

Campus Sport Captains Pack



5-a-side
Football
(Indoor)

University of
Portsmouth



Sport and
Recreation

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1) Sign up and Payment

Sign up and payment for our Campus sport leagues is now available online through SportPad. To sign up a team, please visit www.port.ac.uk/campusport and click 'register now'. You can then select the league you would like to enter, and follow the simple registration and payment process.

2) Registration and Insurance

When registering your team on SportPad, all captains must register between five and eight players – none of which may be registered with another team in the same league, and all players must be part of the University of Portsmouth. For staff 5-a-side football, you can register up to ten players.

All teams and players are insured if they are registered. Captains are required to register the details of any new player with the referee, prior to their first game. They must then add those details to SportPAD within 7 days. Teams who are found to be playing an unregistered player will incur a 1 point deduction. *Please note winners and runners up will only receive t-shirts/trophies for a squad of 8 players'

During knock out stages players may still only play for one team. Teams using players who have previously played for another team during the knock out stages risk disqualification.

3) Captains Meeting

After you have registered your team online, you will receive a confirmation email which will invite you to attend a captains meeting before the league starts to cover the following:

- Meet the other captains
- Meet the staff organisers
- Have an introduction to the league
- Go over rules, fixtures and captain contact details
- Ask any questions

Captains **MUST** attend this meeting or send a representative. Your team will be deducted 1 point if a representative fails to attend.

Please note that there will be no captains meeting for staff 5-a-side football, captains will be emailed all the necessary information.

4) Communication

The Sports Development Officer will mainly communicate with captains and players via email, so when registering your team please make sure you provide an accurate and up-to-date email address. Please also join the Sport and Recreation Facebook group (UOP Campus Sport), so you are kept up-to-date with the latest information.

5) Student 5-a-side Football Format

The student 5-a-side football league will consist of a maximum of eight teams. Kick-off times could vary between a 6.00pm and 7.30pm kick-off each week. All teams will play each week.

After 7 weeks all teams will have played each other in their league. Playoffs will take place in week 8 and 9 for all eight teams. The top four teams in the league will qualify for the cup playoffs, and the bottom four teams will qualify for the plate playoffs. The cup playoffs will determine the overall winners and runners-up.

6) Staff 5-a-side Football Format

The Staff 5-a-side football league will consist of a maximum of eight teams. Kick-off times could vary between a 12pm and 1.30pm kick-off each week. All teams will play each week.

After 7 weeks all teams will have played each other in their league. Playoffs will take place in week 8 and 9 for all eight teams. The top four teams in the league will qualify for the cup playoffs, and the bottom four teams will qualify for the plate playoffs. The cup playoffs will determine the overall winners and runners-up.

7) Equipment

All equipment is provided for the league, except for players kits. If there is a clash of kit colours, bibs will be available from the referee.

Match balls will be provided for fixtures.

8) Clothing and Footwear

For safety reasons, no jewellery or inappropriate clothing or footwear is allowed to be worn when playing. Players must wear clean and non-marking soles. All players must ensure that shin pads are worn. Players who do not wear shin pads will not be allowed to play.

Players found to be in breach of these rules will be asked to leave the pitch so that the game can be started and will return to the pitch only under the referee's agreement.

9) Food and Drink

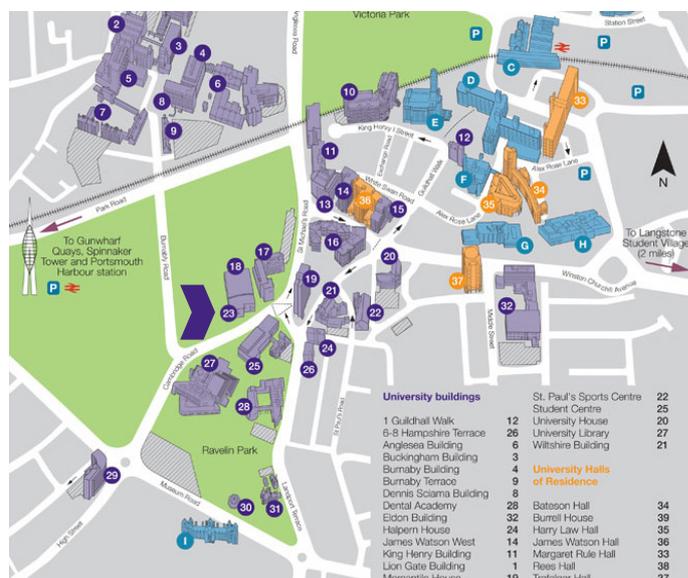
NO food and drink is allowed to be taken into the sports hall unless it is in a bag. All bags must be kept behind the goal if they are to be brought into the sports hall.

10) Changing Facilities

Changing facilities are available to use

11) Venue

All matches will take place in the **Spinnaker Sports Centre Sports Hall on Cambridge Road, Portsmouth, Hampshire, PO1 2ER.**



12) Match Day Information

If you have any questions about the league on match days

please come and speak to the member of sports staff on reception.

Please note: individuals participate at their own risk and are advised to seek medical advice if suffering from any injury/illness that may affect participation.

13) Duration of Match and Arrival

Games are 20 minutes long. This will be played as two halves of 10 minutes with a two minute half time. Captains **MUST** report to the referee before each game, and must be ready to start at the allocated time. The staff 5-a-side league will be 12 minutes each way.

14) Number of Players

Teams must only have five players on the pitch at any one time, and one of these must be a goalkeeper.

15) Viewing Fixtures

Fixtures can be viewed on SportPad, there will also be copies on the Campus Sport notice board by reception, and also copies in the Campus Sport folder on the reception desk. Captains are responsible for ensuring your team fulfil all the fixtures at the correct times and dates.

16) Start of Play

The two captains toss a coin for choice of end and the other team will kick-off to start the game. Play will start at the centre spot. A goal can be scored direct from the kick-off. Opposing players must be a minimum of 2 yards from the centre line.

Referees will start matches at specified times, even if both teams do not have a full team on the pitch.

17) Substitutes

The number of roll on roll of substitutions made during a match is unlimited, a player who has been replaced may return to the pitch as a substitute for another player. Substitutions should only be made when there is a break in play and at the referee's discretion.

18) Extra Time and Penalties

Throughout the league games and in the knock out rounds there will be no extra time. If the score is level at full-time, during the knock-out stages, then a penalty shoot out will take place. 3 players will take penalties. If a winner is not decided after 3 penalties the remaining squad members will take sudden death until a decision is reached.

19) Late Kick-Off

If a team arrives after their kick-off time, then the game will be void and a 5-0 walkover will be awarded to the team that arrived on time.. The game may be played as a friendly and the referee will continue to referee as normal.

20) Failure to Show

If the opposition fails to show for a fixture, a 5-0 walkover will be awarded to the team who arrived. The no-show team will get 1 point deducted. The team who showed may use the pitch time to practice.

Teams are required to pay a £10 refundable deposit prior to starting the league. If teams attend all scheduled fixtures once the league has finished, they will receive their deposit back.

Teams who are consistently **late to fixtures** or **do not attend for league fixtures** will incur the following penalties:

1 match = a warning and / or 1 point deduction

2 matches = final warning and 3 point deduction

3 matches = expulsion from the league (no refunds available)

21) Replacement Teams

Teams can be replaced at any time within the season. If a team needs to be replaced, the first team on the waiting list will be offered a place in the league and the replacement team will inherit the points and league position of their predecessors.

22) Cancelling Matches in Advance

If for any reason, a team cannot fulfil a fixture, please let us know ASAP so we can inform the opposition and the referee. If a team cancels a match, the walkover score (5 – 0 win) will be awarded to the opponents and the team who cancels the match will also be deducted 1 point.

If you give more than 48 hours cancellation notice, you will not be deducted 1 point.

To cancel a match, please contact:

Monday to Friday 8.30-4.30pm – T: 02392 845102

Monday to Friday 4.30pm onwards and weekends –

T: 02392 845555 and ask to speak to a Duty Manager

23) Rearranged Fixtures

It is **NOT** possible to rearrange any fixtures.

24) Pitch Condition

University of Portsmouth staff members make routine facility checks. However, if players or the referee have concerns relating to the playing surface or perimeter areas, notice any unusual occurrences or faults, or believe a pitch or surrounding area is not fit for purpose you should immediately inform the member of staff on duty of your concerns.

25) Reporting of Results

At the end of the match, both team captains must ensure the referee has the correct score. Any disputes over the score must be raised through SportPad within 48 hours of the fixture. This is essential to ensure that league tables are as accurate as possible.

26) League Tables

Points will be awarded as follows:

3 points for a win

1 point for a draw

0 point for a loss

-1 point for no show/cancellations

Up-to-date scores and league tables will be available on our website: www.port.ac.uk/campusport

League position will be decided by points gained. If one or more teams are equal on points, goal difference will determine league position. In the event of goal difference being equal then the team scoring the most goals shall take precedence.

27) End of Season

Following any playoffs, the winning team and runners-up will be presented with prizes.

28) Referees

Referees will be arranged by the Sports Development Officer. All referees are fully qualified by the FA.

In the event of a shortage of referees on a match day, teams will be expected to provide a volunteer to cover games if requested. Ideally, a player from both teams will referee a half each. This is a rare situation but teams are strongly encouraged to assist the league so that fixtures can be played.

29) Referee Decisions

The match referee's decision on any issue arising immediately before, during or immediately after the game is always final. Sport and Recreation ask that players respect the match referee and raise any issues with the Sports Development Officer within 48 hours after the game.

30) Referees Wanted

If any players are interested in refereeing Campus Sport football matches please contact the Sports Development Officer rachel.robilliard@port.ac.uk. We have pathways and opportunities for both qualified and unqualified referees!

31) Rules of Play

All Hampshire Football Association rules and laws will apply <http://www.thefa.com/TheFA/RulesandRegulations/LawsOfTheGame>, except:

- There will be no offside.
- There is no sliding tackle or any barging/pushing an opponent towards the wall. This will result in a free kick. An intentionally dangerous slide tackle will lead to an automatic red card.
- The ball must remain below 'head height (netting)'. Infringement of this rule will result in a free kick, except for when the goal keeper saves the ball or the ball hits the goal/cross bar. This ruling is at the discretion of the referee.
- Should the goal keeper throw the ball over head height then an indirect free kick will be awarded to the opposing team (2 yards away from the goal area line, nearest to where the offence took place).
- If during a save, a goal keeper unintentionally play the ball above 'head height' they will not be penalised. This ruling is at the discretion of the referee.
- Goalkeepers are only permitted to throw the ball outside the area: a penalty kick will be awarded for infringement of this rule.
- No player with exception of the defending goal keeper shall be allowed to enter the goal area.
- Should an attacking player enter the opposing goal area then play will restart with the goalkeeper having the ball.
- Should a defending player seeking to gain advantage enter the goal area, then a penalty kick shall be awarded to the opposing team. Penalties will be taken from the centre edge of the goal area and only one step must be taken.
- Goal keepers must remain in the goal area or a penalty to the opposing team will be given. Strictly at the referees

discretion.

- When goal keepers roll the ball out players are not allowed to pass the ball straight back to the goalkeeper; a penalty kick will be awarded for infringement of this rule.
- During a free kick opposition players must be a minimum of 2 yards away from the ball
- When a free kick has been awarded to the attacking team, within 2 yards of the goal area, the kick may be taken from a point 2 yards outside of the area, allowing a gap between the defenders and the ball.

32) Respect and Code of Conduct

The University of Portsmouth Campus Sport football leagues have joined the Hampshire FA Respect programme - www.thefa.com/TheFA/Respect.

The purpose of Respect is to emphasise the importance of providing a safe, non-threatening and enjoyable playing environment for players and football referees to encourage every person taking part in football, at whatever level, to take responsibility for their actions and to follow high standards of good behaviour. Under Respect, there will be an encouragement to improve captaincy and refereeing skills, with the aim of stopping incidents escalating into more serious situations that could have been prevented.

Therefore, captains and referees will be expected to work together to manage the players and the game effectively, and promote respect!

Captains must sign the player code of conduct (see copy at the end of this captains handbook), and ensure that all players are aware and follow this code of conduct. Any deviation from this code of conduct will result in disciplinary action being taken by the University of Portsmouth.

33) FA Affiliation

Our small sided football leagues are affiliated to the FA, which means that the following disciplinary procedures will apply for disciplinary offences. This will ensure that players and referees enjoy a good quality playing experience and that any incidents or unacceptable behaviour can be dealt with promptly.

34) Cautionable Offences

The options for disciplining offenders are as follows:

- A player shown a blue card will be temporarily suspended from play, and the referee will send them to the sin bin for 2 minutes. The release of the player will be at the direction of the referee.
- A player shown a second blue card will be permanently excluded from play (sent off)

A player will be shown a blue card if they commit any of the following offences:

- Guilty of unsporting behaviour
- Shows dissent by word or action
- Persistently infringes the laws of the game
- Delays restart of play
- Fails to respect the required distance when play is restarted with a free kick etc
- Enters or re-enters the pitch without the referees

- permission or infringes the substitution procedure
- Deliberately leaves the pitch without the referees permission

For any of these offences, an indirect free kick is awarded to the opposing team, to be taken from the place where the infringement occurred. If the offence was committed within the penalty area the indirect free kick is taken from the penalty area line at the place nearest to where the infringement occurred.

35) Suspensions

A player is sent off and shown a red card if they commit any of the following offences:

- Guilty of serious foul play
- Guilty of violent conduct
- Spits at an opponent or any other person
- Denies the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not include the goal keeper within their own penalty area)
- Denies an obvious goal-scoring opportunity to an opponent moving towards the players goal by an offence punishable by a free kick or a penalty kick
- Uses offensive, insulting or abusive language
- If a player receives a second blue card in same match

36) Disciplinary Procedures

Reporting of Blue Cards

Referees **MUST** report any blue cards to the Sport Development Officer within 48 hours after the match.

'Less Serious' Red Card Offences

The following red card offences will be dealt with by the Sports Development Officer, and the below disciplinary suspensions will apply at the discretion of the referee.

- Two cautionable offences in the same match (two blue cards shown): One-match suspension to be served in the next fixture of the league
- Three cautionable offences over the league (three blue cards shown): One-match suspension to be served in the next fixture of the league
- Use of offensive, insulting or abusive gestures (red card shown): Two-match suspension
- Attempting to kick or strike another player, violent conduct, serious foul play: Two-match suspension
- Failure to provide the referee with player name or correct player name when requested: One-match suspension
- Red card offence during a knock-out fixture or in the final: Match suspension will carry over to the next league

Referees **MUST** complete a Disciplinary Report and ensure it is sent to the Sports Development Officer within 48 hours after the match. The player will then be required to meet with the Sports Development Officer to discuss their sending off offence and period of suspension.

'Serious' Red Card Offences

The following red card offences will be reported to the Hampshire FA, and a disciplinary fine will be incurred by the player. Once Hampshire FA have reviewed the case the player will be informed of the outcome of the disciplinary action.

- Serious violent behaviour causing injury, including any form of assault

- Spitting
- Any offences where the offender has also acted in a discriminatory manner for reasons of ethnic origin, colour, race, religion, sex, sexual orientation, disability
- Any other offence not covered above including offences after the match or after being dismissed

Referees **MUST** complete a Disciplinary Report and ensure it is sent to the Sports Development Officer within 48 hours after the match.

Any player who attempts to play a fixture whilst suspended will be barred from the league, and could risk their full team being removed from the league.

Teams with a poor disciplinary record or teams who are consistently reported for playing in an aggressive manner will be removed from the league and barred from entry to all future Campus Sport competitions.

The Campus Sport team's decisions are final! Team captains are responsible for ensuring that all players representing their team are made fully aware of these rules and disciplinary procedures before playing.

37) Feedback

A league feedback period will take place towards the end of the league and will be an online evaluation that all players will have the opportunity to complete. The aim of this process is to evaluate: equipment, refereeing, fixtures, results, facilities, communication, changes for the next academic year etc.

38) Useful Contacts

Above all, the University of Portsmouth Sport and Recreation staff hope that all players, teams and officials enjoy the league. If you have any questions, problems or suggestions at any point about any aspect of Campus Sport at the University of Portsmouth, please get in touch:

Rachel Robilliard

Sports Development Officer

T: 02392 845102

E: rachel.robilliard@port.ac.uk

Contact: Monday – Friday, 8.30pm-4.30pm

Duty Manager

Spinnaker Sports Centre

T: 02392 845555

Contact: after 4.30pm during the week and at weekends

University of Portsmouth Sport and Recreation

Facebook Group: www.facebook.com/UOPSport

Sport and Rec website: www.port.ac.uk/campusport

Respect Code of Conduct



Respect

Adult Players

We all have a responsibility to promote high standards of behaviour in the game.

Players tell us they want a referee for every match, yet thousands of match officials drop out because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

Play your part and observe The FA's Respect Code of Conduct for players at all times.

On and off the field, I will:

- Adhere to the Laws of The Game
- Display and promote high standards of behaviour
- Promote Fair Play
- Always respect the match officials' decisions
- Never engage in public criticism of the match officials
- Never engage in offensive, insulting or abusive language or behaviour
- Never engage in bullying, intimidation or harassment
- Speak to my team-mates, the opposition and my coach/manager with respect
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a warning from the coach
- Receive a written warning from the club committee
- Be required to attend an FA education course
- Be dropped or substituted
- Be suspended from training
- Not be selected for the team
- Be required to serve a suspension
- Be fined
- Be required to leave the club.

In addition:

- The FA/County FA could impose a fine and/or suspension on the club.

Captains Name:

Captains Signature:

Date: / /20.....

