



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





Last won by HPW in 2003 (first year it was awarded)

A great achievement for 2020

Something to aspire to in 2021

Takes all our teams playing their part in embracing the HPW culture

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

For managers in 2021 - <https://app.dribl.com/> (you will have your own login) – more on this later

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**
- **PLEASE PASS ON YOUR TEAM'S STORIES AND HIGHLIGHTS**
- **We will respect privacy and never use names without permission**
- **Check with your team before sending on**



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 (George)**
- **Registration matters: Registrar (Steve)**
- **Complaints/concerns: Club President (Rosalie), Club Secretary (Robin), MPIO (Edel), 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 2021

- *u8 and above play in a “home and away” competition*
- *U8-U11 is “non competition” - no tables, no finals, and results are not published*
 - *divisions may be restructured half way through the comp*
- *U12 and above*
 - *Home and away followed by finals*
 - *Number of games depends on number of teams in the division*
 - *Teams in 10(9) and 12(11) team comps will have a double header early in the season and will play on June long weekend and middle week of July school holidays*
- ***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*
- *We sometimes play on neutral fields – be sure to assist with set up/pack up*



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*



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**



TRAINING ALLOCATION

- Thanks for your patience with this – pre season is always challenging
- Beaman will come on line as of next week so there will be a new training allocation
- We are a big club so cannot offer a lot of choice in training spots
- We work on some key principles and only move around these by exception
- Stick to your allocated spot and time
- Contact your age coordinator first if there is an issue



TRAINING ALLOCATION CONSTRAINTS

Training allocation has now been distributed – we can only deal with major issues

- Beaman Park Mon-Thurs 5.00-9.30, Ewen Park Tues-Thurs 5.00-9.30
- Ewen Park training may need to make way for mid-week games on occasions
- Three training slots per night (these may be different between Ewen and Beaman)
- U6 and U7 training on Tuesday and Thursday at Ewen 5.30-6.30
- Girls' and women's training on Wednesday nights
 - Youngest age groups in the earlier time slots and typically for 1 hour (u6-u9, and ideally also u10-u11)
 - Juniors (u12-u17) in the second time slot
 - Adults (u18, u21, WIL and adults) in the third time slot
- Allocation is $\frac{1}{4}$ of the equivalent playing pitch
- Only exception is the BBC and GMT teams who have $\frac{1}{2}$ pitch
- Overflow training (additional slots) on Monday nights typically




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 pre-populated the digital match sheet and submitted team**
- Introduce yourself to opposition manager/coach and to referee (check it's the right game!)
- **Pay the referee**
- Check for jewellery, hair pins, shin pads etc
- **Have your digital match sheet organised early**
- **COVID safe guidelines still discourage shared oranges**



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)**



Team Bench (Tech. Area)

- MAXIMUM of TWO TEAM OFFICIALS with a **current season Team Official ID Card** and wearing an official's vest (yes, officials will have ID cards and must have them)
- 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 (exception is our u6 and u7 who we ask to wear their shirts to training)
- 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)
 - electronic match sheets completed
 - players ready to line up
 - Equipment off the field
 - match sheet electronic processes and ID checks 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 recommendations 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 4 times in total – on the 5th 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 own players	Must have 6 own players	Must have 5 own players
Can borrow 4 players	Can borrow 3 players	Can borrow 2 players

CHECK BORROWING RULES

- <https://cdn.revolutionise.com.au/site/in1uknzz4uwrvie.pdf>
- If you are not sure, check with
 - (1) your age coordinator
 - (2) Competition Secretary (George)
 - (3) Rosalie
- Do not borrow a player unless you are sure they are eligible
- The club gets fined, you lose the points, and the player may be penalised with a suspension (and it rules us ineligible for the Bert Hervey Award)



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 Assistant Refs 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**



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**



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



HURLSTONE PARK
WANDERERS
FOOTBALL CLUB

CHILD PROTECTION- LEGAL ISSUES

- Child Protection (Working With Children) Act 2012
- You will have been asked to enter your WWC details when you registered to coach/manage a junior team.
- I will still need to maintain an internal register and “verify” you with Office of the Children’s Guardian
- I will follow up before end of March



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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.
 - NOT typically 'visible', 'public' roles eg ground manager or canteen staff.
 - If you have multiple roles and ANY of them involves WWC



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WANDERERS
FOOTBALL CLUB

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.



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FOOTBALL CLUB

CHILD PROTECTION FOR COACHES/MANAGERS

- **Keep physical contact to an absolute minimum**
 - Physical contact with players should only be to:
 - develop sport skills
 - treat an injury
 - 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
- Any physical contact by volunteers should meet the following criteria:
 - physical contact should be appropriate for the development for the sport and the training context.
 - permission from the player should **always** be sought.
 - Wherever possible, interact with your players in a public, visible space, do not remove or isolate yourself with individual play



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FOOTBALL CLUB

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.



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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
 - HPW opt out
 - 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 about you



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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 and players' strengths and limitations



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FAIRNESS

- Not saying run 10 stopwatches keeping track of every field player, but..
- 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 lazy habit there, I'll make sure to correct it"
- Quite a lot of time on the bench can still be equal



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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**

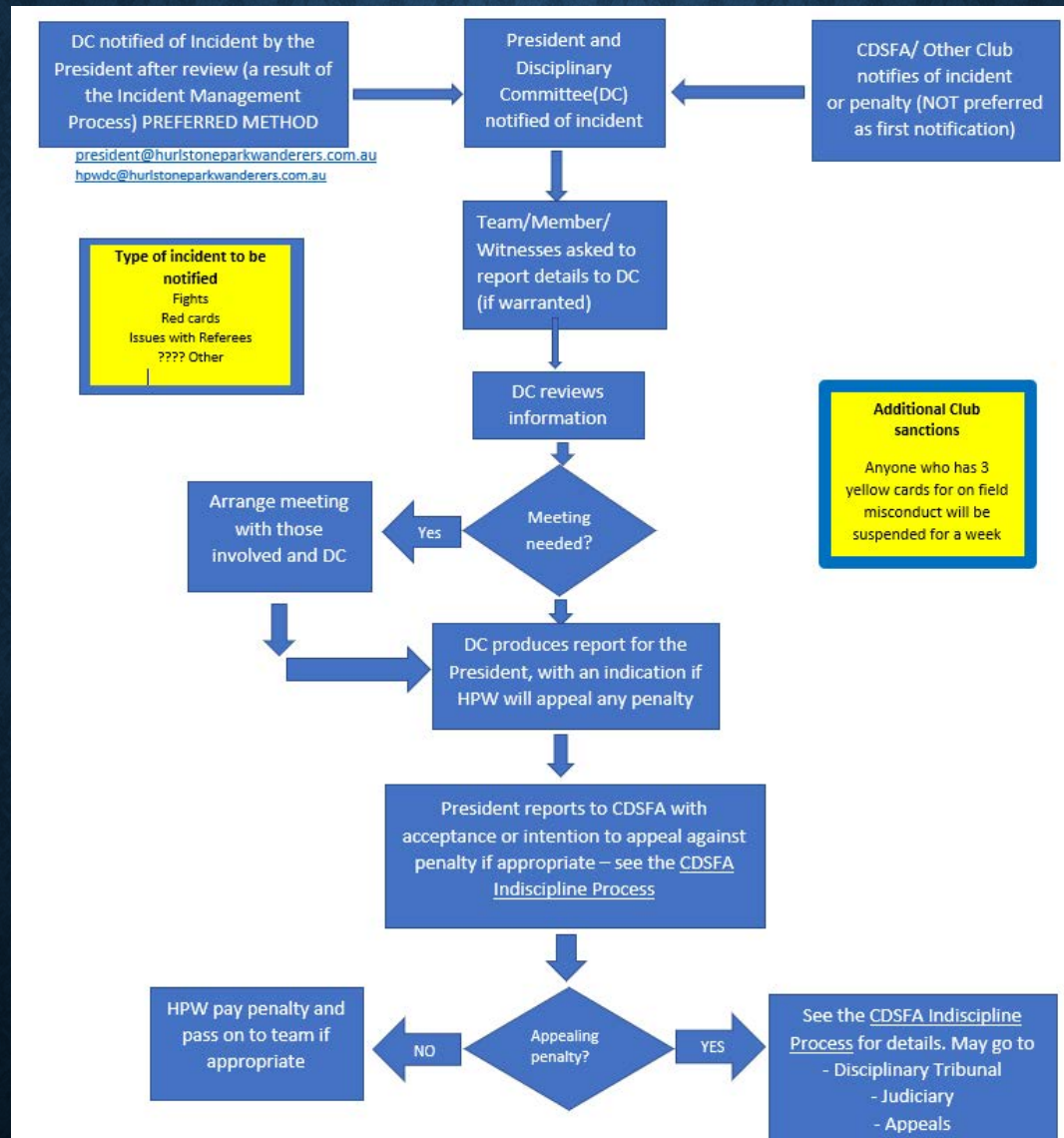


Red and Yellow Cards

- 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



REFEREE PAYMENTS

A bit of an evolving story
(as Dribl capabilities come on line)



MATCH DAY

- The Association is moving to paperless match sheets and digital cards this year. This is (probably) good in principle
- All managed via Dribl platform online and via app
- The Dribl App is basically not ready yet, so can't show how it will work, but there is a mock up
 - Not available for Android
 - Not yet populated with teams and photos
- Two new roles defined in Dribl
 - Team Reporters
 - Team Recorders
 - We are in the process of making all of you both of them (it isn't straightforward)



MATCH DAY- BEFORE THE GAME

- Log in to Dribl via computer or app
- Select Club (will only offer HPW for most of us)
- Find the match using filters
- Confirm YOUR team
- Press submit.
- Your team for the match is now fixed in Dribl
 - (Equivalent to crossing off absent players and adding borrowed players)



MATCH DAY- PRIOR TO KICKOFF

- Log in to Dribl via app (since you are at the pitch now and unlikely to have a computer)
- Final review of your team
- REVIEW OPPOSITION TEAM INCLUDING DIGITAL CARDS
- Confirm opposition team
- Press confirm.
- You have confirmed that both yours and the opposition's players are as listed on the sheet.



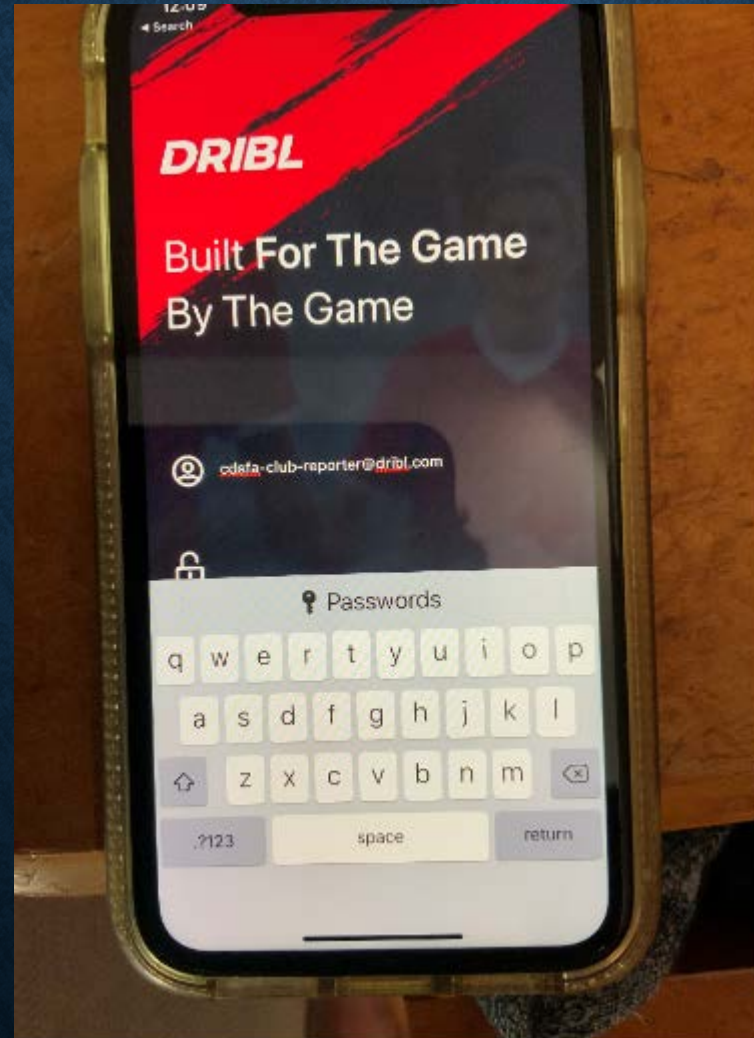
MATCH DAY- AFTER THE GAME

- Log in to Dribl via app (since you are still at the pitch now)
- Ensure that all players who took part are recorded.
- Remove players who did not take part
- Check the score (which will have been entered by the ref)
- Check Red/ yellow cards (which will have been entered by the ref)
- Record anything else (eg goal scorers) if you want (keep in mind that this is NOT a private within- team function)



MATCH DAY PROCESS : ISSUES AND QUESTIONS

- 1



MATCH DAY PROCESS : ISSUES AND QUESTIONS

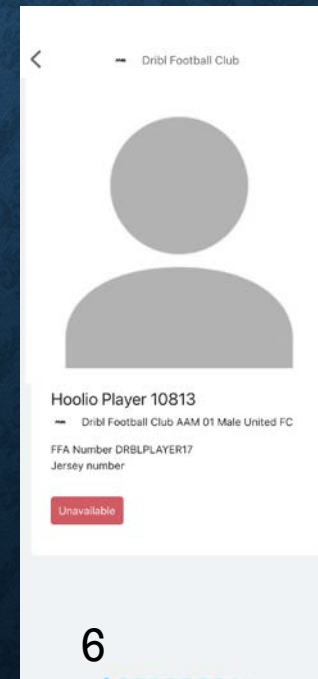
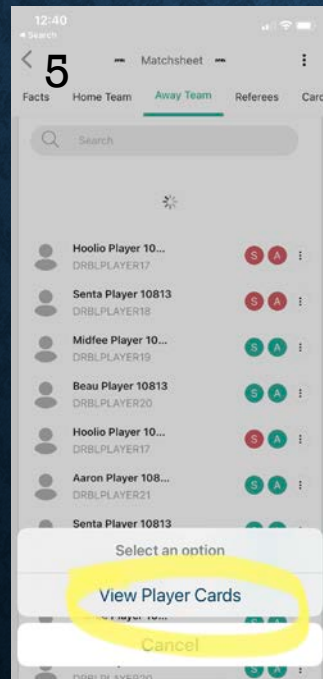
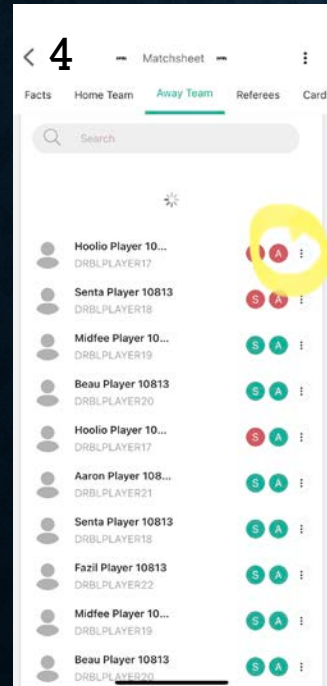
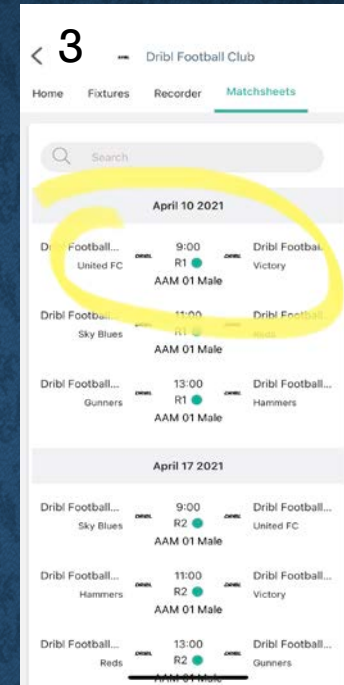
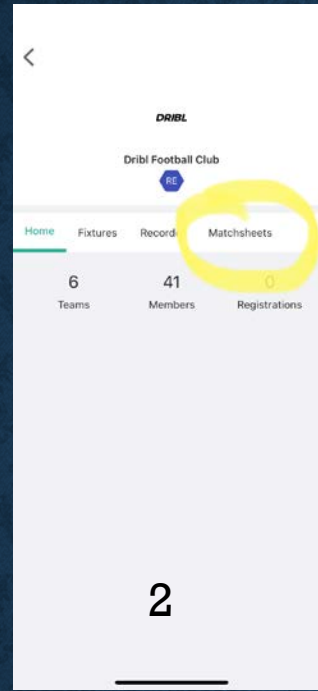
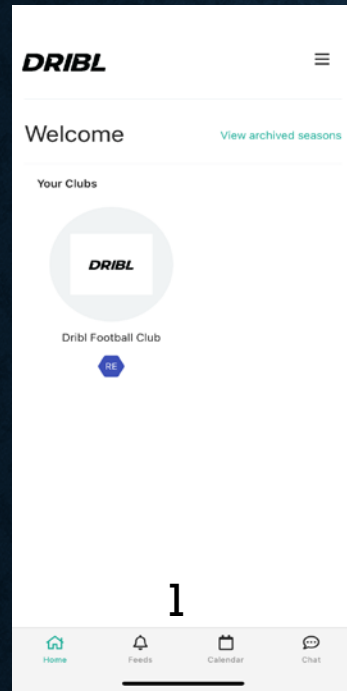
- 2. The app logs you out when your phone goes to sleep and does not seem to have the capacity to save passwords or use Face ID
- 3. Not yet clear how disputes (eg players matching photo, scores etc) will be resolved in the absence of a physical match sheet
- 4. No clear instruction re U8-u11 (Young juniors have not normally needed cards in the past, so seeking clarification of whether they will need to be displayed)



MATCH DAY PROCESS :TEST SITE

- This is a 'mock' up of the "Reporter" role
 - Not a real team/club
 - No photos
 - Breaks our Competition rules (eg borrowing)
- Open the app
- Login as cdsfa-club-reporter@dribl.com
- Password cdsfatest098765





MATCH DAY PROCESS :TEST SITE

- Mock up “reporter” role
- Open the app
- Login as cdsfa-club-recorder@dribl.com
- Password cdsfatest123456



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 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

