

COMPETITIONS

Senior Futsal
Summer 2025/26
Information & Registration Pack

Ryde Community Sports Centre

ELS Hall Park, Kent Rd, North Ryde 9878 2223 | ymcansw.org.au/ryde







Welcome and thank you for choosing the Y indoor sports competitions. Our competitions are professionally run and focus on fun, fairness, sportsmanship and respect. We want all players, referees, staff and spectators to feel safe and be respected at all times, and we do not condone any disrespectful behaviors at our Centre.

This document contains all competition information and instructions on how to register ONLINE.

Our futsal competition is 5-a-side and played indoor based on FNSW Rules.

COMPETITION DETAILS

COMPETITION	SEASON DATES	TIMES	TEAM COSTS
Tuesday Men's	9 September 2025 - 24 February 2026	6:30pm - 10:35pm*	22 weeks (including grading, rounds and finals) = \$1749
Tuesday Women's	9 September 2025 - 24 February 2026	6:30pm - 10:35pm*	22 weeks (including grading, rounds and finals) = \$1749
Wednesday Mixed	10 September 2025 - 25 February 2026	7:40pm - 10:40pm*	22 weeks (including grading, rounds and finals) = \$1749

^{*}Time-slots subject to demand and may change.

Last games for 2025: Tue 16th Dec & Wed 17th Dec. First games for 2026: Tue 13th Jan & Wed 14th Jan.

COMPETITION FEES

Deposit:

• Team Registration is secured with a \$250 deposit (excluding card surcharge) that is deducted from your remaining team fee balance. This deposit is paid online through our SportFix registration platform.

Team Fee Balance:

- The outstanding team fee balance must be paid before the team takes the court for **Tuesday Comp Round 2: 30th September 2025** and **Wednesday Comp Round 2: 1st October 2025.**
- RCSC will only accept bulk payments from the Team Manager rather than split payments for team fees.
- Payments can be made over the phone or in person at the Centre using cash or card (card surcharges apply).
- RCSC accepts Active Kids Vouchers (AKV's) towards team fee totals. The Team Manager is responsible for submitting any players' AKV to be used toward the team fee balance by no later than **Tuesday Comp Round 1:**23rd September 2025 and Wednesday Comp Round 1: 24th September 2025. The Team Contact must confirm which players are redeeming AKVs in a single email to admin.rcsc@ymcansw.org.au no later than the above dates. Staff will then acknowledge and provide the link for guardians to lodge their AKV details.
- No discount on fees will be given if a BYE exists and/or a forfeit occurs in your competition division.
- Failure to pay by the due date may result in your team to being withdrawn from the competition with NO refund of the \$250 deposit.
- Team Season fee is NOT inclusive of Individual Player insurance which is separate per person cost, paid via PlayFootball (details below)

^{*}The Y reserves the right to adjust the amount of grading rounds therefore increasing or decreasing the number of competition rounds.



Team Withdrawals and Refunds

- The \$250 team fee deposit paid at the time of registration is NON-REFUNDABLE.
- If a team elects to withdraw from the competition BEFORE the full team fee balance is paid, the team will be required to pay all outstanding fees, otherwise you may be banned from entering future competitinos.
- If a team elects to withdraw from the competition after the full team fee balance is paid, they are not eligible for a refund, irrespective of when the team is withdrawn.
- If RCSC deems that a team cannot be accommodated due to insufficient teams in an appropriate division, a full refund of the deposit will be offered. Note: this is at RCSC discretion and not relevant if a team elects to withdraw due to grading or timeslot allocation preferences not being met

FNSW REGISTRATION/INSURANCE DETAILS

No registration = No Play Policy will be enforced by the Centre

How to Register:

- 1. Visit Playfootball.com.au
- 2. Click Find a place to play
- 3. Click Adult Football or Youth Football
- 4. Search Ryde 2113, click list view and select RYDE YMCA
- 5. Click register now
- 6. Create Playfootball account if required or login to existing account using email and password.
- 7. Proceed through registration steps and answer all relevant questions
- 8. Where required Playfootball require a full face photo portrait to be added to profile, and choose which product you will be registering for e.g.Summer Futsal or Senior Summer football

Note: ALL PLAYERS will be required to verify their registration in person at the Centre using valid photo ID minimum 1 week prior to the start of the competition. No approval = no play

COMMUNITY FUTSAL 2025/26 PLAYER REGISTRATION FEES (GST INCLUSIVE)

Junior \$13 | Senior \$38 plus transanction fee

- Senior players are those U19 and above
- Junior players are those U18 and below, even if you are playing in a Senior Competition.

NOTE - Any player U18 must contact the Centre first before joining the competition, otherwise you won't be allowed to play

• Team Captains will receive an email once registrations open for FNSW, players will be able to register as teams register for the new season.

Insurance Claims Process:

The insurance program through Football NSW is administered by Gow-Gates Insurance Brokers.

Football NSW and Gow-Gates remain committed to providing the football community with a first class Sports Insurance Programme whilst maintaining the affordability of registration.

All claims are to be submitted via the claims portal: https://www.gowgates.com.au/sport-programs/football-nsw

IMPORTANT:

- Please report all injuries and incidents <u>immediately</u> to Centre staff so that an Incident Form can be completed. Failure
 to report injuries at the time of incidence may result in any subsequent Personal Injury insurance Claim being declined
 by the insurer.
- Please contact RCSC at admin.rcsc@ymcansw.org.au if you or your child has sustained an injury while participating in our competition and a Claim guide and form will be emailed to you.
- Once all other sections on the Claim Form have been completed, the Competition Coordinator/Centre Manager will
 need to sign the Club Declaration section before the Claim can be sent to the Insurer.
- Completed Claim Forms must be submitted to the insurer WITHIN 30 DAYS of the incident, in order the initiate the claim (additional receipts and details can be provided at a later time once the claim is initiated).
- The final outcome of any claim is at the discretion of Gow-Gates Insurance Brokers and not YMCA Staff

If injuries and incidents are not sufficiently documented at the time, this may invalidate a subsequent insurance claim.



REGISTRATION PROCESS

STEPS TO REGISTER A TEAM + ADD PLAYERS

Online registrations can be made on **SportsFix**. The Team Manager is the person (18yrs+) who is the Primary Contact for the team and whom takes responsibility for communicating with their players regarding registration requirements and all other matters during the season. The Team Manager must complete the Team Registration online first and then all individual players (or their guardians) will need to register via PlayFootball before the start of the season.

As the deposit is NON-REFUNDABLE, please only submit a team registration if you have a viable team.

If you do not already have a SportFix account, you will need to create one, following the prompts.

1. Team Manager to Register the team

- https://sportfix.net/RydeCommunitySportsCentre, or go to sportfix.net and search for "Ryde" in the venue search to select Ryde Community Sports Centre.
- Click on "Register a new team"
- Proceed to your relevant sport and Competition night.
- Submit your team name, skill level and agree to the T&Cs.
- Pay the deposit as prompted.
- Finalise your registration by clicking submit.
- Submit your Team Sheet to the Centre no later than 1 week prior to the start of the competition. This ensures staff can match your player registrations to your team.

2. Team Manager & Players Registration on PlayFootball (NOT SportFix)

- NOTE: Players under 18yrs old will require a guardian to email admin.rcsc@ymcansw.org.au to indicate their consent that the player is participating in a competition with adults
- Teams must complete online registrations on PlayFootball for each new season/competition. There is no automatic 'roll over' of registrations from season to season.
- All players are required to register on PlayFootball before the start of the season, and will not be allowed to take the court until Registration has been confirmed.

ALL PLAYERS MUST have their registration approved in person at the Centre using valid photo ID. If registration isn't approved then you can't play. Photo ID must be provided every 12 months (i.e. any players who have just been approved for Winter 2025 Season won't need to be approved again until Winter 2026 Season).

The Centre recommends 7 players per team, **minimum of 5**, and maximum of 10 players are allowed on each team. If you wish to have more than 10 players on your team, the Team Captain must consult with the Competition Coordinator first.

If a player wishes to transfer to a different team in the competition, they may do so only once with the Competition Coordinator's approval. The player being transferred will miss 1 fixture and will not be eligible to play for either team. Limitations on transfers between divisions will apply and will be determined by the Competition Coordinator.

A minimum of 5 players must be fully registered by the below dates in order for the team to be included in first week fixtures:

- Tuesday Men's & Women's Competitions 2nd September 2025
- Wednesday Mixed Competitions 3rd September 2025

Any outstanding fees (including forfeit fines) must be finalised with the Centre before registration is accepted.

PLEASE NOTE THAT WE OPERATE ON A FIRST IN FIRST SERVED BASIS AS CAPACITY IS LIMITED.



GAME DETAILS + REQUIREMENTS

TEAM MANAGER **MUST BE AT LEAST 18YRS OLD

The Team Manager is the person who has submitted the online registration, unless notified otherwise. They will be the key contact should the Centre need to provide any correspondence regarding the competition (eg. fee reminders, notice of forfeit). It will be the responsibility of the Team Manager to pass all correspondence on to their team players. The Team Contact will be notified/contacted regarding any disciplinary matters relating to the team.

The Team Manager must be at least 18yrs at the time of registering the team. For teams with players under 18yrs, a parent/guardian must be nominated to be the Team Manager.

The Team Manager alone is responsible for organising game fees from their team mates and in paying his/her team registration fee in full by the fourth game of the competition (includes grading rounds). Teams can organise amongst themselves to determine what individuals owe, but the Centre will only accept bulk payments from the Team Manager.

For matches, an on-court Captain must be indicated on the scoresheet by writing a 'c' next to their name. This person can be different to the Team Contact. The on-court captain takes responsibility for ensuring all players are correctly signed on the scoresheet. The on-court captain is able to approach match officials respectfully at appropriate intervals (eq. half time) to seek rule clarification.

The on-court Captain must sign the scoresheet at the end of the game. This is your opportunity to confirm the score and any cards have been correctly allocated. Challenges cannot be lodged once the on-court Captain has signed the scoresheet at the end of the game.

If a team wishes to change the person listed as the main contact, please notify the Centre by email at admin.rcsc@ymcansw.org.au.

DURATION OF GAME

Senior Futsal / Indoor Soccer: 2 x 15 Minute Halves

SIGN ON

- IT IS THE TEAM CAPTAIN'S RESPONSIBILITY TO ENSURE PLAYERS ARE SIGNED ON CORRECTLY. The (acting) captain should be indicated on the scoresheet by writing a 'C' next to the relevant person's name.
- Please ensure players sign on themselves (no players can sign on behalf of others) so they meet minimum game requirements to participate in finals (5 games).

 All players must 'sign on' on the score sheet before the start of a game by placing their shirt number and signature
- next to their name. Late players must sign on before entering the court.
- In the event that a player is found to have signed on as someone other than themselves, the game will be immediately declared a forfeit and the team will be issued an Official Warning. If the same team is found to have a player sign on as someone other than themselves a second time during the season, the team may be removed from the competition

TEAMS AND PLAYERS

- Five (5) players must be registered before a team is included in the competition.
- For mixed, a maximum of 3 male players may take the court, and only 2 of those 3 male players can play outfield (ie. the 3rd male must be GK). Both genders must be represented on court at all times.
- A maximum of 10 players are allowed on the team. If you wish to have more than 10 players on your team, the Team Captain must consult with centre staff first.
- Players must be 16yrs or older in 2025 to be eligible to play in our Futsal competitions. For players under 18yrs in 2025, a Parent/Guardian will need to contact the Competition Coordinator first.

 Teams can add additional players throughout the season, however, the Centre holds the right to reassess and make
- any necessary division changes to the team based on the additional recruited player and the newly formed team.
- A player must have played 5 games with the team to be eligible to play finals. Games count as played when a player signs onto the score sheet properly with a shirt number next to a name.

ANY GAME WHERE A PLAYER DOES NOT SIGN ON OR DOES NOT SIGN ON PROPERLY DOES NOT COUNT AS A GAME PLAYED.

COMPETITION POINTS



GRADING

Generally, grading of teams is be scheduled for the first 2 weeks of the season. However, the Centre may not conduct grading if team numbers only allow for one division. Similarly, RCSC may extend the number of grading weeks if grading results are inconclusive after 2 weeks.

Teams are welcome to provide information about their playing experience and skill level. This information will be taken into account by the Competition Coordinators when setting grading fixtures. Appeals in relation to a team's grade can be made by the Team Manager by emailing admin.rcsc@ymcansw.org.au. Final determination of grades is the responsibility of the Competition Coordinators, in consultation with Centre Management, where necessary.

Please note: Decisions about a team's division are not based solely on whether they win or lose grading games. It takes into account a team's skill and performance, relative to other registered teams. While a team's performance in previous seasons or other local competitions may be taken into account for perspective when grading, all competitions are different and grading allocations reflect the varying skill and experience levels represented in a competition and that given point in time. Grading must take into account a team's likely performance if playing with its strongest line up, it is not possible to take into account that stronger players may be absent from time to time.

If there is an instance where a team cannot be suitably graded (i.e. there aren't enough teams of similar age/level to include in a competition), a full refund of any games not played will be issued.

Re-Grading Policy: In the event that the Competition Coordinator deems that a team would be better placed in a different division, the relevant teams will be contacting with the change of division proposal, and an opportunity for team feedback will be provided. The Competition Coordinator will review any feedback submitted and make the final decision about the viability of a division change. All impacted teams will be notified as required.

Teams that move into a different division will be placed with the same competition ladder statistics as the team 1 place outside semis/finals qualification (eg. in a division with Top 4 finals series, the re-graded team will be placed in equal 5th).

SEASON FIXTURES

Notification of Grading and Release of Season Fixtures: Once graded, teams will receive an email confirming their division and a season draw will be made available (or part-season, if deemed appropriate by the Competition Coordinator). Fixtures and results will be made visible through the SportFix app (free to download from your app store).

Bye round date requests can be considered if details are submitted to the Competition Coordinator prior to the season draw being finalised.

Mid-season fixture changes: If there is a need for fixtures to be altered (eg. teams moving divisions), all impacted teams will be notified by email (and phone call if change made within 5 days of next round).

UNIFORMS

All players in each team must wear matching-coloured jerseys with unique numbers. Teams can use their own bibs if preferred. Goalkeepers must wear a different colour shirt to distinguish them from their team.

All players are required to wear shin pads and long socks that cover the entire shin pad.

All players must wear permanent shirt numbers unique to each player on the back of their shirt. Players without shirt numbers or players with repeating numbers will not be allowed to play. This rule is set by the NSW Referees Association and will be strictly enforced by the Centre.

Players are NOT permitted to wear spectacles when playing. Players must use contacts or sports goggles.

Uniforms must be organised by the due date of the Competition Fees (Tuesday 30th September & Wednesday 1st October). Any players failing to comply with the above by the dates mentioned will not be allowed to play future matches until they follow the correct uniform requirements.

Uniform extensions will be at the discretion of the Competition Coordinator, and may be requested by emailing admin.rcsc@ymcansw.org.au.

For players who join mid-season, they will have a 2-week grace period to organise a uniform. We strongly recommend uniform arrangements are initiated as soon as the player intends to register, to allow for possible delivery times.



FORFEITS

There will be no refunds for team fees paid when your team misses a game/s due to a forfeit. The Centre will do its best to arrange a friendly game for teams forfeited against, otherwise the timeslot of your game time will be available for your team to train. Please read the table on the last page of the registration pack to see how we work our friendly games procedures.

Three registered players are required to take the court. If you cannot fill a team, let RCSC know ASAP and we can attempt to arrange friendlies.

A forfeit fee of \$70 applies to any forfeits made within 5 hours of the scheduled match time. Teams that forfeit more than 5 times in a season without sufficient reasoning will be suspended from the current competition and future registrations will be at risk of being able to register again.

BORROWING PLAYERS

Teams are able to borrow players from other teams as long as the player is fully registered on PlayFootball at RCSC.

A Team may only borrow maximum of (2) registered player under the following circumstances:

- 1. If a team can only field (3) of their original registered team players **on the court**, then a maximum of 2 registered players can be borrowed making a total of (5) players on the court. In the case of 4 registered players, 1 player can be borrowed to make 5 on court.
 - Teams CANNOT borrow other registered players if there are already five (5)
- 2. For Mixed games, both genders must be on Court from the original team for a game to start
- 3. You may NOT borrow any players from divisions above. eg. CANNOT borrow a division 1 player for a Division 2 game.
- 4. Borrowed players must be registered at to a team at RCSC with Play Football, and must be clearly indicated as a borrowed player on the scoresheet with a "B" next to their name. If any players written down are not registered players in the competition or do not meet the requirements this game will be a forfeit.
- 5. Games with unapproved borrowed (ie unregistered or from a higher division)players will be a forfeit.
- 6. Players (including Goal Keeper) cannot be borrowed for finals

In the event that a player is found to be borrowed illegally, that game will be a forfeit and the team will receive a Warning. Further illegal borrowing may result in the team being removed from the competition.

MIXED TEAMS PLAYER CAPACITIES

To be classified as a competition game a minimum of 3 players from a team must be on the court at all times, with both genders represented.

A minimum of 1 and a maximum of 3 male players can take the court at any given time.

Only a maximum of 2 male players can play outfield positions i.e. 3rd male must only player goal keeper.

A minimum of 1 and maximum of 4 female players can take the court at any given time. In the event that at least 2 female players aren't available to take the court, the team will have to play short players.

Limitations on borrowing across different competitions will be at the discretion of the Competition Coordinator after the Grading Rounds take place (e.g. a Tuesday team borrowing from a Wednesday team).

FINAL SERIES

Teams will play 2 weeks of finals for all competitions unless otherwise determined by the Competition Coordinator.

A player must have played 5 games with the team to be eligible to play finals. Eligibility to play will be determined by the number of times a player has signed on for games. Games where a player did not sign on, or did not sign on correctly do not count as a game played.

Players cannot be borrowed for finals; only registered players who appear on the team sheet are eligible to play.

PENALTIES

Suspensions can apply for off the court incidents at the Centre, you are responsible for your action and behaviour at all times.

YMCA uses Football NSW disciplinary regulations as a guide for suspensions. Suspensions are not limited to behavior outside the parameter of the match, all players and spectators are responsible for their actions



THE Y SPORTSMANSHIP AWARD

At Ryde Community Sports Centre, we want all players, spectators, officials and staff to feel safe and respected at all times. To show our appreciation for teams who align with these values, we have created The Y Sportsmanship Award, which awards teams who display high levels of sportsmanship and respect to others throughout the season, with prizes given out at the end of the season.

Be the Team Member that you would want on your team!

DISPUTES

Any disputes made by a team towards another team (i.e. suspected unregistered players playing, jersey penalties) or other match disputes must be done through competitions staff as soon as possible, preferably at the start of the game.

Challenges relating to scores and allocation of yellow/red cards in a match must be done prior to signing the scoresheet at the end of the game.

FEEDBACK AND REPORTABLE CONDUCT PROCEDURE

Teams wanting to provide about another player, team, referee or Centre staff will need to complete a Match Report Form, which will be given to all team captains upon request.

PLEASE NOTE: That this is the correct way of registering feedback. Teams failing to comply with this and confronting referees, players or staff may receive suspensions or dismissals from the competition.

All feedback will be taken seriously, and appropriate actions will be undertaken in the following weeks of competition. However, depending on the severity of the complaint, some complaints may take longer to resolve.

Feedback can be handed in to staff on the day of competition or sent to sport.programs.rcsc@ymcansw.org.au. Feedback involving staff members or very serious complaints will need to be emailed to the Centre Manager at kristen.james@ymcansw.org.au

REFUNDS

Monies paid as Team Fee deposits, team fee balances and individual player registrations are NON-REFUNDABLE for change of mind.

Refund applications will be considered by the Centre Coordinator in the event of documented extenuating circumstances, or in the event that the competition does not go ahead due to insufficient registrations.

YMCA NSW will not be responsible for any competition days and/or rounds cancelled due to factors beyond our control, such as, Environmental Issues (flooding, heat, smoke, wind) or cancellations due to advice from Authoritative Directions (NSW Police, NSW Emergency Services, Local and State Governments and or any other national, state and/or local authority) and or Abandonment due to illegal activity (vandalism, sabotage or criminal and illegal activity). In the event of any such cancellations and/or Abandonment, YMCA NSW reserves the right to NOT Refund any fees, deposits, payments or any other costs incurred by individual participants and or teams, spectators, players and supporters.

FILMING AND PHOTOGRAPHY POLICY

As a YMCA NSW site, Ryde Community Sports Centre patrons are to abide by the YMCA NSW Filming and Photography Policy which has been designed to ensure all patrons and staff can feel safe at the Y. **Any patron wishing to take photos or videos in the facility must first complete a Filming and Photography Form, available at RCSC Reception**. This includes for taking photos your own children. This form only needs to be completed once for the season. Individuals wishing to take photos or videos then sign in and out at front reception each visit they are wanting to take photos/videos. Further information regarding the policy can be requested by contacting the Centre.



RULES + REQUIREMENTS

FNSW RULES APPLY UNLESS OTHERWISE STATED BELOW.

Referee reserves the right to alter these regulations below if deemed necessary.

INFORMATION FOR STAFF, OFFICIALS AND PLAYERS		
Sign On	Each player is responsible to sign themselves on before taking the Court. Team Captains/Managers are responsible to ensure all players have done this. Late players must sign on before taking the court. Borrowed players must also write their names on scoresheet and indicate which team are registered in. See above on borrowing players. Players found signing on as another player would not be able to continue playing, and will result in the game being declared a forfeit.	
Forfeits & Late Starts	Teams failing to comply with sign on procedures or any form of prevention to start the game as scheduled will be penalized 1 goal per 3 minutes. Clock will still start at scheduled game time even if players are not ready to take the court. Clock will not be stopped or reset for the commencement of the game. 10 minutes grace allowed to each team after scheduled game time before a team forfeits the match. A team may commence a game with a minimum of 3 players. Teams not ready to play (i.e. scoresheets not filled out prior the game starting) will be penalized 1 points per 3 minutes. Where a team forfeits the score shall be recorded as 5 – 0. Where both teams fail to appear with less than 3 players after 10 minutes, the game shall be declared a double forfeit. The score recorded as 0-0 for both forfeited teams. By mutual agreement between the teams a match may be played after the forfeit time has lapsed and if Referee agrees. The match will be played at the remaining time left on the clock. If the match is abandoned then the final score will be recorded as 0-0.	
Injuries	IMPORTANT: Please report all injuries and incidents immediately to Centre staff so that an Incident Form can be completed. Players are to contact the Centre as soon as possible in order to initiate an Insurance Claim. A Claim Form will be provided with instructions. Completed Claim Forms must be submitted to the insurer WITHIN 30 DAYS of the incident, in order the initiate the claim (additional receipts and details can be provided at a later time once the claim is initiated). If injuries and incidents are not sufficiently documented at the time, this may invalidate a subsequent insurance claim.	



CODE OF CONDUCT

Honesty

- All borrowed equipment must be returned to centre staff
- All players must be fully registered prior to taking the court

Caring

- Should your team encounter a problem with the opposition, an umpire/referee or a spectator, please approach the RCSC Staff immediately in a polite manner. Addressing the situation during the game will provide the best opportunity to rectify any problems. Should you feel that your complaint is not dealt with in a satisfactory manner by game night staff, please contact the Centre Manager, mitch.drobnak@ymcansw.org.au.
- Management has the right to abandon games for safety of players, officials & spectators.
- Teams can request management or front desk staff to watch their game as an independent witness.

Respect

- At no time will aggressive, insulting or dangerous behaviour be tolerated.
- No fighting or aggressive behaviour within the complex whatsoever
- No swearing, disrespecting behaviour, direct or indirect comments on court, or towards players/officials/spectators/complex staff
- Use of derogatory language based on gender, race or ability will result in dismissal from the competition
- No spitting within the complex whatsoever
- The match official will have the final call and must be shown respect at all times
- All players/coaches will respect the direction of YMCA staff at all times

Responsibility

- Players/spectators must not be under the influence of any alcoholic or drug substances or furthermore bring such substances onto the premises
- Spectators and children are welcome at the RCSC Y. However, supervision is the responsibility of the Parents/Guardians. We aim to keep our patrons, players and umpires safe and ask that any guests of our players be seated during all games being played. Persons under 12 years of age must be directly supervised by an adult at all time.s
- All animals (with the exception of Service Animals) are not permitted within the Centre
- ALL Player/Coach/Manager/Spectators who fail to abide by Competition Rules and the Code of Conduct will be subject to disciplinary review and action (including Official Wanring, game suspensions and bans from the Centre).
- It is the responsibility of the captain/coach/manager to ensure players are following the Competition Rules at all times
- Complex staff will record all infringements and notify players involved should this occur

Safety

- The YMCA is committed to ensuring the provision of safe environments for children, youth, vulnerable adults and families
- Photography/Videography is not permitted within the Centre unless written permission has been granted from staff
- Patrons are encouraged to report any safety concerns to RCSC Staff immediately