



HPW

Coach and Managers'

Information

We acknowledge the traditional custodians of the land on which we meet, train and play

HPW Mission

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.

Your role as coaches and managers is to facilitate all aspects of this

Get teams on the park ready to play the Hurlo way



HPW CULTURE

**Foster fair play and positive
behaviour on and off the field**

**We have zero tolerance for bad
behaviour**



YOU ARE WALKING ON A

SUPPORTIVE SIDELINES.

GROUND

WE APPRECIATE YOUR SUPPORT

ONLY POSITIVE CHEERING FROM THE
SIDELINES - *FOR BOTH TEAMS!*

LET COACHES COACH - NO COACHING
FROM THE SIDELINES!

LET REFEREES REFEREE- PLEASE
KEEP YOUR OPINIONS TO YOURSELF!



ZERO TOLERANCE

FOR RED CARDS

The Club will impose
additional financial
AND game time
penalties, above
and beyond
the
Association's
penalties.



WALK AWAY & JUST PLAY



Key Links For Information

www.hurlstoneparkwanderers.com.au

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

<https://cdsfa.dribl.com/>

For games, results and ladders

www.footballcanterbury.com.au

-Access the draw, results and tables

-List of fields, with maps

-News and competition tabs for updates on schedule, **especially on weekends**

-Other resources (eg insurance forms)

-Rules of Association (Important information about rules – please know how to access this)

COVID19 Information – please be familiar with all this information

<https://footballnsw.com.au/return-to-play/>

<https://www.footballcanterbury.com.au/covid/>

<https://hurlstoneparkwanderers.com.au/covid-information/>



CLUB SOCIAL MEDIA

- **Club social media: Facebook, Instagram, Twitter**
- **Facebook**
 - <https://hurlstoneparkwanderers.com.au/>
- **Instagram: hurlohpwfc**
- **Twitter: HPWanderersFC**



WHO TO CONTACT?

- <https://hurlstoneparkwanderers.com.au/about-us/hpw-contacts/committee-and-other-positions/>
- <https://hurlstoneparkwanderers.com.au/about-us/age-coordinators/>
- **Competition matters: Age coordinator, Competition secretary (Warwick)**
- **Registration matters: Registrar (Steve)**
- **Complaints/concerns: Club President (Rosalie), Club Secretary (Robin), MPIO (Steve), Age Coordinators**
- **Referee payments: (Neil) hpwpayments@gmail.com**
- **Gear Requests: Gear Coordinator Dave: gear@hurlstoneparkwanderers.com.au**
- **Coaching matters: Coach Coordinator (Terry): coaching@hurlstoneparkwanderers.com.au**
- ***Queries and concerns about all matters should be directed through the club – please do not contact the CDSFA directly (they will refer your query back to the club); please make sure parents and players are aware of this***



COMPETITION STRUCTURE IN 2020

- *u8 and above play in a “home and away” competition*
- *U8-U11 is “non competition” - no tables, and results are not published*
 - *14 games; divisions may be restructured half way through the comp*
- *U12 and above in 2020 – Competition restructured due to COVID19*
 - *First past the post (no finals)*
 - *Mostly 8 team divisions, so 14 games*
 - *Washed out games will not be replayed, but games may be moved to other fields – you will need to be contactable on Friday and weekend for changes*
- *Our “home” games may be played at other fields*
- *The “home” team is the first listed in the draw – regardless of where the game is played*



HPW HOME GROUNDS

- **Saturday**
 - *Ewen Park for u6-u7 8.30-10.30, u8 10.30-11.30, u9 11.30-12.30*
 - *Beaman Park half fields 5 and 8 u10 and u11 8.30-12.30*
 - *Senior men's games on Ewen 1 and 2, Beaman 5 and 7 1pm-5pm*
- **Sunday**
 - *Beaman Half and Mini fields for u9-u11 girls*
 - *Beaman fields 5 and 7, Ewen 1 and 2 for u12 and above games 9am-5pm*

Beaman Park Field 7 currently off line due to field condition – games have been moved

Beaman Park Field 8 has also been closed – games may be moved



Wet Weather: Game Day

- One source of truth : CDSFA website
- <https://www.footballcanterbury.com.au/gameday/WetWeather/>
 - Updated regularly
 - Games may be moved
 - Park status may change
- Late changes will be notified to Competition Secretary
 - Make sure you have email/mobile access




ACCESSING THE DRAW

CHECK EACH WEEK, AGAIN ON FRIDAY

WILL ALSO BE EMAILED EACH WEEK BY YOUR AGE COORDINATOR

- <https://cdsfa.dribl.com/>

← → ↻ cdsfa.dribl.com/fixtures/

 **Canterbury & District Soccer Football Association**





Home Fixtures Results Ladders Clubs

Winter 2020 ▾

Filter by Competition ▾ Home and Away *Filter by League* ▾ All Leagues *Filter by Round* ▾ All Rounds *Filter by Club* ▾ Hurlstone Park ↻ Reset filters

All times

3rd Jul 2020

Abbotsford Juniors	19:00	 Hurlstone Park	 Blick Oval - Field 1	 45 01 Male	 R1
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4th Jul 2020



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)**
- **Check if you are the first or last game on any field and have your team organised to do this**
- **If you are the first game – be at the field 45 minutes or more before the game (For senior men's teams this means 12.15 at the latest)**
- **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** (*DON'T ASK and if another team asks you to allow a player to play without a card DON'T agree to this*)
- No ID cards for u6-u9;
- U10-U11 ID cards do not need to be shown – only there for if they play up and need them for u12/u13 games
- Manager is the card controller: don't issue to players
- Hand to players immediately before game (use hand sanitiser)
 - Players line up in centre
 - Referees checks the cards – Due to COVID19 they will then be returned to the manager
 - Late players must show card to assistant ref before taking to the field
- If there are any red cards, the referee will take the card from the manager at the end of the game (this is a requirement!)
- If you borrow a player you must also borrow their ID card and you must return it
- Team officials in the technical zone must have their ID card on a lanyard and visible



Team Bench (Tech. Area)

- **MAXIMUM of TWO TEAM OFFICIALS** with a current season Team Official ID Card and wearing an official's vest
- Only players actually participating in a game are permitted.
- Players must be wearing a training bib
- COVID19 requirements – everyone in the technical area must observe social distancing (1.5 m space); we are getting extra benches
- **The technical area is near the half way line – coaches must not remain with their bench and not pace up and down the field**
- **People NOT PERMITTED in the technical area:**
 - Non-playing members of the team (e.g. injured, excess squad)
 - Additional Team Officials above the Max. 2
 - Players' or Team Officials' children, partners, friends
 - Club Committee who are NOT acting as a VESTED GROUND OFFICIAL
- ***Not all fields have obvious roping or marked out technical areas but please observe these rules as if they were there!***





Coach and manager must wear the lime green vests when in the technical zone

Ground manager is in charge

As we require one ground official per field, we ask you to identify a responsible person to also act as a ground official (esp for neutral fields)



Gear & Equipment

Players

- Club uniform during matches (shorts and socks issued via team managers)
- Due to COVID19, players will be issued with a shirt for the season – please only wear it to the game and not for training or social activities
- must have shin guards & boots when playing
- must have their own drink bottles **NO SHARING**
- **NO Jewellery** (taping not acceptable); bobby pins are ok
- Only safety glasses allowed on field (letter from optometrist)
- No hats on field (apart from goalkeeper)
- COVID19 – goalkeeper gloves should not be shared – we are organising extra gloves

Managers

- Team shirts **MUST** be returned at end of season in full, washed, folded and in good condition – ***sustainability and cost management for the club***
- Allocate a number to each player and record it (we can enter this in Dribl so that it appears on the match sheet)
- Have arrangements in place to collect at the last game





WHEN DO WE NEED THE AWAY STRIP?

- HPW play in white and blue (white shirt with blue highlights, blue socks and shorts)
- 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/Blue 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)
 - COVID19 guidelines – observe safe hygiene practices in collecting and washing the shirts after they have been used in a game
 - For HPW clash is (usually) Concord or another HPW team
 - **YOUR STANDARD HPW STRIP IS TO BE WORN AT ALL OTHER GAMES**

Game Day: Kicking off on time

- **BE READY** to take to the field at least 5 minutes before kickoff
 - field fully set up (if home team)
 - players ready to line up with ID cards
 - Equipment off the field
 - match documents completed and referees paid
 - all jewellery removed



TEAM OFFICIAL BEHAVIOUR

- **Coaches and managers must wear ID card (and vest)**
 - **Only 2 officials with ID cards allowed in the technical zone (not an injured player having the week off)**
 - **Must remain WITHIN the technical zone**
 - **Must NOT enter field of play unless permitted by referee**
 - **MUST NOT ARGUE WITH THE REFEREE – you will be suspended!**
 - **Ensure that your players do not engage in dissent when on the field or on the bench**
- **Subs come on at the half way point from zone with ref's permission**



Alcohol and tobacco

- **COVID19 requirements are that teams do not socialise at the ground after the game**
- **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**



WHAT IF I DON'T HAVE ENOUGH PLAYERS?

- Forfeit RARELY but EARLY
 - 72 hours notice to the CDSFA (via comp secretary)
 - The club is fined for late forfeits so please make sure you let us know
 - 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
- Saturday players cannot play in Sunday teams and vice versa
- *Players can play 'up' a maximum of 5 times in total – on the 6th 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



NEW RULE INTRODUCED 3 JULY 2020: U12 AND UP

- You cannot borrow players to have subs
- If you have 11 of your own players you cannot borrow from another team
- If you have 10 of your own players you can only borrow 1
- If you have 9 of your own players you can only borrow 2
- If you have 8 of your own players you can only borrow 3
- If you have 7 of your own players you can only borrow 4
- If you have fewer than 7 of your own players, your game is forfeited (the 7 must be on the field at all times)



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, and the majority of Assistances are KIDS.

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



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**

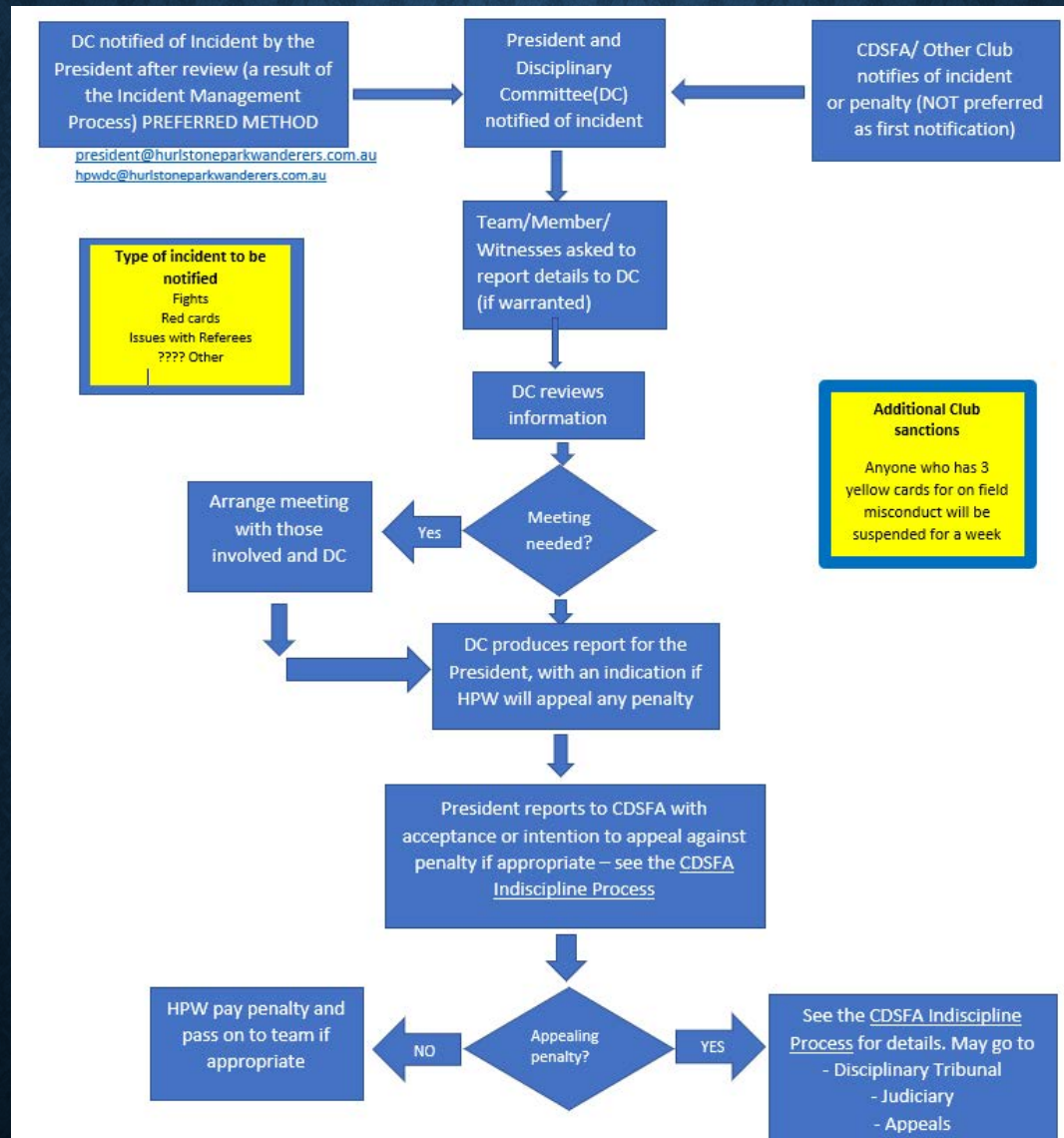


Red and Yellow Cards

- 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
- There are strict rules about suspensions and teams that are repeat offenders or have multiple offences in a game will be penalised by the Association – teams with multiple offences lose points
- **HPW will impose a suspension on any player that incurs 3 yellow cards across the season for non-football offences**



HPW DISCIPLINARY PROCESSES



TEMPORARY DISMISSALS (SINBINS) OVER AGE PLAYERS ONLY

- Applied for dissent to the referees (yellow card offence)
- 10 Minutes, with the time judged by the referee
- Can only re-enter at the discretion of the referee, on the request of the team official for the team
- The 10 minutes can carry over half time
- An offence committed while on a temporary dismissal will be issued with a second yellow card (=red card) and take no further part in the game



INCIDENTS AT YOUR GAME

- An incident is anything that causes concern
 - Behaviour issues from our own or another club
 - Send offs
 - Games being abandoned for any reason
 - Arguments, fights, abuse of players or referees, offensive behaviour
 - Police being called
 - Complaints
 - Serious injuries
- The earlier we know about these the better. You can ring Rosalie at any time to let us know, follow up with an email (we prefer to find out from our own club than from the Association or another club)



COVID SAFETY

- Don't come to the game if you have symptoms, or if you are awaiting test results
- Respect other people's right not to attend the game for whatever reason – do not put pressure on them to play or to tell you why they do not wish to play
- Check with your team each game day about whether they are feeling well; keep reminding them to be COVID19 safe
- No sharing of equipment
- No spitting (anywhere)
- Take everything away from the area of the field (bandaids, water bottles, physio tape, orange peels)
- Maintain physical distance at all times



PAPERWORK AND MONEY STUFF


Match sheets and Ref payments



MATCH SHEETS

- Pre-populated match sheets from DRIBL with all details
- These will be emailed each week
- 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 (the other team may have forgotten theirs)
 - Use it to record the result for your records and the number of referees who were present



- | | | |
|---|---|---------------------------------------|
| 
<small>Est. 1922</small> | <h2 style="margin: 0;">Canterbury & District Soccer Football Association</h2> <p>To be printed and completed in blue or black and not using ink jet printer or water soluble pens.
 To reach CDSFA: PO Box 973, Ashfield, NSW 1800
 Refer to the association By-Laws for team sheet delivery timelines.</p> | Match won by:

 |
| Ground: Field 1 | Time: 15:00 PM | Grade/Div: 30WOMEN 02 Female |
| Ground Official's Name: | | Round: 1
Sunday 05 Jul 2020 |

Home Team: MFC30WOMENG02 Marrickville Marshals's Signature: _____ Score <div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block;"></div>	Away Team: HPW30WOMENG02B Hurlstone Park Marshals's Signature: _____ Score <div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block;"></div>
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ID Check	Reg. No.	Player Registered with Team	Shirt No.	YC	RC

ID Check	Reg. No.	Player Registered with Team	Shirt No.	YC	RC

MATCH SHEETS 2

Normal Team/Div	Substitute players from Different Teams	Shirt No.	Card Y	Card R	Normal Team/Div	Substitute players from Different Teams	Shirt No.	Card Y	Card R

Injuries		Comment:

Referee Name	ID Number:
Assistant No.1 Name	ID Number:
Assistant No.2 Name	ID Number:

----- Away Team to tear-off and retain -----

Grade/Div: AA 07 Male Round: 1 Saturday 04 Jul 2020 13:00 PM

Home Team	LSCAA07 Leichhardt Saints	Away Team	HPWAA07 Hurlstone Park
Home goals		Away goals	
Home manager's signature:		Away manager's signature:	

This space is for borrowed players

This space is for the referee (and you can ask for issues to be noted)

Ignore this unless referee or opposition insist



AFTER THE GAME

- **Encourage a sporting attitude regardless of outcome – set an example for parents/kids**
- **CHECK the match sheet carefully**
 - The ref should fill in the score in numbers and words
 - Initial the score, sign the match sheet
 - Check the referee has filled in ID number
 - Check that any incidents/injuries are recorded
- **HOME SHEETS: Return to Ewen Park by 5pm Sunday**
- **AWAY TEAM: Take a photo of the match sheet before leaving the field**
- **Collect your ID cards, then check you have collected them, then check again!**
- **Record your result to the club via the on-line portal**



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 an ID number/card**
 - **For your reimbursement you record the scores and the number of referees you paid using this link (which is on our website too!)**
 - **<https://forms.gle/xmvnfFqsvoUqFkaK9>**



REFEREE PAYMENTS: EACH TEAM PAYS THESE AMOUNTS

Grade/Division	Referee Fee	Assistant Referee Fee
Under 10	\$15.00	\$5.00
Under 11	\$15.00	\$5.00
Under 12	\$20.00	\$10.00
Under 13	\$20.00	\$10.00
Under 14	\$20.00	\$10.00
Under 15	\$25.00	\$15.00
Under 16	\$25.00	\$15.00
Under 17	\$30.00	\$15.00
Under 18	\$30.00	\$15.00
Under 21/WIL	\$35.00	\$17.00
All Age	\$35.00	\$17.00
Over 35's	\$35.00	\$17.00
Over 45's	\$35.00	\$17.00
BBC/GMT	\$40.00	\$20.00
Junior Girls	As per age	As per age





Setup

Provide bank
a/c to HPW
Payment
Manager

Print your
Match Sheets

Set up A/C
address in
Banking system

Week 1

Team Manager

Prepare separate
envelope
for Ref,
Asstn Ref 1
and Asstn
Ref 2 with
money
inside for
next game

Pay Ref, Asstn Ref
1 & 2 money for
game

Ref, Asstn Ref 1 &
2 sign CDSFA
match sheet

Submit result and
ref payments on-
line

Withdraw/ money to
pay for next game

Notes:

1. Each weeks payments are funded by Team managers;
2. No payments returned by club until bank account provided;
3. Any problems, send email to HPWpayments@gmail.com
4. Money paid by following weekend

Provide CDSFA Match
sheet to canteen before
each Sunday @ 6PM

HPW
Payment
Manager

Review on-line
submitted Ref
payments

Upload on-line submitted
Ref payments to
Payments Registrar

Deposit \$'s for
each Round/team
into bank a/c's

1	Team	Date played	Status	Comr	Referee	Ass Ref 1	Ass Ref 2	Total manager Payments made	Total for Direct Credit	Actual \$ paid	Date paid	Total for season cheque	Ref \$	Ass Ref 1 \$	Ass Ref 2 \$
2	AA/1	16-Jun	Played		Yes	Yes	Yes	\$69.00	\$69.00	\$69.00	20/06/2018	\$0.00	\$35.00	\$17.00	\$17.00
3	AA/10	9-Jun	Played		Yes	Yes	Yes	\$69.00	\$69.00	\$69.00	19-Jul-2018	\$0.00	\$35.00	\$17.00	\$17.00
4	AA/3A	9-Jun	Played		Yes	Yes	Yes	\$69.00	\$69.00	\$69.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$17.00
5	AA/3B	9-Jun	Played		Yes	Yes	Yes	\$69.00	\$69.00	\$69.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$17.00
6	AA/3C	9-Jun	Played		Yes	Yes	Yes	\$69.00	\$69.00	\$69.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$17.00
7	AA/4A	9-Jun	Played		Yes	Yes	Yes	\$69.00	\$69.00	\$69.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$17.00
8	AA/4B	9-Jun	Forfeit		None			\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
9	AA/7A	9-Jun	Played		Yes	Yes		\$52.00	\$52.00	\$52.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$0.00
10	AA/6B	9-Jun	Played		Yes	Yes		\$52.00	\$52.00	\$52.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$0.00
11	AAS/2	17-Jun	Forfeit					\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
12	AAW/3	10-Jun	Played		Yes	Yes		\$52.00	\$52.00	\$52.00	13-Jun-201	\$0.00	\$35.00	\$17.00	\$0.00
13	BBC/1	9-Jun	Played		Yes	Yes	Yes	\$80.00	\$80.00	\$80.00	20-Jun-201	\$0.00	\$40.00	\$20.00	\$20.00

WHAT NEXT?

1. Email you bank account details to HPWPayments@gmail.com
2. We have a strict privacy policy to ensure your bank account details remain private
3. Any issues, please email to HPWPayments@gmail.com. Never to any other email address
4. Enjoy the season and fill in the match sheet slowly and clearly

The link for your results and number of referees:

is <https://forms.gle/xmvnfFqsvoUqFkaK9>

REIMBURSEMENT USUALLY HAPPENS WITHIN A WEEK



BUILDING THE HPW CULTURE

- Let Kids Be Kids: <https://www.playbytherules.net.au/let-kids-be-kids>
- Newsletter : share your team's stories
- Social media
 - Twitter @HPWanderersFC
 - Facebook: <https://www.facebook.com/HurlstoneParkWanderers>
 - Instagram: @hurlohpw
- Everyone Can Play Days

