



HAMERSLEY ROVERS JUNIOR FC

**MANAGERS INFORMATION
BOOKLET**

2019 SEASON

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CHANGE STRIPS

Change strips will be issued to each team from 13s and above with your team strip. The change strip may be required if the referee or the teams determine that there is a clash of strips and where this is the case the Home team is obligated to change their strip. These shirts should not be issued to players to take home and should be collected by the Manager or other parent at the end of each match, washed and returned to the team kit bag. **Do not let players take the change shirts home.**

Younger age groups 9s – 12s will use bibs where there is a clash in strips with the opposition. Again, it is the Home team obligation to change (or put the bibs on). Change Bibs are kept at Carine and at Sheldrake Reserve by the Match Day Official (Ground Marshall). The bibs will need to be returned to the Match Day Official at either Carine Open Space or at Sheldrake after your match.

CODE OF CONDUCT

Code of Conduct for Coaches, Players, Parents and Spectators is on our website. Please review this document to ensure that you are familiar with the club's position on expected behaviour. You should also ensure that parents and players in your team are aware of our Code of Conduct and exhibit the behaviours seen as acceptable, within the document.

COMPLAINTS ABOUT MATCHES, OPPOSITION OR MATCH OFFICIALS

If you are unhappy about an incident or incidents that occurred during a match please inform the Referee and the Club's Match Day Officials at the time. Where possible your complaint should be noted on the match card, particularly if it relates to the on-field conduct of a player or opposing coach etc. Copies of the match cards with incidents listed on them, are issued to the Vice President Competitions who follows up Football West on any actions resulting from the reported incidents.

Incidents are often countered but similar allegations from the opposing team/spectators. Where possible, encourage the referee to place their account of the incident on the match card. Football West views the opinion of the referee as the most accurate account of the situation.

At all times, we encourage parents, coaches, managers, spectators and players to use restraint. Please remember this is junior community grade football and that the players are here to fun and enjoyment.

ELIGIBILITY FOR CUP COMPETITIONS

Open Cup

HRJFC generally enters 1 team per age group, into the Cup. It is the expectation of the Club that the Coach and Manager of the highest ranked team, in each age group, are the Coach and Manager for the Cup team. A Cup team can consist of 16 players made up of any player who is age eligible to play. The Club expects that an open invitation is distributed to all teams and all age eligible players, to compete in the Cup team. A Cup team can be a combination of players from Sunday teams. Once a player is listed on the match card for one Cup team, they are Cup tied and cannot be listed on any other teams match card for a Cup game.

Top Four finals

Eligibility to play Top Four finals is outlined in the Rules of competition. Players need to have been named on a match card for the respective team for at least 75% of the matches in the second half of the season. You will need to get proof (medical certificates, accident and emergency reports, copy of travel tickets etc), if players are not able to play matches during the second half of the season because of injury or absence due to holidays. Please ensure that you obtain documents to support these absences as soon as you can so that you are not trying to get it at the last minute. If there are questions in relation to eligibility, we will need to make an application to Football West and provide those documents prior to the Top Four matches.

EQUIPMENT

Each team is issued with a basic kit of equipment and we expect this equipment to be looked after and returned to the club at the end of the season. If you need to replace any balls or other equipment or need more equipment, please contact our Equipment Coordinator on equipment@hrjfc.com.au.

FILLING IN FOR OTHER TEAMS

Players can fill in for other HRJFC teams but there are conditions including the following:

- A maximum of 2 players may play in the next lowest ranked team in a lower division to that in which those players normally play including the case where a player's normal team is in the NPL. If there is disagreement about the team in which any such player normally plays, Football West will make a determination and any such determination is final. For the avoidance of doubt a player may not play in a team which is below the club's next lowest ranked team under any circumstances.
- Players will need their Registration Cards
- Players will need to be on the Match Card at the start of the match otherwise they are not eligible to participate – even if they are going to be late you must put them on the card in order for them to be able to play.
- Players can play for more than one HRJFC team on Sundays providing that not more than 2 players are from a higher division
- Players from a lower age group can fill in for older age teams or higher ranked teams in the same age group, providing that the team they are filling in for is not more than 2 years above their competition age group.

FIXTURES

Fixtures can be checked through the links on the HRJFC website www.hrjfc.com.au or through the links on the Football West website www.footballwest.com.au

Please note that fixtures should be checked each week as late as Friday night to ensure that they have not changed. Particularly in the early part of the season fixtures are subject to a lot of change – we do not always get advised of changes so please ensure that you check them weekly including late in the week.

HOME GROUNDS

In 2019 we will be playing home matches in the following locations:

- 9's Carine Regional Open Space (between the tennis courts and Beach Road), Carine.
- 10's, 11's & 12's Sheldrake Reserve, Stirling
- 13's – 18's Carine Regional Open Space Pitches A, B and C, or Sheldrake Reserve

MATCH BALLS

Match balls will be issued to teams. Home teams are required to provide the match balls for games. **These should only be used for home matches and should not be used for training** or any other matches and must be returned to the club at the end of the season.

MATCH CARDS

Match cards need to be filled in for each match for teams in age groups 9-18s. The home team is required to supply the match card and you are required to locate the opposition team's Manager and get them to fill in the card prior to the start of the match. Where possible you can use templates and glue them onto the match card. Templates are available on the website. When filling in the match card please ensure that the following information is completed:

- Players surnames
- Players Shirt numbers
- Players registration numbers
- Home team, Ground, Team Age and division
- Kick-off time

When an official referee is officiating the match, he or she will hold the match card during the game and will return it to the Home team manager at the end of the match. Where there is no official referee appointed check with the volunteer referee to see if they would like to hold the card during the game. They may ask you to hold it and to write down the score and the goal scorers.

At the end of the match please ensure that the card has been signed by both teams' officials and the referee (including a volunteer referee) and that the correct score has been written on the card.

At the end of the game at home matches you need to ensure that the match card is placed in the Match Card Box or given to the match Day Official at Carine or Sheldrake Reserve.

We get fined for match cards that are incorrectly filled in – so it is critical that you ensure that all sections are filled in correctly and that all player information is recorded.

A sample match card and information about how to fill it in is on our website in the Manager's Corner area.

MATCH DAY OFFICIALS

Ground Marshalls are present at both Carine Regional Open Space and Sheldrake Reserve during play. Match Day Officials (Ground Marshalls) are there to;

- Open and close the store areas and oversee the set up and pack up of equipment (it is the team's responsibility to set up and pack up)
- Placing First Air Equipment in the centre of the ground
- Provide guidance and information to visiting teams on pitch locations
- Ensure games are commencing and finishing, on time
- Collecting Match Cards

They are **not** there to;

- Set up and pack away equipment
- Settle disputes or become involved in arguments or disputes of any kind
- Provide security for umpires, coaches, managers, spectators or players
- Be an adjudicator

PLAYING TIMES (MATCH LENGTH)

Playing times and other conditions of play are outlined in the Pitch sizes Referee Fees and Playing conditions by Age available on our website. Please make sure that you are familiar with the specific requirements of your age group. Some information is also listed on the back of match cards.

REFEREES AND LINESMEN

13s-18s competitions

Referees

Official referees may be appointed by Football West for teams in 13s-18s competitions. **If there is no official referee appointed the Home team must supply a parent or other volunteer referee to undertake this task.** Under normal circumstances the coach should not take on this role. If there is no-one else that can referee the match other than the coach, then someone else should take over the coaching role for that match. Where an official referee is appointed, he or she will need to be paid – see Referee Fees. Please ensure that parents in your team are familiar with the rules in case they are required to take on the role of referee. Referees, whether Football West appointed, club appointed or a parent, hold the same powers with regards to reporting players, spectators and coaches and managers.

Linemen

Each team needs to provide a Lineman for each match. Linemen in matches need to be impartial and should not coach or guide the team while undertaking this role. Linesmen training will be provided by the club for interested parents.

9s-12s Competitions

Home teams are required to provide a volunteer game leader/referee for matches. Referees do not get paid in these age groups. Linemen are not required for these age groups. The main role of the Game Leader in these age groups is to be instructional and encouraging to both teams. Throw ins are not policed, but if done incorrectly, the Game Leader may use it as a teaching opportunity. There is no such

thing as a direct free kick in miniroos – all free kicks are indirect (the ball is not 'live' until it touches a second player).

Referee Standards

You will get a variety of skill and expertise in both paid and volunteer referees and linesmen. Football West will not act on complaints about referees unless there has been a serious breach of protocol or inappropriate behaviour. In these cases you should email the President (president@hrjfc.com.au) but under no circumstances should you contact Football West directly.

REFEREE FEES

Where an official referee is appointed they will need to be paid. Referee fees vary depending on the age group and fees are outlined in the document titled "Pitch sizes Referee Fees and Playing conditions by Age" in the Managers corner on the club website. Fees (in an exact amount) should be paid to the Referee prior to the start of the match with each team paying half of the total. The Club will deposit referee fees into the Managers bank account at the start of the season. Any excess funds can be put towards team wind-up or gift for the coach etc.

Please note, the club provides for 18 matches of referee fees. Finals and/or Cup matches may mean the Managers needs to collect referee fees from parents, should the team partake in those games during the season.

REGISTRATION CARDS

Registration cards for each player need to be available to be shown to opposition teams prior to the start of a match. Don't be offended if the opposition Manager asks for the player cards – it's their right to ask for these. If you do not have a registration card for a player, you have until the end of the match to produce it but if you cannot, the match may be determined to be a forfeit by the referee.

If an opposition player does not have a valid registration card at the start of the match you should inform the referee so that it can be noted on the match card and followed up at the end of the match. Do not wait until the end of the match to make your concerns known and if necessary write a comment on the match card before you sign it at the end of the match to note that a registration card was not provided for the player number concerned.

Managers should ask opposition teams to see their registration cards to satisfy that they are playing fairly – we often get complaints after a match when it is too late to do anything about it. You are entitled to see their cards and you should apply this rule to ensure that other teams are doing the right thing.

ROTATION OF PLAYERS

HRJFC practices an 'equal playing time' policy for all players. The Club expects that all players play a similar length of time, for each game that they are present for. Breaches of this policy can be reported to the Committee for their investigation however please note, that Coaches and Managers using their best endeavours to rotate players evenly, will be given the benefit of the doubt – managing player time to the minute, is sometimes not possible and parents are asked to be reasonable in their expectations of the Coach and Manager in this regard.

RULES OF COMPETITION

Rules of competition for all competitions are on both the Football West and the HRJFC website – please take the time to familiarise yourselves with the rules for your competition.

SET-UP AND PACK AWAY

Teams rostered on for the first match of the day need to be at the ground at least 30 minutes before the match – e.g. 8.30am kick-offs will need to be at the ground at 8.00am at the latest in order to set up the nets and pitches ready for play. Please make sure your parents know that this is not negotiable.

Teams playing in the last Junior match for the day may be required to pack away nets and corner flags etc – again parents and players are expected to help with this.

STRIPS

Strips are issued to each team for the season and need to be returned in good condition at the end of the season. Please consider the following before you give shirts to players:

- Strips cost a lot of money to purchase, maintain and replace – please take care of them.
- You can either issue shirts to players at the start of the season – they are responsible for washing them and returning them at the end of the season **or** you can issue them each week and collect them at the end of each match and organise a washing roster.
- **If you issue shirts to players for the season write down the shirt numbers that are given to players** so that you can chase them up at the end of the season if necessary.
- Shirts should not be bleached or tumble dried and the numbers and logos should not be ironed. Please ensure that parents and players are aware of this.
- Just prior to the end of the season you will be given information about returning the strips. It is a good idea to get players to bring a change of shirt along to the last match and then collect all of the strip shirts and get someone to wash them prior to returning them to the club.
- If players leave the team or the club during the season please make sure that you get their shirt from them as soon as possible – it is often difficult to get it back at the end of the season.

SUSPENDED PLAYERS

The club will no longer be notified of any suspensions incurred by players. If a player is given a Red card or two yellow cards in a match they will be automatically suspended and are not able to play any matches until they have served their suspension. **Under no circumstances should you put a suspended player's name on any match card** – this will result in a fine as well as having to sit out the additional suspension awarded. Details of player suspensions can be found on Football West's website and teams should check if there is any doubt about the number of weeks suspension, received.

TRAINING AREAS AND TIMES

Tuesdays, Wednesdays & Thursday are usually extremely busy nights for training at Carine Open Space and as such we have developed a training space plan for all teams on those nights.

We are also extremely conscious of the wear and tear on pitches, particularly Pitch B. In order to ensure that we limit the damage to pitch and playing areas wherever possible teams should train on the passive area behind the pitches. On Fridays and Saturdays we have not allocated teams to areas but teams should not train on the pitches except for using goals for goal practice drills etc and should use the passive area as much as possible.

Where teams do have to train on pitches, please do not do warm-ups and other drills in the goal mouth areas – please try and avoid damaging these areas.

Sheldrake Reserve, Stirling is also available on Tuesday and Thursday evenings for training sessions.

TROPHIES

All players in age groups 6-12s will get participation trophies. For older age groups, (13s and above) all players will receive a team photo. 3 awards (Fairest and Best, Players Player, and Coach's Award) are provided for the older age groups. Coaches and managers of older age groups should consider how they will select these award winners, early in the season. – eg vote each week – players/parents. Please talk to the parents and players about how these award winners will be selected.