' team. If an alternate strip is needed, you should contact the Equipment Officer as soon as possible to arrange collection from the clubhouse. Kits can usually be collected on the Wednesday prior to the game and should be washed and returned by the following Tuesday. There is a collection point on the shelf inside the equipment room.

Note that match points can be lost if there is a colour clash.

5.6 On Game Day

Remind players to arrive at the field with enough time for a team warm-up. For U9 and above this should be at least 30 minutes before kick-off. For U6-U8 players the time can be shorter, but it is still important for them to have time to warm up.

The manager is the primary link between our club and the parents and officials on game day. Ensure that your actions and those of your team reflect the spirit of the club at all times.

Game day for U6-U8

At St Cats, the U6-U8 games are an internal competition. Managers in these age groups do not need to submit any game day information through MyClubMate.

For administration purposes St Cats requires U6-U8 managers to complete a paper match card for each game. Completed match cards are placed in the green 'letter box' just inside the equipment room. Make sure you **print a few copies** of the match card (see below), so you always have one ready for games.

Before the game, check that players are ready to take the field on time as the field schedule can be tight. This includes checking that they have the correct team shirt, socks and shin pads. Your goalie should have the yellow shirt.

Remove all watches and other jewellery. Players who wear glasses will need to have them strapped to a headband. Exceptions can be made for medical jewellery which may need to be taped down.

St Catherines United Football Club

U6-U8 Results Sheet



Age Group: _____ Round: _____

Date: / / 2023

Home Team Name: _____

Away Team Name: _____

Home Team Score _____

Away Team Score _____

Player Names: _____

Player Names: _____

Team Manager Name: _____

Team Manager Name: _____

Team Manager Signature: _____

Team Manager Signature: _____

Game day for U9 and above

- Arrange for a responsible adult to wear the Official's Vest. This is the person that the referee will deal with in the event of problem behaviour. Duties of the vested official are described in the Match Day Process section, below.
- Check the match card on MyClubMate using the 'My Electronic Match Card' option on the main menu. Ensure all players (including those borrowed from another team) are listed against the correct jersey number. Your Vested Official also needs to be listed on the match card (see below for details on how to complete and submit the electronic match card).
- Check that players are ready to take the field on time as field and referee schedules can be tight. This includes checking that they have the correct kit, socks, and shin pads.
Remove all watches and other jewellery. Most referees will require players who wear glasses to have them strapped to a headband. A breach of this rule can result in a player being sent off by the referee. Exceptions can be made for medical jewellery which may need to be taped down.
- Work with the coach to keep records of match details as needed. This may include; awards, match score, goal scorers, substitutes etc.
- Ensure that match results are submitted through MyClubMate using the 'Match Results' option from the main menu. Results should be submitted immediately after your match.
- For senior teams, Player of the Year votes should be submitted via the QCSA web site on a weekly basis, otherwise those team players will not be eligible for the QCSA end of season Player of the Year awards.

5.7 The Coaches Award

The manager should assist the coach to decide the Coaches Award for each game. Club policy is that all players will get at least one award through the season. Use the template below and add your team's name, players' names and Coach and Manager names.

For our younger teams you will be given a set of vouchers from one of our club sponsors – Just Poppy's – to give to your players along with their award. Please note that your team will get enough vouchers for every player to have one. Usually there will be more rounds of games than there are vouchers, so you may want to consider an alternate prize for later in the season – perhaps a lollypop or similar.

6.0 BLUE CARDS AND PLAYER SAFETY

To ensure the safety of our players, all St Cats Committee members, coaches and managers require a Blue Card. If you do not already have one, visit the Qld government website to apply for a volunteer card. Once we have your application number and your date of birth, we can link your card to the club.

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

If you have any questions about the blue card application process, contact bluecard@stcats.org.au

6.1 Child Protection and Photographing players.

Due to changing child safety and welfare legislations, we need to monitor photography and videos of our children. It is suggested that the manager informs parents of the need to be considerate, and as a courtesy, determine if the opposition has any objections to photographs being taken prior to the game.

For more information about child safety issues please visit the Queensland Governments Child Protection website www.childcomm.qld.gov.au.

St Cats has a volunteer photographer as a member of the committee. You may see our photographer around the grounds on game day. The photographer will be wearing a high-vis vest identifying them as a club official. Contained in the terms and conditions at Registration it states that player photographs may be used on the St Cat **private** Facebook group. If you have a player who cannot be photographed, please let a member of the committee know so steps can be taken to ensure privacy.

**St Catherine's United Football Club
Player of the Week 2024**



Congratulations to

You have been awarded the
Coach's Player of the Week.
Well done!



Team Name

Coach

Manager

**St Catherine's United Football Club
Player of the Week 2024**



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Team Name

Coach

Manager

7.0 MATCH DAY PROCESSES FOR U9 AND ABOVE

A step-by-step guide to getting matches underway and kick off on time.

7.1 Electronic Match Cards

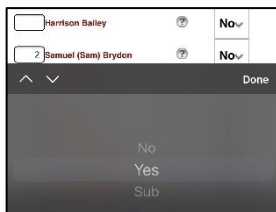
Match cards are completed through MyClubMate using the 'My Electronic Match Card' option from the main menu.

Select the appropriate game to complete the match card (see Figure 6).

- As players respond to the 'Player Availability' email, they will show as 'available' on the match card indicated by a green dot. If a player is not available or is suspended, they will show as the grey question mark (suspended players will also have a line through their name).

You can manually change player availability by clicking on the 'Yes/No' box (see Figure 7).

Figure 7



- If you need to borrow players from another team, click on 'Choose Player'. You will be provided with a list of age-appropriate players (see Figure 8).

MyClubMate does NOT consider team hierarchies and teams cannot borrow from a higher division. Check that the players you are borrowing meet the requirements. See below for more information on borrowing players.

Figure 6

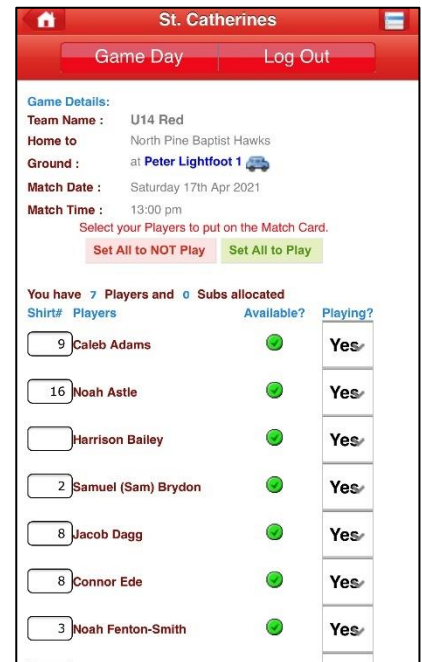
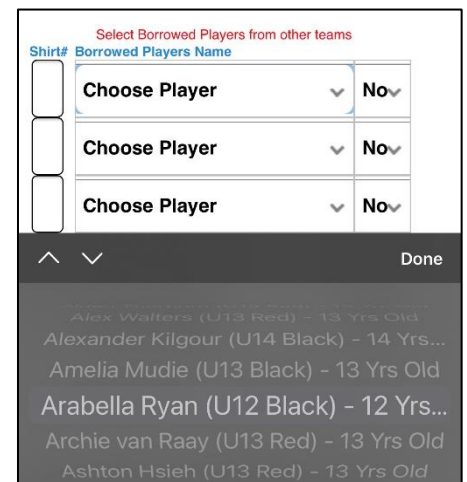


Figure 8



- Enter the name of your Vested Official.
- Once you are sure that players are selected and jersey numbers are correct, you can either:
 - 'Save After Checking – I will Submit Later' or;
 - 'Submit my Final Match Card'

(see Figure 9)

Figure 9



IMPORTANT: once you submit your match card you **cannot make any changes.**

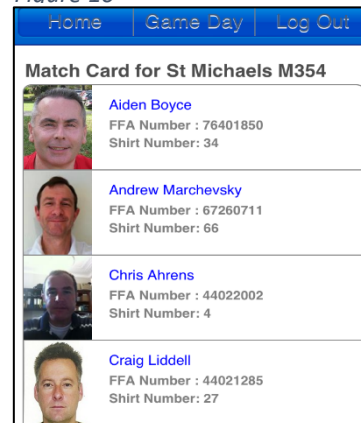
If a player has not responded or may be running late it is better to include them on the match card and let the opposition and the referee know that they may turn up late. Any player who is not on the match card will not be able to take the field.

The opposition's match card

Once you submit your match card you will be able to review the opponent's card. Using 'Review Opponents Match Card' (see Figure 10) check the list of players and information including their name, photo, player ID number and jersey number. If there are any players on the card that have been borrowed from another team, they will be listed as "Borrowed from" and their own team's name.

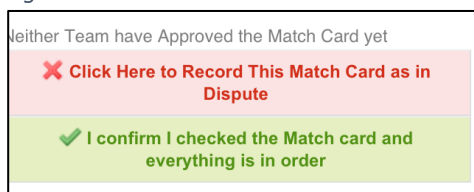
If you are happy with their submission, click on the green 'confirm' button, if you believe there is an issue with the match card, then mark the card as "In dispute" (see Figure 11).

Figure 10



Player Name	FFA Number	Shirt Number
Aiden Boyce	76401850	34
Andrew Marchevsky	67260711	66
Chris Ahrens	44022002	4
Craig Liddell	44021285	27

Figure 11



Match Cards need to be submitted and reviewed a minimum of 30 minutes prior to the game starting.

NOTE: Fines apply for incorrectly completed match cards.

7.2 Results

Match results need to be submitted using the 'Match Results' option on the MyClubMate menu. Results need to be submitted as soon as possible after the game finishes.

7.3 Player Interchange

- All QCSA matches are played with unlimited interchange.
- Teams can have a maximum of 4 interchange players.
- Interchange is only permitted at stoppages in play (i.e., when the ball is over the side lines or goal lines) at the referee's discretion. The referee will signal the interchange.
- Players should stay out of the Interchange Area until the interchange is ready to take place.
- Players leaving the field must do so quickly to the nearest side before the interchange player comes on the pitch.
- Referees will disallow interchanges if they are deemed disadvantageous to the opposition – for example, by slowing the game with multiple changes when the opposition is attacking.
- The Referee must be informed of any interchange of a goalkeeper. If you change goalkeepers at half time the manager should approach the Referee and let them know the shirt number that the previous goalie will be taking and the shirt number of the player moving into goals.

7.4 Vested Official

The Vested Official is the designated club representative who deals with situations arising during a match. The Vested Official is appointed by the manager. They wear the official club (high-vis) vest so that they are easily recognisable to all people attending the match. The Vested Official must be at least 18 years of age and be listed on the Match Card.

Their role is to assist in maintaining appropriate standards of behaviour by the spectators of their team. They should be clearly visible to the referee and position themselves with the majority of spectators for their club. The Vested Official is NOT permitted in the technical area and cannot be involved in running the game (i.e. cannot be the coach or manager).

7.5 Borrowing Players

Teams who find themselves short of players for game day can borrow from another team in a lower division or age group. Players cannot be borrowed by another team in the same age group and division.

In a 15-round competition, a player can be borrowed a maximum of 8 times.

In a 16-18 round competition, a player can be borrowed a maximum of 10 times.

If a player is borrowed more than the allocated number of times, they will automatically be transferred into the team where they played the extra match (9th or 11th) for the rest of that season. They will not be able to return to their team, or be borrowed again,

Any player that is borrowed must be noted on the match card as a borrowed player. Their correct age and division need to be noted. Penalties apply for providing false information.

For more information on borrowing players see the QCSA Competition Handbook

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fqcsa.org.au%2Fwp-content%2Fuploads%2F2024%2F01%2F2024-QCSA-Competition-Handbook-Final.docx&wdOrigin=BROWSELINK>

7.6 Forfeits and Rescheduling of Matches

In the event of a forfeit, the team manager needs to contact the Club Fixtures Officer – results@stcats.org.au – by 7:30pm three days prior to the scheduled game to enable the appropriate notice to be given to the QCSA, opposition and referee. Fines will apply to the Club if these procedures are not followed.

If you need to reschedule a match, the team manager must send an email to the club as soon as possible explaining the need for a reschedule. The email should be sent to the Fixtures Officer results@stcats.org.au,

- The email should also cc the Club President chair@stcats.org.au, the Registrar reg@stcats.org.au and the secretary secretary@stcats.org.au

Contact will be made with the other club, and a new time and place can be agreed to.

For more information on forfeits and reschedules see the QCSA Competition Handbook

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fqcsa.org.au%2Fwp-content%2Fuploads%2F2024%2F01%2F2024-QCSA-Competition-Handbook-Final.docx&wdOrigin=BROWSELINK>

8.0 WET WEATHER

A decision to cancel play on a particular field will be made by 6.00am on the morning of play (or 3pm for Friday evening matches).

Managers should check the QSCA website <http://www.qcsa.org.au> prior to their game to see whether fields are closed. Field closures are on the top right-hand section of the QSCA home page. For games at Peter Lightfoot Oval, St Cats will also post field closures on the Facebook page.

If a field is closed, you should advise the team that the game has been cancelled. If there is no advice of cancellation from the QSCA, you should assume the match will proceed – even if it is raining.

For U9 and above, the QSCA may also direct that the game be played at an alternate field, so check for this as well. Any decision to cancel play after 6.30am is up to the referee of the match prior to the appointed time of the commencement of play.

9.0 MATCH DURATIONS

Following is an extract from the Bylaws for game duration, ball sizes and location of corner kicks. For more age groups see Appendix 2 of the QCSA Competition Handbook

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fqcsa.org.au%2Fwp-content%2Fuploads%2F2024%2F01%2F2024-QCSA-Competition-Handbook-Final.docx&wdOrigin=BROWSELINK>

AGE GROUP	MATCH	HALF-TIME	BALL SIZE	CORNERS
Senior Men	45 + 45	10 mins	5	Corner Flag
Overage Men	45 + 45	10 mins	5	Corner Flag
Under 17/18	40 + 40	10 mins	5	Corner Flag
Under 15/16	35 + 35	10 mins	5	Corner Flag
Under 14	30 + 30	10 mins	5	Corner Flag
Under 13	30 + 30	10 mins	4	Corner Flag
Under 12	25 + 25	5 mins	4	Corner Flag
Under 11	25 + 25	5 mins	4	5 from the edge of the 18 yard box
Under 10	20 + 20	5 mins	4	Corner Flag
Under 9	20 + 20	5 mins	4	Corner Flag
Under 8	20 + 20	3 mins	3	5 metres from the edge of the goal arc
Under 7	15 + 15	3 mins	3	5 metres from the edge of the goal arc
Under 6	15 + 15	3 mins	3	5 metres from the edge of the goal arc

10.0 END OF SEASON

10.1 Finals Competitions

Every age and division U9 and above will compete in finals at the completion of the fixture rounds.

The top four placed teams in each division play in a Finals Series (Championship Competition). QCSA will announce the relevant kick-off times and a venue for all Finals Series matches.

10.2 Trophies and Awards

At the end of the season, the Club provides player participation trophies for all players in all teams.

In addition, teams in U9 and above also receive medals for 'most improved' and 'best and fairest'.

The manager and coach should determine who will receive these awards and advise the committee if requested.

The club also presents perpetual trophies which are decided by the committee. These need to be returned to the club prior to the presentation day. These trophies are:

- President's Cup – awarded to awarded to the team deemed most successful.
- Team Spirit Award – awarded to team that has displayed exemplary team spirit.
- Club Person of the Year Award – awarded to a club member for outstanding club contribution during the season.

11.0 DEALING WITH INJURIES

St Cats has a first aid kit and ice packs in the Equipment Room at Peter Lightfoot Oval. Managers and coaches should be familiar with the location and contents of the kit. It is a good idea to also have your own cold or ice pack, as these are not readily available at some grounds.

The Vested Official, coach or manager should be prepared to enter the field only when instructed by the referee to deal with injured players. Also be prepared at a break in play, to call the referee or linesman's attention to players who are injured but not noticed during play.

In the case of injuries requiring medical attention, players can be taken to a local doctor's surgery or a hospital by car. For more serious injuries, an ambulance should be called. It is possible that a player may incur a serious injury during a game where the parent is not present. Managers should seek advice from parents at the beginning of the season as to what form of hospital assistance they prefer (considering possible out of pocket expenses). This information should be available and kept in a folder that is taken to each game.

All injuries should be recorded in MyClubMate using the 'Injury Reports' tab. Record as much information as possible (Figure 12).

Figure 12

12.0 DISCIPLINE – QCSA AND CLUB SUSPENSIONS

Coaches and Managers are requested to remind their players of the values and ethics of fair competition and to abide by the QCSA rules and by-laws and the Junior Sport Codes of Behaviour (available from the QCSA web site).

Coaches, Managers, and players should be aware that the Club Committee does not act as a disciplinary committee. All disciplinary matters are dealt with by the QCSA governing body.

13.0 MODIFIED RULES

13.1 U6 To U8

Matches for U6 to U8 players shall comprise a six-a-side competition, with a maximum of 9 players registered per team.

There can be unlimited interchanges.

At any time, a team must have no more than 6 players and no fewer than 4 players on the field, one of whom must be a goalkeeper.

The coach or their nominee (i.e. one person per team) may run with the players on the field to coach and direct them providing that the conduct of the match is not disturbed.

The off-side rule will not be applied.

There shall be no direct free kicks and no penalty kicks.

Only the goalkeeper is allowed in the goal area at any time.

For a full list of rules for U6-U8 see the QCSA Competition Handbook

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fqcsa.org.au%2Fwp-content%2Fuploads%2F2024%2F01%2F2024-QCSA-Competition-Handbook-Final.docx&wdOrigin=BROWSELINK>

13.2 U9 and U10

Matches for U9 and U10 players shall comprise a nine-a-side competition with a maximum of 12 players registered per team.

There can be unlimited interchanges

At any time, a team must have no more than 9 players and no fewer than 5 players on the field, one of whom must be a goalkeeper.

The off-side rule will not be applied however it is an expectation that all teams' coaches encourage players to remain in inside positions.

There shall be no direct free kicks and no penalty kicks.

For a full list of rules for U9 and U10 see the QCSA Competition Handbook

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fqcsa.org.au%2Fwp-content%2Fuploads%2F2024%2F01%2F2024-QCSA-Competition-Handbook-Final.docx&wdOrigin=BROWSELINK>

14.0 FIELD SETUP – PETER LIGHTFOOT OVAL

At the beginning of the season, Coaches and Managers will be given the code to unlock the keybox next to the equipment room. The 'yellow key' opens everything you need to set up.

Arrive for field setup at 6:30. With enough help, the job will take approximately 30 minutes.

Inside the equipment room door is the QR code to register participation in field setup – all parents need to scan the code as setup counts towards their participation levy for the season. Equipment for setup is located in the back (green) shed. The diagrams below show how the fields should be set up.

Senior Goals

- Nets for the senior goals are stored in a small wheelie bin along with clips to attach. Senior goals need to be unlocked from the back fence and moved into position. Each senior goal needs two sandbags at the back.

Junior Goals

- U9/10 goals – 2x5m collapsible goals on field 1a, 1b and 2a.
- U6, U7 and U8 goals – 2x3m collapsible goals on field 2b, field 3 and field 4.
- Goal pegs and hammer – all goals for U6 to U10 must be pegged at the back and sides.

Marquees

- 3x6m St Cats marquees – either side of the halfway line on field 2 (for technical areas)
- 3x6m sponsor marquees – over each of the grandstands
- 3x3m St Cats marquee – near the cricket nets for merchandise and first aid.
- Sand bags – must be secured to each leg of the marquees

Corners

- Corner flags for senior fields
- Witches hats to mark corners and halfway for U6-U10

Sub benches

- one either side of halfway for all U6 to U10 games.
- On field 1 and 2 these go either side of the 6-yard box at either end of the field.
- On field 3 and 4 they are on the side of the field away from field 2

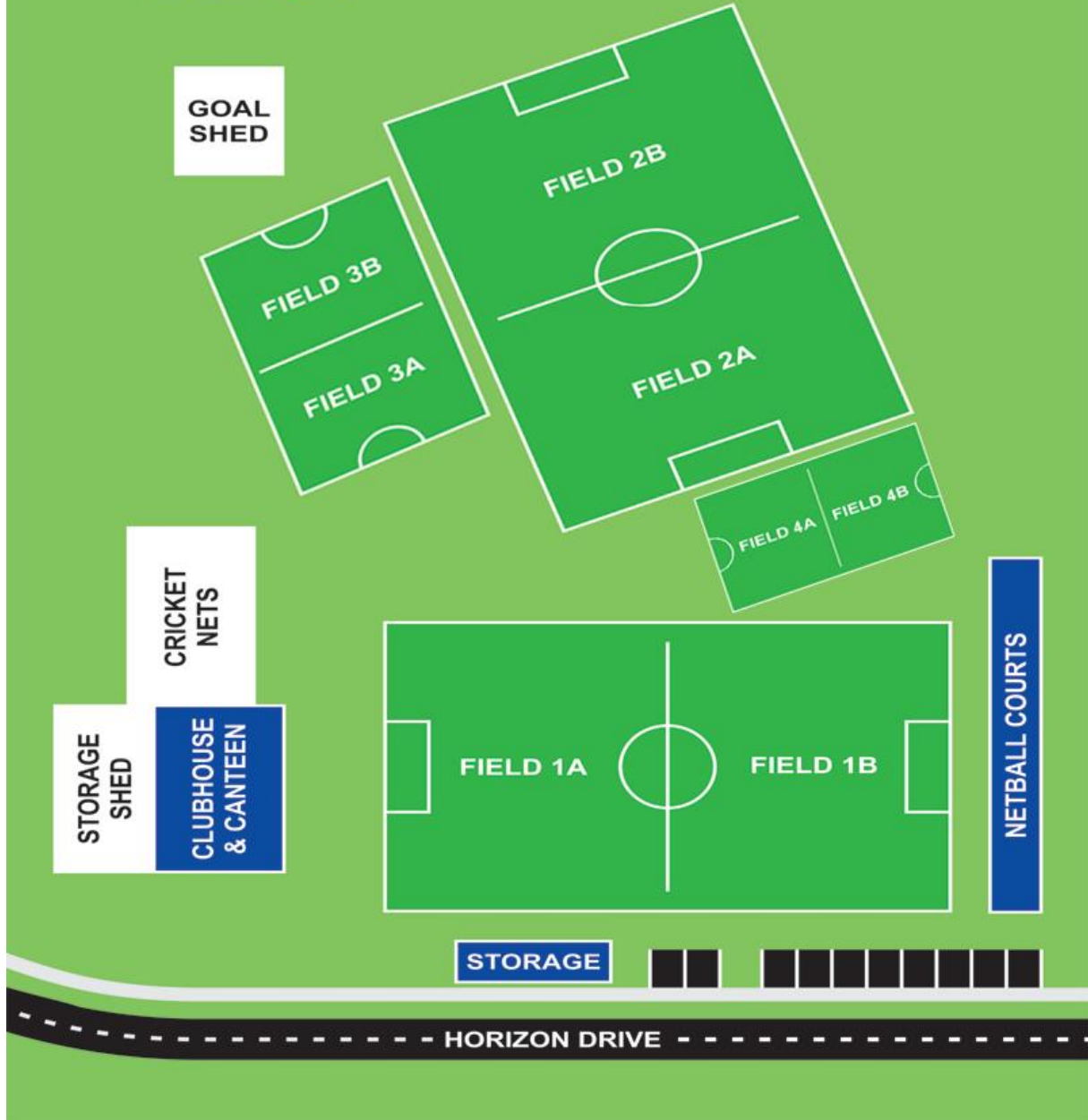
Other tasks

- Open the Refs Hut including the side window shutters and sweep.
- Open the double gate and place cones on the driveway.
- Walk across all Playing Fields and pick up Sticks / stones / litter / sharp objects

Open Toilets

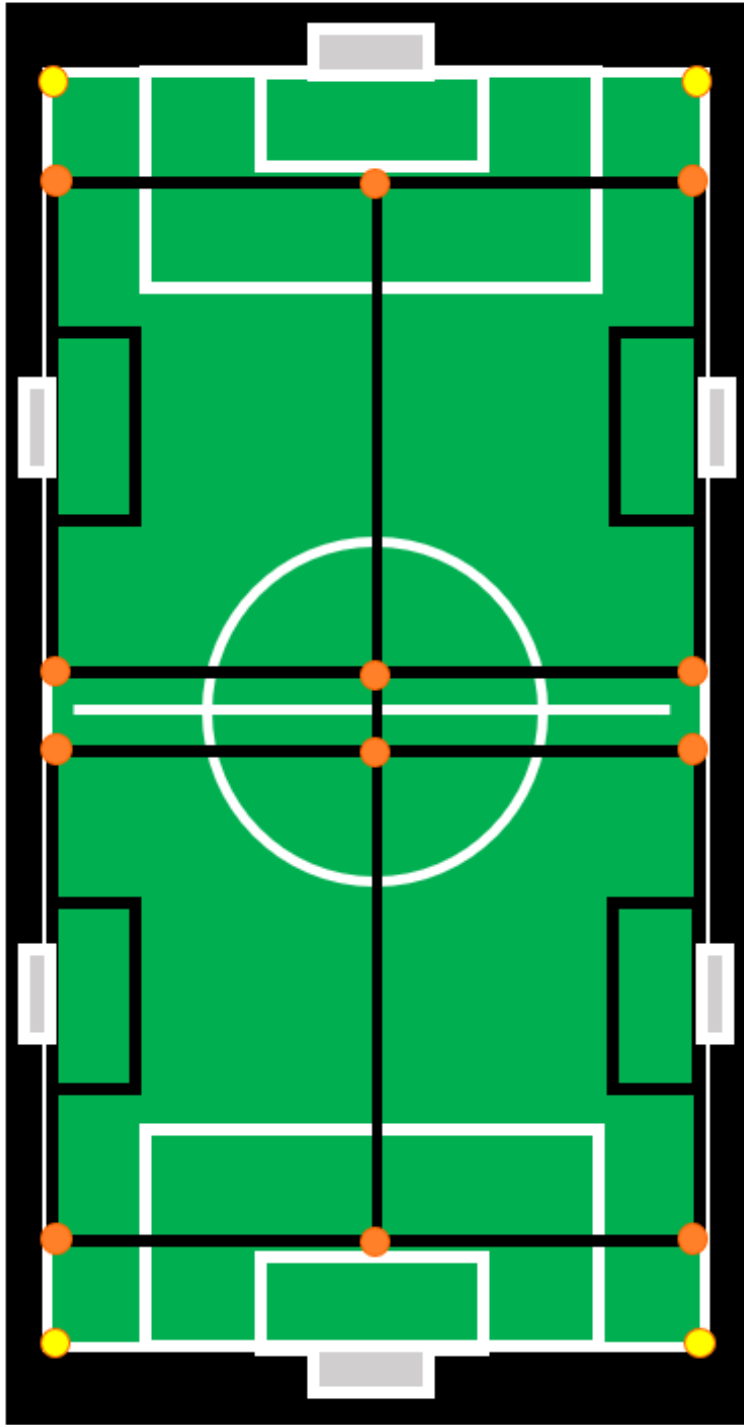
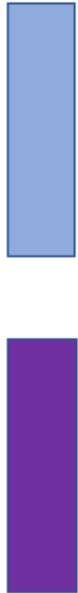


FIELD MAP



Field 1

Marquees over grandstands



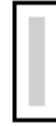
Large goals with nets and sandbags



Permanent cover and technical area



5m collapsible goals - pegged down



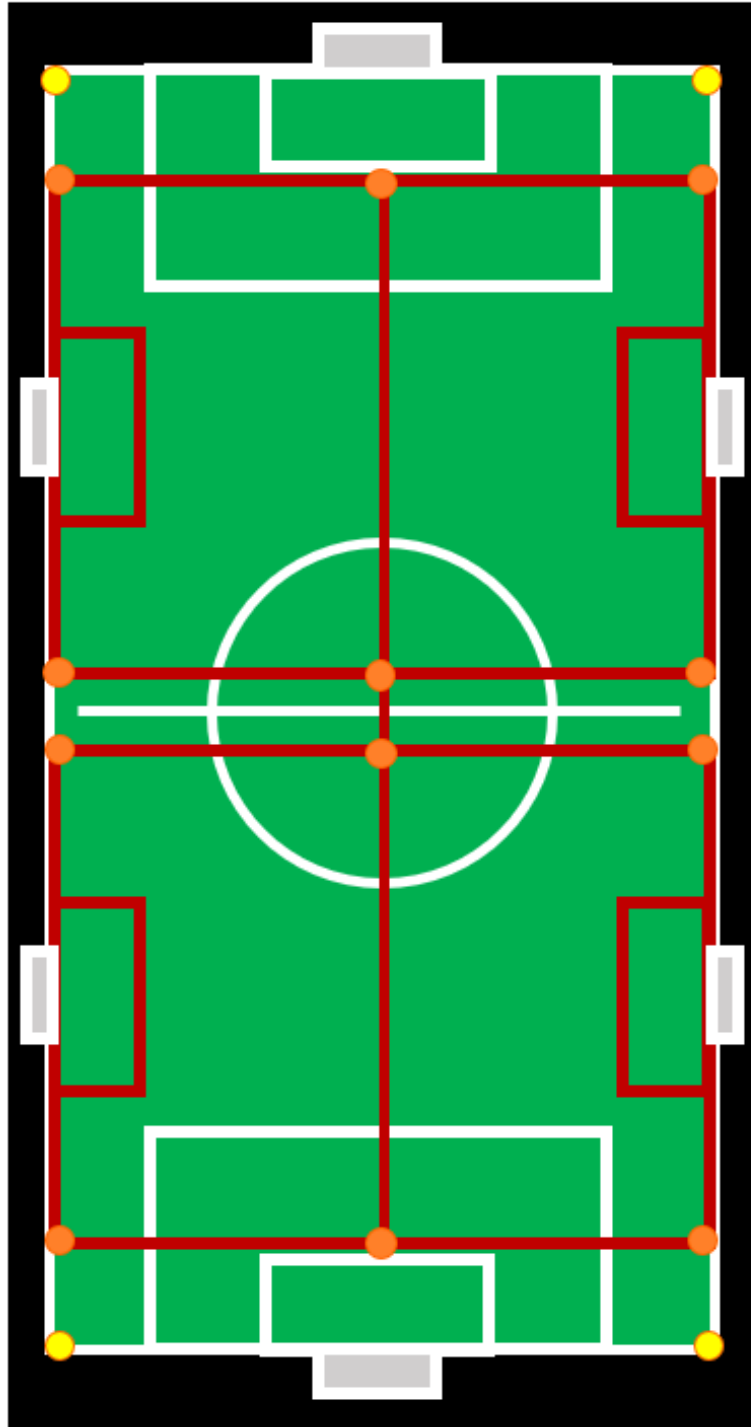
Corner flags

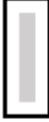


Cones



Field 2



-  3m collapsible goals
- pegged down
-  Corner flags
-  Cones



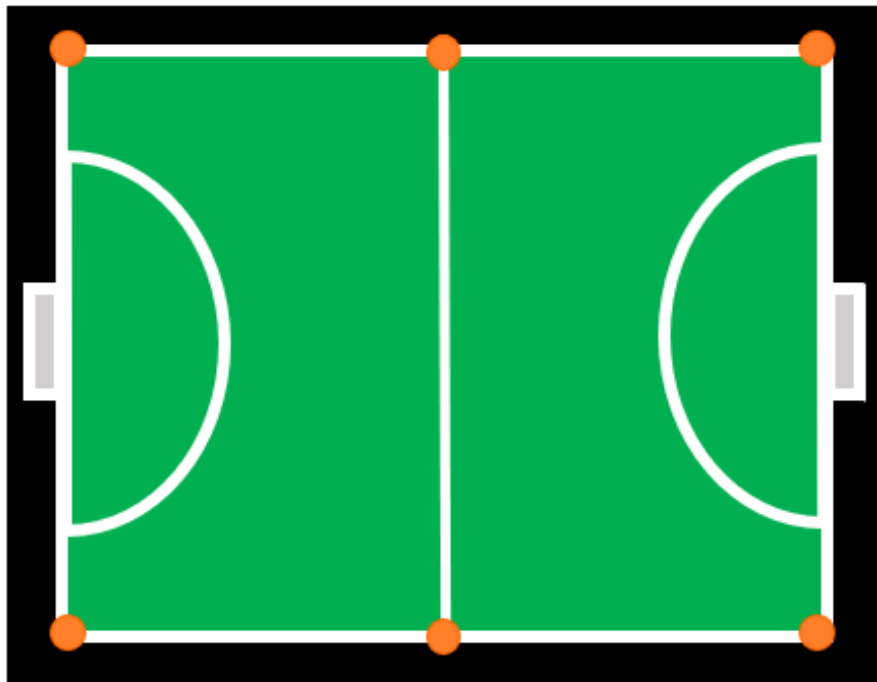
Marquees over technical areas



Large goals with nets
and sandbags



Field 3 and 4



- 3m goals (U7) or 2m goals (U6) – pegged down
- Cones

14.1 Field Pack Up

Team managers need to be aware of the end time for their games and ensure that parents help to pack up where needed.

The last teams to play in U6 to U10 games need to remove all junior equipment and return it to the green shed:

- All junior goals
- Witches hats
- Sub benches. Two of the sub benches move to field 2 under the marquees for senior games.

The teams playing the 3pm games need to pack down all remaining marquees at the end of their games and return them to the green shed

The last team to play at our field needs to ensure all equipment is packed away and all facilities are locked.

15.0 FIELD SETUP – GOOD NEWS LUTHERAN SCHOOL

Arrive for field setup at 7:00.

Equipment for field setup is stored in the groundsman's shed.

Inside is the QR code to register participation in field setup – all parents need to scan the code as setup counts towards their participation levy for the season. The diagrams below show how the fields should be set up.

Junior Goals

- U6, U7 and U8 goals – 2x3m collapsible goals on field 1, 2 and 3.
- Goal pegs and hammer – all goals for U6 to U8 must be pegged at the back and sides.

Corners

- Witches hats to mark corners and halfway for U6-U8

Sub benches

- one either side of halfway for all U6 to U8 games.

Other tasks

- Walk across all Playing Fields and pick up Sticks / stones / litter / sharp objects
- Open Toilets

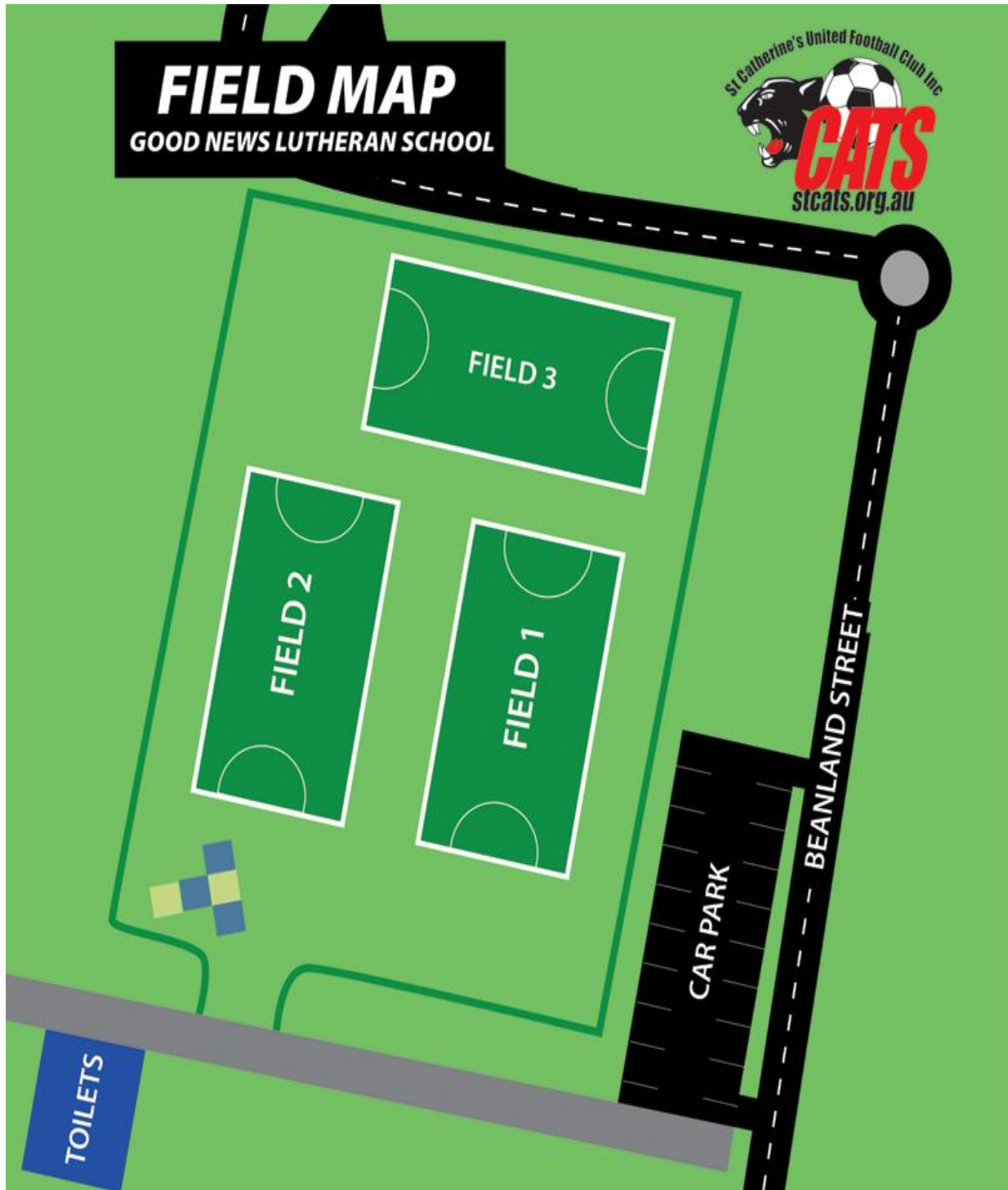
15.1 Field Pack Up

Team managers need to ensure that parents help to pack up where needed.

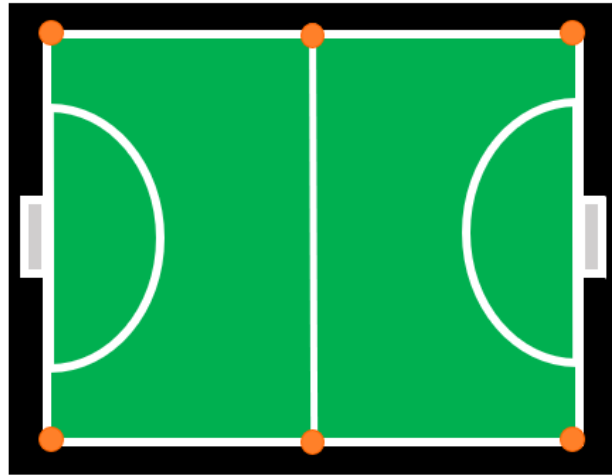
The last teams to play need to remove all junior equipment and return it to the groundsman's shed:

- All junior goals
- Witches hats
- Sub benches.

Ensure all equipment is packed away and all facilities are locked.



3m goals (U7) or 2m goals (U6) –
pegged down
Cones



16.0 REFERENCE WEB SITES

St Catherine's United Football Club:	www.stcats.org.au
Queensland Christian Soccer Association:	www.qcsa.org.au
Queensland Football (State FFA):	www.footballqueensland.com.au
Football Federation of Australia:	www.footballaustralia.com.au
FIFA:	www.fifa.com