



Mansfield Eagles Soccer Club

UNDER 7 AND UNDER 8 MANAGER'S MANUAL

PLEASE NOTE:

**All Enquiries and Correspondence must go directly to the
MESC Club Secretary (secretary@mesc.org.au).**

DO NOT CONTACT QCSA OFFICIALS DIRECT.

MESC Under 7 and Under 8 Manager's Manual

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BIBS AND ALTERNATE STRIPS

Alternate Strip and Bibs:

There will be times when you will need to wear the Alternate Strip (U9 to SM/O40) and Bibs (U7 and U8). This is required when you are playing other Mansfield teams and other clubs who have the same or similar colours to Mansfield. **Home teams will be required to wear the Alternate Strip and Bibs.**

If Alternate Strip is required for an upcoming game, please contact Equipment Officer, Margaret Smith, on mandm_smith@hotmail.com or 0414 765358. The Bibs are the training bibs already provided in kits.

As our U7 teams are only playing other Mansfield Eagle teams, the **Home team will need to wear bibs for all games.**

When U8 Mansfield Eagles teams play each other, the Home team will need to wear bibs.

When U9 and U10 Mansfield Eagles teams play each other, the Home team will be required to wear the Alternate Strip.

U10 teams will require the Alternate Strip when they play El Salvador for Home games.

The following teams will need the Alternate Strip for Home games against the following clubs:

U12 Div 2 – El Salvador
Senior Men Div 5 – Whitehill
Senior Men Div 1 – Whitehill

CONTACT DETAILS FOR TEAM:

Team contact details are available for printing from the QCSA website under the My Club Mate Team Official's Portal login – **Team Member Details**. Manager should print these out and take along to each game as well as having contact details entered into Manager's phone. The Team Member Details form also indicates if a child has a medical condition or allergies. <http://qcsamesc.myclubmate.com/TeamManagers/>

GOAL AREA:

Coaches And Managers, please do not let your children play in the full field goal area while the Under 7 and Under 8 games are in progress. We also ask that children do not pull on the nets covering the full field goals. These requests are for your children's safety as well as the care of the goal area. When Under 7 and Under 8 games are in progress, there should be no one practicing or playing in the goal area. Coaches, this area should also not be used as a warm up area prior to a game either.

The goal area needs to be in an acceptable condition for full field competition games to be played. The referees will inspect the goal areas prior to a full field game commencing. If it is not acceptable, the game may not be able to go ahead.

At times the college places barrier tape around the goal area to allow the area to recover. This means no one is to use the goal area at this time. Please respect this.

INJURY REPORTING:

All injuries that occur at either training or at games will need to be reported a club official. **Injury Report Form** will then need to be completed on the Team Official Portal section under Injury Report. Complete the Injury Report with all relevant information and press Add New Injury Report.

<http://qcsamesc.myclubmate.com/TeamManagers/>

JEWELLERY, GLASSES, HATS, MEDIC ALERT BRACELETS & CHAINS:

Jewellery:

All jewellery must be removed before players can enter the field of play. This includes watches, chains, bracelets, earrings, metal hair accessories, facial piercings, etc. Girls may be able to wear plain stud earrings, but please check with the Referee before entering the field of play. Yellow cards can be issued for having any of these items on for U9 to SM/O40.

Glasses:

Glasses can be worn, but they must have a safety strap on them or taped well to the side of the face.

Hats:

Hats cannot be worn by players. Goalies can wear a soft hat, but hard peaked caps are not allowed due to safety reasons. Please ensure players have sunscreen on when the days are warm. There is sunscreen in the canteen at Citipointe Christian College Soccer Field if needed.

Medic Alert Bracelets:

Medic Alert Bracelets and Chains are not allowed to be worn, as with jewellery. If players normally wear these, please make the Referee aware of this so that if something unforeseen happens on the field of play, they will act accordingly. Any medical conditions and allergies are listed under the Team Contact List under the Team Official's Portal. On this note, it is advisable to find out if you have any parents or players with First Aid Certificates in your team.

MANAGER'S BOX CONTENTS

- Green Bag with Jerseys
- Match Ball
- Coloured Bibs for Home Games (Under 7 and Under 8s)
- Coloured Bibs are for training and substitute players at games for Under 9 and older
- Orange Vest for Vested Official
- First Aid Kit
- Equipment List – signed by Coach when received

MANAGER'S RESPONSIBILITIES:

The Team Manager will need to become very familiar with the Team Officials Portal on the QCSA website.

<http://qcsamesc.myclubmate.com/TeamManagers/>

1. To **assist the coach in the management** of the team and communication between the team, parents and club. To ensure all parents are introduced to each other and feel welcome and a part of the team.
2. To ensure the **club first aid kit** is fully stocked and at the game each week. Advise Margaret Smith if new items are required.
3. Make sure rosters for **jersey washing, oranges/watermelons, canteen duty, field set / pack up** are distributed and are being maintained.

Before the Game:

1. **Match Card and Colour copy of Registered Player List (RPL)** - Take along and complete the Match Card. For all games, both teams will provide the match card for signing. The match card goes to the referee before the game commences. Make sure the card is correctly filled out and signed in the designated areas. **For full process about Match Cards and printing, please refer to Printing of Match Card Process under the download section on the Mansfield Eagles Soccer Club website.** Whilst meeting with the opposing team manager re Match Card, also have your RPL with you so that both managers can compare the team photos to the children.
2. **Jerseys.** Distribute jerseys and make sure players are properly dressed before running onto the field.
3. Before players run onto the field, line players up, swap **Photos of Registered Players (NEED TO BE PRINTED IN COLOUR)** with the opposing team's manager and check the ID of each player on the opposing team. If no RPL (Registered Players List) or you want to query the ID of a player, write that information on the match card and get the player to sign beside his name. Retrieve RPL cards from opposing team's manager. For full Match Card RPL check, refer to Section 12.
4. Appoint a **Vested Official**, can be rostered weekly or can be organised at the game.

During the Game:

Ensure orange/watermelon supply and water is ready for half time break.

End of the Game:

1. Retrieve orange jacket from Vested Official.
2. Gather jerseys and give them to the rostered parent for washing. Make sure that all 9 are there. Ask the rostered parent to return the jerseys to the manager at the next training session.

After the Game:

1. Take the U7/8 Match Card to the Canteen. Additionally, for U7/U8 games, the details of the match can be entered on the MCM <http://qcsamesc.myclubmate.com/TeamManagers/> under **Match Results**. For Under 8 Away games, the completed match card should be returned to the Canteen as your earliest convenience.
2. Under 9 & up games – Manager enters results into the Team Officials Portal by 10.30pm on the day of game. **It is best done straight away after the game so that it is not forgotten.**

During the Week:

- Regular contact with Coach
- Generating Weekly Roster
- Checking the Game Draw for the Week
- Weekly contact, via email, with team members re: Training, Upcoming Game Draw Information, Allocated Rosters for that week
- Ensuring Washed Jerseys are returned to Manager at Training

Take to the Game:

- Manager's Folder with Match Cards, Laminated Colour Registered Player List and all other details
- Take Soccer Manager's Box which contain:
- Team Jerseys in green bag,
- Match ball
- First Aid Kit (*if new item is required, advise Margaret Smith – Equipment & Purchasing Officer*)
- Bibs

Arrive at the Game 30 Minutes Prior to Kick Off:

If we are the First Game and Home Team:

- Be at the field 30 minutes prior to game
- Ensure Set Up Person is ready to set up field 30 minutes prior to game kick off. (*Preferable to have 2 people on set up duty*)
- Meet with coach and give him Team Jerseys, Bibs and Match Ball (from Manager's Box)
- 20 minutes prior to kick off - Ensure all team members are ready to warm up (ensure Team Jersey, white shorts, club socks, shin guards.)
- 15 minutes prior to kick off – Match Card and RPL page and speak to manager of other team. Both teams need to make sure that the players are those on the Registered Player Photo Sheet and tick off Yes on the Match card. Also, sign and write name as Official to declare that all players listed are eligible to play in this game.
- 10 minutes prior to kick off - Ensure Canteen Person is at canteen 10 minutes prior to game kick off
- 10 minutes prior - Ensure our Referee is at game and is ready to go. Coach has whistle. Match ball is in Manager's Box but should have already been given to Coach for warm up.
- Have Soccer Manager's Folder with you – includes Laminated Registered Player Photo List and Match Cards.
- Make sure all rostered families are doing their rostered duty on time.
- At end of game, make sure all players come off the field IMMEDIATELY.
- Vested Official to sign the Match Card where indicated.
- Referee to sign the Match Card where indicated.
- Manager to ensure all parts of the Match Card are filled in and it is to then be handed in at the Canteen.

MANDATORY DUTIES – Junior Teams ONLY:

Canteen Duty – Home Games:

ALL FAMILIES ROSTERED ON EXCEPT FAMILY OF (COACH) AND (REFEREE):

A person is required for Canteen Duty ONLY for Home Games at Citipointe Christian College. You can either have one family on canteen duty for the whole game, or you can have two families rostered on for half a game each. The parent needs to be at the canteen 10 minutes before the beginning of the game, and needs to stay 10 to 15 minutes after the game has finished. They are the busiest times in the canteen. There is a canteen at Weedon Street, but we are not required to man that canteen. Please make sure the parents who are on roster go to the canteen when it is time. You need to be mindful that the parent in the canteen from the previous game

will need to leave. If no one from the following team has anyone available to be in the canteen, pull the roller door down and close the door, but don't lock it. Someone will lock it at a later stage of the day.

SUGGESTED TEXT FOR EMAILS:

*The rostered parent needs to be **at the canteen 10 minutes before** the beginning of the game, and needs to **stay 10 to 15 minutes after** the game has finished. They are the busiest times in the canteen. Parents who are on Canteen Roster must go to the canteen when it is time. You always need to be mindful that the parent in the canteen from the previous game will need to leave.*

Oranges/Watermelon Supply for Half Time – Every Week:

ALL FAMILIES TO BE ROSTERED ON:

Providing Oranges/Watermelons for games whether Home or Away for the players at Half Time. Some parents sometimes bring watermelon instead of or as well as the oranges. **Manager, please check your Team Contact List on My Club Mate for any food allergies in your team.**

SUGGESTED TEXT FOR EMAILS:

When rostered – Please bring enough orange/watermelon for each player to have 2 pieces at half time.

(Under 7 and Under 8 Games) Field Set Up (if first game) / Pack Up (if last game) – Home Games:

ALL FAMILIES TO BE ROSTERED FOR SET UP/PACK UP, EXCEPT COACH AND MANAGER.

U7 & U8's – Text from Margaret Smith's email

SET-UP:

- *Goals (at the end of canteen) to be placed on fields 1a and 1b. The goals sit on the line in the centre of the D's. They need to be pegged down (pegs/rubber mallet inside crates inside canteen to the left. Refer coaches pack.*
- *Place sign in line with centre line of field.*
- *Place orange and yellow cones around the perimeter of the field to mark out the field.*
- *The centre line divides the two fields and the other side is the 18 yard box.*
- ***Place cones at the top of the bus car park, to prevent people parking near the soccer field.***

PACK-UP:

- *Bring in goals up to field side of canteen and lock up with chain.*
- *Bring in cones (only from field) and field sign to canteen.*
- *Clean up rubbish on field and around field.*

ALL TEAMS ARE RESPONSIBLE TO PICK UP RUBBISH AFTER THEIR GAME.

Field Set Up and Pack Up for Home Games at Citipointe Christian College. For U7 and U8 games, COC 1A and COC1B (Soccer Field), the goals and cones will need to be set up by the first team for the day. Please ask parents to be there a minimum of 30 mins prior to kick off to have plenty of time to set up the field. Two parents would be ideal to do this duty. You will also be shown how to do this for the first couple of weeks as well. For packing up, this won't take as long, but needs to be done immediately by the team who is last on the field. Goals are taken back up to the canteen area, and cones and pegs put back in the canteen.

COC 1 – put corner posts in, which are in the canteen, just inside the door, to the left. You will also need to make sure the nets are pegged down where a ball cannot roll under the nets. Pegs and rubber mallet are in same place as corner posts. Also, make sure nets are taped to goal posts securely. Duct tape is in the crate in the canteen. Also, make sure nets are taped to goal posts securely. Duct tape is in the crate in the canteen.

Jerseys – Team Match Jerseys – to be Washed Every Week:

ALL FAMILIES TO BE ROSTERED ON:

Washing Jerseys after games - whether Home or Away. The jerseys should be brought back at the next training session. This way you will know you have the jerseys and won't have a situation where someone has forgotten them. NB: Often the way to work out the roster for these two duties is whoever brings the oranges/watermelon should take the jerseys home.

SUGGESTED TEXT FOR EMAILS:

When rostered - Clean jerseys to be brought to training each Thursday and left in Manager's Box for the game on Saturday. As per the roster, a different family will take home the dirty jerseys after the game each week and bring them back on training afternoon. If you are the rostered family with the jerseys and are unable to make it to training that week, you must contact the Manager, who will arrange collection of the jerseys, prior to the match on Saturday.

PLEASE DO NOT PUT JERSEYS IN THE DRYER!

Parent Referee – Required for all Home Games – Under 7 and Under 8 games ONLY:

Each team should try to have a parent who can referee. If not, team Coaches can referee as well as coach team while game is on, although it is preferable to have someone else referee.

Vested Official – Every Week:

ALL FAMILIES SHOULD BE ENCOURAGED TO DO THIS EXCEPT COACH AND REFEREE:

The Vested Official wears the bright orange vest, which is kept in the Manager's Box. They are the team representative on the sideline who is there to make sure no one, including small children venture onto the field and also to control the crowd if there are unruly parents on the sideline. In U7 games, where we are playing other Mansfield Eagles teams, it shouldn't be a problem. Someone is definitely required for this role, as they need to sign the scoresheet at the beginning of the game.

MATCH CARDS:

Refer to Section 12 for the full Match Card Process.

Example: - Mansfield Raptors (Home Team) v Mansfield Tigers (Away Team)

The Club suggests that you allocate numbers to the players now, before the season begins, then you can allocate the player number in the team officials portal and print it off before you bring it to Games. This pre planning will save time at the game. It is always good to have white out with you. This could be when you need to borrow a player from a team lower than you in age group. (U7 teams cannot borrow from any other team, but if required, please contact club registrar). **Both teams have their own match card, to be signed by opposing manager and referee.** This is when you may be asked to **show your Photo Registered Player List** and when you can **ask to see theirs.** **This all needs to be done before the game begins, so allow 10 to 15 minutes for this process.**

QCSA BY LAWS:

The QCSA By Laws are available at the following link:

<http://www.qcsa.org.au/?template=page&id=44>

Please take the time to familiarize yourself with the By Laws, and other information found under this link.

Rescheduling and Forfeits:

This information must be relayed to QCSA by the Club Registrar of our Club, not a coach or manager of a team.

Rescheduling of Matches:

If a team needs to reschedule due to unavailability of players etc., there is a process and time line that must be followed to allow this to happen although generally this doesn't always apply to Under 7 and Under 8 games.

Forfeits:

Any team needing to forfeit must let their club registrar know by the Wednesday.

RULES – BASIC RULES FOR U7 AND U8 GAMES:

U7 play 15 minute halves with 5 minute half time

U8 play 20 minute halves with 5 minute half time

Six players on the field per game including goalie.

The **coach runs on the field** with the team to direct players and encourage them. To begin with, it will be encouraging new players to kick the ball in the right direction!!

The goalie "box" is a semi-circle. Only the goalie is allowed to be in the box.

Substitutes can take place without stopping play. Out of courtesy **please inform the referee you are subbing players**. The coach will direct from the field who is to go off and come on. You can work out a subbing system which will best suit your team. Some teams choose to have every player sub off every game. This works out subbing around every five minutes. Other teams choose to select a couple of players each week to sub with, and to leave some on for the whole game. No matter what you choose, unfortunately you will have at least one parent who will complain!! When you only have six available, some teams have used the goalie position to sub from if some kids need a break from running. But this means changing jerseys mid game which can prove awkward. The manager or another parent can help with subbing, keeping time, etc. I am sure you will work out a system that works with your team. But whatever your system is, make sure the parents are aware of this and how it will work.

The Referee needs to be supplied by the Home Team. The coach can do both if he or she feels they can do both roles. We would suggest to have another parent referee the game. It needs to be someone who can know the rules attached. You will need a whistle for this as well. If need be the Away team can supply the referee if they have someone happy to do this.

Ask parents to have their **children at the field 30 minutes before kick-off**. You will need this time to organize the players into their jerseys and have them warmed up before taking the field.

You will need to start your game on time. Even starting five minutes late will impact on the game times. This becomes a big issue for U9 and over games as they have official referees who need to run to schedule. Referees often move from field to field, so timing is extremely important. If you do start late, you will have to shorten your halves so the next game can start on time.

For complete set of modified under 7 and under 8 rules, please refer to Mansfield Eagles Soccer Club website www.mesc.org.au under downloads.

SKINS (Compression Garment) AND TAPE:

Skins can be worn, but if they can be seen under the shorts, they must be white. For long sleeve skins, they must be the same colour as the predominant colour of the jersey. In our case that is Royal Blue. If Skins can be seen, the Referee is within his or her right to ask you to fold them up so they can't be seen or ask you to remove them.

Players like to use tape to hold their socks up or hold shin guards in place. As of this year, the tape must be the same colour as the socks. In our case that is Royal Blue. White is not acceptable. This also is the ruling for anything other object players may place over their socks.

Please advise the players/parents of your team of these requirements. Also, please make sure none of your players have soccer boots with metal studs. They are not allowed.

WEEKLY TRAINING:

This will be determined depending on the coach's availability.

UNDER 7 / 8 END OF SEASON CARNIVAL AT SUNNYBANK SAINTS:

This carnival is on the last game round and held at Sunnybank Saints fields at Lister St, Sunnybank. The draw for the games will be released on the Qld Christian Soccer Assn website several weeks prior to the carnival, although the game draw and spreadsheet can, and will probably change prior to the date. In fact the online game draw spreadsheet was changed at least 3 times after release in 2013 season and then game details and opponents were also changed on the day. So make sure you listen to all announcements coming over the loudspeaker on the day.

The Under 7 carnival runs first and starts approximately 8.20am. The Under 8 carnival commences approximately 12pm. Each player is given a ticket which will get them a cold drink and sausage on bread. These tickets are received when Coach/Manager checks the team in on arrival.

The field is divided into 3 smaller fields – 2A, closest to the entry and car park, 3A (in middle) and 4A (close to Boorman Street). Entrances to field are at main entry close to 2A and also in Boorman Street. Field 5A is on the Sunnybank High School field behind the soccer field.

Generally each team will compete in 3 games on the day, with each game consisting of 2 x 7minute halves, although there is no stopping at half time. There is a new game commencing every 20 minutes. Referees are provided on the day, so your team does not need to have someone to do this. Also, no match cards were required to be done on this carnival day.

Although this is a carnival, there are no presentations after the games, so all players can leave straight after their last game.