



# CENTRAL COAST FOOTBALL

## A-Z Competitions Operations Document 2012

The following document details all operational specifics for the 2012 season.

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## CCF Office Contacts

<b>General Manager</b>	Peter Townsend	gm@ccfootball.com.au
<b>Office Manager</b>	Jennee Briggs	office.manager@ccfootball.com.au
<b>Competitions Administrator</b>	Sally McGarn	competitions@ccfootball.com.au
<b>Competitions Administrator</b>	Jackie Lennon	compadmin@ccfootball.com.au
<b>CCMA Coordinator</b>	Donna Slater	coordinator@centralcoastfc.com.au
<b>Coaching and Development</b>	Andrew Ollier	coaching@ccfootball.com.au
<b>Referees Coordinator</b>	Carolyn Boddan	admin@ccfootball.com.au

## CCF Office Information

Office Phone: 43652900      Office Fax: 43652536

Office Hours: 9am – 4pm

## Card Prints

Cards will be printed in the following format:

<b>Day</b>	<b>Clubs</b>
<b>Wednesday</b>	Gosford Council Area
<b>Thursday</b>	Wyong Council Area
<b>Friday</b>	All Clubs

From 2012 cards will be printed on a plastic card and will only have photo, association, Club, DOB and player name.

## Central Coast Cup

Please see separate Central Coast Cup documentation.

## Competition Management

From 2012 CCF will be using Compman as the competition management software.

Compman is an online management system which is linked to our website.

All results and team sheets will be entered and printed via the website.

## **Clearances**

- a) Every player changing clubs needs a clearance from their previous club.
- b) It is the new Club's registrar's responsibility to gain a clearance from the previous club's registrar. This can be done via email.
- c) All registrars must provide a clearance within 7 days of the request and provide the following in writing via email or in writing to the previous club's Registrar:
  - i. The players FFA registration number
  - ii. The player's financial status if applicable
  - iii. Submit any protests and disputes in relation to the transfer of a player to another club to CCF as per regulation 2.2.18
  - iv. Player's identity registration card if the club is holding for the player.
- d) If you are unable to locate an FFA ID for a player please log on to My Football Club to find the players FFA ID. For all Rules surrounding Clearances please refer to section 2.2.15 and 2.2.18 of the Rules and Regulations.

## **Correspondence**

Any official correspondence with the Board of CCF must be on a Club letterhead and sent to Jackie or Sally. The letter will then be actioned to the Board at the closest Board meeting and a letter of response will be sent to the club from CCF.

### **Correspondence with Council:**

All correspondence with Council is to come first through the CCF Office. Please email Sally or Jackie with the correspondence and we will forward onto Council. This excludes all service requests.

### **Draw Requests:**

- a) All draw requests are to be submitted between the 20<sup>th</sup> February and the 27<sup>th</sup> February. Draw requests will not be accepted after the 27<sup>th</sup> February.
- b) CCF will email a template for the draw requests to be completed on.

### **Fixtures:**

#### **Draw:**

The complete draw will be on the CCF Website: [www.ccfootball.com.au](http://www.ccfootball.com.au). Please do not print this draw for your teams. This draw will be regularly updated should there be grounds closed. All players must be informed to look at the CCF Website to view their games.

**Results:**

All results must be entered by 6pm the day of the match for weekend games and by 6pm following midweek games. Results are entered via the CCF Website by the Club Fixtures Officer. If the results are a match between both clubs- the result will display on the CCF Website. If there is only one club entering results or there is a mismatch the result will not be displayed until team sheets are checked by the CCF Office Staff.

**Gala Days:**

- a) Gala Day applications can only be submitted between the 20<sup>th</sup> and 27<sup>th</sup> February. Gala day application forms are available on the website.
- b) Clubs can nominate 3 preferred dates to host Gala days which will be approved at the discretion of CCF. Clubs will be notified of these dates prior to the release of the draw.
- c) All Gala Days must be approved by FNSW prior to the event. CCF requires Clubs to submit the Rules and Regulations/ P&D policy associated with their Gala Day along with a FNSW sanction form 8 weeks prior to the event. Please Note: Clubs hosting non-competition Gala Days U5's – U10's cannot provide trophies to individual teams or players.
- d) Clubs will be notified by CCF upon receiving approval from FNSW.

**Grading:**

All clubs are to nominate teams into grades or divisions on the nomination day's 3<sup>rd</sup> and 5<sup>th</sup> march.

CCF will look at all grading's following nomination days. A preliminary grading will be sent out to clubs on Friday 9<sup>th</sup> March 2012 and will be finalised by Monday 12<sup>th</sup> March.

The concept of Small Sided Football will change for 2012.

All teams from U7's through to U8's will be grouped by the clubs into 3 (Divisions) :

- Beginners
- Intermediate
- Advanced

The above divisions will be named by CCF for each age group and these names will be represented in the draw. The concept is to provide the kids a more enjoyable experience of playing football by grouping teams together of like ability.

Please refer to the attached document.

U9 and U10's will still be graded as A,B, C,D etc.

## **Ground Bookings**

### **Wyang Shire**

- a) Clubs are to complete the WSC seasonal hire application in November each year for the following season.
- b) Grounds will be approved or declined by WSC Council in February and CCF will allocate grounds accordingly and notify clubs via email.
- c) Total hours allocated to clubs for training and competition is 25 hours
- d) Any competition games scheduled for midweek must be in lieu of training.
- e) All ground bookings are to be finalised by the 5<sup>th</sup> week of the season after which council will send the first round of invoices.
- f) CCF will send invoices out for ground bookings on the 1<sup>st</sup> June.
- g) From 2012 WSC will not issue any credits for floodlighting or electricity maintenance fees. Clubs will be charged a seasonal fee for ground hire and floodlighting. All seasonal fees will be charged for 20 weeks of the season as opposed to 24 weeks.
- h) Please refer to the Sportsground Information Booklet for further information.

### **Gosford Council**

- a) All Grounds are booked through GCC by November each year for the following season.
- b) Grounds will be approved or declined by GCC Council in February and CCF will allocate grounds accordingly and will notify clubs via email.
- c) Total hours allocated to clubs for training and competition is 25 hours
- d) Any competition games scheduled for midweek must be in lieu of training.
- e) Clubs will be invoiced in October/November for the seasonal ground hire fees.
- f) Credits will only be issued on lighting when a ground is closed for training. When a ground is Open by GCC, however the Club closes the ground the Club must email [compadmin@ccfootball.com.au](mailto:compadmin@ccfootball.com.au) the day after. All closures will be collated and sent to GCC on a weekly basis. Any ground closures sent through at the end of the season will not be credited.
- g) Please refer to the Sportsground Information Booklet for further information.

### **Event Applications**

- a) For any events to be held at grounds, clubs are to complete an event application form for either Wyong Shire Council or Gosford council 8 weeks prior to the event.

Events may include: Presentation days, family fun days etc.

- b) Clubs must also ensure the ground is booked through CCF for the event especially if it is out of season.
- c) Event applications can be downloaded from the relevant council websites or contact the CCF staff.

### Player Numbers in Teams:

Division	Max Registered Players	Min Players for Match	Maximum Borrowed Players	Max Players on Team sheet	Max Players on Field
U5 – U7	Six (6) *	No Min**	No Restriction**	Six (6)	Four (4)
U8 – U9	Ten (10) *	No Min**	No Restriction**	Ten (10)	Seven (7)
U10	Twelve (12) *	No Min**	No Restriction**	Twelve(12)	Nine (9)
11 – 18	Fourteen (14) *	Seven (7)	Five (5)	Fourteen (14)	Eleven (11)
MAA	Sixteen (16) *	Seven (7)	Five (5)	Sixteen (16)	Eleven (11)
WAA & WPL	Sixteen (16) *	Seven (7)	Five (5)	Sixteen (16)	Eleven (11)
M35, W30 & M45	Twenty (20)	Seven (7)	Five (5)	Sixteen (16)	Eleven (11)
MPL & DIV 1	No Restriction	Seven (7)	No Restriction	Sixteen (16)	Eleven (11)

### Playing Strips:

If a club wishes to change a playing strip for any team or the whole club they must email Sally or Jackie with the following details:

- i. The age groups or teams who will be wearing the new strip
- ii. Photographs of the front and back of the strip.

This information will then be presented at the next Board meeting and the Club will be advised in writing the outcome of the decision by the Board of CCF. No Club/team is to wear a new strip without prior approval from the Board of CCF.

## **Protests/ Disputes:**

All protests/disputes must be submitted by the Club Secretary on a club letterhead to the CCF Competitions Administrators. Please see Section 4 of the Disciplinary Policy and Process Manual for more details regarding Protests/Disputes.

## **Registration:**

- a) From 2012 Central Coast Football will be using the FFA's My Football Club system for all registrations.
- b) All registrations/team allocations will be done in the My Football Club system.

## **Sanction Forms**

- a) Clubs must complete a FNSW Sanction form for all football related activities for example: Family Fun Days, Gala Days, Trial Matches
- b) Teams participating in competitions outside of our association must also complete the relevant forms.

Example 1: The Kanga Cup held in Canberra each year teams must complete a tour permit form and FNSW sanction form.

Example 2: The Viking Challenge in Forster – Teams require a FNSW sanction form and FFA numbers of all participating players. They may also request a letter from the club with approval.

- c) For all out of association events all sanction forms must be approved by FNSW as well as any Gala Days held by Clubs.
- d) All football related activities for example: training and trial matches held within the Central Coast Association requires CCF approval only.

## **Team Nominations**

- a) Team Nominations will be via appointments and will be held on Saturday 3<sup>rd</sup> March at Plum Park from 9am to 12pm and Monday 5<sup>th</sup> March at the CCF Office from 9.00 to 6pm.
- b) A nomination form will be sent to all Clubs from CCF in February along with the Team Nomination Fee Structure.
- c) Clubs can make appointments once they receive the nomination form and are required to call the CCF office to make the appointment for the day and time required via phone. Email appointments will not be accepted.
- d) Nominations will not be accepted unless clubs meet the following player number minimums in the My Football Club system. **All players must be assigned to teams in the MFC system.**

Grade	Player Minimum
Under 5's to Under 7's	Four
Under 8's and Under 9's	Seven
Under 10's	Nine
All other Divisions	Eleven

### **Team Sheets:**

All team sheets must arrive at the CCF office by 5pm Tuesday following weekend matches and within 48 hours following midweek games. Team sheets must be sent to the CCF office either by:

- a) Fax to (02) 4365 2536
- b) Scanned and emailed to [compadmin@ccfootball.com.au](mailto:compadmin@ccfootball.com.au)
- c) Delivered in person to the Erina Office

Please DO NOT post team sheets as they usually are not received by Wednesday.

### **Trial Matches:**

- a) All trial matches require a FNSW sanction form to be completed and submitted to CCF.
- b) FNSW need to approve all trial matches outside of the CCF association. Forms must be submitted to CCF at least 10 days prior to the trial match to obtain FNSW approval.
- c) For all trial matches requiring referees, a referee request form must be submitted on the CCF Website no later than 5pm Tuesday prior to the weekend game.
- d) The referee fees for trial matches will be half the fees for normal competition games.

### **Wet Weather - Training**

The CCF website will not be updated for grounds closed during the week for training except for Plum Park.

It is the responsibility of clubs to update their own club websites if grounds are closed for training.

#### **Clubs can find out if grounds are closed in Wyong Council by:**

- a) The SMS Bounce back service, details can be found on Wyong Council website [www.wyong.nsw.gov.au](http://www.wyong.nsw.gov.au), by searching ground closures.

- b) By phoning the wet weather hotline on (02) 4350 5491
- c) WSC Council will also update their website by 1pm with all grounds that are closed

**Clubs can find out if grounds are closed in Gosford Council by:**

- a) The SMS Bounce back service, details can be found on Gosford Council website [www.gosford.nsw.gov.au](http://www.gosford.nsw.gov.au), search under wet weather.

**Wet Weather – Weekend matches**

- a) All ground inspections are to be completed by 6am on Saturday and Sunday morning. If a ground is **CLOSED**- text 0424505267, it is not necessary to text that a ground is OPEN. This is a text only number. Please include ground, club and day.
- b) If by 5pm on the Saturday CCF has not received a text message that the field is to remain closed for the Sunday, the status will be changed to PENDING. If CCF is not notified by 6:30am the next morning that the ground is CLOSED then the status will be changed to OPEN.
- c) Only MPL, DIV1 and WPL games will be moved on the weekend prior to 9am on the day of the match. Each club is to nominate a contact person and all clubs will be notified via this contact person to look on the website for any updates to fixtures.
- d) All adjusted fixtures will be uploaded to the CCF website.
- e) If a game is moved and the ground it is moved to is closed- the match will not be moved a second time.

**Wet Weather – Midweek Competition Games**

- a) CCF will be notified by Gosford and Wyong Council by 2pm of any ground closures midweek.
- b) The CCF website will be updated by 4pm for competition games midweek.
- c) If a field remains open by council but the club deems the field to be unplayable, the club must notify CCF by 3pm.