



# COACHES & MANAGERS HANDBOOK 2020

Please do not hesitate to contact any Committee Member should you have enquiries regarding the content of this booklet, or if you require guidance with anything unclear

Disclaimer: All information recorded herein is correct as at time of production (February 2020). Changes throughout the season may occur so please ensure that you check webpage regularly for any updates/amendments. The Club will not be held responsible for any inconsistencies or variations not captured by Coach or Manager

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## 1. Match Cards

- In all competition matches, the team manager/coach shall before the start of play, complete the match card with the list of proper (family/surname) and FFA numbers of the players in their team against the player's correct shirt number. Under no circumstances should a match card be altered after the commencement of play.
- Match cards must be completed in blue or black pen. Alternatively, printed labels or stickers are permitted to be applied to the match card
- No whiteout or correction fluid shall be used on any match card. Any errors are to be single line crossed out and written above the error. The use of whiteout correction fluid will be considered to be an attempt to alter the match card and shall incur a penalty Clubs get fines for any errors found on match cards so please ensure correctness
- Reserves must be marked on the Match Card by placing an R in the column provided
- A player who has been stood down or suspended must be recorded on the match card with his proper (family/surname) and ID number for the matches in which he/she or she is suspended in the stood down section. Failure to comply with this clause shall incur a penalty
- Coach and Manager Details are to be recorded in the same manner as Players
- Note the importance of compliance with these completion instructions as the cards may become a legal document in case of injury or court case
- Coach or Manager is to sign the match card at the conclusion of the game. Ensure correctness of score and of any red/yellow cards before signing. If there is an error please see an official who will approach the Referee for either confirmation of information recorded or to amend card if necessary
- If a Coach or Manager does not sign a match card at the end of the game any errors on the card (including incorrect result) will stand

## 2. Match Fees Match information sheets

- Match fees are incorporated into the registration fee
- Match information sheets may be required for checking of 3.2.1 points, if you had a referee and or assistants send off yellow cards etc

## 3. Referee Fees

- Paid by the club

## 5. Match Duration

COMPETITION TYPE	MATCH DURATION
▪ Competitions for players over the age of 35	At the discretion of the Association
▪ All Age and Men and Women	2 equal periods of 45 minutes
▪ Under 18 – Under 21	2 equal periods of 45 minutes
▪ Under 17	2 equal periods of 40 minutes
▪ Under 15 – Under 16	2 equal periods of 35 minutes
▪ Under 13 – Under 14	2 equal periods of 30 minutes
▪ Under 12--	2 equal periods of 25 minutes
▪ U6- U7 national miniroos	2 x 20 min halves minimum 5 min half time break ball size 3
▪ U8- U9 national miniroos	2 x 20 min halves minimum 5 min half time break ball size 3
▪ U10- U11 national miniroos	2 x 25 min halves minimum 5 min half time break ball size 4

## 6. Borrowed Players

*(Does not apply to Small Sided Game teams)*

- A player may only fill-in for another team up to two years their current age group (i.e. if they are playing Under 12s they will only be able to fill in for Under 13s or Under 14s)
  - A higher division player cannot play in a lower graded team within their age group
  - Please note that a player can play in a different team on four occasions.
  - If a player plays up in any higher division/age group more than 4 times (i.e. they can only play for any another team outside their own no more than 4 times in total), they will not be able to return to their registered team and will need to play out the year in the team they were filling in for on the 5<sup>th</sup> occasion
  - A borrowed player should only be necessary when your team is unable to field 11 players or your team needs a reserve, in such cases your team players must be used before any borrowed players
  - All borrowed players are to be marked on the match card by their Surname, FFA Number and the team they are registered too (you will also need to borrow their Player Registration Card which needs to be shown before each game – please ensure this is returned to the team manager of the team where the player belongs after your game)
  - You can not borrow a player any higher than two years above their age, if you do you may lose any points received from that game
  - You can only play a maximum of 3 borrowed players from a lower division. If you play more than three players you will lose any points from the game and the Club/Team will be fined by MDSFA.
  - Please refer to Club Executive for Borrowed Player rulings for M League & M League Reserve teams
- Borrowed Players – Grand Final Series**
- A player must have played at least two game for the team during the season to qualify as a player for the team during the finals series

## 7. 17. ELIGIBILITY

(a) Both males and females shall be eligible for registration as players in Association competitions. The Association will provide separate male and female competitions across all age categories pending team nominations for such competitions.

(b) The football year shall commence on January 1st and end on December 31st each year. A player's age eligibility shall be determined by their age at the 1st of January.

(c) As per National Registration Regulations, a player is eligible to register with a Club from the age of five (5), that is, they are turning five (5) in the calendar year they are intending to register to play football.

(d) A registered player from any Club team may play for their Club in a higher age grade subject to that Club's permission to do so and only in the following circumstances: In the same age group - any higher division. For example, a player from U12 Division 4 may be borrowed to play U12 Division 1, 2 or 3. In the next higher age group – in the same or higher division. For example, a player from the U12 Division 1 may be borrowed to play U13 Division 1 only. A player from U12 Division 2 may be borrowed to play U13 Division 1 or 2. A player from U12 Division 3 may be borrowed to play U13

Division 1, 2 or 3. Two (2) age groups higher – Any division higher, in the same division or next lower division. For example, a player from U12 Division 1 may be borrowed to play U14 Division 1 or 2. A player from U12 Division 2 may be borrowed to play U14 Division 1, 2 or 3.

(e) Any number of players may be registered, however, teams shall be restricted to sixteen (16) players in any one match.

(f) To be eligible to play in the All Age Competition, one must have turned sixteen (16) prior to 1 January of the current year.

(g) With the exception of paragraph (f) above, a player cannot participate in an age grade more than two (2) years above their actual age without an exemption from the Association.

(h) Players are permitted to play four (4) matches in a higher age or division. Any player exceeding these requirements automatically becomes a member of the team with which he/she plays their fifth match.

(i) At no time will more than three (3) players be permitted to play in a higher age or division of any one team. A team who plays more than three (3) players in a higher age or division in any one team will be deemed to have forfeited that match. Failure to comply with this requirement shall incur a penalty as determined by the CMC.

(j) A registered player from any Club may only play in a lower division in the same age grade by first applying for and obtaining a player regrade. A player that has been granted a regrade shall not play again in a higher division or age grade without permission from the Association.

(k) Players of teams playing in the same division from the same Club are not permitted to be borrowed between the teams in that same division.

(l) Where a Club does not have an eligible player(s) to borrow from under paragraph (d) above, that Club may submit in writing a request to the Competitions Manager for special consideration of such rule. Such submission must be in writing 48 hours prior to the match taking place and must outline the players name(s) who are intended to be borrowed. Such consideration will only be considered for the game in which the submission refers and may only be approved to permit eleven (11) players to participate in the match.

## **8. ID Cards / Player Registration Cards**

- Once cards have been furnished to each team they must be produced prior to the match starting.
- No card, no play is the official advice from Macarthur District Football Association
- A forfeit can be claimed if a team fails to produce ID Cards after 10 minutes of scheduled game start time
- If you allow a game to proceed without having sighted ID Cards you can not do anything about it at the end of or after the game is completed.
- SSG teams may not be supplied with ID cards and there is no need for Coach or Manager to check the other teams' cards
- U12 and up - Coaches are to wear their Coach ID card on lanyard on them

## 9. Technical Areas

- Only Reserves, Coach and Manager's (*as recorded on Match Sheet/Card*) are allowed in the technical area of the playing field
- No Reserve is allowed to leave the technical area unless entering the field of play
- No Coach or Manager is allowed to enter the playing field unless directed by referee/match official
- Coach's cannot leave the technical area (except when called onto field by Ref to attend to an injured player.
- Just a reminder that no spectators/parents are allowed in or around the technical area – They must remain behind the spectator line.
- U12 and up - Coaches are to wear their Coach ID card on lanyard on them.
- There is a zero tolerance in regards to smoking in or near the technical area i.e. no player/coach/manager/official is allowed to smoke in the technical area.

## 10. Suspended Players

- Ensure that player's (s) surname and FFA number is recorded in the "Stood Down Section" of the Match Card. Failure to do this results in the player's suspension not being reduced that week.
- If you incorrectly play a suspended player who has NOT served their full suspension you team will lose any points from that game and the Team will be fined by CMC. This fine will need to be paid by the team as this is not covered in normal club match fees.
- ID Cards will be returned once suspension has been served

## 11. Yellow Cards

- It is the Team Manager's responsibility to track player Yellow Card totals
- Receipt of 5 yellow cards in a season is an automatic stand-down and therefore to avoid any loss of competition points or further action from MDSFA please ensure that if necessary the player is stood down and noted as "Stood Down" on the game card/sheet

## 12. Red Cards

- All Red Card send-offs will have a minimum mandatory one week suspension
- If a player receives four yellow cards during the season they will need to stand down for the game immediately following receipt of the fourth yellow card
- The Club Secretary is to be emailed on the day that Red Card is received (no later than 6.00pm) so that Red Card details can be advised to MDSFA Judiciary as is required.
- When emailing through details of the Red Card please advise the Club Secretary of the player's :- Surname, FFA Number, Team, Opposition, Offence (this is noted on the match card by the Referee)
- Should a player wish to appeal the LCC Judiciary suspension decision (once determined and advised by Club Secretary) they are to advise the Club Secretary if they wish to challenge the suspension and seek a hearing – generally you have only 48 hours to lodge an appeal
- The Club Secretary will advise Player of the date of their hearing (usually Wed night the week following the Red Card at Lynwood Pk)
- The Club Executive will review all Send –Off's and may take further action against the player depending upon the severity of the offence, or for repeat offences. This may result in the Player receiving extra time on top of the LCC suspension decision period, or in the most serious of offences, being banned by the Club

### **13. Injuries**

- All serious injuries need to be emailed through to Club Secretary with full details on the day injury occurred (i.e. Surname, FFA Number, Team, Nature of Injury, How Injury Occurred, and whether an ambulance was called etc.)
- The player (or parent/guardian) should be directed to the Club's website ([www.stmaryseaglevaldesc.com.au/coach](http://www.stmaryseaglevaldesc.com.au/coach) & manager kitbag) to download relevant Insurance details/Claim Forms
- The player has only 30 days from injury date to make a claim
- A Doctor's Certificate/Clearance certificate may be required before a player is free to recommence training/playing. This is to protect the Coach and/or Club from any possible claims against them for negligence

### **14. Players equipment (direct extract from FIFA rules follows)**

#### **1. Safety**

A player must not use equipment or wear anything that is dangerous. All items of jewellery (necklaces, rings, bracelets, earrings, leather bands, rubber bands, etc.) are forbidden and must be removed. Using tape to cover jewellery is not permitted.

The players must be inspected before the start of the match and substitutes before they enter the field of play. If a player is wearing or using unauthorised/ dangerous equipment or jewellery, the referee must order the player to:

- remove the item
- leave the field of play at the next stoppage if the player is unable or unwilling to comply

A player who refuses to comply or wears the item again must be cautioned.

#### **2. Compulsory equipment**

The compulsory equipment of a player comprises the following separate items:

- a shirt with sleeves
- shorts
- socks – tape or any material applied or worn externally must be the same colour as that part of the sock it is applied to or covers
- shinguards – these must be made of a suitable material to provide reasonable protection and covered by the socks
- footwear Goalkeepers may wear tracksuit bottoms

A player whose footwear or shinguard is lost accidentally must replace it as soon as possible and no later than when the ball next goes out of play; if before doing so the player plays the ball and/or scores a goal, the goal is awarded.

### **3. Colours**

- The two teams must wear colours that distinguish them from each other and the match officials
- Each goalkeeper must wear colours that are distinguishable from the other players and the match officials
- If the two goalkeepers' shirts are the same colour and neither has another shirt, the referee allows the match to be played

Undershirts must be:

- a single colour which is the same colour as the main colour of the shirt sleeve or
- a pattern/colours which exactly replicate(s) the shirt sleeve Undershorts/tights must be the same colour as the main colour of the shorts or the lowest part of the shorts – players of the same team must wear the same colour.

### **4. Other equipment**

Non-dangerous protective equipment, for example headgear, facemasks and knee and arm protectors made of soft, lightweight padded material is permitted as are goalkeepers' caps and sports spectacles.

Head covers Where head covers (excluding goalkeepers' caps) are worn, they must:

- be black or the same main colour as the shirt (provided that the players of the same team wear the same colour)
- be in keeping with the professional appearance of the player's equipment
- not be attached to the shirt
- not be dangerous to the player wearing it or any other player (e.g. opening/ closing mechanism around neck)
- not have any part(s) extending out from the surface (protruding elements)

### **15. Official Vests**

- Each team is to have a Team Official who is to wear the Orange Team Officials vest during the game (only adults can act as a Team official)
- The Team Official is required to ensure that your team and its spectators act in a fit, proper and fair manner. If trouble escalates the Team Official is to immediately engage the support of a Club Ground Official
- A Team Official or indeed spectators are not to enter the field of play for any reason



## 16. Spectators

- As noted above, it is up to the Team Official to control the spectators present at their game. If any spectator becomes unruly or acts in a threatening manner and they cannot be pacified by the Game Official, the Ground Official should be asked to front the spectator
- Any spectator deemed to be acting outside the Club's Behaviour Policies will be asked to front the Executive Committee to explain their actions and may be subject to sanctions or otherwise following that meeting

## 17. Time on the Field

- Our Club policy is that all players, regardless of ability, should receive consideration from Coach/Manager for fair and equal time on the park. If a parent/player feels that their child/they are being disadvantaged they are to approach the Club Vice President who will address the situation with relevant Coach/Manager

## 18. Forfeits

- If a Forfeit is known in advance of the game you are to phone Club Secretary (Sarah Manion 0413 777 515 ) by 6.00pm on the Thursday evening before game day to avoid the Club/Team being charged a forfeit fine by MDSFA.
- If your team is unable to play due to a shortage of players (*we encourage you to make every effort to either try to borrow players from a lower Age Group or Division before forfeiting*) then you are to advise the Club Secretary (Sarah Manion 0413 777 515) as soon as possible before the game time
- Note: The cost of team forfeits rests with the Team and they will need to pay the necessary fine as incurred on the Club by MDSFA

## 19. Wet Weather

- On game days a member of the Club Committee will contact the Coach or Manager if your game has been called off due to ground closures
- If ground closures are advised before game day a note will be placed on the club website [www.stmaryseaglevaldesc.com.au](http://www.stmaryseaglevaldesc.com.au)
- If Kooringa Reserve is closed for training due to weather/ground conditions a note will be placed on the website and the sign at the front gate will display "Grounds Closed" message. Additionally if the ground is closed the driveway gates will be locked and no training lights will be switched on
- Please note that the grounds may remain closed for a day or two after initial close decision (or longer depending upon the severity of the weather conditions that forced closure in the first place) so please check the website for details. This is to ensure that grounds remain playable and are not damaged through training. Also insurance may not be payable in the event of injury if it is established that the grounds were unsafe for play/training so it is in everyone's interest that common sense decisions are made

## 20. Hot Weather Policy

- The Club adheres to the Football NSW Hot Weather Policy (*please refer to Club Website for Full Details – you are encouraged to read these important documents and policies*)

**RECOMMENDED TEMPERATURES FOR CANCELLATION OF GAMES & TRAINING** and other events including trial games, selection trials, clinics or any physical activities:

- **ADULTS** Cancel or postpone events involving Adults at ambient temperatures of 37°C or above
- **CHILDREN** Cancel or postpone events involving Children at ambient temperatures of 32°C or above

**CAUTION:** These are the maximum cancellation temperatures. Cancellation of games, training or events at lower temperatures may be necessary depending on factors such as: humidity; local conditions including radiant heat from synthetic surfaces and lack of ventilation at indoor centres; player wellbeing; and player acclimatisation. For the purpose of this policy a child is a person aged up to and including 16 years of age. Note that young children are especially at risk in the heat and should not be forced to continue playing or training if they appear distressed or complain about feeling unwell.

We all have a duty of care in relation to the heat, and we need to make every effort to ensure the safety and well-being of our players, officials and committees etc. - personal liability claims could be an issue if it is found that we have not undertaken prudent steps to follow the heat policy guidelines and recommendations in the event of a major heat related death or major incident.

## 21. Team Information

- Manager is to clear their filing location in the filing cabinet each week as important information is regularly placed therein
- The website should be checked regularly for any Club Updates/ News
- Coach and Manager information can be found in the Coach/Manager Kitbag section of the website (a good source for all documentation and training tools/techniques etc.)
- **Attendance at Monthly Coach and Manager Meetings is mandatory** as not only is information passed down, it is also a good opportunity to ask questions

## 22. Coach and Manager Meetings

- Held the second Monday of each Month at Kooringa Reserve or other nominated location between March and August annually. Note: this may vary occasionally with Public Holidays and School Holiday clashes
- A Calendar for Meetings will be advertised on the Club Website early in the season
- **A representative from each team** (preferably the Coach or Manager) **must be in attendance**
- Attendance at these meetings is a critical part of the Communication and Information Sharing process of the Club from Committee to Coach/Manager and back.
- These Coach/Manager meetings follow on from the Monthly MDSFA Meeting with Clubs at the start of each month, for the Club to pass on relevant updates to the Teams. It is critical that teams get these updates to be passed on to players and parents.

### 23. Duty Rosters

- When advised that your team has duty, be it ground set-up, ground pull-down, canteen, barbeque or Ground Official duty, you will need to ensure that the required number of representatives present themselves for that duty as the Club cannot run efficiently or effectively without the support of everyone
- All teams will be expected to set-up the field if they are the first game on that particular field
- All teams will be expected to pack-up the field if they are the last game on that particular field
- Rosters will be posted on the Club website ([www.stmaryseaglevaldesc.com.au](http://www.stmaryseaglevaldesc.com.au)), where possible, two weeks ahead so that you have time to organise your people. The Team Manager will also receive a 'phone call/email from the Club the week leading up to the Duty as a reminder
- The Club will endeavour to ensure that the Duty is spread evenly across all its teams and you should expect to be rostered no more than three times during the season proper (this is outside special events such as trials and finals series where you may be asked to assist).

Occasionally, and by exception, duty in advance of the expected three times may be necessary and we would appreciate your support on those odd occasions

### 24. Code of Conduct

- The Club has a Code of Conduct that all members (players, coaches, managers and spectators) must follow (see attached annexures)
- Failure to act in accordance with the Code of Conduct is viewed seriously by the Club and any person acting outside of the policy will be asked to face the Club Executive for an explanation and sanctions against the person may result

### 25. Alcohol



- All Macarthur Football Association grounds are alcohol free unless the club has a function licence licence. Alcoholic beverages cannot be taken by any team to any ground.

### 26. Smoking



- Koorringa Reserve is subject to Section 6A of the Smoke-free Environment Act 2000 and as such smoking is banned in any spectator area when an organised event/competition is being held

## **27. End of Season Trophies**

- Please ensure that the Best and Fairest Points section on the Match Sheets are completed every week (this applies to U6 -U20). The player that collects the most points during the season shall receive one of the two Major Team Awards presented to each team hence the importance that these details are provided every week so that appropriate record keeping can be maintained.
- Whilst the Club will be collating weekly results it is recommended that the Coach/Manager also track results in case of any errors
- Each Team will be provided 2 Major Club/Team Awards to be handed out at the end of Season Presentation Days.
- Each Player will receive a participation trophy from the club
- The Club recognises Premiership Winning Teams, Coach. Managers with a Premiership Jacket for MDSFA Grand Final Winners.
- The Club recognised 5/10 & 15 years continuous service with the Club at end of season
- Note: All Players need to be Financial with the Club to receive end of season Trophies and Awards (this includes all match fees paid and all team playing shirts and training equipment returned to Club Equipment Officer at the end of Season and before Presentation Days).
- For U6 – U20 Teams: It is recommended that a different parent from the team each week be asked to give to a 3, 2, 1 grading on the players involved in the game.
- The team manager is to record these results on the Match Day Sheet (*copy attached*) and these are to be handed into the Club with match fees collected (*see Section 1*)
- The player who received the most points during the season will be awarded the Best & Fairest Trophy
- The Coach will then be asked to nominate the most improved player/coaches award from the team who will receive the team Most Improved trophy
- All players will receive a participation trophy
- Senior teams will be asked to nominate two awards

## **28. Provision of Playing Shirts and Training Gear**

- Each Team will be supplied a set of Saints Playing shirts in a Green Club Bag at the start of season. These playing shirts are the property of the Club and are only for use during games and are not to be used for training or worn for personal use during the week
- It is recommended you allocate out playing shirts for each game, but if you allocate them out to individual players you are responsible for the return of ALL playing shirts at the end of the season.
- The Club will provide a minimum training kit of a set number of training balls, cones and bibs (as required for older Junior & AA Groups) for training during the season. If any of the Training balls need replacing during the season please contact the Club Equipment Officer
- Should the Coach wish additional training gear this will be the responsibility of the Team.
- All Club Training gear is to be returned to the Club Equipment Officer immediate following the last game of the season for the team.

**29. Match ball sizes**

- U6- U9 ball size 3
- U10-U13 ball size 4
- U14 and up ball size 5

**Fun & Best Wishes for the Season Ahead**

### **Annexure 1: Players Code of Conduct and Ethics**

1. Be proud to represent St Mary's Eagle Vale Soccer Club Inc.
2. Do not argue with the referee or lines people.
3. Listen to your coach and attempt to do everything they ask.
4. Work hard to support your team mates.
5. Display good manners at training and games.
6. Do not use foul language at any time.
7. Work hard at your game, at training and at home.
8. Dress appropriately for training.
9. Arrive at training sessions early enough to start on time.
10. Arrive at all matches at least 30 minutes before kick off.
11. Arrive at all matches in correct uniform. Incorrectly dressed players will not be permitted to take the field.
12. Socks must be pulled up and shirts tucked in during matches.
13. Players guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.

## **Annexure 2: Parents and Supporters Code of Conduct**

1. Do not criticise or enter into any discussion with the referee or lines person at matches.
2. Provide encouragement and support for your child and their team mates at matches but do not offer coaching advice.
3. Encourage your child to work hard at their game at home and at training.
4. Your child is required to arrive at matches at least 30 minutes before kick off time and is to remain with the team until dismissed by the team coach.
5. Your child is required to attend all training sessions and is required to arrive in time to prepare themselves to start at the appointed time.
6. If your child is unable to attend training or a match, it is the parents' responsibility to inform the Coach or Manager prior to training or the match.
7. Treat the opposing team and officials with respect. St Mary's Eagle Vale Soccer Club is well respected within the Association and wishes to reciprocate with all Clubs.
8. Each team's parents will be asked to assist during the year with Duty Roster, washing of shirts and fundraising - for the benefit of your children. Please contribute generously and in the good spirit the "Club" has developed.
9. Parents guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
10. Provide an example of sportsmanship and fair play to your children.

### **Annexure 3: Coaches and Managers Code of Conduct**

1. Do not criticise or enter into any dispute with the referee or lines person at matches.
2. In your coaching role, provide encouragement and support for the players in your team at matches.
3. Encourage the players in your team to work hard at their game at home and at training.
4. You are required to attend all training sessions in time to prepare to start at the appropriate time.
5. If you are unable to attend training or a match, it is your responsibility to inform all the parents and make suitable alternative arrangements prior to training or the match.
6. Treat the opposing teams and officials with respect. St Mary's Eagle Vale is well respected within the Association and wishes to reciprocate with all Clubs.
7. Coaches and Managers guilty of misconduct at training or matches may be required to appear before the "Club" Management Committee.
8. Provide an example of sportsmanship and fair play to the players in your team.