



ASSOCIATED AND CATHOLIC COLLEGES OF WA

INCLUSIVE SOCCER CARNIVALS OPERATIONS MANUAL

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1.0 GENERAL INFORMATION

DATE Friday 13th March 2026

VENUES INDOOR : Lord's Recreation Centre, 5 Wembley Court SUBIACO

OUTDOOR : Pat Goodridge Reserve, 200 Selby Street WEMBLEY

TIME SCHOOLS ARRIVE : before 9:30am
EVENT TIME : 10am (sharp) – 1:30pm

COST Costs incurred for carnivals, will be divided evenly amongst participating schools of the respective carnival

PARTNERSHIP

The soccer carnivals are run in partnership with Stephen Michael Foundation, Football Futures, and Mercy College.

2.0 NOMINATION OF STUDENTS

- Any student with a disability (Years 7 to 12), who has not, and is unlikely to represent their school in soccer will be eligible, whether enrolled in an Education Support unit or not. Schools are also encouraged to nominate students whose disabilities prevent them from inclusion in school based or interschool sporting commitments.
- Nominations from a school are made on a team basis, with schools encouraged to have teams of mixed gender (where possible).
- If a school does not have sufficient students to make a team(s), the nomination form provides the option to combine with another school(s), which the ACC will coordinate.

2.1 Indoor Carnival

- An entry level competition for beginners to the game and designed as a fun day of soccer where student participation is emphasised.
- There are six (6) players on the court at once (which includes the goalkeeper), with a suggested minimum team size of nine (9) players, to allow for substitutes.
- Due to limited court availability, schools are limited to nominating one (1) team to this carnival, with any additional school team encouraged to nominate for the outdoor carnival, in the respective pool.
- The winner of the indoor carnival, is required to nominate for the outdoor carnival the following year

2.2 Outdoor Carnival

- The event provides both participation and competition pools - please ensure you select which pool your team(s) will be participating in via the nomination form
- There are seven (7) players on the field at once, with a suggested minimum team size of ten (10) players, to allow for substitutes.

2.3 Peer support students

- Schools are encouraged to have peer support students attend both the indoor and outdoor carnival

- There is a MAXIMUM of two (2) peer support students permitted on the court (INDOOR) / field (OUTDOOR) at any one time
- Peer support students are requested to always wear a hi vis vest, provided by the school
- The aim and purpose of peer support students is to support the flow of the game, and create maximum participation of the entire team, and NOT lead the direction of play
- Peer support students must be rotated in their positions, to ensure all ability students are provided the opportunity to play in numerous positions across the course of the carnival

NOMINATIONS DUE Friday, 4th March 2026

Nominations will open on the 18th February 2026 and can be submitted via [Nomination Details ISP Soccer | Associated & Catholic Colleges of WA](#)

** Late nominations will not be accepted

3.0 SUPERVISION

Schools nominating students must plan for adequate supervision and ensure adequate number of staff are available to supervise all students in their football team(s). Supervising staff are required to assist with students needs throughout the day.

4.0 FIRST AID

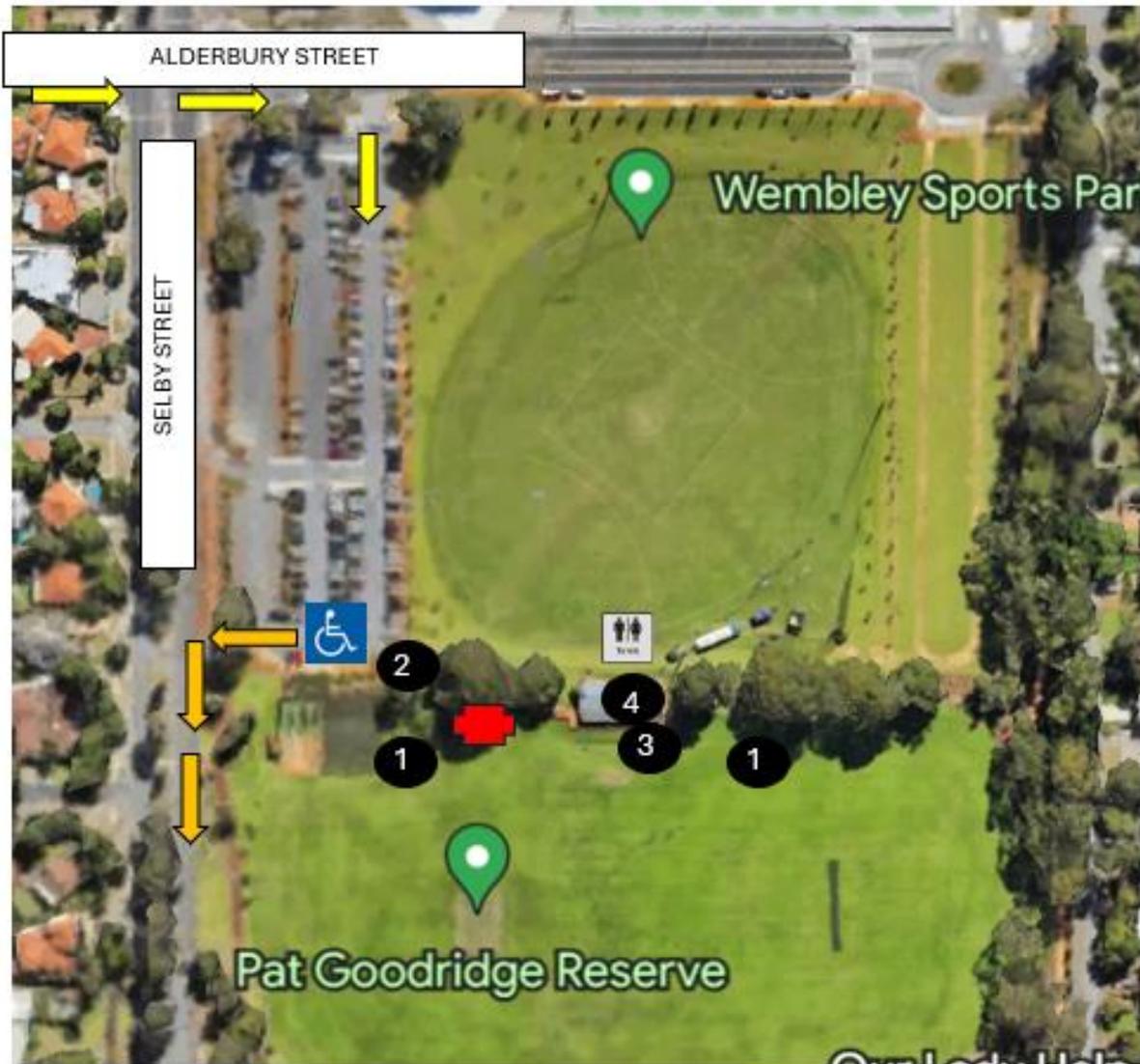
- The ACC will provide St John Ambulance First Aid for the event
- Students receiving First Aid care must be under the supervision of a staff member, so that relevant case history and specific needs are communicated.
- Students receiving First Aid care must be under the supervision of a staff member, so that relevant case history and specific needs are communicated.

5.0 VENUE FACILITIES

confirm if the toilets are ambulant (for those who can stand, but there are rails in the toilets) or a UAT Universal Accessible toilet (universal accessible toilet)

PAT GOODRIDGE (OUTDOOR CARNIVAL)

- Six accessible parking bays on western side of reserve
- Public & unisex ambulant toilets available on the northern side of pavilion (lower level)
- Wembley Changeroom available open (southern side of pavilion) for those students who require additional space and/or support
- Ramp access via main carpark to reserve, and from raised pavilion level to reserve
- x2 water fountains per site map
- BUSES
 - Buses to enter carpark via Alderbury Street, which continues between Matthews Netball Centre and Wembley Oval
 - Buses must exit onto Selby Street, which in a ONE WAY exit, in a southerly direction



KEY

1	Water fountain		First Aid
2	Ramp access		Public toilets
3	ACC tent		
4	Club changeroom / ambulant toilet		ACROD Bays (x6 bays in marked location)
	Bus entry		Bus exit

LORD'S RECREATION CENTRE (INDOOR CARNIVAL)

- Four accessible parking bays at main entrance
- x3 ambulant and x3 UAT toilets
- Wide level access and ramp from carpark to court space
- BUS ACCESS
 - Buses are NOT to take the ring round to the western side of the venue to the front of the building : this access route is very narrow. Buses are requested to follow the below route :
 - Coaster buses ONLY (less than 30 seats) : enter off Hay Street onto Mouritzen Way. Turn left onto Wembley Court and navigate into the carpark. Coaster buses may remain for up to 3hrs if two normal sized car bays or less are taken
 - Large buses (more than 30 seats) : enter Tighe Street from Hay Street (east bound) and turn right into Price Street. Pull over where safe on Tighe or Price Streets to allow students to exit the bus. Continue Price Street, onto Mouritzen Way, at the lights turn right onto Hay Street (west bound) towards Selby Street) and turn right onto Selby Street and park at Matthews Netball Centre.



KEY

1		Ramp access		ACROD Bays (x4 bays in marked location)
		LARGE bus entry		SMALL (coach) bus entry ONLY

5.0 SPECTATORS

Spectators are permitted but to be supervised by school staff at all times.

6.0 MARQUEES AND WEATHER

- Schools are encouraged to source their own provisions for shade/shelter/protection. Marquees and / or ground tarpaulins are to be set-up by schools prior to the carnival start.
- If school maintenance / ground staff are delivering and setting up shelter prior to the event, ACC staff **MUST BE** notified at least one week prior to the event
- In the event the forecast for the day is inclement weather, the ACC will SMS all school Inclusive Coordinators representatives by 8am of the morning of the carnival.

7.0 EQUIPMENT

- Mouthguards are encouraged but not necessary
- Students are advised NOT to wear football boots
- Schools are asked to bring team bibs with them, to be worn should there be a clash of school sport uniforms with your opposition
- All goals posts, field cones, and soccer balls will be provided by the ACC and supporting partners

ACC TO PROVIDE	FOOTBALL FUTURES & SMF TO PROVIDE	MERCY COLLEGE TO PROVIDE
Agility goal posts	Whistles for officiating	Whistles for officiating
Field cones	Balls for activities and games	Balls for activities and games
Spare game bibs	Portable goals	
Field and activity group signs		
Siren for game timing		
Scorecards, event programs, participation certificates, winner's cup		

8.0 REFEREES AND SCORERS

- Both the indoor and outdoor carnivals are officiated by supporting partners.
- Schools will be advised promptly if they are required to support either carnival with student referees
- First named team on fixtures is deemed the home team, and is responsible for scoring the respective game

9.0 FORMAT OF THE DAY

TIME	INDOOR CARNIVAL	OUTDOOR CARNIVAL
9:30am	Schools to be on site	
9:45am	Carnival welcome	
10am sharp	Activity sessions delivered by supporting partners	
10:25am	Fixtures commence	
11am	RECESS	
11:20am		Fixtures continue
11:30am	Fixtures continue	
12:15pm		LUNCH
12:25pm	LUNCH	
12:45pm		Fixtures continue
12:55pm	Fixtures continue	
1:30pm	Presentations	

NOTE : event timings are subject to change, and participating schools will be advised on circulation of the event day program

10.0 ACC INCLUSIVE SOCCER RULES

10.1 Indoor soccer rules

THE TEAM AND ZONES

- Games are played on established and marked futsal courts
- Teams comprise of six (6) players including the goalkeeper, with interchange players who may be substituted at any time
- Interchange of players may take place at any time and are unlimited in number.
- Teams are to be a combination of peer support students (where available) and students with disabilities, with ONLY two (2) peer support students allowed on the court at one time
- Peer support students are to be split across the halves, and CAN NOT be in the same half
- Peer support students are on court to facilitate the game and are **UNABLE** to score goals, with no goal recorded should this occur
- Players are required to stay in their starting halves
- Players must rotate through defensive and offensive halves

THE BALL

- Indoor soccer balls will be used as provided by the venue

GAME DURATION

- Playing time comprises of one 15 minute match with NO halftime break, but an allocated time provided between fixtured rounds (per event program)

START OF PLAY

- Games commence with a kick from the centre of the court. The decision of which team commences the game is determined by paper, scissor, rock between the two captains

GAME RULES

- Standard futsal / indoor soccer rules apply
- Indoor soccer is a non-contact sport. Some minor touching where neither player involved gains an advantage may be allowed. If illegal contact occurs a placed free kick is awarded to the disadvantaged team
- Free kicks will be awarded if a player other than a goalkeeper handles the ball with the exception being while supporting athletes in wheelchairs
- A free kick will be awarded if an opposition player uses offensive or abusive language or behaviour towards any person playing, officiating, or spectating. One warning will be issued, and if it occurs a second time they will be removed from the game
- For free kicks, goals kicks and restarts, defenders must be 2 metres from the ball
- All players, apart from the goalkeeper, are required to play both defence and attack
- A ball that goes over a sideline that is next to a wall or net within 1 metre is played on
- For all wheelchair athletes, a ball hitting a wheelchair is considering to be in that person's possession and is placed in the player's lap, to be pushed out and into play
- A minimum 5m distance should be provided to wheelchair participants

- When a player is in possession of the ball, they must not travel further than 10m before passing the ball a team member, and this includes those students in wheelchairs
- During play, once the goalkeeper has gained possession of the ball, he / she may either kick or throw the ball into play

SCORING

- Goals may be scored only from the offensive half of the court
- Goals scored from the defensive half of the court will be disallowed and a free kick awarded on the halfway
- If the scores are even at full time the game is deemed a draw
- If a GRAND FINAL is a draw, the team with the highest aggregate of for and against goals from fixtured games, will be declared the overall winner

- **POINTS**

WIN	3 points
LOSS	1 point
DRAW	2 points

SHIELD

The winner of the Indoor Carnival will be presented a perpetual shield. It is the schools responsibility to have this shield engraved with their school name and return to the ACC prior to the carnival the following year.

10.2 Outdoor soccer rules

THE TEAM AND ZONES

- Games are played on smaller soccer fields suitable for 7-a-side games, marked with cones (approximately 40m L x 30m W)
- Teams comprise of seven (7) with interchange players who may be substituted at any time
- There is NO goalkeeper
- Interchange of players may take place at any time and are unlimited in number.
- Teams are to be comprised of a combination of peer support students (where available) and students with disabilities, with ONLY two (2) peer support students allowed on the court at one time
- Peer support students are to be split across the halves, and CAN NOT be in the same half
- Peer support students are on court to facilitate the game and are **UNABLE** to score goals, with no goal recorded should this occur
- Players are required to stay in their starting halves

THE BALL & GOALS

- Soccer balls will be provided by supporting partners
- Soccer goals are portable and smaller than standard soccer goals, and are provided by supporting partners

GAME DURATION

- Playing time comprises of one 15 minute match with NO halftime break, but an allocated time provided between fixtured rounds (per event program)

START OF PLAY

- Games commence with a kick from the centre of the field. The decision of which team commences the game is determined by paper, scissor, rock between the two captains

GAME RULES

- Standard outdoor soccer rules apply
- The games are non-contact sport, with some minor touching where neither player involved gains an advantage may be allowed. If illegal contact occurs a placed free kick is awarded to the disadvantaged team
- Free kicks will be awarded if a player other than a goalkeeper handles the ball with the exception being while supporting athletes in wheelchairs
- A free kick will be awarded if an opposition player uses offensive or abusive language or behaviour towards any person playing, officiating, or spectating. One warning will be issued, and if it occurs a second time they will be removed from the game
- For free kicks, goals kicks and restarts, defenders must be 2 metres from the ball
- Side tackles are not allowed
- No offsides
- The ball may be rolled, kicked, or thrown overhead in from the sideline as a restart
- All players, apart from the goalkeeper, are required to play both defence and attack
- For all wheelchair athletes, a ball hitting a wheelchair is considered to be in that person's possession and is placed in the player's lap, to be pushed out and into play
- A minimum 5m distance should be provided to wheelchair participants
- When a player is in possession of the ball, they must not travel further than 10m before passing the ball to a team member, and this includes those students in wheelchairs
- During play, once the goalkeeper has gained possession of the ball, he / she may either kick or throw the ball into play

SCORING

- Goals may be scored only from the offensive half of the court
- Goals scored from the defensive half of the court will be disallowed and a free kick awarded on the halfway
- If the scores are even at full time the game is deemed a draw
- If a GRAND FINAL is a drawer, the team with the highest aggregate of for and against goals from fixtured games, will be declared the overall winner
- POINTS
 - WIN 3 points
 - LOSS 1 point
 - DRAW 2 points

SHIELD

The winner of the Carnival will be presented a shield and a trophy. It is the schools responsibility to have the perpetual shield engraved with their school name and return to the ACC prior to the carnival the following year.

11.0 SAFETY & EVACULATION PROCEDURES

This appendix indicates the procedures for the response to all emergency or potential emergency situations, which may arise during the conduct of the Inclusive Soccer carnivals. It is the responsibility of senior staff and all attending school staff and external stakeholders, to be familiar with the contents of this document.

RISK MANAGEMENT

Over the duration of the carnival, there may be situation(s) that will occur due to circumstances over which we have no control. Most situations will be minor incidents, but some may be acute or chronic in nature. The ACC has endeavoured to make allowances for all eventualities throughout.

ACC CLASSIFICATION OF POTENTIAL RISK

The ACC has classified risk situations into four categories:

- 1. Incident:** Defined as being an occurrence that may be fixed quickly and efficiently on site with minimal fuss. All incidents should be reported to the ACC Carnival Manager and / or school staff.
- 2. Minor Emergency:** Relates to an occurrence that has the potential to impact on more than one person that will necessitate shared decision making and a clearly defined course of action. These are to be handled by the ACC Carnival Manager and/or senior teaching staff.
- 3. Major Emergency:** Refers to any situation that affects small groups of people and requires a series of actions that ease the way for the external agent to impact quickly and efficiently. These are to be handled by the ACC Carnival Manager in consultation with senior teaching staff.
- 4. Catastrophe:** Defined as being anything serious that impacts a large number of people and requires intervention from one or more external agents. Catastrophes involve action by the ACC Carnival Manager and need to be coordinated in conjunction with the West Australian Police Force and Emergency Services if required.

EMERGENCY PROCEDURES FOR ALL STAFF AND EXTERNAL STAKEHOLDERS

All staff and external stakeholders are requested to act immediately on emergencies in conjunction with and under the direction of the relevant authorities as above. Each emergency must be treated on its own merits to ensure appropriate action is taken.

In the case of a Major Emergency or Catastrophe the Western Australian Police Department may coordinate all procedures in direct liaison with other emergency services. The ACC will ensure that all staff conduct a swift and orderly evacuation of students and officials.

If an evacuation is necessary, the announcement will be made over the Public Address System. If an evacuation is announced, staff will be instructed to assist in the orderly movement of all students out of the venue (indoor carnival) or away from the grounds/clubrooms (outdoor carnival) and surrounding environs. Once the playing arena is clear, re-admittance into the area will not be permitted until the emergency is over. Staff will supervise the entry points to control re-entry procedure after the ACC Carnival Manager gives the "All-Clear."

EMERGENCY CONTACT PEOPLE & NUMBERS

ACC STAFF

Cherie Pirnie	Carnival Manager	044 750 2248
St John Ambulance	Stationed per event program	9334 1311

EXTERNAL OFFICIALS

Police	Wembley Police Station	9214 7100
	Central Police Station	131 444
Emergency	Fire, Ambulance, Police	000
SES	Central SES	132 500
Town of Cambridge (Pat Goodridge)	Administration Officer	9383 8900
Lord's Recreation Centre	Carly Schouten (Facilities Officer)	6229 6608
	AH Emergency Calls Only	9347 6000

SUMMARY OF EMERGENCY / EVACUATION PROCEDURES

- Depending on the type of incident, notify the ACC Carnival Manager.
- Alert other staff in the immediate area of the situation.
- Obey the instructions of staff in all emergency situations.
- If not involved, refrain students from going to the area to satisfy their curiosity. Such action may hamper the situation.
- Listen for the description of the situation from the Announcer and act accordingly.
- Upon being notified of an Evacuation by the Announcer, coordinate the orderly evacuation of all students within your immediate area and proceed quickly and in an orderly manner to the designated must point for both INDOOR and OUTDOOR carnivals
- Staff are to inform the ACC Carnival Manager if they believe someone is still in the area
- Do not anyone into the evacuated areas until the ACC Carnival Manager gives the "All Clear."
- Under no circumstances talk to the media, direct them to the ACC Carnival Manager.
- It is the responsibility of each school to carry out a full roll call of students, spectators, and school staff in the evacuation muster areas. The ACC Carnival Manager is to be advised immediately if a person or persons are missing with undue cause.