



QLD State Titles

Zone Managers
General Preparation and Information
(updated 27/1/18)

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1. Zone Managers Information

- Each Zone committee is to call for applications/expressions of interest for coaches for each of their teams. This may be done by email or in writing (not verbally) and applicant must state any past/present experience etc.;
- QCSA Rep Zone Sub-Committee to oversee the Zone coach selection process together with the respective Zone committees;
- It is preferable that the Manager be a current manager of a club in that zone for the upcoming year. A parent who has a child in a representative team is permitted to be appointed as a Manager for that team;
- Blue Cards details are required to be given to QCSA Rep Zone Sub-Committee from each Zone for **all** Managers. Blue Card Registers will also be kept by zones;
- All Zone Representative Managers will be expected to attend a meeting to discuss their responsibilities and the player selection process. The date of the meeting will be advised through your Zone Committee.

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Paperwork

Your Zone Committee will email an Excel Spreadsheet for entry of all information; this document needs to be saved onto your computer with the name "*South East Zone U10 Red Representative Team*" (changing Zone name to your applicable Zone and team/age group name to your applicable team/age group). It is important that this is kept up-to-date and emailed to your Zone Committee at **the middle and end of each month** with the Training & lighting tab completed.

The Managers pack is available for collection from your Zone Committee. Once the players and parents have completed the forms in the Managers pack and all forms have been handed back to you, you will need to drop off the Player & Team code of behaviour and the parent consent form to your Zone Committee. The medical form you keep with you and take to all trainings and games. All information on the medical forms is to be treated confidential.

Receipt Books

A receipt book is in the manager's pack. All money handed to the manager must be receipted and given back to your Zone Committee. Set a date that all money needs to be in by and do not hand out any gear to a player that has not paid in full. Players are not to be asked to pay for extra items such as training at indoor venues, training strips etc without prior permission from your Zone Committee and QCSA Rep Zone Sub-Committee. The deposit book must be handed back to your Zone Committee once all payments are completed.

Tournaments

State Titles will be held at Redbank Plains on the 5th May and 7th May 2018.

Sunshine Coast Challenge Cup is on the 14th July 2018.

Scenic Rim Country Cup Saturday 22nd September 2018, date to be confirmed and venue TBA (U10 to U14 to be confirmed)

We encourage teams to provide their own shade for these tournaments.

Zone Representative Travel Shirt, Socks and Jacket (If applicable to your Zone)

Please make sure that you have the correct spelling of player's names Christian and Surname and check if the player would like his Christian name abbreviated. *E.g.* Thomas to Tom. A Sheet with names and sizes clearly typed on the Excel spreadsheet is to be taken at the same time. Note all teams will be done at the same time so any delay affects everyone.

Shorts, Socks, Travel shirt and Jackets orders will be available for collection from your Zone Committee once ready.

Do not hand jackets, shirts, or socks to players until they have been **paid**.

Cost of gear is dependent on each Zone. Once you have sourced your costs, please advise the QCSA Rep Zone Sub-Committee as well as your players/parents. Something along the lines of the information below, but remember, this must be cost neutral.

(*e.g.*,

Representative Jacket	\$xx	(this includes logo & full name monogramming)
Representative Travel Shirt	\$xx	(this includes monogramming of logo only)
Representative Socks	\$xx	
Representative Shorts	\$xx	(Players must wear this style of shorts, no exceptions, refer sample.)

Zone Team levy is:

\$800.00 per team for U10 up to and including U16 teams

\$850.00 per team for U18 and Seniors

There is a representative player levy of:

\$xx per player for U10 to U16 Teams

\$xx per player for U16 Girls and Development teams

\$xx per player for U18 and Seniors)

Zone Representative Strip (dependent on whether zones are providing or players are paying for their own)

To be kept by the Manager and **not** handed to individual players. If a jersey goes missing it is unable to be replaced.

Representative strip is to be returned clean and neatly folded in number order.

Training

Training times and venues are to be advised at all times to your Zone Committee. It may be of interest to all teams to know of each other's training times so that the lighting costs can be shared (for use of venues you would need to check costs and gain permission to use accordingly). Remember to keep training log up to date. The Training Attendance record is needed for insurance purposes.

Practise Games

An email must be sent into to the Zone Committee at least one week prior to the game so they can get the match sanctioned by the QCSA Secretary (Zone Committee to email the QCSA Secretary at secretary@qcsa.org.au). Your Zone Committee will need to know the time, venue of the game and the opposition team for insurance purposes. You must approach the club in which you wish to use their field for the game, and you must have the club's approval before the game can go ahead.

Behaviour

Representative players are to be encouraged to respect other people's property and clean up after games and training. This should be at all times as this will carry forward with them whenever they are representing the QCSA. Their behaviour is a very important part of being developed as a representative player.

The Association will not tolerate any official or player entering into arguments or unsportsmanlike incidents with referees, opponents, officials or spectators. The QCSA Rep Zone Sub-Committee may suspend or dismiss any official guilty of behaviour detrimental to the code of soccer. (This includes foul and abusive language).

The Zone Representative Coach or Manager shall not use their position to influence players into changing from their Local Club or Association team into their current club.

At all times, Zone officials, coaches, managers, players, parents and spectators, must abide by the QCSA Code of Conduct, By-Laws, Competition Rules (other than those specific to State Titles competition as stated in the State Titles Booklet). All the aforementioned positions are accountable to QCSA and can be brought in before QCSA Rep Zone Sub-Committee, QCSA Exec, QCSA SCM or QCSA Discipline if deemed necessary.

Injuries

If an injury does occur at training or game, then it is important to contact your Zone Committee and complete an Incident Report. This must be completed within one week of the injury.