



# HPW

## Coach & Managers

### Welcome and Information 2018

- Welcome and Thank you : Mark Higgins
- Operations : Rosalie Viney
- Coaching : Terry Wong
- Member Protection : Steve Cumming
- Cards : Marin Sardelic



## HPW

Hurlstone Park Wanderers is a community club, that promotes playing football in an inclusive manner, with respect for opponents, officials, and for the love of the game.

- **Our club is ENTIRELY RUN BY VOLUNTEERS**
- **We rely on active involvement of all members**
- **Our culture is based on respect for each other and officials**



# Key Hurlo Events

- Charity Round: A great success in 2017 and an opportunity to contribute to great causes through football
- <http://hurlstoneparkwanderers.com.au/charity-round-2018/>
- Trivia Night: A fun social night that raises money for our Charity causes
- <https://hurlerscharitytrivianight2018.eventbrite.com.au>
- Everyone Can Play Day : fostering inclusiveness by providing an opportunity for special needs kids and adults
- Volunteer Thank you Night: A social occasion to thank our volunteers (you!)



# OPERATIONS

Competition Secretary

Rosalie Viney

competitionsecretary @hurlstoneparkwanderers.com.au

0402 417493





# Communication:



Our website:

[www.hurlstoneparkwanderers.com.au](http://www.hurlstoneparkwanderers.com.au)

-Club news & info, resources for players, managers, coaches

CDSFA website:

[www.footballcanterbury.com.au](http://www.footballcanterbury.com.au)

-Access the draw, results and tables

-List of fields, with maps

-News and updates on schedule, **especially weekends**

-Other resources (eg insurance forms)

-Rules of Association

We also have Facebook, Instagram, Twitter and a regular newsletter (please contribute)

Important info will be communicated by email from club



# Communication

- Registration matters:
  - Registrar
- Competition matters
  - Age coordinator, Competition secretary
- Complaints/concerns
  - Club President, MPIO, Age Coordinator
- **Do not contact the CDSFA directly for any reason – remind parents and players of this**



# Wet Weather: Training

<http://blinkm.co/canterbury/>

select the park name. Status will be displayed as either 'open' or 'closed'.

If ground is closed:

- No Training
- No exceptions







# • Wet Weather: Game Day

Ultimate source of truth : CDSFA website

- Updated regularly
- Games may be moved
- Park status may change
- Forfeits will be determined based on this
- Late changes will be notified to Competition Secretary
  - Make sure you have email/mobile access







# COMPETITION STRUCTURES

- **U6-U8 Internal No Tables, No results recorded, No finals, Washouts not replayed**
- **U8 Girls, U9-U11 Girls and Mixed – Non competitive, No tables, results recorded, No finals, Washouts not replayed**
- **U12 and above: Competitive – Home & Away Rounds + Top 4 Finals (3 week final series)**
  - 6-team = 3 x round cycles
  - 8-team = 2 x round cycles (3 for BBC)
  - 10-team = 2 x round cycles
  - 12(+)-team = 1 x round cycles then Split for 1 x round cycle; (becomes two divisions each with finals)
  - 10 and 12 team divisions will have double headers



# ACCESSING THE DRAW CHECK EACH WEEK, AGAIN ON FRIDAY

***WILL ALSO BE EMAILED EACH WEEK BY YOUR  
AGE COORDINATOR***

 **CompMan**<sup>®</sup>  
Competitions Management Software

Use your mobile - receive weekly next match reminders, schedule changes & cancellations on your mobile! Please check the 'SMS Alerts' for more information.

Canterbury & District Soccer Football Association

Hurlstone Park

☐ Save as my default Club

 Other Filters

**Fixtures** Results Tables Closures My Favourites SMS Alerts ☐ Use My Favourites

Competition 2018 W Display next 7 days 14 days **Other dates** 07/04/18-08/04/18

R	Date	Time	AG/Div	Home Team	Away Team	Ground/comment
1	07/04/18	09:00	10/2	10102 FIVE DOCK	12102 Hurlstone Park	Neild Park Half
1	07/04/18	09:00	10/3	08103 Earlwood	12103 Hurlstone Park	Earlwood Oval Half
1	07/04/18	09:00	10/5	03105 Belmore Eagles	12105 Hurlstone Park	Rudd Half
1	07/04/18	09:00	11/2	12112 Hurlstone Park	15112 Leichhardt Saints	Beaman Half 8
1	07/04/18	09:00	11/4	22114 Cooks River Titans FC	12114 Hurlstone Park	Gough Whitlam Park
1	07/04/18	10:00	10/4	10104 FIVE DOCK	12104 Hurlstone Park	Neild Park Half
1	07/04/18	10:00	11/7	10117 FIVE DOCK	12117 Hurlstone Park	Beaman Half 8
1	07/04/18	10:00	9/3	0693 Canterbury	1293B Hurlstone Park B	Croydon Park Mini

Can also be exported to excel (but remember it may change)



# MATCH SHEETS

- Pre-populated match sheets from Compman with all details
- These will be emailed each week and available via dropbox
- HOME games:
  - you must bring to arrive with the pre-printed match sheet;
  - referee to complete referee and ID details and results
  - **CHECK the results carefully before leaving ground**
  - You can add players (playing up) and must cross out players who are not there
  - **Return the match sheet to the EWEN PARK canteen by 5pm Sunday** FOR ALL GAMES (we need it, and you need us to need it for ref payments and for results)
- AWAY games:
  - Still bring a pre-printed match sheet
  - get the referees to fill in their ID details as proof of payment
  - Fill in the results for your records and return to EWEN PARK canteen by 5pm OR with your next home match sheet





## REFEREE PAYMENTS: (U10 AND ABOVE)

- Managers organise the referee payments in cash for each game
- Reimbursed by the club
  - You only pay formal referees and assistants;
  - If a non-official does the ref or assistant ref job, and you pay them, you will **not** be reimbursed;
  - Official referees will be in CDSRA uniform and have and ID number/card



# WEEKLY REF PAYMENT and RESULTS PROCESS



## 1. Day before Game:

- Print the match sheet
- Have correct cash for full compliment of refs

## 3. After final whistle:

- Make sure you have ref details and result;
- Record result and number of refs via on line process (link on HPW website)
- Return sheet to Ewen Canteen before 5pm Sunday

## 2. Before Kick-off:

- Pay the referees
- Home team gives ref the match sheet
- Ref & assistant refs fill in their details on the match sheet

## 4. What happens next?:

- We reimburse based on details recorded online
- Reconciled via match sheet
- Neil pays each team correct money for each team by Thur each week



# Re-Scheduling of games

- Scope is limited
- MUST be played by 30<sup>th</sup> June.
- Must be submitted 21-days prior to original match date/time.
- We don't have a night field available





# REGRADING

- Automatic review for the u9-u11 and u8-u11 girls
- 11 and 12 team competitions will split after one round
- Other competitions in u12 and above:
  - Clubs can request a re-grade if the team is clearly in the wrong competition
  - This will be reviewed (not automatic)
  - Check the CDSFA Rules for details



# GAME DAY



- Know who is coming to the game
- Make sure they know the time and location
- Have the printed pre-populated match sheet and ID cards with you
- Introduce yourself to opposition manager/coach and to referee (check it's the right game!)
- Pay the referee, make sure details are recorded on the match sheet
- Check for jewellery, hair pins, shin pads etc
- Have ID cards organised early



# FIELD SET UP AND PACK UP

- This is a team responsibility (under supervision of ground manager)
- If you are the first full field game – be at the field 45 minutes or more before the game
- Set up the field before any other game preparations
  - (3-4 players on each net, remainder to assist with ropes, benches)
  - Your game will be cut short if you are not ready
- Last game: pack up before any post game discussion/celebration/post mortem
  - (2-3 players to each net, take down, fold and roll, collect pegs, everyone else help with benches, ropes, posts, everything back to the sheds)





# ID CARDS

- **U12 and above: No Card No Play No Exceptions**
- No ID cards for u6-u9; U10-U11 ID cards age group only
- Manager is the card controller: don't issue to players
- Hand to players immediately before game
  - Players line up in centre with cards; Referees check and TAKE the cards
  - Late players must hand card to assistant ref before taking to the field
- Cards must be retrieved from the ref at the end of the game
  - Check they are all there (and then check again)
- If you borrow a player you must also borrow their ID card and you must return it



# Vests and who is in charge



Every ground should have a ground manager: Respect them, seek their help when needed

We ask your team to have one person prepared to wear a ground official vest: Their role is to observe and assist the ground manager when required

Team officials in the technical zone should be wearing one of these vests.

Only registered team officials should wear these

Registered team officials should also wear their ID card





# Team Bench (Tech. Area)

- MAXIMUM of TWO TEAM OFFICIALS that are holding & displaying a current season Team Official ID Card.
- Only players actually participating in a game are permitted.
- NOT PERMITTED:
  - Non-playing members of the team (e.g. injured, excess squad)
  - Additional Team Officials above the Max of 2
  - Players or Team Officials children, partners, friends
  - Club Committee who are NOT acting as a VESTED GROUND OFFICIAL





# Gear & Equipment



## Players

- Club uniform during matches
- must have shin guards & boots when playing
- must have their own drink bottles and avoid sharing
- **NO jewellery** (taping not acceptable), metal hair pins
- Only safety glasses allowed on field (letter from optometrist)
- No hats on field (apart from goalkeeper)

## • Managers

- **Team shirts MUST be returned at end of season in full and in good condition**
- Allocate a number to each player, organise washing roster)



# WHEN DO WE NEED THE AWAY STRIP?

- If you are the HOME team and there is a clash of shirts (same colour) as the opposition you need to wear the AWAY strip
  - Our away strip are the Yellow jerseys
  - Can be picked up from the canteen
  - Sign them OUT and BACK IN
  - Must be returned washed and folded ASAP (someone else might need them)
  - **YOUR STANDARD HPW STRIP IS TO BE WORN AT ALL OTHER GAMES EXCEPT THE CHARITY ROUND**



# WHAT IF I DON'T HAVE ENOUGH PLAYERS?



- Forfeit RARELY but EARLY
  - 72 hours notice to the CDSFA (via comp secretary)
  - Must have at least 7 of your own players at all times
- You can borrow
  - from a lower division in same age group
  - 035 players cannot play into 045 or AA and vice versa
  - Special rules for borrowing for women's teams
- BBC team can only borrow from the designated “drawing team” (must be notified which team this is one week before start of competition)
- *Players can play ‘up’ a maximum of 5 times in total – on the 6<sup>th</sup> occasion that is their team for ever (and they must have a card for that team to play with them)*

U12 up (11 a side)	U11/u10 (9 a side)	U8/U9 (7 a side)
Must have 7 Can borrow 4	Must have 5 Can borrow 4	Must have 5 Can borrow 2





# WHAT IF THERE IS NO REFEREE?

- Teams must agree on a volunteer referee
  - Convention but not required that the home team offers one first
- Once agreed, this person has all the powers of an official ref (including issuing cards)
  - Treat them with the same respect
- Must referee the whole match
  - Don't agree to share this role between the teams
- Do not pay a volunteer referee
- Good idea to have someone from your supporters willing to take on this role



# Respect for Referees

## **Respect officials**

Accept decisions by officials – they are only human and can make mistakes.

We currently have a 30% non-return rate of juniors who take up refereeing each year, and that is largely because they cop abuse/commentary/inappropriate behaviour.

There are 50+ HPW players who are referees, mostly our kids.

The best way to increase the quality of our referees is to have them stick around long enough to learn.



## Alcohol and tobacco

- No alcohol inside the fenced/roped area before completion of last game
  - This means anywhere on the ground
- No smoking anywhere on parks/fields where organised sport is being played in NSW





# Red Cards

- Match Official **Send-off** (Red Card) **Reports** will be dealt with by the **Executive** with a **Penalty Offer** made to the Club for the individual(s) concerned.
- The Club will either accept or reject this Penalty Offer (rejection goes to Judiciary panel – costs apply)
- Fine for red cards will be passed on to the player/team,
- Zero tolerance for violence, aggression
- Everyone has signed the code of conduct



# TEAM RESPONSIBILITIES: BBQ

- BBQ – Saturday and Sunday Morning
  - BBQ is an important fundraiser and key part of community atmosphere at our home games
  - All teams will have at least one 2 hour BBQ duty roster
  - BBQ duty may include canteen assistance: recommended to have at least 4 volunteers available for each hour
  - Teams will be allocated as far in advance as possible.
  - Children should not staff the BBQ
  - We aim to allocate each team equally across the season, and close in time to when your team is playing at Ewen.
  - ***TEAMS THAT DO NOT FULFILL THEIR BBQ DUTIES WILL FORFEIT THEIR NEXT GAME***



# Game Day: representing our club

- Everyone has committed to the code of conduct
- Ensure everyone associated with the team (coach, manager, players, spectators) remains positive
- RESPECT Officials – always – they are human, and without them we don't have a game
- Assist with Field Set-up or Pack up if you are the first/last game
- Ensure your team assists with BBQ and other duties





# COACHING

Coaching Coordinator

Terry Wong

[coaching@hurlstoneparkwanderers.com.au](mailto:coaching@hurlstoneparkwanderers.com.au)

0411 604 813

Thank

you





opportunity







support

HURLSTONE PARK WANDERERS

# COACH

SYSTEM

## MENTORING

On-field Support & Mentoring

## CLINICS

Coaching Clinics

U6-9 U10-13 U13-17 Goalkeeper

Coach Meetings

## COURSES

Grassroots Expo

U6-9

Skill Training

U10-U13

Game Training

U13-17

Licences

17+

## RESOURCES

Football Federation Australia Coaching Resources

<http://www.ffacoachingresource.com.au/>

## PHILOSOPHY

Football Federation Australia Curriculum







HURLSTONE PARK  
WANDERERS FC

HOME PLAYERS COACHES / MANAGERS REFEREES GRADING GAME DAY

## COACHES / MANAGERS

Hurlstone Park Wanderers is a community club, that promotes playing with respect for opponents, officials, and for the love of the game.

Thank you for taking on these vital roles to assist children to enjoy the game.

We are looking to set up more resources for our coaches and managers on our website often.

We have set up a Coaches / Managers pledge, so that you are aware of your role in the Hurlstone Community.

We have a coaching Resources page, and have begun creating the Managers resourcing page.

We will keep you updated with Training allocations and rules around Pre-Season trial games.

Once again thank you for stepping up to volunteer and we wish you a great 2017 season

### OUR SPONSORS AND SUPPORTERS

[m.au/coaches-managers/coaching-resources/](http://m.au/coaches-managers/coaching-resources/)

Coaches / Managers  
Pledge

Rules of Association

Register to  
Coach/Manager

[Coaching Resources](#)

Manager Resources

Coach Education

Training Allocation  
Principals

Pre-season Trial Games  
- 2018

Coaches Meeting 2018

National Football  
Curriculum

FFA Coaching  
Methodology

Principals of 1-4-3-3  
formation

Discovery Phase (U6-  
U8)

Skill Acquisition Phase  
(U9-U12)

Game Training (U13-17)

Performance Training  
(17+)

Players Warm-up  
Exercises (FFA 11)

### ANNOUNCEMENTS

2nd Edition of the 'The Wanderer'  
now available

Local Content and Social Media  
- Volunteer - Honoraria

Hurlstone Park Wanderers welcome Dulwich  
Podiatric and Therapeutic Centre  
2018 Season

Registration is now Open

Grading Information

Hurlstone Park Wanderers and the NSW  
Program

Contact us





## COACH EDUCATION

For any coaching-related enquiries, contact our Coaching Coordinator – Terry Wong at [coaching@hurlstoneparkwanderers.com.au](mailto:coaching@hurlstoneparkwanderers.com.au)

Below is a list of courses currently on offer internally or with Football Canterbury.

Show  entries

Search:

Course	Date	Location	Registration info
HPW Coaching Clinic (u8 to u13)	Monday 12 March; 6pm to 8pm	Beaman Park, Vera Ave, Earlwood	<a href="#">Information and registration link</a>
Goalkeeper Training Program (all ages)	Starts 19 March (beginners); 26 March (intermediate/exp); from 6pm	Beaman Park, Vera Ave, Earlwood	<a href="#">Information and registration link</a>
Grassroots Football Expo Miniroos (u6 to u8)	Wed 4 April; 6pm to 8:30pm	Pratten Park, Arthur St. Ashfield	<a href="#">Registration link</a>

### LATEST ANNOUNCEMENTS

- > March 2018 Edition of the 'The Wanderer' Newsletter now available
- > CDSFA Digital Content and Social Media Coordinator – Volunteer – Honoraria
- > Hurlstone Park Wanderers welcome Dulwich Hill Chiropractic and Therapeutic Centre support for 2018 Season
- > 2018 Registration is now Open
- > HPW Player Grading Information
- > Hurlstone Park Wanderers and the NSW Active Kids Program

[Contact us](#)

A photograph of three young boys in soccer uniforms (yellow jerseys with black accents and blue shorts) hugging each other on a grassy field. The boy in the center has the number 12 on his jersey. They are all smiling and appear to be celebrating. The background is a dry, brownish grass field with some white lines.

our ethos

respect

fair play

inclusion

let kids be kids





# CHILD PROTECTION AND SAFETY

Member protection information officer (MPIO)

Steve Cumming

[MPIO@hurlstoneparkwanderers.com.au](mailto:MPIO@hurlstoneparkwanderers.com.au)





# MPIO

- Safe, fair and happy football experience
- Contact point for any concerns or information about harassment, abuse or inappropriate behaviour.
- Ensure the club handles complaints in an appropriate and consistent manner.
- Does not investigate complaints
  - Help the person with the concern to deal with what has happened.
  - Not a “judicial” role, though a member of the club’s DC
  - Ensuring members have access and avenues for complaints/ concerns
  - Ensuring that protection issues are documented and tracked to outcome



# TONIGHT

- Child protection- legal issues
- Child protection issues for coaches
- Fairness and match time



# CHILD PROTECTION

- “Child” = under 18
  - Includes
    - Players, referees, team and ground personnel, spectators
- “Protection” from
  - Sexual and physical abuse
  - Bullying and harassment
- It is the obligation of every person working with children to comply with Child Protection Regulations, and to ensure that others comply





# CHILD PROTECTION- LEGAL ISSUES

- Child Protection (Working With Children) Act 2012
- Prerequisite for all paid and unpaid child related work.
  - Includes volunteers
- “Family Exemption” NO LONGER APPLIES



# CHILD PROTECTION- LEGAL ISSUES

- What is working with children?
  - Any role in which it could be reasonably expected that you will spend time in an unsupervised environment with persons under 18
  - Coach, manager etc, some committee and volunteer roles.
  - If you have multiple roles and ANY of them involves WWC



# CHILD PROTECTION- LEGAL ISSUES

- **Child Protection (Working With Children) Act 2012**
- You will have received a survey regarding your WWC obligations - please go through it
- I will follow up before end of March
- <https://www.service.nsw.gov.au/transaction/apply-working-children-check>
- Or Google “NSW Working with Children Check”





# CHILD PROTECTION- LEGAL ISSUES

- What is checked?
  - Unlike previous system, this is a full check of criminal record (incl. interstate/ OS).
  - Only those aspects of criminality related to WWC (though not only crimes against children, also patterns that may suggest a risk to children, eg violence)
  - Can take some time between application and clearance



# CHILD PROTECTION- LEGAL ISSUES

- What happens if I do not receive clearance?
- You, MPIO and President (and nobody else in the club by law) are notified that you do not have WWC clearance.
- We are not told why.
- You must not work with children without clearance.
- Similarly if your WWC status changes during the season.



# CHILD PROTECTION FOR COACHES/MANAGERS

- Protecting children from risk of harm, but also protecting you from misunderstanding/ allegations
- **Physical boundaries**
  - Use drills to develop fitness, not as a punishment.
  - Only use physical contact that is appropriate for the development of a particular skill.
  - Work within sight of others at all times.
- **Emotional/verbal boundaries**
  - Use positive feedback on **performance**, not negative **personal/character** feedback.
  - Be encouraging and avoid put-downs.





# CHILD PROTECTION FOR COACHES/MANAGERS

- **Avoid being alone with a child**

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g., other coaches, officials or parents/guardians).
  - If you are not a counsellor/ chaplain/ physiotherapist etc don't pretend to be one.
- Avoid children being left alone with any one adult. This usually means at least coach and manager staying for the duration of all training sessions.
- Avoid using change rooms for team meetings, half time etc.
- If you are using a change room with children, have at least one other adult with you.



# CHILD PROTECTION FOR COACHES/MANAGERS



- **Keep physical contact to an absolute minimum**
  - Physical contact with players should only be to:
    - develop sport skills
    - Treat, prevent or respond to an injury
    - meet the specific requirements of the sport.
- In practice it is VERY rarely necessary to touch a player in any context but an on-field injury



# CHILD PROTECTION FOR COACHES/MANAGERS

- **Think and talk about social media, communications, photographs etc**
  - If using text messages for communication etc, make sure parents/ guardians are included if you have children in your team
  - Avoid separate/ private interactions.
  - Keep an eye on eg. team Facebook groups (mixed messages/ misunderstandings)
  - DO NOT take photographs or ask others to without permission/consent (eg check with the opposition manager) and stop immediately if asked by anyone
    - There are a number of reasons why a person may not want their children to be photographed. They are not being paranoid or unreasonable or suggesting anything questionable about you





# FAIRNESS

- HPW is committed to a **fair** and safe football experience for all players
- Most common concern among our players and parents
- What is fair?
- Does fair mean equal?
  - “Equal pay, equal play”
    - Balanced with
  - Respectful decisions about the team’s playing style and players’ strengths and limitations.



# FAIRNESS

- Be mindful of what equal time would be,
- And make sure that if you go too far from there you have a fair reason for doing so.
- Don't start same player(s) on the bench each game.
- If a parent or player mentions bench time, don't be defensive/hostile. Explain that it is difficult to juggle and don't make it about the player
  - try "Yes, you're right, sorry. I've fallen into a bit of a habit there, I'll make sure to correct it- can you remind me if you see it happen again? "
  - If you are working to a strategy, make sure you can explain it in a fair way.
- Quite a lot of time on the bench can still be equal



# AGE GROUP, SUBS AND BENCH TIME



BENCH TIME (Minutes per game)				RESERVES				
AGE Group	Game Duration	Players on Field		1	2	3	4	5
U6-U7	30	4		6	10	13		
U8 & U9	40	6	+ GK	6	10	13	16	
U10-U11	50	8	+ GK	6	10	14	17	
U12	50	10	+ GK	5	8	12	14	17
U13 - U14	60	10	+ GK	5	10	14	17	20
U15-U16	70	10	+ GK	6	12	16	20	23
U21 & AA	90	10	+ GK	8	15	21	26	30

Assuming GK is not rotated





# THANKS SO MUCH FOR DOING THIS

- It's a big, significant, rewarding role and a serious commitment
- There is a lot to balance and consider- people are entrusting their kids to you for 2-3 hours per week
- Working with kids is a privilege, not a right