



PADSTOW HORNETS FOOTBALL CLUB
COACH AND MANAGERS GUIDE 2017

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Board of Directors

Chairman	Geoff Taplin	0411 154 915	geoff.taplin@dva.gov.au
General Manager	Lisa Campbell	0481 841 036	lisac2476@hotmail.com
Director	Peter Yabsley	0419 552 212	treasurer@phfc.com.au
Director	Johnny Salsa	0416 044 649	registrations@phfc.com.au
Director	Will Dee	0413 808 808	footballoperations@phfc.com.au

Important Positions

Treasurer	Peter Yabsley	0419 552 212	treasurer@phfc.com.au
Registrar	Johnny Salsa	0416 044 649	registrations@phfc.com.au
Canteen	Cassie Gebetsberger	0438 658 471	publicity@phfc.com.au
Equipment	Tony Woods	0424 683 841	ahwoods@bigpond.com.au
MPIO	Lisa Campbell	0481 841 036	lisac2476@hotmail.com
Sponsorship	Peter Yabsley	0419 552 212	treasurer@phfc.com.au
Publicity	Cassie Gebetsberger	0438 658 471	publicity@phfc.com.au
Insurance	Lisa Campbell	0410 638 307	lisac2476@hotmail.com
Recorder	Tony Woods	0424 683 841	ahwoods@bigpond.com.au
Webmaster	Cassie Gebetsberger	0438 658 471	publicity@phfc.com.au

Important Dates & Activities for 2017

Competition Dates

- Season starts the weekend of the 1st & 2nd April 2017
- There no scheduled games for Easter weekend 15th & 16th April
- There are no scheduled games on June Long Weekend 10th & 11th June (**EXCEPT** Platinum League, 10 team Jnr & Snr mixed competitions and 10 team Ladies competition)

** This could change dependent on games cancelled due to wet weather or amendments to the draw by BDAFA**

Club Meetings

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business (and shall be at least as often as is required under the Act).

The Club's annual general meeting shall be held in accordance with the Act and the Padstow Hornets FC Constitution. It should be held on a date and at a venue determined by the Board.

All General Meetings other than the annual general meeting shall be special General Meetings. The Board may, whenever it thinks fit, convene a special general meeting.

Social Activities

Hornets have the following social activities planned in 2017:

Life Members & Sponsors lunch – T.B.A

Junior Disco/dance party

Wayne Hogden Memorial Charity Golf Day

Junior Presentation

Senior Presentation

** These activities will be advertised on the Hornets web and by email to each member.

Fund Raiser

Events are still in the planning stage. More information will be available after the season is under way.

Duties of the Coaches & Managers

The running of each team is a co-operative effort between the Coach and Manager. While each has separate functions (they sometimes overlap or are shared), it is important that the Coach and Manager works as a team to ensure the players enjoy and learn the game of football. It is club policy that every player in the team has equal game time, particularly the Grades 6 to 16.

On game day, only card holding officials and players (who are listed on the team sheet) are allowed in the Technical area (i.e. the bench area). Coaches and Managers are also required to clearly display their Registration Cards.

The Manager and Coach act as the link between the team and the Club. They should be the first point of contact for players and parents with any questions or concerns. A concerned parent can also attend the General Meeting to highlight any questions or concerns, or contact the MPIO.

The Coach is responsible for:

- The training and conditioning of players and the selection of the team for all games, plus the rotation of players in the game. In addition the Coach is responsible for the playing equipment and training equipment.
- Ensure that the team is correctly attired in the appropriate protective gear (ie: footwear & shin guards) and the correct club colours (ie: Hornets blue socks, full black shorts (no other colours) & playing shirt)

The Manager is responsible for:

- For the co-ordination of the cleaning and up keep of the team jerseys
- For the collection of match fees and the payment of referee's fees prior to each game. Payment of the referee fee is made at the clubhouse where the match is played. Please make sure that your team sheet is stamped paid as any official referee will not start the game without that.
- To ensure that the team sheet is completed and given to the Referee at least 5 minutes prior to the game commencing. Sign the team sheet on completion of the game in agreement of the score.
- Ensure that match fees are handed in at the Padstow Hornets Canteen or at the General Meetings.
- Text through game results to the recorder (refer to the committee list on page 3) by 5pm of the day the game is played.
- Arrange all rosters for canteen, BBQ and field set up.
- Keep a record of all cautions (yellow cards) & end offs (Red Cards).
- All yellow & red cards must be reported to the club general manager (Lisa Campbell, 0410 638 307, lisac2476@hotmail.com) immediately after the game with the caution (Y1 to Y7) or offence (R1 to R7) code, players name & FFA number. Refer to the BDAFA GRIEVANCE AND DISCIPLINARY REGULATIONS on their web.
- Complete a written report on any red card offence (R1 – R7) and email that to lisac2476@hotmail.com within 24 hours of the game. Also have any witnesses to the offence complete a written report in support. All reports must be written on fact with no bias, prejudice or hearsay.

- Complete the suspension served form and email that to the club general manager after the last game that suspension has been served. Otherwise the player will not be cleared by BDAFA to play the next game. The form can be located on the BDAFA web.
- Every game that a suspended player sit off, that player must be recorded on that games team sheet in the appropriate space.

It is the responsibility of each Manager to report their result by text to our recorder (refer to page 3 for details) immediately after your game.

All results must be recorded prior to 5:00pm on the day you play. If you have a game on both Saturday and Sunday you must record your result on each of those days. You must not leave it until the Sunday to put in both results.

Failure to record each day incurs a fine from BDAFA. When you text through your result you will be required to give the following information:

- Name of the team (re: Hornets G8T1, G14/2 etc.)
- The round played (re: Rd 3)
- Score result of the game (Hornets 4 – 2 win or Hornets 2 – 5 loss)

Teams from Grade 10 upwards, there is a match fee. The Manager will collect fees from all players (fees as outlined on the following page). From this money the Manager should pay any official Referee's in attendance. The remainder of the money should be returned in an envelope to the Hornets canteen for collection by the Club Treasurer.

The envelope should have written on the front the following.

- Team
- Round played
- Date game played
- Number of players who played
- Number of referee's

Uniforms and Equipment

There are several rules that must be adhered to with the team playing shirt.

- The playing shirts are only to be worn for the game on Match days.
- All playing shirts are to be collected by the Manager at the end of each game.
- The Manager will wash the playing shirts (or assign a parent to do so) and bring them to the following week's game.

The washing instructions to be adhered to are;

- Do not wash the playing shirts in Hot water
- Wash them in one load separate to other general washing
- Spin Dry
- Hang up immediately
- Do not tumble dry
- Do not iron

Each team is issued with training balls, a match ball, cones and bibs along with the playing shirts. They MUST be returned at the end of the season to the equipment officer after your last game of the season.

Each Team will be issued with a Team Marshall vest which is not compulsory, however it can be worn by a responsible adult at each game whether home or away if you feel your spectators require controlling. The team marshal does not control or interfere with the opposing team or spectators. If the opposing team or spectators are misbehaving it should be reported to the ground marshal.

Team Sheets

The team sheets to be used in 2016 can be downloaded from the Hornets website via the Library/Documents link. We have coloured in the sections that need to be completed by you.

All the required information is to be completed on the sheet.

When the sheet is completed it is to be given to the referee (excluding G6-G9).

NOTE: EACH TEAM IS TO PROVIDE THEIR OWN TEAM SHEET TO THE REFEREE;

IT IS NOT TO BE GIVEN TO THE OPPOSITION.

Please note there are 6 different team sheets

U6 – U7

U8 – U9

U10 - U11

BDAFA Competitive Teams U12 to AA/O35/O45

Platinum League

If an official Referee is in attendance he will keep the team sheets. If there is no official Referee, the Manager is responsible for seeing that the team sheet is handed in at the canteen where the game is played (do not bring them back to Stuart Street if you are playing at another park). Don't forget to sign off after the game, if the Referee forgets, please follow up at the canteen where the game is played.

IT IS IMPORTANT THAT YOU COMPLETE ALL SECTIONS ON THE TEAM SHEET. FINES ARE ISSUED TO THE CLUB BY BDAFA FOR INCOMPLETE TEAM SHEETS.

IF YOU ARE NOT SURE HOW TO COMPLETE THE TEAM SHEET, PLEASE ASK ANY BOARD OR COMMITTEE MEMBER.

Wet Weather

Be familiar with the Council's field availability number, **1300 655 180**. This number advises when the fields are open for training only and is updated at 2.00pm Monday to Friday only, NOT for game day.

DO NOT phone the Hornets club house or club Secretary on game days (re field closures). If fields are closed, or games are moved, the club general manager will contact either the Coach or Manager of the team that is affected by phone or SMS. They will then advise their team accordingly.

NB: BDAFA only makes 2 calls to each Club and if the club General Manager's phone is busy, they do not ring back. Therefore no one will be informed of the cancelled games or relocation of games.

ALL GAMES ARE PRESUMED ON UNLESS NOTIFIED BY THE CLUB GENERAL MANAGER.

Injury Form & Insurance Claims

When does Personal Injury Insurance apply?

Personal Accident insurance provides coverage for injuries sustained whilst participating in an activity under the following circumstances;

- An official match or training session
- Travelling to and from an official club activity
- Participation in an official club function
- Tours or representative matches

How does someone make a Personal Injury claim?

Step 1 – the manager/coach completes the BDAFA Injury form and send your completed Injury form to the Hornets General Manager at lisac2476@hotmail.com who will keep a record and also pass it onto BDAFA. This form must be completed within 48 hours of suffering the injury. The form is accessible from the BDAFA web through the Library/Insurance tabs

Step 2 – the player must follow the information provided by JLT and complete the claim form within the required timeframe. The player is responsible for claiming with JLT or their nominated insurance company.

* Please note – most policies have a time limit in which to submit your claim form

** Full details of what is covered are found on the BDAFA web through the same tabs.

Policies

BDAFA has a number of policies that are binding on all participants involved with Football within the Banks-town District. This includes players, coaches, managers, officials and spectators. To access these policies follow the BDAFA web Library link.

State and National Policies

Additionally, there are the associated Football NSW and FFA policies. These can be found at the Polices and Documents page of the FNSW website.

This includes policies regarding:

- Governance - Constitution, By-laws, Risk Management
- Safety - BBQ and Canteen, Goalposts
- Weather - Sun Safety, Hot Weather, Lightening and Storms
- Ground Lighting
- Alcohol and Smoking
- Pregnancy
- Photography
- Equipment, and
- Behaviour

Team Fees & Referees Fees

Competition	Referee	Assistant Referee (each)
Men's PL & Division 1	\$69	\$34
All Aged Men Division 2 & below	\$60	\$30
All Aged Women	\$60	\$30
Over 45 & Over 35	\$60	\$30
Under 21	\$60	\$30
Under 18	\$50	\$25
Under 16 & Under 15	\$38	\$19
Under 14 & Under 13	\$32	\$16
Under 12	\$29	\$14
Under 11 and below	\$22	\$11

Age Group	Match Fees per Player
Kindy	Free
G6-G9	Free
G10-11	\$3
G12	\$6
G13-14	\$7
G15-16	\$8
AAM, AAL, O35/45	\$10
PL1 & WPL	\$11

Club	Ground	Address	Phone
Bankstown Sports FC	Buchanan/Kearns Park	Antwerp St Bankstown	02 9793 7283
Bass Hill RSL FC	Walshaw Park	Buist St Bass Hill	02 9645 4167
Birrong Sports FC	Jim Ring Reserve	Woods Rd Birrong	02 9644 2624
Central City Wolves	Lockwood Park	Waterloo Rd Chullora	02 9642 6714
Condell Park FC	Kinch Reserve	Third Ave Condell Park	02 9790 0032
Bankstown Dragons FC	Middleton Park	Smith St Bass Hill	02 9644 3712
East Bankstown FC	Gosling Park	Chiswick Rd Greenacre	02 9708 5046
Georges River Thistle	Coleman Park	Rabaul Ave Georges Hall	02 9724 9926
Greenacre Eagles SC	Allum Park	Maiden St Greenacre	02 9759 0400
Milperra Lions SC	Gordon Parker	Auld Ave Milperra	
North Bankstown SC	George Green/Graf	Acoca St Yagoona	02 9796 4729
Padstow Hornets SFC	Stuart Street Reserve	Stuart Street Padstow	02 9792 3726
Padstow United SC	Playford Park	Gibson Ave Padstow	02 9771 6590
Panania R.S.L Youth SC	Kelso Reserve	Marco Ave Panania	02 9792 2020
Revesby Rovers SC	Amour Park	Iluka St Revesby	02 9792 2110
Revesby Workers FC	Marco Reserve	Homelea Ave Panania	02 9792 3307
Bankstown Sports Strikers FC	Crest Sporting Complex	Carysfield Rd Georges Hall	02 9790 2220
Spears Sports Club	Neville Reserve	Clarke St Bass Hill	
St Christopher's FC	Marco Reserve	Crn Homelea/Marco Ave Panania	02 9773 5458
Woodville Wanderers	Thurina Park	Lowana St Villawood	02 9728 6548
Yagoona Lions SC	O'Neil Park	Cooper Rd Yagoona	02 9790 2391

Working With Children Clearance

Who needs to get a Working with Children Clearance?

BDAFA and Football NSW require all Coaches and Managers of children under 18 years of age are to complete a Working with Children (WWC) Clearance.

All Board and Committee Members are also to complete the WWC.

It is free for volunteers, all you need to do is go to <http://www.kidsguardian.nsw.gov.au/> and apply online. You will then be required to go to the RMS (Roads and Maritime Services) Service Centre to prove your identity. The closest to Padstow is in Bankstown Central, downstairs near Myer.

Make sure that when you apply online that you enter your details exactly as they are on your ID, otherwise the RMS will reject you and you will have to begin the process again.

It will take about 4 weeks after you verify your identity for the Office of the Children's Guardian to send you your clearance number. When they do, please forward it on to registrations@phfc.com.au to be recorded in the MFC database.

Setup and Take Down of Fields

In 2016, most of the PHFC Board and Committee are involved with junior teams and will not always be at Stuart Street to setup the entire park for your enjoyment. So we are asking for your assistance and cooperation when you are playing at home at Stuart Street Reserve please.

We would suggest that you allow 20-30 minutes extra time for your team to either setup or pack up each field. Please note that for U10 and up, fields are to be ready to play at least 30 minutes prior to kickoff to allow official Referees to complete their safety checks. U6-9 fields are to be ready at least 15 minutes prior to kickoff.

For each goal size group (eg. U6-7, U8-9, U10-11, U12-O35/PL1/AA), the first team playing on the allocated field will be responsible for setting up that field, and the last team to play will be responsible for packing it up.

There will be Board/Committee Members available to help you out with any issues but please keep in mind that they have other duties at the same time. The fields will not just magically be set up for you if you are late or forget.

Unless you have made prior arrangements with the Board, if you don't arrange for your kids and/or parents to help setup, your team will not be playing that day and **you** will be answering to the opposition team when they ask you what is going on.

Reminders will be sent out each week according to the draw.



McDonald's
PADSTOW



Chambers Fleming Padstow Real Estate



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Revesby NSW 2212

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