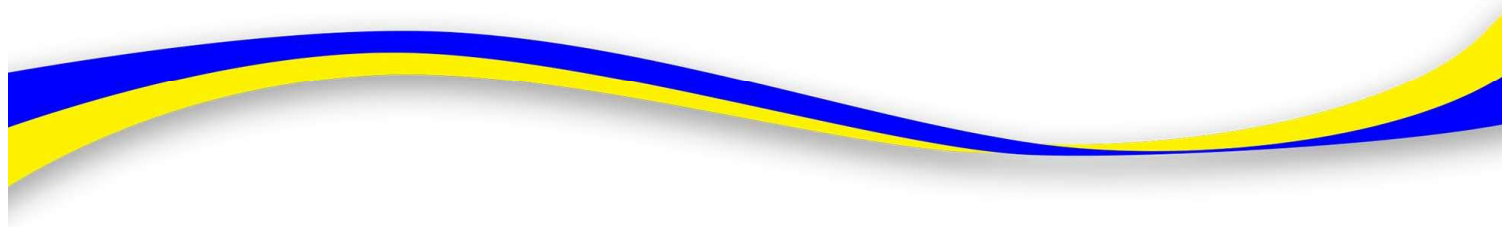




MEMBERS REFERENCE MANUAL 2024



PLEASE READ THIS BOOKLET CAREFULLY

It contains most of the information you need to know for the 2024 season.

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MISSION STATEMENT

To demonstrate Christian values while participating in the sport of soccer.

To foster and encourage all players and to value good sportsmanship while striving to raise our standards.

CLUB CONTACT POINTS

- The list below provides all the necessary contact points for members to liaise with the Club.
- Please **DO NOT** make direct contact with QCSA or QCSRA, they will not respond to you or deal with your issue. All correspondence / contact is to be directed through the Club secretary for liaison with appropriate personnel.

WHEN YOU WANT TO KNOW:	CONTACT PERSON	PHONE
Where are we training/playing & when? (<i>your team Manager</i>)		
(<i>Your team Coach</i>)		
Is the field rained out? Is our game still on?	CHECK THE CLUB WEBSITE – sunnybanksaints.org.au. Or the QCSA website - qcsa.org.au/wet-weather-report/ If there is nothing listed go to the designated field, <i>unless</i> your team Manager contacts you, or you are notified by Club email to say the match is cancelled.	
When are we on for field set up?	Your Team Manager or the Club Website	
Other match day matters	Ken Nean	0414 312 526
Membership & player registration	Shan Smith (U6-U10)	0419 773 392
	Meg McLean (U11-U16)	0418 786 836
	Doug Taylor (Seniors)	0438 109 574
Coaching needs (Junior)	Corey James	0412 301 519
Coaching needs (Senior)	Doug Taylor	0438 109 574
Junior referees	Vacant	xx
Equipment needs	Paul Ackerley	0410 190 233
News, suggestions, complaints, and other matters not covered above	Ken Nean	0414 312 526
	Pat Duigan	0422 935 155
	Pam Ackerley	0405 461 120

CLUB ADMINISTRATION - Management Committee in 2024

Position	Name	Phone	Email
President	Ken Nean	0414 312 526	president@sunnybanksaints.org.au
Vice President	Pat Duigan	0422 935 155	vicepresident@sunnybanksaints.org.au
Secretary	Pam Ackerley	0405 461 120	secretary@sunnybanksaints.org.au
Treasurer	Garry McLean	0414 702 372	treasurer@sunnybanksaints.org.au
Minutes Secretary	Pat Duigan	0422 935 155	minutes@sunnybanksaints.org.au
U6-U10 Registrar	Shan Smith	0419 773 392	u5u8registrar@sunnybanksaints.org.au
U11-U16 Registrar	Meg McLean	0418 786 836	u9u16registrar@sunnybanksaints.org.au
Senior Registrar	Doug Taylor	0438 109 574	Seniorregistrar@sunnybanksaints.org.au
Equipment Officer	Paul Ackerley	0410 190 233	equipmentofficer@sunnybanksaints.org.au
Assistant Equipment Officer	Nick Spanos		
South East Zone Co-ordinator	vacant		southeastzone@sunnybanksaints.org.au
Field Marking Co-ordinator	Geoff McCracken	0475 463 338	fieldmarking@sunnybanksaints.org.au
Field Marking – SSHS Oval	Paul Ackerley	0410 190 233 /	
U5-U8 Co-ordinator	Vacant		u5u8coordinator@sunnybanksaints.org.au
Director of Coaching	Corey James	0412 301 519	doc@sunnybanksaints.org.au
Seniors Coaching Co-ordinator	Doug Taylor	0438 109 574	scc@sunnybanksaints.org.au
Social Events Co-ordinator	Alex Ragusa		socialevents@sunnybanksaints.org.au
Junior Referees Co-ordinator	Vacant		
Awards Co-ordinator	Pam Ackerley	0405 461 120	awards@sunnybanksaints.org.au
Club Development Officer	Andrew Godbold	0416 184 977	cdo@sunnybanksaints.org.au
Women's Development Officer	Andrea West	0430 104 666	
Webmaster	Daryl Nauman	0417 602 231	webmaster@sunnybanksaints.org.au
Executive Maintenance Officer	Ross Phillips	0410 779 766	emo@sunnybanksaints.org.au
Canteen Co-ordinator	Tanya Adam		canteen@sunnybanksaints.org.au
Six a Side Coordinator	Vacant		
St Barnabas Anglican Church	Fr Peter Jeffery	(07)3345 1535	priestsbac@outlook.com

CALENDAR OF EVENTS FOR 2024

Dates and times provided here were correct at time of printing, but may be subject to change through the season, so please check Facebook or the website.

2024 Events	
January	24 Wednesday Management Committee Meeting 7:00pm – 9:00pm
February	3 Saturday Lister St Working Bee 8:00am – 10:00am
	5 Monday U 9 Team Formation 6:00pm - 7:00pm U14 Team Grading Week 1 7:00pm - 8:30pm
	6 Tuesday U13 Team Grading Week 1 6:00pm – 7.30pm Seniors Teams Grading Week 1 7:30pm-9.00pm
	7 Wednesday U11 Team Grading Week 1 6:00pm – 8:00pm
	8 Thursday U12 Team Grading Week 1 6:00pm – 7:30pm U15/16 & Senior Women Team Grading Week 1 7:30pm to 9:00pm
	9 Friday O40 Team Grading Week 1 7:00pm - 8:30pm
	10 Saturday U6 Team Formation 9:00am - 10:00am U7 Team Formation 10:00am – 11:00am U8 Team Formation 11:00am – 12:00pm
	12 Monday U 10 Team Formation 6:00pm to 7:00pm U14 Team Grading Week 2 7:00pm - 8:30pm
	13 Tuesday U13 Team Grading Week 2 6:00pm – 7.30pm Seniors Teams Grading Week 2 7:30pm-9.00pm
	14 Wednesday U11 Team Grading Week 2 6:00pm – 8:00pm
	15 Thursday U12 Team Grading Week 2 6:00pm – 7:30pm U15/16 & Senior Women Team Grading Week 2 7:30pm to 9:00pm
	16 Friday O40 Team Grading Week 2 7:00pm - 8:30pm
	19 to 23 - Spare for additional grading sessions if required
	20 Tuesday Seniors Teams Grading Week 3 7:30pm-9.00pm
	21 Wednesday U11 Team Grading Week 3 6:00pm – 8:00pm

	24 Saturday Coaches Training Session U6 to U10 - 9:00am to 10:30am U11 to U18 - 11:00am to 12:30pm
March	2 Saturday Coaches and managers information session 9:00am to 11:00 am (includes team kit collection)
	4 Monday Training starts
	9 Saturday Coaches Training Session U6 to U10 - 9:00am to 10:30am U11 to U18 - 11:00am to 12:30pm
	16 Saturday Division Setting Meeting QCSA 9:00am – 12:30pm
	21 Thursday Club General Meeting – 7:00pm to 8:00pm
	23 Saturday U6/U8 Autumn Carnival 4:00pm – 9:00pm – Lister Street
	29 Friday Good Friday Public Holiday
April	Junior and Senior rounds
	1 Monday Easter Monday Public Holiday
	13 Saturay All Teams Round 1
	20 Saturday Junior and Senior Round 2
	24 Wednesday Club General Meeting – 7:00pm to 8:00pm
	25 Thursday ANZAC Day
	27 Saturday Junior and Senior Round 3
May	4 Saturday QCSA State Titles
	6 Saturday Labour Day Holiday / QCSA State Titles
	11 Saturday Junior and Senior Round 4
	18 Saturday Junior and Senior Round 5
	23 Thursday Club General Meeting 7:00pm – 8:00pm

	25 Saturday Junior and Senior Round 6
June	Junior and Senior rounds
	20 Thursday Club General Meeting 7:00pm – 8:00pm
	29 Saturday Senior teams Round 17
July	Junior and Senior rounds
	6 Saturday Senior teams Round 18
	13 Saturday Junior and Senior Round 11
	25 Thursday Club General Meeting 7:00pm – 8:00pm
	27 Saturday Junior and Senior Round 13
August	Junior and Senior rounds/finals
	10 Saturday Junior and Senior Round 15
	14 Wednesday RNA Show Holiday
	17 Saturday Round 16 and U6 to U8 Spring Carnival 8:00am – 12:30pm (Lister St) Finals week 1
	22 Thursday Club General Meeting 7:00pm - 8:00pm
	24 Saturday Finals week 2
	31 Saturday Finals week 3
September	FINALS ROUNDS
	7 Saturday Finals week 4 (Grand Finals – QCSA to announce venue)
	8 Sunday Junior's break-up and trophy presentation day 12:00pm - 5:00pm
	13 Friday Steve Hogan Memorial Trophy Match 4:30pm for 5:00pm start - 9:00pm
	14 Friday Seniors Dinner Night 6:30pm for 7:00pm start - 11:00pm
	26 Thursday Management Committee Meeting 7:00pm to 9:00pm

October	3 to 8 Thursday to Tuesday QCSA National Titles Week
	19 Thursday Management Committee Meeting 7:00pm to 9:00pm
November	5 Tuesday Club Annual General Meeting 7:00pm to 9:30pm
December	11 Wednesday QCSA Annual General Meeting 7:00pm - 10:30pm

GENERAL INFORMATION

Club History

The Club started in 1978 as a sporting body of St. Barnabas Anglican Church. We fielded 48 teams last year to make us one of the largest Clubs in the Queensland Christian Soccer Association.

Club General Meetings

The Club committee meets monthly (usually on the third Thursday of each month in the Lister St Clubhouse). All parents and players are welcome. During the season, it is expected that every team be represented at the monthly 'Coaches & Managers' meeting by the Manager or Coach of every team.

Keys

Each team will be issued with 2 keys for the duration of the season for use by team Coach and team Manager for unlocking and locking the field, access to lights, nets, toilets, etc. The Club will maintain a register of keys allocated and these keys must be returned to the Club at the end of the playing season. Lost keys are to be replaced by the team at their expense.

Players' Kit

All players must wear approved Club shorts, socks, and jerseys.

The Club lends each team a set of jerseys, which must be returned in good condition by the Team Manager at the end of the season. Players are individually responsible for the rest of their kit, which consists of Club royal blue shorts, Club yellow and blue socks, shin-pads and boots. Club shorts and socks may be purchased through the Equipment Officer. Teams are free to purchase alternative training jerseys, shorts, and/or socks however these cannot be worn at QCSA sanctioned matches including in-house U5-U8 matches.

For age groups not supplied with goalie gloves in the team kit the Club may contribute to the cost of purchasing these. Please discuss with the Equipment Officer.

Training

Designated team training is at either the Lister St Field, Calamvale fields or Brittain Park. Teams are free to train elsewhere, however they need to contact either the President or Club Secretary in writing of their intentions to do so and with relevant details. Teams will be asked to select their preferences for location and times at Team Formation/Grading. Final training allocations will be advised at the Coach and Manager information session. It is difficult to accommodate all requests however every effort is made to ensure family's needs can be met.

NB Players must wear shin pads and boots at grading sessions, training, and games. Metal studs are highly discouraged.

Line Marking

The fields need to be marked each week by the Club at 6.30 am on Saturday morning. Teams may be rostered to do the line marking or other preparatory duties at either Lister Street, Brittain Park or Calamvale at least once a season.

Parents' Behaviour At Matches

Parents are expected to encourage children both in their efforts to play the game and to play fairly. Ridiculing children for errors or losing a game, or attacking referees and or Club officials, or any other offensive behaviour is not acceptable and will result in disciplinary action. A copy of

the Australian Sport Commission, Junior Sports Code of Behaviour is available on the QCSA website and spells out expectations for players, parents, Coaches, spectators and others. These must be followed, or there will be consequences for the inappropriate actions, including but not limited to temporary and permanent bans for the perpetrators.

Team Photographs

Team photographs are taken during the season. One team photo and one individual photo is provided to each player, with the cost included in each individual players registration fees. Extra photos may be ordered and paid for separately if required. Arrangements must be made directly with the photographer, as the Club is not responsible for any additional extra photographs.

COMPETITIONS

QCSA Competition

The Club participates in the QCSA (Queensland Christian Soccer Association) Winter Competition. One of the tenets of the QCSA is that no games will be played on Sundays.

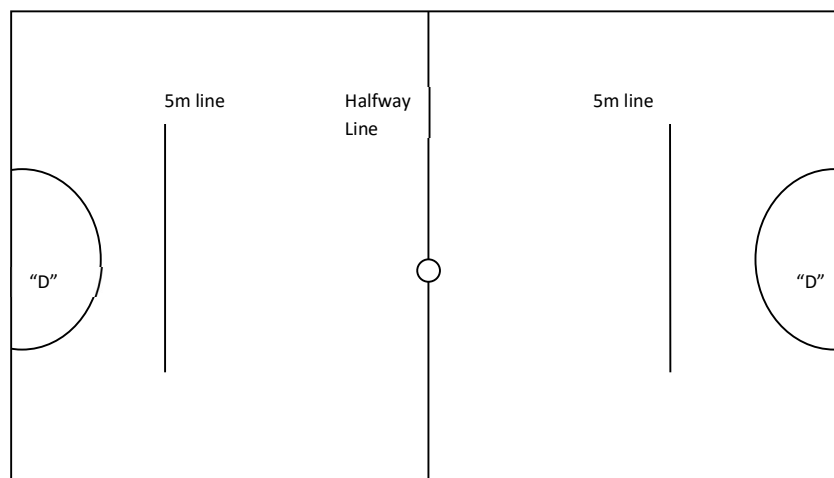
The Club self manages the U6 to U8 competition internally on behalf of the QCSA while the U9 and above age groups competition is managed by the QCSA. Running the junior age groups internally allows the Club to develop the players and teams in an environment where parents do not have to drive to outside venues, thereby providing continuity and nurture for the young players until they are older and have developed a love of soccer.

U6 to U8 Competition

This competition is played under the auspices of the QCSA and is managed internally by the Club. It is played under simplified rules which are outlined below.

Sunnybank Saints U6 to U8 Competition Rules

Basic Rules of the Game



Maximum of 6 players per team (5 + goalkeeper)

Game starts with kick off from centre, both teams in own half.

If a goal is scored game restarts from centre.

Only goalkeeper is allowed in “D”

If an attacker kicks ball inside the D, it is a free kick from the D for the defending team.

If a defender (not goalkeeper) kicks the ball inside D, it is a free kick to the attacking team taken from outside the 5m line.

Goalkeeper can come out the D but can't handle the ball.

Free Kicks – ALL free kicks are indirect (must pass the ball, not shoot)

Other team must be 5m back from the ball.

All free kicks to the attacking team which are closer than 5m must be taken back behind the 5m line.

Free kicks are for usual items –hand ball, pushing and tripping.

There is no offside.

Slide tackles are not allowed.

Kicking from the goal

If the ball goes for a goal kick, it must be kicked from the ground (not the goalie's hands) from the edge of the D. The other team must be back behind the 5m line. If they come inside the line before the kick is taken, then the kick must be re-taken.

Corners – as per usual game – must be passed, again opposition must be back 5m.

Throw-ins – Players must have both feet on ground and throw the ball from behind their head. If they make a foul throw, then they get a second chance. If they make a foul throw again the other team get the throw in.

Game Time

U6 2 x 15 minute halves with 5 minute half time

U7 and U8 2 x 20 minute halves with 5 minute half time

U6-U8 Game Day Rules**Set Up**

- The club will issue a roster for the pitch set up. Usually, two teams are rostered each week to take the goals up to the pitches on the Sunnybank High School Oval. Four pitches are set up each week. Nets need to be attached to the goals once positioned and corner markers need to be set out.

Game Time

- Fixture details are posted on the club website and at the start of the season each team manager is given a copy of the draw.
- **Parents, you are expected to present your playing child ready to play at least 15 minutes prior to kick off.** That means in their playing kit.
- **Managers**, the team listed first on the fixture list shall wear bibs where there is a clash of colours.
- **Managers** are to provide a printed match card for each game. Please ensure that the names of the two teams are clearly stated in the areas provided. Players do not have to be listed on the card.
- **Coaches**, teams can warm up on the pitch prior to the game (if it is vacant) but must **leave the pitch 5 minutes prior to the kick off time.**
- The referee will move to the centre spot on the pitch and will blow his/her whistle to summon the teams onto the park. Teams will then run on from the sideline to the referee. For U6 teams only, the coaches can lead the team on.
- Unlimited substitutions can be made without the referee's permission but must be done from the sideline. (Not from behind the goal)
- One coach from each team is permitted on the park and must endeavour to position themselves where they do not obstruct play.
- The **goalkeeper** may be **changed at half time only**, except in the case of injury.

- At the end of the game the referee will collect the Match Card from each team's manager.

Spectators

- All spectators must be on the outside line of the pitches and should be a minimum of one meter back from the sideline.
- Spectators must not be behind the goal or on the sidelines between the two pitches. The only exception to this is that one parent of the goalkeeper can stand adjacent to the goal their child is playing in.
- **Spectators are not to engage with the referee.** If there are any issues the coach or manager should raise them with one of the Sunnybank Saints Committee Members present, not the referee.

Vested Official

- Each team must have a vested official present (an orange vest is included in the kit bag and must be worn).
- **The team coach cannot be the vested official.**
- The vested official is expected to make sure spectators are back 1m from the sideline and also to remind spectators on comments/behaviour where it gets out of hand.

Pack Up

- **The teams playing the final games of the day are responsible for pack up.**
- Each team will strip the net from one goal and return the goal frames, nets, and corner markings to the club house buildings. Rubbish bins should also be removed.

Junior Referees

U6 to U8 games are refereed by our in-house Junior referee's program under the direction of the Junior Referee's Co-ordinator and any feedback is welcome. Our Junior Referees are children of 13 years or older who also play for our Club. Please **support** our Junior Referees, they do a great job and are an asset to our Club.

There are no sheep stations to be won at the end of the match. Remember our referees are learning, our players are learning. If you have a problem with a decision, then please KEEP IT TO YOURSELF and contact the relevant COMMITTEE MEMBER present or raise it with the President or Vice-President.

U 9 to O40 Premiership & Championship

U9 and above teams play in the QCSA managed competition and are awarded competition points for each weekly game (3 points for a win and 1 for a draw) and the team with the most points at the end of the general season wins the Premiership. The four highest scoring teams in each premiership competition compete for the Championship at the end of the season.

State Titles

Sunnybank Saints is a member of the South-East Zone, and representative teams from each Zone within the QCSA, Sunshine Coast Christian Soccer Association and Baptist Football Queensland compete in the State Titles competition which is held over the May long weekend. Players wishing to try out for the State Titles team will be advised of details as they become available. Further information can be located on the QCSA Website or by contacting the Zone Coordinator.

Trophies & Awards

During the season, if available, awards from our sponsors are handed out to the Junior players, at the discretion of the Coach and Manager, as encouragement awards. Sunnybank Saints Soccer Club also provide an additional weekly encouragement award voucher for the U6 to U8

age group, which is redeemable at the Club canteen, at the discretion of team officials. A further sponsor award may be available to Senior teams for distribution at the discretion of the Coach and Manager.

Each member of a winning or runner-up team (Under 9 to O40) in either the Premiership or Championship competitions receives a medallion from the QCSA.

Club trophies are awarded to Junior players (U6 to U16) at a break-up day at the end of the season, and usually takes the format of a family picnic lunch with games and rides for the children. A separate formal dinner is conducted for U17/18 and Senior teams. Costs for attending the Senior dinner is subsidised through the Senior player registration. Spouses (or parents of U17/18) may attend for an additional cost if space permits.

Penalties and Fines

The QCSA imposes discipline penalties on players, team officials, Coaches and Managers for inappropriate behaviour including bad language and unsporting behaviour. Teams are also fined for incorrectly completed match cards, failure to lodge match results on time, or for failing to give sufficient notice of intention to forfeit. All correspondence regarding penalties and fines from QCSA are sent to the Club Secretary, who will forward onto the appropriate team officials for action.

NB Such QCSA fines are the responsibility of the team or players concerned to cover, NOT THE CLUB. Players or teams that fail to pay their fines will be suspended from the competition by the QCSA.

TEAM OFFICIALS

Coaches and Managers

Each team requires a Coach and Manager. Each are usually drawn from the children's parents for Junior teams, or from the players or other volunteers for Senior teams. Coaches and Managers must be at least 18 years old.

Nomination forms for Coach or Manager positions will be available at sign-on, during team grading, team formation nights and are also available on our website. All nominations will require endorsement by the Club Committee.

Prior experience is not necessary. A surprising number of Coaches and Managers have never played soccer, yet the children have fun, and the teams are successful. In fact, the Club's first life member, Mr Brian Glazebrook, coached with great success at Sunnybank for almost twenty years without ever having played a game himself!

The Club provides support to Coaches. Introduction to Coaching courses are run at the beginning of each season by the Director of Coaching, and there are books and video instructions made available by the Club, with an abundance of exercises to give the children to help them build their skills. In addition, the QCSA may also run courses for Coaches. Registration costs for registered Club coaches who wish to attend such courses will be covered by the Club.

Manager's Duties

For teams up to U8:

- Ensure that parents are kept informed of news from the Club
- Lodge a printed match card with the referee at the end of the match

For teams U9 and upwards:

- Ensure that parents are kept informed of news from the Club

- Be the Clubs delegated official at the match, and ensure that a suitable adult is appointed as vested official (details in section Match Officials)
- Ensure electronic match cards are filled out correctly and lodged in the MyClubMate system at least 20 minutes prior to the match. If a player is borrowed from another team, their details must be noted on the match card.
- Lodge match results online via the MyClubMate system.
- Introduce themselves to the referee and the opposing team.
- Assist the Coach at the match.
- Assist the Vested Official in ensuring that spectators and players stay behind the one-metre side-line.
- If the Managers Team is the last Home Team playing on the field, ensure that nets are taken down (Calamvale and Brittain Park only).
- Lodge an incident report in MyClubMate for any injuries sustained during the match.
- Supervise a roster for laundering of the jerseys.

Please Note: The jerseys are Club property and must be laundered as a complete set every week to maintain a consistent quality. They must not be worn to or from games, and must be kept in the Coach's or Manager's possession except when being laundered.

Electronic Match Cards (U9 upwards)

On match day, both teams participating in a competition match are required to complete and submit a QCSA Electronic Match Card prior to the commencement of any match.

For detailed instructions, please refer to the document "Electronic Match Cards – Team Managers QCSA" that is available through your club or on the QCSA Website under Information/Downloads/MCM Help section.

A Match Card must:

- list all players taking part in the match with first name, surname, player ID (not necessary for borrowed players) and corresponding shirt numbers for all age groups;
- list all borrowed players, noting their registered age group and division,
- for any fixture, do not list more than 12 players (Under 9 & 10); 15 players (Under 11 to Seniors and Over 30's); or 16 players (Over 40's & Over 50's), on any given match card;
- have nominated thereon a Vested Official and have that person named in the relevant area on the Match Card for their team;
- Team Manager, Vested Official names must be filled in, it can, however, be the same person if necessary (cannot be the team coach);
- be submitted electronically **at least 20 minutes** prior to the scheduled kick-off, to allow for verification of the players listed on the Electronic Match Card to take place by the opposition team manager;
- be verified by the opposition team manager **at least 10 minutes** prior to the scheduled kick-off to enable the match referee to view both teams Electronic Match Card;

Both Team Managers:

- must ensure they have the minimum number of players to commence the match, seven (7) players;
- must ensure that a Vested Official is nominated from their team and have that person sign the relevant area on the Match Card for their team;
- must verify the opposition electronic Match Card to verify that the identities of the players on the Match Card are represented by the correct players taking part in the match;

- if happy about the identity of the opposition players, must then confirm that they have verified the identities of the players on the electronic Match Card and are represented by the correct players taking part in the match;
- if either is not satisfied that the opposition players are who they deem to be as listed on the electronic Match Card, you should record the Match Card is in dispute and note your concerns when doing so;
- are aware that any players who may be struck through on the electronic Match Card are ineligible to take the field for that match;

MATCH OFFICIALS

For QCSA purposes there are 4 match officials. In some cases, the same person can be 2 different officials. Each of the 4 have very distinct and different duties in ensuring that matches run properly and without conflict. The 4 concerned here are:

1. Coach.
2. Vested Official. (cannot be the Coach)
3. Signature (or team) Official (usually the Manager).
4. Team Captain (for Seniors only).

Coach

The Coach is the person that runs the team. For and for these purposes we are only really concerned with Junior teams.

- a) The Coach can also be the Signature Official but can never be the Vested Official.
- b) The Coach's job (apart from any Club duties) is purely concerned with the welfare, actions and behaviour of the players on the field and interchange bench. Keeping the players under control and ensuring they follow the correct behaviour and attitudes at all times.
- c) They are never to enter the field of play without the referee's permission.
- d) Coaches must stay at least one (1) meter away from the field of play to allow the linesman space to perform their duties.
- e) Coaches must also stay in an area known as the Technical Area to be defined by an area 3m x 2m marked behind the Spectator Line (refer to Field Requirements) either side of the half-way line.

Vested Official (extracted from QCSA 2023 handbook)

The Team Vested Official:

- **Should walk onto the field with your team, at the start of the game, so the referees, players and spectators know who you are;**
- is required for all teams that partake in the QCSA fixture competitions;
- A high visibility vest/jacket is to be worn by a team official appointed by the Club, at each match in which the Club is involved;
- is the person who controls the crowd / spectators. Often it can be the Team Manager of that team;
- can never be the Coach;
- cannot be involved in any running of the team, *i.e.*, interchanges or positional changes;
- are required to add their name on the Electronic Match Card to indicate who they are to the QCSA so QCSA can contact as required;
- 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;
- is the person that the referee will speak to, if the referee has an off-field problem that needs sorting out;

- 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 the 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 95 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;
- aside from the start of the match, must never enter the field of play without the referee's consent and ensure that no spectators do either;
- for Senior Teams, we do recognise that a lot of teams have just the players and no spectators. In these cases, the Vested Official may be one of the players. That person must still sign the match card and do all the duties as outlined above. If there are any spectators with your team, then this is not allowed.

As you can see from above, the Vested Official is a very important position and the person / people chosen to fulfil this task must be appropriate. It is as important (if not more so) as the person chosen to Coach each team.

Signature Official (Manager)

This role is usually performed by the Manager.

- a) For U9 teams upwards, QCSA uses electronic Match Cards which display the players photos and names. Ensure your own players listed on the match card are named correctly and eligible to play the match. Electronic Match Cards are open for viewing approximately 12 to 18 hours ahead of the start of the game. Once you are satisfied that the player details are correct, including any borrowed players, you may submit the match card. It is advisable to do this as close to the game as you can but no later than 20 minutes before the start of the game. By submitting it you are declaring player eligibility and identity to the QCSA. The match card is treated as an official document and as such, the Signature Official must not submit a match card which contains false information.
- b) Once the opposition team's match card has similarly been submitted, it will become viewable by you, and yours will be viewable by the opposition team. You must click the button to accept their player details, and they have to do the same for your team, to indicate whether you are satisfied with the eligibility of the opposition players. The opposition match card will be open to you to view for the duration of the game. If you have any concerns about the opposition team, please seek out their manager and discuss. If you are still concerned, raise your concerns with the referee and make a note in the match notes field of the card.
- c) The Signature Official can also be the Coach, or the Vested Official, or the Captain (only in senior and over age teams).
- d) Please note that the signature official is certifying that the information reflected in the electronic match card is true to the best of their knowledge, so please make sure that this is the case.

Captain (Senior Teams Only)

While Junior Teams will also have a captain, this role mainly applies to Senior Teams (Senior Men, Men Over 30's/40's & Senior Women).

- a) Every Senior Team (U17/18's, SM, SW, Over 30's/40's) must have a Captain's Armband worn by the Captain on the field.

- b) U15/16's are not required to have one, but QCSA suggests they do, for the experience before entering Senior Competition.
- c) The person wearing the Armband needs to be responsible and have the ability to keep the team under control. People fronting discipline and being sent off while wearing the Armband, will be dealt with more harshly as they are to be held to higher standards.
- d) The Armband can be worn by anyone on the field, provided it remains on the field at all times. If the wearer leaves the field through interchange or injury, it is to be given to another player who is on the field.
- e) Should any problems arise on the field, this is the person the referee will speak to, who must then put the referee's request into action and inform the rest of the team.

Note that the armband does not give the wearer any right to question or dispute referee or assistant decisions. In most circumstances, if the captain asks a question in the appropriate manner and appropriate time, they will receive an answer.

GAME DAY INFORMATION

Field Locations

A full list with addresses and map links is available from
<http://www.qcsa.org.au/website/ListGrounds.asp>

Match Cards

Each team must provide a match card. From the 2021 season match cards have been electronic, not printed from the MyClubMate site. **More detailed information will be provided to team Managers at the Club's Information session. (2 March 2024)**

Borrowed players

If the team officials know which players are to be borrowed prior to game, the names can be selected in MyClubMate and included in the print out. See section Borrowing Players. In the electronic Match Card, **select YES to identify that the borrowed player is playing**, exactly the same as for the actual team players. If NO or SUB are selected the borrowed player will not be shown on the match card and therefore deemed ineligible players, resulting in a fine.

Match card fines

The following errors in match cards will result in fines being imposed on the Club by the QCSA:

- Vested Official not listed
- Team Manager not listed
- Jersey numbers missing
- ID numbers missing

Player Eligibility

Managers must ensure that all players are registered and reflect on the electronic match card for each match. Be prepared to discuss this with the opposition Manager.

Players may not play without being listed on the electronic match card. All players, except U5, U6, U7 and U8, have a photograph taken for ID purposes. U8 players wishing to play in U9 games must also have a photo. Your photo is loaded into the MyClubMate system and if you are not listed on this, then YOU CANNOT PLAY. IF YOU PLAY your team may be fined and forfeit any points gained. The weekly cut off is Wednesday 12 midday prior to the Saturday game. If the QCSA do not have your photo, then you will not be listed to play for that weekend.

Teams will be deemed to have played an ineligible player where

- Playing a suspended player
- Playing an unregistered player
- Not listing the team from where player has been borrowed
- Listing more than 15 players on the match card
- Borrowed a player of inappropriate age
- Playing a player without a photo (under 9 and older) in MyClubMate

Unplayable Fields

If a field is unplayable, the QCSA will contact the President or Club's Secretary. The Club Secretary or President will contact your team Coach or Manager via the Club website, Facebook, Club mailing list or telephone. Refer to the Club website for regular updates on game day. Please contact your team officials for notification, **do not** contact committee as channels of communication need to be kept free for updates from QCSA and other Clubs. If you hear

nothing, it does not matter how heavily it may be raining, your team must report to the designated field or you will forfeit the match. The decision as to whether the field is playable then becomes the referees.

Forfeiting Of Matches

Any team that forfeits a match must advise the Club Secretary by email of their intention no **later than 9am three (3) days before the scheduled match i.e. on the Wednesday for a match scheduled the following Saturday, or Tuesday for a match scheduled the following Friday.** Otherwise, the team will be responsible for referees' fees for both their own team and the opposing team as well as any penalty levied by the QCSA.

Any team refusing or failing to play the match, which it has drawn, within five (5) minutes of the time allocated to it, shall be adjudged to have forfeited the match. To be able to present itself for play, a team must: (a) be properly dressed for play, (b) have match cards completed, (c) be able to field at least seven (7) players.

If There Is No Official Referee

If a match is unlikely to have a referee, the QCSA will notify the Club on Thursday evening. The Club may make alternate arrangements.

If a referee fails to attend, either of the teams can nominate a referee although more emphasis is placed on the home team as they probably have more options available to them (such as games before and after, someone close). By 15 minutes from the scheduled start of the match, there must be agreement from both teams on one referee. Both team representatives sign the match card to indicate their agreement before the match starts (see the section on match cards for an example).

If agreement cannot be reached and the match not played, at least one of the teams may be penalised with an extra point penalty.

If the match is played, the selected referee MUST do the entire game, not do a half each etc. The match must also be played under the QCSA rules. i.e., don't lengthen the halves, or let teams have 2 goalkeepers each.

Pre-match prayers

The QCSA has determined that before any sanctioned game commences a prayer should be said and the referees have been informed not to commence the game until a prayer is said. The home team captain is expected to offer the prayer however for Junior teams the home team Manager may undertake this duty. Some example prayers are provided at the end of this booklet.

PLAYER INFORMATION

Time on the Field

The Club's convention is that all Junior players spend roughly equal amounts of time on the field and should participate in both halves of the game. The main exception involves tight games towards the end of the season when winning or losing is likely to make the difference between proceeding to the finals and dropping out of the competition.

However, this convention should be tempered by the players' attendance at, and behaviour during training. Players with poor attendance or poor application at training should expect to warm the bench more than their team mates.

Team Formation & Player Grading

U6, U7, U8, U9 and U10's are ungraded and may play in friendship groups.

All other players (U11 and up) are graded and assigned to a team at an appropriate level of competition skill in accordance with our Grading Policy.

Playing Up and Playing Down

The QCSA rules allow a limited number of players to be assigned to a team in either a lower or higher age range. Preference to playing down into a lower age group will be decided upon by the Committee giving preference to medical conditions and secondly to continuing players. Please refer to the "Player Registration" policy in this manual.

Borrowing Players

Teams that are temporarily short of players (e.g. through illness, etc.) can borrow players, subject to four important considerations:

- a) A substitute may be used in a team no more than two (2) years above the lowest age group in which he/she is eligible to be registered. For example, a player eligible to play in U9 but registered in an Under 10 team can fill in for U11 but no higher.
- b) No Junior player can play more than **eight games** in a higher age range or division during the season. On playing the **ninth game**, the QCSA will transfer them to the higher age team or division, and they can no longer play for their original team. (*Merely being on the match card is sufficient. The player need not take the field to be deemed to have played.*) Senior team's players can only play a maximum of **10 games** for other teams. On the **11th game** the QCSA will transfer them to that team, and they can no longer play for their original team.
- c) No player should be "borrowed" without the consent of his or her Coach and they should not be asked to play a game scheduled before their own team's match.
- d) Players from higher age groups or divisions cannot be used as substitutes in lower age groups or divisions.

The QCSA Club Handbook contains specific information for Senior Teams in relation to borrowing of players. Read this information to avoid any loss of your team points.

Fielding an Inappropriate Player

Any team that fields a player who is either not properly registered or who is ineligible to play in that age range will forfeit any points or goals obtained but will retain any goals scored against them. The QCSA may also take disciplinary action against the team officials.

CODE OF BEHAVIOUR

The Club's Management Committee is determined to maintain a high standard of behaviour and ethics by all Sunnybank registered players. Whilst they are representing the Club, all players must comply with the following principles of behaviour at all times:

- Respect the rights, dignity and worth of fellow players, Coaches, officials and spectators;
- Abide by the rules of the game and respect the decision of the referee or linesperson;
- Maintain high standards of personal behaviour consistent with membership of a Christian Club.

The Club has in place a management program to lead and direct appropriate player behaviour, but all players remain personally accountable and responsible for their own actions.

It is expected that all players, parents, Coaches, Managers, committee members and spectators/visitors will maintain the highest standards of personal behaviour whilst representing the Club or whilst present on Club premises.

Behaviours Affecting Your Registration

The following behaviours could lead to Executive Committee intervention, with short-term or long-term disqualification of player's registration being an option, independent of disciplinary action by the QCSA Discipline Committee:

1. Dangerous play
2. Offensive language on or off the field
3. Disrespect for referees or linespersons, opposition team or officials, your own team members or Coach
4. Offensive behaviour in the vicinity of the field, prior to, during or after a match, or training session

IMPORTANT POINTS ABOUT THE RULES OF SOCCER

Off-Side Rule

U10 and above must keep "on side". A player is offside if he or she is nearer than the ball to the opponent's goal line unless two opponents are nearer to the goal line than the player. A player cannot be offside in their own half or when receiving a ball direct from either a throw-in or a corner kick.

Throw-Ins

Players taking a throw-in must have both feet on the ground at the time the ball leaves their hands, both feet should be on or behind the line, and the ball must be thrown with both hands from behind and over the head.

Ball Out Of Play

The ball must pass entirely over the line to be out of play.

Coaching From the Sidelines

Provided they stay out of the way of the sideline referees, coaching from the full length of the sideline by Coaches of U10 and younger teams is expressly permitted by the by-laws of the QCSA. The relevant section states: *"19 (1 & 2) Coaches of teams in age groups up to and including Under 10 shall be entitled to give Coaching instructions from behind the spectator line along the length of the field. Under 11 and above Coaches shall be entitled to give Coaching from the technical area only."*

Interchange

All interchanges must take place within the marked interchange zone, one metre either side of the half way line. A player shall enter the field only from the interchange zone and only after the player leaving the field has passed completely over the side line. Players leaving and entering the field must be ready to cross the side line immediately at an appropriate stoppage of play, and when signalled to do so by the referee. Referees may add on time for time they consider has been lost through substitutions.

Failure to comply with interchange regulations, will result in a penalty of a card been issued to the appropriate player or team captain.

Disagreement with Referees

Referees for U9 upwards matches are provided by the Queensland Churches Soccer Referees Association (QCSRA). Most referees are conscientious individuals who do their best under sometimes difficult circumstances. If you feel that a particular referee has been unfair or biased or incompetent, the best thing to do is to advise the Club's executive of the referee's name and match details, and, if we detect a pattern in behaviour with a particular referee, we will take the

matter up with the referee's association. Please contact the Club Secretary in writing with any feedback regarding the QCSRA referees, do not attempt to make contact direct with the QCSRA, they will not respond.

Game Variations by Age

Age Group (Boys & Girls)	Game Duration	Half-time	Field Size	Ball Size	Corner Kick
Under 5	15min x 15min	5 min		No. 3	Corner flag
Under 6	15min x 15min	5 min		No. 3	Corner flag
Under 7	20min x 20min	5 min		No. 3	Corner flag
Under 8	20min x 20min	5 min		No. 3	Corner flag
Under 9	25min x 25min	5 min	Half Field	No. 4	Corner flag
Under 10	25min x 25min	5 min	Half Field	No. 4	Corner flag
Under 11	25min x 25min	5 min	Full Field	No. 4	Corner flag
Under 12	25min x 25min	5 min	Full Field	No. 4	Corner Flag
Under 13	30min x 30min	10 min	Full Field	No. 4	Corner Flag
Under 14	30min x 30min	10 min	Full Field	No. 5	Corner Flag
Under 15/16	35min x 35min	10 min	Full Field	No. 5	Corner Flag
Under 17/18	40min x 40min	10 min	Full Field	No. 5	Corner Flag
Senior Men	45min x 45min	10 min	Full Field	No. 5	Corner Flag
Senior Women Div 1 & 2	45min x 45min	10 min	Full Field	No. 5	Corner Flag
Senior Women div 3 & below	35min x 35min	10 min	Full Field	No. 5	Corner Flag
> 30 Women	30min x 30min	10 min	Full Field	No.5	Corner Flag
> 30 Men	45min x 45min	10 min	Full Field	No.5	Corner Flag
> 40 Men	45min x 45min	10 min	Full Field	No.5	Corner Flag

THE CONSTITUTION OF THE SUNNYBANK SAINTS SOCCER CLUB

The Sunnybank Saints Soccer Club Inc. was incorporated in Queensland under the Associations Incorporation Act of 1981 on the 18th day of February 1988 (certificate of incorporation no 3855).

The Constitution sets out the powers of the Club; the classes of, and requirements of membership, including admission, rejection and termination; make up of the management committee, and its obligations; types and frequency of meetings; procedures for conduct of meetings; management of finances; creation of by-laws; winding up of the Club's affairs.

The complete version and a plain English summary are available on the Sunnybank Saints Website if more detail is required.

SUNNYBANK SAINTS SOCCER CLUB POLICIES

PLAYER REGISTRATION POLICY

(Version 6 - 17/12/2015)

1.0 PREAMBLE

This policy outlines the Club's position on the player registration process generally. The intention is to provide rules to govern our registration process so that the Club is able to comply with QCSA team registration time lines.

In addition, this policy is intended to allow the Club Committee more certainty in regard to player numbers and consequently team numbers so that firm advice can be given to players seeking to register, with regard to available vacancies.

2.0 APPLICATION

This policy applies to all returning and new players seeking registration with the Club and will apply equally to players seeking registration in graded teams and in friendship-group based teams.

3.0 REGISTRATION TIMELINES

3.1 The Club has to nominate team numbers in each age group and indicative Divisions to QCSA in early February.

3.2 The Club registration days occur in late January.

3.3 When forming U6-U10 teams, preferences will be given for returning players (previous season only) to return to the previous season team (friendship group) up until the initial close of registration (ICOR) and subject to clause 6.2 (player numbers). Returning players (previous season) failing to register by ICOR may not necessarily be returned to their previous season team (friendship group) if numbers have been filled.

3.4 The initial close of registration (ICOR) of players by the Club will be at the close of registrations on the last registration day as published (Club event calendar, website and emails).

3.5 After the ICOR, players requesting late registration may be wait-listed for registration pending availability of vacancies in the age group. The wait-listing priority will be based on date/time of receipt of registration application forms including full payment.

3.6 Once player capacity is reached for an age group in accordance with clause 6.2, no further registrations will be accepted for that age group.

4.0 PRE-REGISTRATION

4.1 Players will be given the opportunity to pre-register on-line for the coming season.

5.0 PAYMENT OF REGISTRATION FEES

- 5.1** Players who take advantage of pre-registration on-line will be required to pay the published fee in full for registration prior to the Initial Close of Registration (ICOR). If the continuing player's full payment is not paid by ICOR, the registration application will lapse and will not be further considered unless full payment is made of the then current published fee.
- 5.2** All registration applications that have lapsed and upon payment of the published fee by a returning player (previous season only) after the ICOR will be treated as new player registrations. These new players may not necessarily be returned to their previous season team (friendship group) if numbers have been filled.
- 5.3** Registration applications by continuing players and new players lodged after ICOR will be require full payment of the published fee and will not be subject to any discount except the family discount policy if applicable.
- 5.4** Any player who signs on must be fully paid or have entered into a payment plan no later than two (2) fixture rounds after their registration date or they will be deemed unfinancial.
- 5.5** Any player deemed unfinancial won't be permitted to play until financial.

6.0 TEAM COMPOSITION

- 6.1** The Club's Committee, based on team numbers from the previous season may choose to set a cap on team numbers in age groups from U9 upwards, and then limit player registrations to suit the team numbers.
- 6.2** The maximum number of player registrations accepted per team, for all teams will be as follows:
- | | |
|----------------------|------------|
| • U6-U8 | 8 players |
| • U9-U10 | 12 players |
| • U11-U16 | 15 players |
| • U17/18, Men, Women | 20 players |
| • O30 Men, O40 Men | 20 players |
- 6.3** Following ICOR, team numbers, if not previously capped, will be finalised and submitted to QCSA. A team registration, for a team U9 and older, will not be submitted by the Club to QCSA unless a minimum of 10 players is registered for that team.
- 6.4** In cases where a minimum of 10 players are not registered and a team is not registered with QCSA, full refund of registration payments will be made.
- 6.5** The committee reserves the right to vary team numbers and composition where necessary to balance teams.

7.0 APPLICATION FOR REGISTRATION IN A LOWER AGE GROUP

- In each age group up to U14, the Club is allowed to register two players per team from the age group above. This is called "playing down".
- 7.1** Where parents seek to register their child to "play down" into the age group below, and more than two requests are received per team for that age group, the Committee will decide who is given approval to play down based firstly on any medical condition and secondly on preference to continuing players.

8.0 APPLICATION FOR REGISTRATION IN A HIGHER AGE GROUP

- 8.1** When a youth player (U5 to U17/18) registers to play in a higher age group, they will be required to pay the registration fee for the higher age group.
- 8.2** When a youth player is placed in a higher age group by the Club, in order to balance team numbers, the registration fee payable will be based on the player's age.

- 8.3** When a youth player agrees to play in a Men's team, because they want to or because there are not enough players to form a team in their own age group, the registration fee for a Men's player will be charged.
- 9.0 PRO RATA REGISTRATION FEE**
- 9.1** When a player **reaches prior agreement in writing with the Club Secretary and/or Registrar to register for only a defined portion of the season, pro rata fees will apply.**
- 9.2** This arrangement will generally only be offered in the following circumstances:
- The player is recruited late to a team after the commencement of the season, or
 - The player has a prior commitment requiring them to cease playing part-way through the season, e.g. travel overseas for work or study part-way through the season. Note: the pro rata fee calculation equates to the refund calculation in this instance.
- 9.3** Pro rata fees will only be offered as a single contiguous block of weeks, i.e. a player may not commence playing at the start of the season, leave for a few weeks mid-season, then return to the team for the last few weeks. In this situation the player may only register and play for either the start or the end of the season (subject to vacancy in a team) but not both.
- 9.4** The calculation of the pro rata fees due is as follows:
- Fee due=
- Scheduled registration fee x Fixture games to be played ÷ Fixture games scheduled
Plus \$30 Administration cost
Rounded to nearest dollar
Or Scheduled registration fee – whichever is the lesser amount.

FAMILY DISCOUNT POLICY

(Version 3 - 10/01/2011)

1.0 PREAMBLE

This policy outlines the Club's position on eligibility for discounting of registration payments for second and subsequent players from the same family.

2.0 APPLICATION

This policy applies to all Club members

3.0 ELIGIBILITY FOR DISCOUNT

- 3.1** The Club allows a multi-player discount of \$30 for the second and each subsequent player of the same family providing they register and pay at the same time. The intent of the discount is to provide relief to families faced with the expense of registering two or more players with the Club. The discount may vary over time.

3.2 Definition of family

A family is defined as two or more persons, one of whom is at least 15 years of age, who are related by blood, marriage (registered or de facto), adoption, step or fostering, and who are usually resident in the same household. (from Australian Bureau of Statistics)

Example where discount does not apply

If a parent registered to play themselves, and sometime later registered one child, then the family discount would not apply.

Example where discount does apply

When a parent wishes to play themselves and also registers two children, then the \$30 discount applies to the two child players but not the parent

REFUND OF REGISTRATION PAYMENTS POLICY

(Version 5 -15/01/2010)

1.0 PREAMBLE

This policy outlines the Club's position on eligibility for refund of registration fees should a player not complete a full season. Whilst the Club does not intend to unreasonably withhold payments made, administration costs and effort are incurred as a consequence of player withdrawals and there is a need to balance a player's entitlement to refunds, with the player's responsibility to consider the Club's interests.

2.0 APPLICATION

This policy applies to all players who seek registration with the Club.

3.0 Situations where refunds apply:

- Injury or illness
- Transfer to another city
- Child player changes their mind (First year players, U5 to U8 only)
- Club is unable to place player in a team
- Other special circumstances accepted by the Committee

3.1 Injury or illness

3.1.1 Where a player is forced to cease playing as a consequence of injury from soccer or any other cause, or as a result of illness, prior to two thirds of the fixture rounds, a pro-rata refund will be paid.

3.1.2 A request for a refund must be made in writing to the Secretary and must be accompanied by advice from a medical practitioner regarding the player's inability to play soccer.

3.1.3 The refund calculation is as follows:

Refund due =

Registration fee paid x Fixture games remaining ÷ Fixture games scheduled

Minus \$50 Administration cost

Where a soccer injury claim has been submitted to the QCSA, the individual player's insurance premium will also be deducted from the refund.

3.1.4 Players who are granted a refund consequent to injury or illness will not under any circumstances be re-registered during the course of the same season.

3.2 Transfers to another city

3.2.1 Where an adult player or the custodial parent of a younger player is transferred in their employment to another city, prior to the mid-point of the fixture rounds, a pro-rata refund will be made.

3.2.2 The refund calculation is as follows:

Refund due=

Registration fee paid x Fixture games remaining ÷ Fixture games scheduled

Minus \$50 Administration cost

3.3 Child player changes their mind

3.3.1 Where a child player in U5, U6, U7 or U8 age groups, in their first year with the Club changes their mind about wanting to play soccer and a refund request is made to the Club Secretary prior to the fourth fixture round for the player, a pro-rata refund will be made.

3.3.2 The refund calculation is as follows:

Refund due=

$$\frac{\text{Registration fee paid} \times \text{Fixture games remaining}}{\text{Fixture games scheduled}} \\ \text{Minus } \$50 \text{ Administration cost}$$

3.4 Club is unable to place a player in a team

Where the Club has accepted registration fees from a prospective player and is then unable to place that player in a team, a full refund will be made of all money paid by/for the player.

4.0 Situations where refunds DO NOT apply:

- Voluntary withdrawal
- The player's registration is withdrawn by the Club for breaches of Code of Behaviour or other reason.
- Withdrawals after two thirds of fixtures for any reason.

4.1 Voluntary withdrawal

4.1.1 Where the Club accepts payment from a player and that player consequently withdraws from the Club on a voluntary basis not encompassed by Clause 3 of this policy, no refund will be paid.

4.1.2 Withdrawal in the following situations constitute voluntary withdrawal:

- (a) Player disagreement with another player/players
- (b) Player disagreement with a team official or Club official/officials
- (c) Disagreement between parents of youth players in the same team
- (d) Disagreement between parents of youth players and team or Club officials
- (e) Parents withdrawal of a child because the team's training time or venue, as agreed by the majority of parents with the Coach, is not convenient for the parent. In these circumstances, every effort will be made to place the child in another team.

4.2 Registration withdrawn by Club for breaches of Code of Behaviour

Where a player's registration is withdrawn by the Club for breaches of the Code of Behaviour, no refund of registration payment will be paid.

4.3 Withdrawal after two thirds of fixtures for any reason

Where a player withdraws from the Club after the two-thirds of the fixture rounds for any reason including injury or illness, no refunds will be paid.

5.0 Procedure For Refunds

5.1 Where a refund is sought, the Club Secretary must be contacted in writing or by email, outlining the circumstances and enclosing/attaching any relevant documentation, prior to the end of fixtures.

5.2 Applications for refunds will be referred by the Secretary to the Management Committee for determination.

6.0 Right Of Appeal

6.1 Where an adult player or parent of a youth player applies for a refund and is not successful, they may appeal to the Club Secretary within 14 days from receipt of negative advice, in writing or by email.

6.2 If an appeal is not received by the Secretary within 14 days of the date of negative advice, the right of appeal will lapse.

6.3 Appeals in regard to refunds will be considered by Executive Committee and a response to the appeal will be made within 14 days of its receipt.

7.0 Definitions

7.1 Adult players

Players registered in Senior women, Senior men or over age men teams, regardless of their age.

7.2 Youth players

Players registered in U17/18, colts or U5 to U15 age groups.

GRADING OF JUNIOR TEAMS POLICY

(January 2011)

1.0 PREAMBLE

- This policy outlines the Club's position on the grading of Junior teams from U11 to U17/18 inclusive.
- As the QCSA does not organise graded divisions in age groups up to and including U10, the Club has no need to grade in these age groups.
- The concept of Friendship Groups will be suspended and will not apply to these age groups while this policy is in force.
- The intention of the policy is to form teams of players with approximately equal skill levels and then to nominate each team to a division in their age group, in which they will be competitive because they are all of a similar skill level as their opponents.
- A further intention of the policy is to attempt to stop the exodus of good players from the Club to Federation Clubs, where grading does occur.
- It is mandatory that all players seeking placement in a junior team attend the grading sessions for their age group, at the place and times published by the Club.

2.0 PRINCIPLES

- Grading will apply across all age groups from U11 to U17/18.
- Players will be graded and assigned to a team commensurate with their skill level.
- Returning and new players may be cut as a consequence of the grading process.

3.0 APPLICATION

- This policy will apply to all age groups from U11 to U17/18.
- The policy applies to all players in each age group.
-

4.0 RELEVANCE OF GRADING PROCESS TO TEAM FORMATION

4.1 Returning Players

- A returning player is a player who played at least one competition fixture match in the previous year and who registers and pays in full prior to the ICOR.
- Returning players will be graded together with new players.
- There is no guarantee that a returning player will be placed in a team if the grading process indicates that his/her skill level is not adequate for the division to which the Club's team/teams will be nominated.
- However, the grading outcome may be adjusted for a returning player where the player's skill level is borderline for the proposed division, so as to include the player in a team.
- As a consequence of the grading process, returning players who are placed may not necessarily be placed in the same team/division as the previous year.

4.2 New Players

- A new player is a player who has not played with the Club before, or a player who has played with the Club previously but did not play at least one competition fixture match in the previous year, or a returning player who did not register and pay in full by the ICOR.
- Registration of all new players is undertaken on a provisional basis as there is no certainty that the Club will be able to place all new players in teams.

- New players will be graded together with returning players and assigned provisionally to a team commensurate with their skill level.
- If there are more players provisionally registered than required to form whole teams, surplus players may have to be cut from the lowest proposed division on the basis of the grading outcome.
- This cut may include both returning and new players although some adjustment may be made for returning players as described above.

4.3 Playing up and playing down

4.3.1 Playing up

A returning player who wants to play up a year to an older age group will be allowed to do this, provided there is space in the age group and the player has the necessary skill level to play in the age group. The player will be graded with the older age group to test skill level.

This same flexibility may be extended to new players under the same provisions.

4.3.2 Playing down

Up to two players will be allowed to play down into the next age group provided there is space in the age group and the player has the necessary skill level to play in the age group. The player will be graded with the younger age group to test skill level.

5.0 APPEALS IN RELATION TO GRADING PROCESS AND TEAM FORMATION

- Scenarios may arise which have not been adequately addressed by this policy.
- Where this occurs, the issue will be referred through the Registrar to the Executive of the Club for a decision.
- Decisions by the Executive will be final.

GRADING OF SENIOR TEAMS POLICY

(Version 3 15/01/2010)

1.0 PREAMBLE

This policy outlines the Club's position on grading of Senior women, Senior men and over age men's teams.

2.0 APPLICATION

This policy applies to all Senior women, Senior men and over age players.

3.0 GRADING PHILOSOPHY

3.1 Most Clubs grade players on their ability and place them in divisions commensurate with their ability, without reference to friendship groups.

3.2 Our Club's grading philosophy does take into account friendship groups.

3.3 Fair application of the policy will rely in part on the integrity of Coaches and players, and their compliance with the policy's intent.

4.0 DEFINITION OF A FRIENDSHIP GROUP

4.1 A friendship group would exist where a significant number of players, perhaps even an entire team came to the Club as new players and asked to remain together because they were friends.

4.2 A friendship group would also exist where a team had been together in the Club for a number of seasons and asked to remain together, rather than be possibly broken up by annual grading.

- 4.3** A friendship group could be extended if a new player came to the Club on the recommendation of an existing player or players with the express intention of playing with them.

5.0 GRADING PROCESS

- 5.1** Friendship groups are allowed to remain together from season to season and to be graded as a group into the appropriate division.
- 5.2** If a returning player chooses not to remain with any team, including a team based on a friendship group from the previous season, they can ask to be graded into the highest possible division commensurate with their ability.
- 5.3** If a new player comes to the Club to join a friendship group, that will be allowed, provided the new player has adequate skill for the division into which the friendship group will be placed. If the skill level is not adequate, the new player will be placed in the division commensurate with their ability. If this causes a player to withdraw, a refund will be paid.
- 5.4** If a new player comes to the Club without any affiliation to an existing friendship group, the new player must be graded and will be placed in the highest division commensurate with their ability.

6.0 INCLUSION IN A FRIENDSHIP GROUP NOT GUARANTEED

- 6.1** A returning player who desires to stay with a friendship group from the previous year may request to do so when registering.
- 6.2** The Management Committee will consider such requests.
- 6.3** A returning Coach may ask the Management Committee to not include a returning player in a particular friendship group/team on any of the following grounds:
- 6.3.1** The player's skill level is not adequate for the Division into which the friendship group/team has/will be placed.
or
- 6.3.2** The player's commitment to the friendship group/team is inadequate as evidenced by poor training attendance and/or poor match attendance.
or
- 6.3.3** The player's behaviour on or off the field, during or after games has not complied with the Club's Code of Behaviour.
- 6.4** If the Management Committee decides to not include a player in a particular friendship group/team, pursuant to Clause 6.3.1, a place will be sought for the player in an appropriate division, if available.
- 6.5** If the Management Committee decides to not include a player in a particular friendship group/team, pursuant to Clause 6.3.2 or 6.3.3, a refund of any registration fees will be made.

7.0 APPEALS IN REGARD TO GRADING

- 7.1** Where disputation arises with regard to the grading of a player, the matter will be referred to the Management Committee or is delegated member/s.
- 7.2** The Management Committee or delegated member/s will consult with all Coaches in the relevant grouping (e.g. all Coaches of Senior Men's teams if grading of a Senior men's player is disputed) before advising a decision to the player and Coaches.
- 7.3** Grading decisions by the Management Committee or delegated member/s can be appealed to the Club's Secretary by the affected player.
Such appeals should be in writing and should set out the grounds for disagreement with the decision.
- 7.4** The Executive Committee will consider the appeal within 7 days of its receipt.

- 7.5** Coaches from the relevant grouping who are also Executive members may contribute to the discussions in regard to the appeal, but will abstain from participation in any vote to resolve the appeal.
- 7.6** Decisions by the Executive Committee will be final.

CLUB EQUIPMENT POLICY

1.0 PREAMBLE

This policy outlines the Club's position on the use and care of Club equipment, responsibility for its return and reimbursements applicable to loss or damage.

2.0 APPLICATION

This policy applies to all equipment which remains the property of the Club, including:

- Club jerseys
- Match balls
- Keys
- Coaches and Managers manuals,
- Rule books
- Training equipment, including balls, cones, whistle, pump
- QCSA vest

3.0 USE OF EQUIPMENT

Club equipment is to be used only in pursuit of Club approved activities. Club jerseys are to be worn during fixture matches and official training matches only. They should be taken off immediately after a match and must not be worn as casual wear at other times.

4.0 CARE OF EQUIPMENT

4.1 Each team's jerseys must stay together as a complete set throughout the season. They are to be washed as a set and not individually. They are not to be worn home or kept by an individual for the season.

4.2 Jerseys must be taken off immediately after a match and collected for washing.

5.0 RESPONSIBILITY FOR EQUIPMENT

5.1 The team Coach is responsible for the use and care of training equipment. Care must be taken to ensure that equipment is not lost or damaged beyond normal wear and tear.

5.2 The team Manager is responsible for correct use and maintenance of the team's jersey set throughout the season, and for ensuring that the full kit of equipment is handed back on the nominated date at the end of the season.

5.3 Each player (and the parents of Junior players) is/are responsible for proper use of their jersey.

6.0 REIMBURSEMENT FOR LOSS OR DAMAGE

6.1 At the conclusion of the season, the Club expects the full kit of equipment to be returned, on the nominated date, by the team's Manager. This return must include the full number of balls issued, including any that have become unserviceable during the season. The Club will expect compensation for any significant loss of or damage to training equipment resulting from negligence by those entrusted with its care.

6.2 It is not acceptable for an incomplete set of jerseys to be returned by a Manager with the explanation that all jerseys have not been handed in to him/her by players. This problem cannot arise if the jerseys are washed as a set and returned to the Manager after each game.

If an incomplete set of jerseys is returned, the Club will expect the Manager to make payment for the missing jerseys.

The cost for each missing jersey will be its initial purchase price, reduced by 15% for each year of use.

6.3 If an individual damages a Club jersey in an off-field activity then that individual will be expected to reimburse the Club for the value of the jersey in accordance with the formula described in 6.2.

GOLD SERVICE AWARD POLICY

(Version 1 23/10/2014)

1.0 PREAMBLE

This policy outlines conditions applicable to the award of a Club Gold Service Award. This award will add a third tier of recognition to our existing categories which are Life Membership and the Loyalty Program.

The Club's Constitution allows for the possible award of one Life Membership per year.

There are currently 6 life members. Historically, life membership is awarded for long and strong service in Club administration and other Club support roles.

The Club's Loyalty Awards are awarded to players and incumbents of team support roles (Managers/Coaches) at 5, 7 and 10 year milestones. There are no limits on the number of these awards each year.

The Gold Service Award will provide a new category of recognition to complement those existing.

2.0 ELIGIBILITY

All current Club members will be eligible to be nominated for the Club's Gold Service Award.

With respect to nominations considered under Clause 3, Criteria (c) the nominee may not be a Club member.

3.0 AWARD CRITERIA

Current members and other persons who contribute the following types of service to the Club will be eligible to receive the award:

- a) Participation as a player or in a team support role as Coach or Manager for 5 years or longer,

plus

Participation in off-field role on the Club's committee or in another honorary support role for a minimum of 3 years

or

- b) Participation on the Club's committee or in another honorary support role for a minimum period of 5 years

or

- c) Members and other persons who do not meet either Criteria (a) or (b) but who have given important service to the Club in other ways may be nominated by the Club President for receipt of the award.

4.0 NUMBER OF AWARDS

In the first year of operation of this award (2014-2015 season), in order to consider a backlog of worthy recipients, there will be no limit on the number of awards issued.

In subsequent years, up to a maximum of three awards will be issued each year as a consequence of general nominations and up to one further award as a consequence of the President's nomination.

5.0 NOMINATION PROCESS

5.1 Timing of nominations

Nominations, including any nomination by the President, must be forwarded to the Club Secretary and be received by 30 September

5.2 Content of nomination

The nomination will provide evidence supporting the candidate's satisfaction of either part (a), part (b) or part (c) of Clause 3.0

5.3 Proposal of nomination

A nomination, other than a President's nomination, may be proposed by any current member and must be supported by the signatures of 3 other current Club members.

Any nomination proposed by the President must be supported by the signatures of 2 other current committee members.

5.4 Assessment of nominations

Each nomination, including any nomination proposed by the President, will be considered by the Club's committee prior to the AGM and will require unanimous support of all members present at that committee meeting in order to be endorsed.

In the event of more than 3 meritorious nominations being received, not including the President's nomination, the nominations will be graded and the 3 highest ranked nominations will be endorsed.

In the first year of operation of the award, there will be no limit. All meritorious nominations will be endorsed.

5.5 Conferring of awards

Awards will be presented at the Club's AGM in October

5.6 Form of the Award

The Award will be in the form of a framed certificate signed by the Club's President

A badge will also be presented.

The names of all recipients of the award will be listed in a schedule on the Club's website.

5.7 Notification of outcome of nomination

Each recipient of the award will be notified prior to the AGM and invited to that meeting to receive the award.

Should a nomination not be endorsed, the nominator will be advised prior to the AGM.

5.8 No right of appeal

Decisions of the Committee will be final.

GOLD SERVICE AWARD RECIPIENTS

1. Melissa Eldred (2015)
2. Sayers Family (2018)
3. Steve Hogan (2018)
4. Keith Broome (2018)
5. Paul & Narelle Jonas (2019)
6. John Mansfield (2019)
7. Doug Taylor (2021)

AWARD OF LIFE MEMBERSHIP POLICY

(Version 2 19/01/2018)

1. PREAMBLE

Honorary Life Membership is an honour bestowed on individual Club members who's exceptional, loyal and outstanding service and contribution has provided a measurable benefit to the Club over an extended period of time.

The Club's Constitution allows for the possible award of one Life Membership per year.

Life Membership is the highest level of recognition awarded to a member. Other forms of recognition by the Club include a Gold Service Award and the three tiers of the Club's Loyalty Awards.

This Policy should be read in conjunction with the brief reference to Life Membership in Clause 4 (1) (d) of the Club's Constitution. In the event of any inconsistency, this Policy will prevail.

2. ELIGIBILITY

Any current Club member can be nominated for Life Membership by another current Club member, with the nomination seconded by another other Club member.

3. CRITERIA

Life Membership should not be considered as a competitive matter and nominees must be considered individually on their personal attributes and achievements and not in comparison to other Life Members, nominees or persons not nominated.**3.1 Length of active membership**

To have contributed to the Club to the degree necessary for Life Membership, a nominee will necessarily have been an active member for a significant time. While there is no 'minimum' period of membership, a period of 10 years' active membership is an indicator of a long term commitment.

It should be noted that achieving the minimum duration of membership will not in any way automatically guarantee the award of Life Membership.

3.2 Positions held and length of time

The nominator should be able to demonstrate a significant contribution by the nominee to the running of the Club over a majority of those years of membership.

A primary example of a significant contribution would be service in a Management Committee role which required many hours of voluntary work during the course of the Club's football season, over many seasons. This voluntary work may involve administrative duties, physical duties or leadership and communication duties.

A significant contributor would participate to a much greater extent than the average member as a regular, consistent and reliable volunteer.

Incumbency of one or more demanding, active roles over a long period of time would be an obvious indicator of outstanding service.

It should be noted that duration of participation in the Club as a player is recognised by the Club's Loyalty Awards, not by eligibility for Life Membership. Similarly, team support roles such as Coach or Manager are recognised by the Loyalty Awards or in certain cases, if combined with some service in an administrative capacity, by eligibility for a Gold Service Award

4. NOMINATION PROCESS

4.1 Nominations must be forwarded to the Club Secretary and received by 30 September.

4.2 The nomination will contain evidence of the candidate's satisfaction of the criteria listed in Clause 3.

4.3 The nomination may be proposed by any current Club member and seconded by another Club member.

4.4 Any nomination, including supporting evidence, will be circulated by the Secretary to the full Management Committee by email, no later than 3 October.

4.5 The Management Committee will vote on the nomination by return email to the Secretary no later than 13 October.

4.6 The ballot will be open, not secret.

4.7 Failure to respond in the required time frame will be taken as assent.

4.8 Any Committee member who votes against the nomination must provide reasons and/or evidence for their rejection of the nomination. If no reasons are provided, the vote will be treated as informal and will not be counted.

4.9 As stated in Clause 3, nominees must be considered individually on their personal attributes and achievements and not in comparison to other Life Members, other nominees or persons not nominated.

If a vote against a nomination is based on such grounds, the vote will be treated as informal and will not be counted.

4.10 Unanimous approval of all formal votes returned by Management Committee members is preferred, but not essential for the nomination to be recommended to the Annual General Meeting for confirmation.

4.11 If formal votes are received which object to the nomination, an urgent special meeting of the Management Committee will be called to discuss the objection/s.

4.12 If the Management Committee meets to discuss an objection to a nomination, and unanimous support for the nomination cannot be reached, the objection shall be moved and put to the vote of members present at the meeting. If a majority of two thirds or more of those present vote against the objection, then the objection shall be dismissed, and Life Membership recommended to the Annual General Meeting.

4.13 Any recommendation for the award of Life Membership will be moved at the Annual General Meeting. As any recommendation would carry the support of the Management Committee, a simple majority of those present is sufficient to approve the recommendation.

5. FORM OF THE AWARD

A Life Member will be presented with:

A suitably embroidered Club shirt

A Life Membership plaque

A Life Member medal

6. OTHER BENEFITS OF LIFE MEMBERSHIP

6.1 A Life Member shall be eligible to be elected to any position on the Management Committee. Whether or not elected to a Management Committee position, a Life Member shall have the full rights of membership of the Club, including eligibility to attend and vote at Management Committee and general meetings of the Club.

6.2 A Life Member and their partner will be invited to attend any formal Club functions such as the annual Senior Players Dinner as the guest of the Club.

6.3 The award of Life Membership to a Club member will be published on the Club's website and Facebook pages and the recipient will be included in the Club's list of Life Members on the Club's home page.

7. NO RIGHT OF APPEAL

Decisions of the Management Committee in regard to Life Membership decisions will be final.

LIFE MEMBERSHIP AWARD RECIPIENTS

1. Brian Glazebrook (1998)
2. Evan Damke
3. Richard Eldred
4. Terry Crimston (2004)
5. Maria Feige (2009)
6. Andrew Godbold (2014)
7. Don Ashdown (2015)
8. Iain Mackay (2016)
9. Shan Smith (2017)
10. Geoff McCracken (2018)
11. Julie Thomas (2021)
12. Patrick Duigan (2023)

EXAMPLE PRAYERS

Prior to the commencement of each game, a home ground official is required to offer a prayer over the two teams to be matched. To do this both teams should line up 5 minutes before the due time for commencement of the game. Below are some examples of recommended prayers.

Almighty God
Thank you for our faith, our country and our sport
Thank you for the fitness to play on this field today
We ask you to guide our sportsmanship,
to guide the Referee's decisions,
and to keep all players safe from injury
Help us to play our game today **"for God through sport"**
We seek this blessing in the name of Jesus your son
Amen

O God, Thank You for this day
Give us the patience with each other;
The skill to play the game;
The ability to accept defeat as well as to win.
We ask Lord, for Your ever protecting love
Upon this game of Soccer.
Amen

Heavenly Father,
We praise You for all the good things You give us in life, Including the fun of sport.
We thank You for those who play soccer with us today, both team mates and opponents. Let
Your love so inspire us that we may play this match in a spirit of joyful enthusiasm, with love for
the referee, our opponents and team mates.
Through Jesus Christ our Lord,
Amen

Lord, we thank You for this opportunity to play Soccer.
We pray for the Official of our Club, the Division, the Association, And the Referees. We pray for
the spectators and supporters together we will seek to continually upgrade the standard of play,
and of life through the examples of Christ and sport. May Your guiding hand be upon this game.
In Jesus Name,
Amen

Dear God,
We thank You for health and strength to play sport.
Direct us today into fair, safe play, so that we are always eager to do our best, and to accept the
decisions made by our leaders and referees. Grant us the spirit of true sportsmanship. May we
do everything today to Your Glory.
In Jesus Name we pray,
Amen

Lord, we thank you for the opportunity to play Soccer,
We pray for the Officials of our Club, the Division, the Association
and the Referees. We pray for the spectators, and supporters,
that together we will seek to continually uphold good
sportsmanship and Christian Unity.
We ask for this in Jesus Name,
Amen



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