

MATCH PROCESSES INFORMATION

# QUEENSLAND CHRISTIAN SOCCER ASSOCIATION INC.

## MATCH PROCESS

This is basically a step by step guide to getting matches underway and being able to check ID Cards, Match Cards etc and still kick off on time.

### Match Cards

#### Home Team

If you are the designated Home Team (I.e. listed first) and even if you are not on your home ground, you need to fill out the Match Card as highlighted in yellow on the next page.

- On the front, you must fill out the Date, Age & Division. You must also write in your team and the designated away team in the score box.
- On the inside, you must fill in across the top. Date, Location, Age, Division and Kickoff Time. Also both team names must be written by the Home Team.
- You must fill out the Officials names and signatures for the home team. They can be the same person.
- Then you need to fill in the players names for the game. Write the persons FULL name (I.e. Alex Sweeper, not A. Sweeper). Use block letters, not running writing, as this could prove costly for Player of the Year points, if the name cannot be identified easily and also discipline & fixture when checking player's eligibility etc.
- The last bit for the home team is at the bottom of the Away Page where you state whether you are satisfied with the eligibility or not. You do this after you have given the card to the away team and received it back. A match will proceed if you mark no (and put on the back of the card – no id cards provided for example). But a match will not start unless both teams have signed the bottom.

#### Away Team

The designated Away Team needs to fill in the match card as highlighted in green on the next page.

- There is nothing on the front to fill out.
- On the inside there are only 3 bits to fill out, the Officials and their signatures.
- Second, the players names. Once again, they must be FULL names and in block letters. See info above.
- Thirdly, the bottom of the Away

### Notes for Both Teams

- Both Officials and Signatures must be filled in, it can however be the same person.
- Make sure you put jersey numbers next to the Substitute Players.
- Clearly note when a player is borrowed in the box next to the name with age group and division.
- If you do not have an ID Card for a particular player, they will also need to sign their name in the box if the opposition team has any queries.
- If all the bits mentioned above are not filled in the applicable team will be fined, with the fines increasing each time a breach is committed.

# REFeree's FIELD REPORT

☐ NETS
 ☐ CORNER FLAGS  
☐ LINE MARKING
 ☐ STATE OF GROUND

## COMMENTS / REPORT

We agree for John Howard (Kangaroos) to referee this match  
 in the absence of a QCSRA Official.

*R. Williams* - Robbie Williams (Kangaroos)

*Mike Brady* - Mike Brady (Dolphins)

\* Please indicate Yellow & Red Cards in the Ref Box on inside of Card.

REFEREE: John Howard SIGN: John Howard

ASSISTANT: \_\_\_\_\_ SIGN: \_\_\_\_\_

ASSISTANT: \_\_\_\_\_ SIGN: \_\_\_\_\_

## PLAYER OF THE YEAR AWARD

SENIOR MEN, SENIOR WOMEN, OVER 35, 45 & 30 ONLY!

(Maximum of 3 players and a maximum of 3 points to any  
 player, with total points not exceeding 6 for the game.)

| POINTS | PLAYER'S NAME | NUMBER | CLUB      |
|--------|---------------|--------|-----------|
| 3      | Stuart Speedy | 8      | Dolphins  |
| 2      | Orange Peeler | 22     | Kangaroos |
| 1      | Peter Perfect | 10     | Dolphins  |



# QUEENSLAND CHRISTIAN SOCCER ASSOCIATION INC.

## MATCH CARD

DATE: 25/12/2005

AGE: SM DIVISION: 2

HOME: KANGAROOS SCORE: 2

AWAY: DOLPHINS SCORE: 3

| H                            | REFEREE'S CHECK LIST   | A                            |
|------------------------------|--|------------------------------|
| <input type="checkbox"/> Y   | OFFICIALS WORE VESTS   | <input type="checkbox"/> N   |
| <input type="checkbox"/> Y   | CAPTAIN WORE ARMBAND (SENIORS ONLY)                                  | <input type="checkbox"/> N   |
| <input type="checkbox"/> Y   | ID CARDS CHECKED PRIOR TO MATCH                                      | <input type="checkbox"/> Y   |
| <input type="checkbox"/> Y   | ASSISTANT REFEREE PROVIDED BY CLUB                                   | <input type="checkbox"/> Y   |
| <input type="checkbox"/> Y   | OFFICIALS PERFORMED RESPONSIBILITIES                                 | <input type="checkbox"/> Y   |
| <input type="checkbox"/> Y   | CLUB ASSISTANT REFEREE PERFORMED DUTIES                              | <input type="checkbox"/> Y   |
| <input type="checkbox"/> N/A | COACH STAYED WITHIN 1M OF INTERCHANGE BOX<br>(Under 12 & Above only) | <input type="checkbox"/> N/A |

DATE: 25 / 12 / 2005 LOCATION: Britannia Park

CLUB: KANGAROOS

I declare all players listed are eligible to play in this game!

OFFICIAL (NAME): Robbie Williams SIGN: R. Williams

VESTED OFFICIAL: Brett Lee SIGN: Brett Lee

| NO          | FULL NAME         | BORROWED       | REF |
|-------------|-------------------|----------------|-----|
| 1           | Andrew Goalkeeper |                |     |
| 2           | Stuart Sweeper    |                |     |
| 3           | Brad Back         | Senior Men 7   |     |
| 4           | Chris Centre      |                |     |
| 5           | Steven Striker    |                | Y   |
| 6           | Burt Back         |                |     |
| 7           | Wally Wing        | Senior Men 7   |     |
| 8           | William Wing      |                |     |
| 9           | Craig Centre      |                |     |
| 10          | Ian Injured       |                | R   |
| 11          | Freddie Forward   |                |     |
| SUBSTITUTES |                   |                |     |
| 12          | Richard Reserve   |                |     |
| 13          | Harry Kewell      |                |     |
| 14 16       | Robert Reserve    | Robert Reserve |     |
| 15 22       | Orange Peeler     |                |     |

Borrowed Players Must have Age & Division Listed. Use Borrowed  
 Box for Signature if required.

I am satisfied of the eligibility of all players above? ☒ YES ☐ NO

Away Team Official: Mike Brady Sign: Mike Brady

If you circled no, you must provide details on the back of the card!

AGE: SM DIVISION: 2 KICKOFF TIME: 3:00 pm

CLUB: DOLPHINS

I declare all players listed are eligible to play in this game!

OFFICIAL (NAME): Mike Brady SIGN: Mike Brady

VESTED OFFICIAL: Mike Brady SIGN: Mike Brady

| NO          | FULL NAME       | BORROWED     | REF |
|-------------|-----------------|--------------|-----|
| 1           | GARY GOALIE     |              | Y   |
| 2           |                 |              |     |
| 3           | MURRAY MANAGER  |              |     |
| 4           | NIGEL NEARLY    |              |     |
| 5           |                 |              |     |
| 6           | WALLY WHINER    |              |     |
| 7           | OSCAR OFFICIAL  |              | Y   |
| 8           | STUART SPEEDY   |              |     |
| 9           | SAMUEL SILLY    |              |     |
| 10          | PETER PERFECT   | Senior Men 1 |     |
| 11          | HOWARD HERO     |              |     |
| SUBSTITUTES |                 |              |     |
| 12-17       | MARK BOSNICH    | M. Bosnich   | R   |
| 13          | BILLY BOXER     |              |     |
| 14          | FRANKIE FIGHTER |              |     |
| 15          |                 |              |     |

Borrowed Players Must have Age & Division Listed. Use Borrowed  
 Box for Signature if required.

I am satisfied of the eligibility of all players above? ☒ YES ☐ NO

Home Team Official: Brett Lee Sign: Brett Lee

If you circled no, you must provide details on the back of the card!

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## **Game Preparation**

Step 1 – If you are the designated Home Team you need to have the completed Match Card given to the Away team Fifteen (15) minutes before the scheduled Kick Off Time.

Step 2 – The Away team needs to fill in their bits and go back to the Home Team Official ten (10) minutes before kick off.

Step 3 – At the point the Team Official gets the ID Cards and matches up the photos with the player and checks that the names on the Match Card also match. If you have any doubts to the eligibility of any player, you can ask that they sign the match card next to their name. If the player does not sign when requested, note on the card which player and regardless of whether they are eligible or not, they will be treated as an ineligible player and By Law 4.6 applied.

Step 4 – Team Officials sign to say they are satisfied with the ID Card check. If a team official is not satisfied, they still sign but mark NO. They then need to note on the back of the card, what the problem is. No signature = incorrectly filled in match card and fines and penalties apply.

Step 4 – The Away Team Official gives the match card to the referee a minimum of five (5) minutes before the scheduled kick off.

Players turning up late. The Opposition Team Official is entitled to check the players ID card before they enter the field. To make the process smoother if you know a player is turning up late inform the other team, point out their name on the match card and when they arrive take them with their ID Card to the opposition Official.

Game Time. Teams only have 5 minutes from the scheduled starting time to present themselves on the field. If the games does not start within 5 minutes of kick off, through the fault of one or both of the teams, the referee will abandon the game before starting and fixture committee will determine the outcome. If it is through no fault of either team, such as the game before running over time, the referee will start the game as allowed. If it cannot be started because it won't be finished for the next game to kick off on time, the match will be replayed at a future date or one or both teams penalized by fixture committee.

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## **Referees**

If you have an Official Referee turn up for your match. That person will take care of the Match Card.

If an Official Ref does not turn up, then the following needs to occur.

Both teams need to agree to the choice of the referee. Ideally the home team would find somebody as they have more options to have someone available. Once both teams are content with the choice, both teams need to mark on the back of the match card their agreeance with a signature (See the Blue Highlight on the example card on the previous page).

Note: that this game must be played. It will not be rescheduled to a future date because an official ref has not turned up. If the game does not occur, both teams will get no points and depending on the circumstances one or both may have an additional -1 point penalty applied.

The person agreed to must referee the entire match, you cannot have 2 different refs doing a half each. The match must also be played under QCSA, SCM & FIFA rules, i.e. teams cannot agree to play 12 on 12 or Senior teams agree to have interchange instead of substitution. If Fixture Committee discovers something untoward has occurred it will be taken to SCM, where penalties and/or fines will be placed upon the clubs.

The Match Card is given to the person refereeing the game, who keeps it for the match. After the match, that person marks the score on the front of the match card. Both officials initial next to the score that they agree and it is given to the Official of the winning team. (If it is a draw, it is given to the Home Team). That official needs to post that match card to the Registrar (PO Box 355, Sumner Park, 4074) on the Sunday. It must be received by Tuesday at the Registrar's Office.

An Unofficial Referee in a Senior Men's, Women's or Over 35's is also required to fill in the Player of the Year Points under the guidelines given on the match card before giving the card to the Team Official.

Unofficial referees are permitted to give Yellow and Red cards as required and have the same powers as a QCSRA referee. If an unofficial ref has to give a card, it needs to be noted next to the players name in the "Ref" Box as Y (Yellow) or R (Red). See the blue highlights on the example. If the ref could put their phone or email details next to their name in these circumstances, he or she will be contacted by Fixture or Discipline about further details.

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### **Ringin Through of Scores**

Each Club has to have a Results Officer. All the teams for that club need to let that person know the scores, so the Results Officer can contact the Registrar by the allotted times. PLEASE do not get your teams to ring the QCSA individually as it ties up the phone line.

All games that kick off before 2pm (this includes any midweek and all Friday games) need to be rung through by **3:30 pm** at the latest. (Games kicking off at 2pm or later, are by 5:30pm.

While only Home Team scores are required, Away teams is also appreciated. If you are able to ring through all your scores, it makes the collation of scores easier and gets the Newspaper and Website updated more correctly and earlier. It also gets teams in the habit of getting their scores in if they do it every week.

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### **Other Bits**

**Forfeits** - Whilst Fixture and SCM is always disappointed if a team has to forfeit, it is recognized that sometimes it is inevitable. The process is as follows: The club needs to contact the Registrar by 7pm on Thursday night (Wednesday for Friday Night games). The Registrar will contact the opposition and Referees. An email is acceptable, but if you do not receive notification that it has been received follow it up with a phone call. If the Registrar is not informed by this time, fines will apply as well as being responsible for the light, referees, lines and any other fees for both teams.

**Rescheduling of Matches** – If you need to reschedule a match which sometimes happens you need to go through the following process. You need to inform the Registrar that you have a problem and are hoping to reschedule. You then need to get onto the secretary of the opposing club to get in touch with the team concerned. Once the new time and place has been agreed to, **BOTH** teams need to let the Registrar know of the new details. Note: this all needs to happen by **7pm** on the **Tuesday** Night of the week of the game. If notification is not received by this time from both teams, the original match as per the fixture draw will stand. Note also: it is possible, if you agree to change the match, to let the Registrar know by the Tuesday and then work out the alternate date later. The registrar needs to know of the details at least four (4) days before the proposed date.

**Withdrawing Fields** – Sometimes it becomes necessary to withdraw a field for a round or more of fixtures. The latest that a field can be withdrawn by a club is 6:30am on the day of the game. If the Registrar is not informed by this time, the field cannot be withdrawn. Games will stand as per the fixture draw and the referee of each match will decide whether or not each match will go ahead.

**Wet Weather** – If you are concerned about the weather, **DO NOT** ring the Registrar as they will be on the phone sorting it out. Check the website – Any fields pulled will be noted on the site. And contact your manager or club (however your club's process works), they will be contacted as soon as possible if there are any problems at a field. If there is a late problem with a wet weather field or rescheduling, the Registrar will ring the Team Contact for that team to get things going. The club will be contacted later.

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