

Spartans FC
Moving from 7aside to 11 aside CHECK LIST

1. How Many Squads to run – each with 17/18 players maximum
 2. Who is looking to carry on Coaching?
 3. Splitting Squads /Head Coach to organise
 4. Coaching: SFA Main Pathway Level 3 Head & Level 2 Assistant
 5. SFA 11 In-service & 11 Festival (see attachment)
 6. Training / Tuesday & Friday Academy (same time & pitch)
 7. Registration/Administration (see below)
 8. Home Match 11am Kick Off
 9. Spartans 11 Aside Guidelines (attachment)
- **Team must have a nominated Child Protection Officer.** This person has to be made known to players, parents and volunteers so any concerns can be raised. They do not have to be qualified but it is advised that they attend the 'Playing it Safe' course run by Hampden and/or the Children 1st run course 'In Safe Hands'. They will have the support of the club Child Protection Officer in all matters.
 - **Each team must have an appropriately qualified first aider.** It must be a SYFA accredited sports first aid course. The club will run annual courses for those needing to gain a qualification. Any held qualification can be checked at the SYFA website or speak to the club manager for advice. A valid first aid certificate must accompany all registration applications. **The first aider has to sign team lines so must be registered as that official.**
 - **Apply for membership of SYFA for your team (Do this early).**
Go to www.syfaregistrations.co.uk. All individual teams must be registered as a new club i.e. Spartans 2000, Spartans colts etc. One 11 aside team can use the existing 7aside age group club registration (use existing club) but the other teams will have to register as new clubs (click on register a new club).
We recommend you download and read club registration help guide from the site before making application. **Your team must be registered in the timescale set by SERYFA (see below)**
- Once the team has been registered the SYFA will send a confirmation email (couple of days) and then you can upload the officials' details and upload copy certificates.**
- **You can register the players later.** Again follow the instructions on the SYFA website. This does take some time and the initial priority is the team and official's first then players once decision re who plays where is finalised.

- **Player registration.**

All your players must be registered with the SYFA. This can be done once your Club membership has been accepted by SYFA. Go to www.syfaregistrations.co.uk and follow the instructions. Again we strongly recommend you download and read the help guide before trying to register any players. **If you have not registered enough players to form a team by start of season you will not be allowed to play any matches by the League.** You can register a maximum of 20 players

IMPORTANT - No matter what, pre the start of the season each team secretary should double check the SYFA website to ensure that all their players have been registered properly - the fault may not be yours but it doesn't matter, it is your responsibility to make sure you are playing registered players.

- **Apply to join Lothian Buses League.**

Go to www.seryfa-online.info. Go to Notices page and download application form. Complete and return along with SYFA form and any payments required. Please return both forms together along with certificates.

- **Be aware of the Lothian Buses league rules.**

The constitution and amendments are available in notices section @ www.seryfa-online.info. These cover substitutions, trialists, change strips, pitches, disciplinary procedures etc.

- **Attend SERYFA (Lothian Buses) AGM**

This meeting is held at Jewel Miners Club at 7.15. This is where all decisions are made about which teams play in which division. It is a must to attend.

- **Match Secretary Duties.**

Fixtures are publishing each week by SERYFA on their website. If you are playing at home, you will be allocated a pitch by Spartans pitch co-ordinator (Sophie). You need to confirm venue and kick off time with nominated referee and opposition. Official team lines, 2 copies are required for each game. (Download @ www.seryfa-online.info. notices section.

After the game, you are required to pay referee, £18 (½ game fee. Opposition pay other half) and phone in result to league secretary. Steve Thurlow will provide expense money at start of season once you have emailed him all detail of your registered players (copy of team sheet).

Team sheets

The best way is to type of the team sheets and have a master stored so all you need to add in is the relevant details for each new match - this does mean that each player keeps whatever strip number you give them at the start of the season. You can manually alter the team sheets no issue.

Remember that there are different teams sheets for the Scottish Cup (it's on their website) – don't use the SERYFA ones or you will be disqualified.

Other

Home team phones in the result to SERYFA secretary (both teams phone in result in the Scottish Cup if you are playing a team from a different association)

Scottish Cup - home team pays the ref fully £36 all other weeks/cups you pay half each

Get your float money from the club early for the ref fees etc (you get £350 per team) and buy a set of ladders or a step, pegs and tape as you will need them when at home and playing at the Gyle etc

- **Strips /Kit**

Please contact Kit coordinator for all kit queries. Orders have to go through the coordinator for the club to receive the discounted rate. If you require strips for coming season orders must be placed before the end of May. Contact Michele Macnab

<http://www.seryfa-online.info/> SOUTH EAST REGION YOUTH FOOTBALL ASSOCIATION

<http://www.spartansfc.com/> SPARTANS FC

<http://www.spartanscfa.com/> SPARTANS COMMUNITY FOOTBALL ACADEMY

Useful weather link

www.metoffice.co.uk

How to get there.

Pitches at Inverleith & Spartans Community Football Academy <http://www.spartansfcyouth.com/facilities/>

Links to away clubs pitch locations <http://www.seryfa-online.info/links.htm>