



PADSTOW HORNETS FOOTBALL CLUB  
COACH AND MANAGERS GUIDE 2018

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## Board of Directors

Position	Name	Phone	Email
Chairman	Geoff Taplin	0411 154 915	chairman@phfc.com.au
General Manager	Cassie Gebetsberger	0438 658 471	secretary@phfc.com.au
Director	Peter Yabsley	0419 552 212	treasurer@phfc.com.au
Director	Tony Woods	0424 683 841	registrations@phfc.com.au
Director	Chris Ladas	0410 664 573	info@phfc.com.au
Director	Will Dee	0413 808 808	footballoperations@phfc.com.au
Recorder	Tony Woods	0424 683 841	registrations@phfc.com.au

# Important Dates & Activities for 2018

## Competition Dates

- Season starts the weekend of the 7<sup>th</sup> & 8<sup>th</sup> April 2018
- There are no scheduled games on June Long Weekend 9<sup>th</sup> & 10<sup>th</sup> June (**EXCEPT** Platinum League, 10 team Jnr & Snr mixed competitions and 10 team Ladies competition). Please note that this weekend is a spare weekend and BDAFA reserves the rights to schedule games on this weekend if needed

## 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 2018:

Life Members & Sponsors lunch – T.B.A

Sportsman's Lunch – 27<sup>th</sup> April 2018

Trivia Night

Wayne Hogden Memorial Charity Golf Day

Junior Presentation

Senior Presentation

\*\* These activities will be advertised on the Hornets website, Facebook 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 any of the Club Directors.

### **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 team 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 & playing shirt

### **The Manager is responsible for:**

- For the co-ordination of the cleaning and up keep of the team jerseys
- **Referee Fees:** For the collection of referee 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.
- **Identity Cards:** Hand each player their ID card prior to kick off so they can have them available for inspection when the teams line up with the referee at the centre line prior to the commencement of the game. The Coach/Manager of the opposition team will collect Hornets cards and **will** hold them until the completion of the game. Any players not in attendance and expected to play in that game should be listed on the team sheet and the Referee and Manager of the opposition informed of this. The Manager **will** also hold the ID cards of the opposition until the completion of the game and then returned. Check the opposition player's cards carefully and make sure the players are playing in the correct grade and division. Should a player being playing up a division or age group have the referee note this on the team sheet. Don't forget to collect your team's cards at the completion of the game and it's best to check them to ensure you have all your team's cards. No Player can take part in a game in a division or age group lower than their division or grade.
- **Match Ball:** Each team is required to supply a match ball. This ball is not a training ball and is of a higher quality than training balls and should only be used as the game ball in competition matches. Sizes used are. **Size 3** for Ages 6-9, **Size 4** for Ages 10-13, **Size 5** for Ages 14 & Over.
- **Forfeits:** Should a team not be able to field the minimum numbers of players to constitute a game i.e. seven players including the Goalkeeper (see also mini soccer rules for non-Comp teams) then a forfeit shall be claimed by the team able to field a side. The team short of players may delay the start of a game by 10 minutes max while waiting for the extra players to ar-

rive. Should these players arrive within the 10 mins then the duration of the game will be cut short by a total of 10 mins (5 mins each half). Please refer to BDAFA By-Laws 2018 for more information re forfeits.

- **Team Sheet:** 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.
- **Roster:** 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.
- **Cautions:** Keep a record of all cautions (yellow cards) & end offs (Red Cards). All yellow & red cards must be reported to the Club General Manager immediately after the game with the caution (Y1 to Y7) or offence (R1 to R7) code, Team, 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 secretary@phfc.com.au 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 hear say.
- 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 <http://www.bdafa.com.au/notification-of-suspension-served/>
- Every game that a suspended player is off, that player must be recorded on that games team sheet in the appropriate space.
- **Best & Fairest Player:** Record votes after each game for Best & Fairest on a 3,2,1, basis. The most effective way would appear to be by getting a different parent to award the points each week. It is essential that this responsibility **not** be given to the same person each week. This is then to be forwarded to the Club secretary who will record all results for the presentation at the end of the season - please note this is for teams in G12 & up

It is the responsibility of each Manager to report their result by text to our recorder. 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, G15/2 etc.)
- The round played (re: Rd 3)
- Score result of the game (Hornets 4 – 2 win or Hornets 2 – 5 loss)

## 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 2018 can be downloaded from the Hornets website via the Library/Documents link. All highlighted/required sections on the sheet must be completed.

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 2 different team sheets

- Competitive
- Non Competitive

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 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. Additionally notifications will be posted on our FB page in regards to the fields being closed for training.

DO NOT phone the Hornets club house or General Manager 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. Updates will also be posted on the Hornets FB page.

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 on the BDAFA website <http://www.bdafa.com.au/injury-notification/>. This form must be completed within 48 hours of the injury. Please notify the General Manager of any injuries occurred and when the injury notification form is completed.

**Step 2** – the player must follow the information provided by the FNSW Insurance provider and complete the claim form within the required timeframe. The player is responsible for claiming with Gow-Gates 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 FNSW website [http://www.gowgatessport.com.au/football/nsw/?page\\_id=100/](http://www.gowgatessport.com.au/football/nsw/?page_id=100/)

## Policies

BDAFA has a number of policies that are binding on all participants involved with Football within the Bankstown District. This includes players, coaches, managers, officials and spectators. All policies are available on the Padstow Hornets Website [www.phfc.com.au](http://www.phfc.com.au)

### State and National Policies



Additionally, there are the associated Football NSW and FFA policies. These can be found at the Policies 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

<b>Competition</b>	<b>Referee</b>	<b>Assistant Referee (each)</b>
Men's PL & Division 1	\$73	\$36
All Aged Men Division 2 & below	\$63	\$32
All Aged Women	\$63	\$32
Over 45 & Over 35	\$63	\$32
Under 21	\$63	\$32
Under 18	\$53	\$27
Under 16 & Under 15	\$40	\$20
Under 14 & Under 13	\$34	\$17
Under 12	\$21	\$16
Under 11 and below	\$24	\$12

## BDAFA Grounds

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

It will take about 4 weeks to receive your WWC number. Once received, please forward to [registrations@phfc.com.au](mailto:registrations@phfc.com.au) to be recorded in the MFC database.

## Canteen Duty

All Padstow Hornets teams will be rostered on for Ground and Canteen Duty during the season.

1. Good organisation by the team manager will ensure that there is minimal inconvenience to anyone
2. What needs to be done in the canteen is set out on the notice board in the canteen. You need groups of 2 or 3 parents in shifts, with each group doing just 1 hour or the entire allotted time.
3. The barbeque needs to be manned as well as the canteen and fridges stocked. Please ensure you are aware of what is required beforehand to ensure you have planned your roster properly.
4. At the end of the day all canteen stock to be returned to the cupboards, all utensils washed and put away (incl. BBQ), the benches cleaned and the floor mopped. The fridge should be restocked with drinks.
5. All dressing rooms, the canteen, gear room and clubroom to be locked.
6. All money and the keys are to be given to the Committee member on duty that day.
7. The Canteen Manager sets all pricing. Please direct any queries to the Canteen Manager or Committee Member on duty.
8. The afternoon duty team must stay until closing time to assist with the collection of bins and cleaning the park. Only if excused by the Committee member on duty can the rostered team leave the park. Please stay and support your club.

## Setup and Take Down of Fields

When playing at home at Stuart Street, we ask for your assistance in the field set up & take down.

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.