



**KU-RING-GAI AND DISTRICT
SOCCER ASSOCIATION INC.**

SMALL-SIDED GAMES

UNDER 6 to UNDER 11

MIXED & ALL GIRL TEAMS

TEAM MANAGER'S MANUAL 2009

CONTENTS

Introduction.....	4
Contact Details.....	4
Season Dates	4
COMMUNICATION.....	5
Within the Association	5
Website (www.kdsa.asn.au).....	5
Committee Contacts.....	6
PLAYING FORMAT / STRUCTURE / RULES	7
Introduction.....	7
Match Day Format.....	7
Under 6 & 7	7
Under 8	7
Under 9,10 & 11	7
ID Cards	7
Interchange	7
Playing Equipment	8
Gala Day	8
Coaching of Players	8
Code of Conduct.....	8
Dress Code.....	8
Fixture Change Request	8
Forfeits.....	9
Grading and Regrading of Teams.....	9
Special Time Requests	9
RULES AND EXPLANATIONS.....	10
U6, U7 & U8	10
The Field of Play	10
The Ball.....	10
Duration of Games.....	10
Number of players.....	10
Playing Rules.....	10
Refereeing.....	11
On-field Coaching	11
Grading	11
U9, U10 & U11	12
The Field of Play	12
The Ball.....	12
Duration of Games.....	12
Number of players.....	12
Playing Rules.....	12
Refereeing.....	13
On-field Coaching	13
Grading	13
DUTIES OF THE SSG GROUND CONTROLLER	14
GROUND LOCATIONS.....	15
U6, U7 & U8 Centres.....	15
U9, U10 & U11 Grounds	15
MANAGER INFORMATION	16
Injuries and Insurance Claims.....	16
Public Liability	16
Late Registration of Players	16
Training.....	16
Wet Weather	16
Results.....	16
SAFETY AND HEALTH	17
Ground Safety.....	17
Infectious Diseases	17

Player Safety	17
Working with Children	17
Member Protection	17
PLAYING DATES.....	18
CLUB STRIPS.....	19
CODE OF CONDUCT.....	20
Players	20
Parents.....	20
Coaches.....	21
Officials.....	21
Spectators	22
WORKING WITH CHILDREN FORM.....	23
FORFEIT FORM.....	25
FIXTURE CHANGE REQUEST FORM	26

Introduction

This Manual is available from the “library” on the KDSA web site– www.kdsa.asn.au - to assist in the smooth running of the SSG program. It does not replace the KDSA constitution or By-Laws (available on the KDSA website), and is subject to change during the season as determined by the KDSA Management Committee. It should assist team managers in understanding the rules under which the SSG program is conducted and the requirements of the Team Manager.

Contact Details

WET WEATHER PHONE	1900 957 016			
WEB SITE	www.kdsa.asn.au			
JUNIOR COMMITTEE	CHAIRMAN	Dale Catzel	0417 027 911	dale@nexusit.com.au
	REGISTRAR	Andrew Bonato	0431 205 467	bonato2000@optusnet.com.au Andrew.BONATO1@defence.gov.au
KDSA OFFICE	PO BOX 3288			
	ASQUITH NSW 2077 5/27-29 Salisbury Road Hornsby NSW	9477 6521	(F): 9477 2854	admin@kdsa.asn.au
GENERAL MANAGER	John Ceccato	9477 6521	0423 847 912	gm@kdsa.asn.au

Season Dates

Start:	4 th April 2009 (Mixed): 5 th April 2009 (Girls)
Finish:	29 th August 2009 (Mixed): 30 th August 2009 (Girls)
School Holiday Breaks:	11 th April 2009 (Mixed): 12 th April 2009 (Girls)
	18 th July 2009 (Mixed): 19 th July 2009 (Girls)

COMMUNICATION

Within the Association

As Team Manager it is your responsibility to handle your team members' and parents' communications with your club. It is your club secretary's responsibility to communicate with KDSA on your behalf, should the need arise. Many queries and/or issues can be sorted out at club level, without the need to refer to KDSA.

Players ↔ Team Manager ↔ Club Secretary ↔ Association General Manager

Website (www.kdsa.asn.au)

The KDSA website contains the season draw for all age groups. Also on the web site are procedures for players ordered from the field or cautioned, wet weather procedures, ground locations, contact lists for clubs and the KDSA code of conduct, manager's manuals, etc

Please check the web site for any changes on the night before or on the morning of the game before 8.00am before setting out. This will make sure that parents and players are at the correct ground at the correct time.

Some clubs and teams will have their own home page and are responsible for maintaining their own page. Contact your club secretary to sort out the use of this team home page. The Association's web site - www.kdsa.asn.au - is the only official web site for KDSA information distribution. As Team Manager it is your duty to make sure all your players are aware of and read the important information on the KDSA website.

Many clubs also distribute a club newsletter which presents an opportunity to print and distribute website information if you wish.

Committee Contacts

Junior Football Committee

CHAIRMAN	Dale Catzel	0417 027 911	dale@nexusit.com.au
REGISTRAR	Andrew Bonato	0431 205 467	bonato2000@optusnet.com.au
UNDER 6/7/8	Dale Catzel	0417 027 911	dale@nexusit.com.au
UNDER 9	Andrew Bonato	0431 205 467	bonato2000@optusnet.com.au Andrew.BONATO1@defence.gov.au
UNDER 10	Vanessa Bagot	0416 017 475	nvbagot@optusnet.com.au
UNDER 11	Dale Catzel	0417 027 911	dale@nexusit.com.au

Girls Women's Football Committee

CHAIR	Rhonda Shaw	0423 165 668	rhonddashaw@hotmail.com
REGISTRAR	Penny Howell	0416 144 680	spunkrocker@optusnet.com.au

Please feel free to talk to your committee - if you have a problem then please seek our guidance, if you don't tell us about it we cannot solve it.

PLAYING FORMAT / STRUCTURE / RULES

Introduction

Small Sided Games (SSG) is played on smaller fields with a reduced number of players on each side. The object of (SSG) is to provide children with more opportunities to touch the ball during a game and give them greater opportunities to score goals. The primary objective is to improve the overall skill levels of all children in the district and retain more children in soccer for longer.

Match Day Format

Under 6 & 7

Match days are divided into 5 sessions on up to 7 pairs of fields at each SSG centre (see Ground Locations). Games are conducted between two squads. The start and finish times will be controlled by the Ground Controller at each centre with a siren or similar. Each squad will be divided into 2 teams and each team will play one game against the corresponding team of another squad on adjoining fields (E.g. Team A v Team A; Team B v Team B). Squads will be assigned to a "home" field and the draw will be conducted on a "home and away" basis. All squads will be assigned to either the "north" zone or "south" zone and all games should be played in the respective zone. Under 6 games will start at 8:30am and 9:15am. Under 7 games will start at 10:00am, 10:55am and 11:50am.

Under 8

Match days are divided into 5 sessions on up to 7 fields at each SSG centre (see Ground Locations). The start and finish times will be controlled by the Ground Controller at each centre with a siren or similar. Teams will be assigned to a "home" field and the draw will be conducted on a "home and away" basis. All teams will be assigned to either the "north" zone or "south" zone and all games should be played in the respective zone. Under 8 games will start at 10:00am, 10:55am and 11:50am, except for Mimosa (which is being used temporarily in 2009) where games will start at 8:30am, 9:20am, 10:10am, 11:00am and 11:50am.

Under 9,10 & 11

Matches will be conducted in the same way that competition-age matches are conducted. There will be up to 4 fields per ground and up to 3 matches per field. Teams will be assigned to a "home" field and the draw will be conducted on a "home and away" basis. Under 9 & Under 10 games will start at 8:30am, 9:30am, 10:30am and 11:30am. Under 11 games will start at 8:30am, 9:40am, 10:50am and 12:00pm (if required).

ID Cards

All participants in SSG games must have a current ID Card. The card should be held by the Team Manager and must be produced at the request of the opposition Manager or a KDSA official. Photos are not required.

Interchange

Play does not have to be stopped for interchange to take place.
Players must enter field from same side as the coach.
Players leaving the field can exit from anywhere.
There is unlimited interchange.

Playing Equipment

Ball Size:	Under 6-Under 10	Size 3
	Under 11	Size 4

Both teams must supply an approved, licensed ball. Please ensure that the ball is properly inflated.

Gala Day

The KDSA season concludes with Junior Gala Day on Saturday 29 August 2009 and Girls Gala Day on Sunday 30 August 2009. Gala Day involves teams playing a number of round robin games in pools, with the pool winner being the team who collects the most points. All teams are automatically entered into Gala Day. If for some reason a team cannot play on Gala Day, Club Secretaries must notify KDSA prior to the draw being prepared. A fine of \$300 per team will be incurred *for teams withdrawing from Gala Day after 14th August 2009*.

Coaching of Players

Coaching of young players is permitted only from the sideline. **At no time are coaches allowed to be on the field to coach.** It is confusing and ultimately disadvantageous to the development of the players' soccer skills to have adults getting in their way on the field.

Standing behind or on the goal line IS NOT PERMITTED. This includes spectators and officials / coach / manager. The presence of people on the goal line is intimidating, can cause confusion, and can be counter productive. Children enjoy being left to play the game under the sole control of the referee.

All spectators must observe from the sidelines only. One parent may stand behind each goal line to collect the ball.

Code of Conduct

KDSA adopts and endorses the Code of Conduct of the Australian Sports Commission. (Extract is included at end of this manual).

Dress Code

- All players must be dressed correctly in approved club strip – socks, shorts, and club shirt.
- Shirts must be worn. (Numbers not required).
- Shirts must be tucked in.
- Boots may have a moulded sole, plastic or metal screw studs (providing the last are deemed safe by the referee).
- Shin pads are mandatory.
- No watches or jewellery are permitted on the field.
- Safety Glasses only to be worn. Players who wear glasses should obtain a letter from their optometrist and carry it with them at all times stating glasses are safety glasses.

Fixture Change Request

If a team is unable to field enough players at the time specified in the draw then the team can request a different time on the same day by completing the Fixture Change Request Form that can be found attached to this manual.

Forfeits

Forfeiting a game should be a very last resort – try to borrow from other teams first – (most junior players will happily play an extra game).

If it is necessary to forfeit, KDSA should be given 48 hours notice. The team must notify their Club Secretary who must notify the opposition club's Secretary and the KDSA Office. A forfeit form is included at the end of this manual. Penalties may apply for late notification.

Notification before 4.00pm on the last working day – Forfeit form must be must be faxed or emailed to the KDSA by your club secretary.

Notification after 4.00pm on the last working day – Forfeiting club must inform opposition Club Secretary, KDSRA and the KDSA office.

Grading and Regrading of Teams

As learning the game and enjoyment are the prime focus of SSG, every effort is made by the Association to ensure that teams will play other teams of similar ability. Having one or two players in a team that are much stronger than their team mates is discouraged as it is detrimental to the development of all players in the team and makes it difficult to grade a team appropriately to give them fair, even games against other teams.

Clubs are encouraged to grade players.

Results are monitored throughout the season by the JFC, and the draw restructured whenever necessary to ensure fair games.

Special Time Requests

Special Time Requests may be granted to clubs meeting the following criteria: -

- a) Playing time requests may be accepted for: -
 - i. Saturday 8:30am;
 - ii. Saturday 11:30am;
 - iii. Saturday 1:00pm.
- b) For playing time request options (i) and (ii) a minimum of three (3) players in any U9/U10 team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- c) For playing time request option (iii) a minimum of five (5) players in any U9/U10 team or six (6) players in any U11 team must be subject to an inability to otherwise participate in a team before a Special Time Request application will be granted.
- d) Proof of need for request: -
 - i. Where the request is made necessary for school reasons or preferences a statement from the Principal of the school must be provided for each player involved.
 - ii. Where the request is based on religious requirements a statement from an official of the religious institution must be provided for each player involved.
- e) All Special Time Requests must be submitted on the approved KDSA form.
- f) Special Time Requests will be allocated to grounds as determined by the draw.
- g) Special Time Requests must be made to the Junior Football Committee prior to the draw being completed.
- h) Any Special Time Requests not able to be scheduled on a Saturday due to a shortage of grounds will be played on a Sunday on a date and at a time determined by the Junior Football Committee.
- i) If there is a conflict between two Special Time Requests then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void.
- j) If a team without a Special Time Request is unable to field at least seven (7) registered U9/U10 team players or at least nine (9) registered U11 team players for a game against a team with Special Time Request option (iii) then the two teams must negotiate an agreeable time on the same weekend that fits in with available grounds. If agreement cannot be reached then the fixture will be declared null and void.

- k) A Special Time Request will not apply to a game rescheduled due to a washout unless the rescheduled game is being played on a spare Saturday during the normal season.

Rules and Explanations

U6, U7 & U8

The Field of Play

- a) Size: The field of play should be rectangular. Variations in the length and width are allowed. The recommended sizes for a mini-field are: -
- i. Under 6 & Under 7 - Maximum: 30m x 20m
 - ii. Under 8 – Maximum: 40m x 30m
- b) Markings: - An arc with a radius of 1m shall be drawn from the centre of each goal line.
- c) Goals: The maximum internal height and width of the goals should be 1m x 2 m

The Ball

An approved, licensed, Size 3 ball shall be used in all competitions.

Duration of Games

- a) Under 6 – two periods of 15 minutes.
- b) Under 7 & Under 8 – two periods of 20 minutes.
- c) There will be a 5-minute break between each half.
- d) The ground co-ordinator will signal the start, half time, restart and finish of all games.

Number of players

- a) Under 6 squads shall consist of a minimum 8 players and a maximum of 12 players.
- b) Under 7 squads shall consist of a minimum 10 players and a maximum of 14 players.
- c) Under 8 teams shall consist of a minimum 6 players and a maximum 9 players.
- d) In Under 6 each squad is divided into 2 teams of 4 players, with up to two (2) players in each team being nominated as interchange. There are no goalkeepers.
- e) In Under 7 each squad is divided into 2 teams of 5 players, with up to two (2) players in each team being nominated as interchange.
- f) If a team/squad is short players may be borrowed from any other team/squad of equal or similar ability from the same club. (See restrictions in “Playing Rules” clause x).
- NOTE:** The majority of SSG teams/squads are based on friendships rather than being strictly graded. If a team is short, players may be borrowed from any other team of similarly skilled players so as to keep the balance in the team. Borrowing a player who is too strong is unfair on the opposition as well as the team’s own players. Also, the team is likely to be regraded upwards to play against tougher opposition in future games. For example, if a club has teams A to E, with A being properly graded and B to E being based on friendships, then the E team shouldn’t borrow from the A team but it can borrow a suitably skilled player from the B to D teams.
- g) All players in attendance at a game shall receive equal playing time

Playing Rules

Games will be played under modified FFA SSG rules: -

- a) Play should be as continuous as possible with no stoppages.
- b) There is NO offside.
- c) The game is started with a kick off at halfway.
- d) The team kicking off will be determined by the referee using the “which hand is the whistle, rock etc. in” method.
- e) No player is permitted to enter the arc at any time (see Section 4.1.1 b).
- f) If an attacker scores from inside the arc (including foot on the line of the arc) then the goal does not count and the defending team restarts play from the goal line.
- g) If a defender prevents a goal whilst standing in the arc (including foot on the line of the arc) a free shot shall be awarded to the attacking team from the appropriate penalty mark: -
- i. Under 6 – 3 paces from the goal line, equidistant from each sideline;

- ii. Under 7 – 5 paces from the goal line, equidistant from each sideline;
 - iii. Under 8 – 6 paces from the goal line, equidistant from each sideline.
- All other players must stand behind the half way line.
- h) All players must take a free shot before any player can take a second free shot.
 - i) If the ball comes to rest within the arc play is restarted with a goal kick.
 - j) When a goal is scored play is restarted from the goal line.
 - k) The following restarts can be started with a pass or a dribble: - In Under 6 & Under 7 - sideline kick in (when the ball travels over the sideline).
 - i. Goal kicks (when the ball travels over the goal line).
 - ii. Kick offs (except at start of game which must be passed to a team mate)
 - l) In Under 8, when the ball goes over the sideline and out of play, play is restarted with a throw in. The player taking the throw in must face the field of play, have part of each foot either on or behind the side line, use both hands and deliver the ball from behind and over the head. The thrower may not touch the ball a second time until another player has touched it.
 - m) Corner kicks and indirect free kicks must be kicked into play (no dribbling).
 - n) All free kicks are indirect free kicks except where a player deliberately commits any of the following offences, anywhere on the field: -
 - i. kicks an opponent; or
 - ii. strikes an opponent; or
 - iii. tackles an opponent in a dangerous manner; or
 - iv. charges an opponent in a dangerous manner.
 in which case a penalty kick shall be awarded.
 - o) The penalty kick is taken from the penalty mark, as defined in clause g) i) – iii) above. All other players must stand behind the half way line.
 - p) All opposition players must stand at least 4.5m from kicker at every restart until ball is played or the referee has finished his countdown and has called “Go!” at any restart.
 - q) The ball must be touched twice before a goal can be scored from any restart.
 - r) The team taking a restart has 3 seconds to recommence play.
 - s) All players must take a penalty kick before any player can take a second penalty kick in a game.
 - t) Where goal posts are not available cones may be used. Where cones are used a goal is scored when the ball passes over the goal line and between the cones, without knocking the cones over.
 - u) When the difference in score between the two teams reaches three or more goals at any point during the match the losing team is allowed to restart from the half way line when a goal is scored against them instead of from their own goal line.
 - v) When an individual player has scored three goals and their team is winning by a three-goal margin, he/she must be taken off (even if there are no substitutes available) until the other team has scored a goal.
 - w) Players cannot switch from one team from his/her squad to the other team from his/her squad during a session unless a player from the other field is unable to continue due to injury and not transferring the player would result in a team being short.

Refereeing

- a) Before the match starts both teams will agree on a person to act as the “game leader”.
- b) The “game leader” must record the score on the scorecards provided and return the cards to each squad’s manager.
- c) The “game leader’s” role is to instruct players in the correct way to play the game and help them to enjoy the game.
- d) The “game leader” must use common sense to ensure that the game flows as much as possible.
- e) The “game leader” must ensure that the game is restarted quickly by enforcing the three-second rule and calling, “Go” at every restart of play.
- f) The “game leader” should try to give advantage to the attacking team where possible.
- g) The “game leader” must be fair to both sides.

On-field Coaching

- a) On-field coaching is NOT PERMITTED.
- b) Standing near the goal line by coaches or spectators is NOT PERMITTED.
- c) One parent is permitted to stand behind the goal line at each end to retrieve the ball.

Grading

Clubs are required to grade squads and teams using a scale of 1 to 4 with 1 being strong and 4 weak.

U9, U10 & U11

The Field of Play

- a) Size: The field of play should be rectangular. Variations in the length and width are allowed. The recommended sizes for a mini-field are: -
 - i. Under 9 & Under 10 - Maximum: 40m x 30m.
 - ii. Under 11 – Maximum 60m x 40m.
- b) Markings: A penalty area shall be drawn eight (8) metres from the centre of each goal line on both sides and extending eight metres (8) metres into the field of play.
- c) Goals:- the maximum internal height and width of the goals should be 2m x 5m

The Ball

- a) An approved, licensed, Size 3 ball shall be used in all Under 9 & Under 10 matches.
- b) An approved, licensed, Size 4 ball shall be used in all Under 11 matches.

Duration of Games

- a) Under 9 & Under 10 matches - two periods of twenty-five (25) minutes.
- b) Under 11 matches – two periods of thirty (30) minutes each.
- c) There will be a 5-minute break between each half and a 5-minute break between each game.
- d) The instructing referee is the sole arbiter of time.

Number of players

- a) Under 9 & Under 10 teams shall consist of a minimum of seven (7) players and a maximum of ten (10) players.
- b) Under 11 teams shall consist of a minimum of nine (9) players and a maximum of twelve (12) players.
- c) In Under 9 & Under 10 seven (7) players from each team may be on the field at any time, one of who must be a goalkeeper, with up to three (3) players nominated to interchange.
- d) In Under 11 nine (9) players from each team may be on the field at any time, one of who must be a goalkeeper, with up to three (3) players nominated to interchange.
- e) If a team/squad is short players may be borrowed from any other team/squad of equal or similar ability from the same club.

NOTE: The majority of SSG teams/squads are based on friendships rather than being strictly graded. If a team is short, players may be borrowed from any other team of similarly skilled players so as to keep the balance in the team. Borrowing a player who is too strong is unfair on the opposition as well as the team's own players. Also, the team is likely to be regraded upwards to play against tougher opposition in future games. For example, if a club has teams A to E, with A being properly graded and B to E being based on friendships, then the E team shouldn't borrow from the A team but it can borrow a suitably skilled player from the B to D teams.

- f) All players in attendance at a game shall receive equal playing time.

Playing Rules

Games will be played under modified FFA SSG rules: -

- a) Play should be as continuous as possible with no stoppages.
- b) There is NO offside.
- c) A player may only enter the opposition's penalty area when the ball is in the same half of the field.
- d) The game is started with a kick off on the halfway line.
- e) The team kicking off will be determined by the referee using the "which hand is the whistle, rock etc. in" method.
- f) When a goal is scored play is restarted from the halfway line.
- g) The following restarts can be started with a pass or a dribble: -
 - i. Goal kicks (when the ball travels over the goal line).
 - ii. Kick offs (except at start of game where the ball must be passed to a team mate).
- h) Corner kicks and indirect free kicks must be kicked into play (no dribbling).
- i) Goal kicks are taken from the penalty line.

- j) When the ball goes over the sideline and out of play, play is restarted with a throw in. The player taking the throw in must face the field of play, have part of each foot either on or behind the side line, use both hands and deliver the ball from behind and over the head. The thrower may not touch the ball a second time until another player has touched it.
- k) All free kicks are indirect free kicks, except where a player deliberately commits any of the following offences anywhere on the field: -
 - i. kicks an opponent
 - ii. strikes an opponent
 - iii. tackling an opponent in a dangerous manner
 - iv. charging an opponent in a dangerous manner.
 - v. handles the ball in own penalty area, except if he/she is the nominated goalkeeper.
 in which case a penalty kick shall be awarded.
- l) The penalty kick is taken from the centre of the penalty area line, eight (8) metres from the goal line, with a goalkeeper in position. All other players must stand behind the half way line.
- m) All opposition players must stand at least 4.5m from kicker at every restart until ball is played or the referee has finished his countdown and has called "Go!" The ball must be touched twice before a goal can be scored from any restart.
- n) The team taking a restart has 3 seconds to recommence play.
- o) All players must take a penalty kick before any player can take a second penalty kick in a game.
- p) Goalkeepers may only release the ball into play by throwing it or placing it on the ground and kicking it. Goalkeepers must throw or kick the ball within 5 seconds of catching it. Punt kicks and drop kicks are not allowed.
- q) Where goal posts are not available cones may be used. Where cones are used a goal is scored when the ball passes over the goal line and between the cones, without knocking the cones over.
- r) It is not in the spirit of the game to have a player permanently stationed in the goal area as an attacker or defender.
- s) When an individual player has scored three goals and their team is winning by a three-goal margin he/she must be taken off (even if there are not substitutes available) until the other team has scored a goal.

Refereeing

- a) The referee's association may appoint an "instructing referee" to any match.
- b) If there is no referee appointed both teams will agree on a person to act as the "instructing referee".
- c) The "instructing referee" must record the score on the scorecards provided and return them to the each team's manager.
- d) The "instructing referee's" role is to instruct players in the correct way to play the game and help them to enjoy the game.
- e) The "instructing referee" must use common sense to ensure that the game flows as much as possible.
- f) The "instructing referee" must ensure that the game is restarted quickly by enforcing the three-second rule and calling, "Go" at every restart of play.
- g) The "instructing referee" should try to give advantage to the attacking team where possible.
- h) The "instructing referee" must be fair to both sides.

On-field Coaching

- a) On-field coaching is NOT PERMITTED.
- b) Standing near the goal line by coaches or spectators is NOT PERMITTED.
- c) One parent is permitted to stand behind the goal line at each end to retrieve the ball.

Grading

Clubs are required to grade squads and teams using a scale of 1 to 4 with 1 being strong and 4 weak.

DUTIES OF THE SSG GROUND CONTROLLER

The Lead Club at each U6, U7 & U8 SSG centre will be required to provide a Ground Controller, who will be paid a fee as determined each year by the MC.

This role can be shared among a number of people. The Ground Controller must wear clothing (e.g. fluorescent bib) that identifies them as the ground controller.

Ground Controllers need to be responsible, reliable and proactive. They will have a number of responsibilities on the day.

The duties and responsibilities of the Ground Controller are to: -

- a) Co-ordinate the set-up of the goalposts by nominated teams. When Under 8 session begins ensure that goal posts are re-positioned as required.
- b) Ensure that you have a key to open the toilets, changing rooms and emergency gate. In the event of an emergency open the emergency gate and monitor pedestrian traffic when the emergency vehicle arrives and leaves the field.
- c) Open up toilets and make sure they are clean. Check them at least once every hour. Keep a supply of toilet paper available.
- d) Co-ordinate vendors and/or canteen. Check with the local council in regards to their rules about portable vendors (e.g. mobile coffee vans) on its grounds. If portable vendors are permitted ensure that they do not park in a position that obstructs the emergency gate. Again, monitor pedestrian traffic when the vehicle is entering or leaving the field.
- e) Indicate the start, half time, restart and finish of each set of games by a siren or other device.
- f) Collect completed match cards from team managers and enter results into a spreadsheet provided each week by KDSA – this requires 15-30 minutes of extra work at home.
- g) Set up an information table.
- h) Display a layout of the grounds and the draw for the day's matches.
- i) Provide a copy of the SSG manual for reference.
- j) Provide ice.
- k) Provide a first aid kit.
- l) Carry a stopwatch.
- m) Carry a mobile phone and ensure battery is charged.
- n) Monitor and report any safety issues or incidents to the KDSA. If you receive reports of any inappropriate contact with children **report the incident to the local police**. Any such occurrences **must** be reported to your club's Member Protection Information Officer who must then report to KDSA.
- o) Monitor rubbish bins throughout the day.
- p) At the end of the day co-ordinate the removal and storage of goalposts, the marquee (if used) and table and chairs and clean up any rubbish which may be lying on the ground or in the changing rooms.
- q) Above all ensure the smooth running of the day's activities so that the children get full benefit from their participation.

The Lead Club is responsible for engaging any outside vendors it may require to supplement their canteen. When engaging outside vendors you must ask them for a copy of their Certificate of Currency for Public Liability with cover up to \$10,000,000. A copy must be lodged with KDSA before any vendor will be allowed on to a ground.

The Ground Controller is not expected to carry out these tasks alone. He/she should delegate these tasks to others. If necessary approach people from other clubs in attendance to help out.

GROUND LOCATIONS

U6, U7 & U8 Centres

Ground	Address	Lead Club
Auluba (n/a in 2009)	Auluba Road, South Turramurra	Kissing Point
Bales Park	Sydney Road or Stanley Street, Willoughby	Northbridge
Blackman Park	Lloyd Rees Drive, Lane Cove West	Lane Cove
Foxglove Park	Foxglove Road, Mt Colah	Mt Colah
Karuah	Karuah Road, Turramurra	Wahroonga
Mimosa (U8 only)	Mimosa Road, Turramurra	Kissing Point
Regimental	Lorne Avenue, Killara	Lindfield
Toolang	Toolang Road, St Ives	St Ives
Tunks Park	Brothers Avenue, Cammeray	NS Bears

U9, U10 & U11 Grounds

A full list of grounds is available on the KDSA website: - www.kdsa.asn.au

MANAGER INFORMATION

Injuries and Insurance Claims

If a player or official is injured, seek medical attention – call for any persons that are qualified to administer first aid or call an ambulance according to the nature and severity of the injury.

Your club secretary has an Insurance Claims Manual and Claim Forms. **Claims MUST be lodged within thirty (30) days of injury** and must be forwarded directly to QBE Insurance once the Club Secretary has verified the player's registration.

Insurance Claim Forms **must not** be sent to KDSA.

Public Liability

Potentially dangerous situations must be reported to your club Secretary immediately (e.g. broken goal posts) so the KDSA and relevant council can be notified and repairs made.

Be aware of your responsibilities to the players in your care – keep them in non-hazardous areas, and enlist parental help for adequate supervision.

Never admit liability or hint at insurance.

Late Registration of Players

Your club Registrar via the KDSA Online Registration System affects late registrations. A player may play once they are registered and have a temporary ID card or an existing ID card. No player can be registered after 1 August without specific approval from the Junior Football Committee.

Training

The KDSA Office in accordance with the requests received from your club allocates training times to your club. In the event the weather is doubtful all players should ring the wet weather number (1900 957 016)

Wet Weather

1 900 957 016

In the event the weather is doubtful all players are able to ring the wet weather recorded message service

- after 7pm the night before games
- after 3pm on the day for training

Wet Weather information is also posted on the web site (www.kdsa.asn.au).

Results

In Under 6, Under 7 & Under 8 scorecards must be given to the Ground Controller on the day of the match. The Ground Controller will send to the KDSA office. In Under 9, Under 10 & Under 11 scorecards must be returned to your club recorder within 48 hours of each match. The club recorder will then be required to send the scorecard to the KDSA office by 5pm on the Wednesday following the match.

SAFETY and HEALTH

There is a duty of care incumbent on all managers.

Ground Safety

Ensure ground is inspected and safe to use before playing.

Infectious Diseases

Bleeding players must leave the field. They can only return when authorised by the referee. Contaminated clothing must be replaced.

Players are not to share water bottles due to the risk of transfer of infectious diseases.

Player Safety

Shin Pads are mandatory.

Mouthguards are recommended.

Watches and jewellery are not permitted on the field.

Hard casts are not permitted on the field.

Safety Glasses only to be worn. Players who wear glasses should obtain a letter from their optometrist and carry it with them at all times stating glasses are safety glasses.

Working with Children

In July 2000 legislation was introduced which requires all persons who will be working with children (U18) at team or club level to sign a Prohibited Employment Declaration. This is available from your club secretary (a copy is also included at the end of this manual).

Any person who cannot or will not sign this declaration will not be permitted to hold any related role within the club. The Declaration needs to be returned to Club Secretaries.

It is a statutory requirement.

Member Protection

Your club is required to appoint a Member Protection Information Officer (MPIO). The MPIO is the person to speak to if you have a grievance with any person within your own club or from another club. You should also advise your MPIO if you observe any behaviour from others that you have concerns about. A Member Protection Manual is available on the KDSA website at <http://www.kdsa.asn.au/>.

PLAYING DATES

DATE	EVENT
4, 5 Apr	Round 1 Mixed: Round 1 Girls
11,12 Apr	Easter
18,19 Apr	School Holidays
25, 26 Apr	No play Mixed: Round 2 Girls
2,3 May	Round 2 Mixed: Round 3 Girls
9, 10 May	Round 3 Mixed: Round 4 Girls
16, 17 May	Round 4 Mixed: Round 5 Girls
23, 24 May	Round 5 Mixed: Round 6 Girls
30, 31 May	Round 6 Mixed: Round 7 Girls
6, 7 June	Round 7 Mixed: Round 8 Girls
13, 14 June	Round 8 Mixed: Round 9 Girls
20, 21 June	Round 9 Mixed: Round 10 Girls
27, 28 June	Round 10 Mixed: Round 11 Girls
4, 5 July	Round 11 Mixed: Round 12 Girls
11, 12 July	Round 12 Mixed: Round 13 Girls
18, 19 July	School Holidays
25, 26 July	Round 13 Mixed: Round 14 Girls
1, 2 Aug	Round 14 Mixed: Round 15 Girls
8, 9 Aug	Round 15 Mixed: Round 16 Girls
15, 16 Aug	Round 16 Mixed: Round 17 Girls
22, 23 Aug	Round 17 Mixed: Round 18 Girls
29, 30 Aug	KDSA GALA DAY

CLUB STRIPS

CLUB	SHIRT	SHORTS	SOCKS
Asquith	White, blue trim	Blue, white trim	White, 2 white bands
Bannockburn-Clarke Road	Blue, gold trim	Blue	Blue, gold trim
Berowra	Maroon, white trim	White	Maroon, 2 white bands
Brooklyn United	White, red trim	White, red trim	White, red hoops, 2 red bands
Chatswood Rangers	Royal blue, white trim	White	Royal blue, white type
Clarke Road	White, navy blue trim	Navy blue	Navy blue, red tops
Corpus Christi	Royal blue, red & white trim	Royal blue	Royal blue
Gordon	White, royal blue trim	White	Royal blue, white type
Greenwich	White, red & black sleeves	Black	Red, 1 black & 1 white band
Highfield Family	Canary yellow, green trim	Electric blue	White, 1 yellow & 1 green band
Hornsby Heights	Orange, green sleeves	Green	Green, 2 orange bands
Hornsby RSL Youth	Blue & yellow stripes	Blue, yellow trim	Blue, yellow tops
Kissing Point	Red, white & blue stripes	Royal blue	Blue, 2 red bands
Lane Cove	Royal blue, gold trim	Gold, royal blue trim	Gold
Lindfield	Dark blue, white trim	Dark blue	White
Mt Colah	Green, yellow trim	Green, yellow trim	Yellow, 2 green bands & type
North Sydney Bears	Red & black stripes	Black	Black, 1 red & 1 white band
Northbridge	Red & white stripes	Black	Red, 2 white bands
Northside Monash	Sky blue, royal blue trim	Sky blue, royal blue trim	Sky blue
Prouille	Gold, black trim & sleeves	Black	Black
Sacred Heart Mosman	Yellow, blue trim	Blue	Blue, 2 yellow bands
Sacred Heart Pymble	Blue, maroon trim & sleeves	Maroon	Blue, 2 white bands
St Ives	Green, white trim	White, green trim	Green
St Michael's	Royal blue, white trim	Royal blue, white trim	Blue, 2 white bands
Wahroonga	Red, white trim	Red, white stripe	Red
West Pymble	Blue, yellow & white stripe	Blue, yellow sides	Yellow, 2 blue bands

CODE OF CONDUCT

For the benefit of all participants and their enjoyment of the game of football, all players, managers, coaches, club officials, parents and spectators must exhibit good behaviour and comply with this code of conduct when they participate in competitions of the Association or carry out their duties for their team or club.

It is an offence to: -

Use offensive, insulting or abusive language or gestures.

Use inflammatory language or gestures.

Make unsporting remarks.

Publish inflammatory, defamatory or unsporting remarks via any written or electronic media (eg: club newsletter or website or email)

Bring the game into disrepute.

Act in a manner that is prejudicial to any other participant, club or the Association.

Offenders will be cited to appear before the relevant competition sub-committee or MC of the Association.

Players

Play by the rules.

Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.

Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour in any sport.

Work equally hard for yourself and/or your team. Your team's performance will benefit & so will you.

Be a good sport. Applaud all good plays whether your team or the opposition makes them.

Treat all participants in your sport, as you like to be treated. Do not bully or take unfair advantage of another competitor.

Cooperate with your coach, teammates and opponents. Without them there would be no competition.

Participate for your own enjoyment and benefit, not just to please parents and coaches.

Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parents

Remember that children participate in sport for their enjoyment, not yours.

Encourage children to participate, do not force them.

Focus on the child's efforts and performance rather than winning or losing.

Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.

Never ridicule or yell at a child for making a mistake or losing a competition.

Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.

Support all efforts to remove verbal and physical abuse from sporting activities.

Respect officials' decisions and teach children to do likewise.

Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.

Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

No one is to stand on or behind the goal line.

Coaches

Remember that young people participate for pleasure and winning is only part of the fun.

Never ridicule or yell at a young player for making a mistake or not coming first.

Be reasonable in your demands on players' time, energy and enthusiasm.

Operate within the rules and spirit of your sport and teach your players to do the same.

Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.

Avoid overplaying the talented players; the "just average" need and deserve equal time.

Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.

Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same.

Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.

Show concern and caution toward sick and injured

Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people.

Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.

Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

No one is to stand on or behind the goal line.

At no time are coaches allowed to be on the field to coach.

Officials

Modify rules and regulations to match the skill levels and needs of young people.

Compliment and encourage all participants.

Be consistent, objective and courteous when making decisions.

Condemn unsporting behaviour and promote respect for all opponents.

Emphasise the spirit of the game rather than the errors.

Encourage and promote rule changes that will make participation more enjoyable.

Be a good sport yourself. Actions speak louder than words.

Keep up to date with the latest trends in officiating and the principles of growth and development of young people.

Remember, you set an example. Your behaviour and comments should be positive and supportive.

Place the safety and welfare of the participants above all else.

Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

Spectators

Remember that young people participate in sport for their enjoyment and benefit, not yours.

Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.

Respect the decisions of officials and teach young people to do the same.

Never ridicule or scold a young player for making a mistake. Positive comments are motivational.

Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.

Show respect for your team's opponents. Without them there would be no game.

Encourage players to follow the rules and the officials' decisions.

Do not use foul language, sledge or harass players, coaches or officials.

Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

No one is to stand on or behind the goal line.

WORKING WITH CHILDREN FORM

ATTACHMENT 4

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

The Working With Children Employer Guidelines December 2006

continued next page

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

FORFEIT FORM

Ku-ring-gai & District Soccer Association Inc

Match details:

CLUB	DATE
TEAM	DIVISION
TIME	GROUND
OPPOSITION TEAM	

Reason for forfeit:

Club Secretary:

Date:

OFFICE USE ONLY	
KDSA Received	Date KDSRA advised
Date	Date Webmaster advised
Time	Date I Batey advised
	Date Club advised
	Date Accounts advised
	Date Age Convener advised
<hr/>	
<hr/>	
<hr/>	
<hr/>	
Football Committee Chair
FAX TO KDSA - 9477 2854	

FIXTURE CHANGE REQUEST FORM

Ku-ring-gai & District Soccer Association Inc

This form is used to request a change in a fixture after the draw has been published.

Step 1: The requesting team needs to complete this form and send it via club secretaries to the opposition team. The opposition team needs to agree to any change before KDSA will accept the fixture change request.

Step 2: The requesting team and opposition team need to agree on a range of acceptable times for the re-arranged fixture. The more options that can be provided, the more likely a ground will be available to accommodate the request. The requesting team needs to specify the agreed options on this form and then send the form to KDSA via club secretary.

Step 3: Based on ground availability, KDSA will inform the requesting and opposition club of the revised fixture details and change the draw accordingly.

Match details:

CLUB:	DATE:
TEAM:	DIVISION:
TIME:	GROUND:
OPPOSITION TEAM:	

Reason for fixture change, and requested date/time options as agreed by opposition team:

Club Secretary:

Date:

OFFICE USE ONLY		
KDSA Received	Date requesting and opposition club advised
Date	Date KDFRA advised
Time	Date Webmaster advised
	Date I Batey advised