



COACHES & MANAGERS HANDBOOK

WWW.HILLSFOOTBALL.COM.AU

This Handbook is intended as a guide only. Any issues arising out of any match should be raised immediately at Club level before being escalated to the Association. All rulings will be made in accordance with the Constitution and By-Laws of Hills Football, copies of which can be found on the HFI website: www.hillsfootball.com.au

1. OPERATIONS

GROUND OFFICIAL

Each club is to provide a Ground Official at all times to ensure the HFI By Laws, Codes of Conduct and Policies are adhered to. The ground Official will be identified with a fluro vest. HFI has provided each club with two (2) ground official vests

MATCH BALLS

Each Home Team is to provide Three (3) match quality balls for each game.

TEAM SHEETS (REFER TO BY LAW 8.8)

For age groups U8 and over, team sheets must be completed before each match. The team sheets are to be provided by the **home team** with the following details completed;

- Players shirt numbers.
- Players full name.
- Players who are not participating in the match must be crossed out or DNP is to be written next to their name.
- Upgraded players must be written in the upgraded players section with; shirt number, FFA number, name, and the team they are registered in.
- Team sheets must be handed to the referee at least 5 minutes prior to kick off.
- Both managers are to sign the team sheet at the end of the game to verify that they have sighted ID Cards, the score and red/yellow cards are correct.
- Both managers and the referee are to take a photo of the team sheet for future reference if needed.
- Any irregularities with ID cards or protests must be written on the back of the team sheet by the manager and witnessed by the referee.

Team sheets are to be returned to the ground/club you are playing at, host clubs are to collect all team sheets at their ground.

Example of an **INCORRECT** team sheet:

Hills Football Inc
Round: 4 Saturday 29 April 2017

Ground: **Eric Mobbs Reserve No. 3** Time: **12:00 PM** Grade/Div: **14/2**
Home Team: **CHRSL Rockets-Blue** Away Team: **Baulkham Hills**

Shirt No.	Reg No.	Name	YC	RC	Shirt No.	Reg No.	Name	YC	RC
1	75469536	Bridge, Joshua			4	65906588	Anderson, Kayden		
3	63555122	Cassaniti, Michael			10	59921270	BONNICI, Coby		
8	66393562	Fattoretto, Declan			11	64935240	Bowry, Nicholas		
7	78703949	Footle, Lucas			1	59113555	Glasson, Benjamin		
6	80128440	Giorgi, Alessio			12	77457828	Gopakumar, Vikram		
9	80128598	Giorgi, Cristian			9	78003795	Holland, Austin		
11	75337659	Jin, Brian			2	65883738	Hood, Lynton		
12	75037762	Kaddour, Khaldon			3	59116913	Mifsud, Tobias		
10	79957973	Phuangthong, Pradon			8	59962142	Mohammed, Shihab		
2	78704228	Prasertavorn, Sean			5	82773136	Quach, Ethan		
4	64904626	Roufogalis, Harry			13	65984726	Sage, Angus		
5	82937844	Slade, Olivia			7	66075292	Shan, Brendan		
C	80250608	Fattoretto, Victor			6	64248131	Titan, Ulas		
					C	45681194	Bowry, Scott		
					C	77840304	Glasson, Peter		
					M	83681239	Morgenrood, Charmaine		

Missing shirt number or name not crossed off

UPGRADE PLAYERS (Incorrect use of upgrades will lose match points and cause fines)

Shirt No.	Reg No.	Upgraded Player	Normal Team/Div	Card Y	Card R	Shirt No.	Reg No.	Upgraded Player	Normal Team/Div	Card Y	Card R
13		Simons, Peter									

Missing rego number and missing team borrowed from

Missing name and signature of team official

Home Score: 2 Two
Away Score: 1 One

Team official to sign team sheet at the completion of the match to verify they have checked the oppositions ID cards and that the results and recorded cards are correct.

Match Officials (please print)
Referee: Bruce Adams Assistant 1: Assistant 2:

R1	Serious foul play	Y1	Unsporting behaviour
R2	Violent conduct	Y2	Dissent by action or word
R3	Denying an opponent or any other person	Y3	Persistent infringement of the Laws of the Game
R4	Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball	Y4	Delays the restart of play
R5	Denying an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick	Y5	Failure to respect required distance when play is restarted with a corner kick, free kick or throw in
R6	Using offensive, insulting or abusive language and/or gestures	Y6	Entering or re-entering the field of play without the Referee's permission
R7	Receiving a second caution in the same match	Y7	Deliberately leaving the field of play without the Referee's permission

Example of a **CORRECT** team sheet:

Hills Football Inc
Round: **4** Saturday 29 April 2017

Ground: **Eric Mobbs Reserve No. 3** Time: **12:00 PM** Grade/Div: **14/2**
Home Team: **CHRSL Rockets-Blue** Away Team: **Baulkham Hills**

Shirt No.	Reg No.	Name	YC	RC	Shirt No.	Reg No.	Name	YC	RC
1	75489538	Bridge, Joshua			4	65906588	Anderson, Kayden		
3	83555122	Cassaniti, Michael			10	59821270	BONNICI, Coby		
8	66393562	Fattoretto, Declan			11	64935240	Bowry, Nicholas		
7	78703949	Foots, Lucas			1	59113555	Glasson, Benjamin		
6	80128440	Giorgi, Alessio			12	77457828	Gopakumar, Vikram		
9	80128598	Giorgi, Cristian			9	78003795	Holland, Austin		
11	75337659	Jin, Brian			2	65883738	Hood, Lynton		
12	75037762	Kaddour, Khaldon			3	59116913	Mifsud, Tobias		
7	79957734	Lee, Peter			8	59952142	Mohammed, Shihab		
10	79957973	Phuangthong, Piradon			2	28943120	Pitana, Adam		
2	78704228	Praserthaworn, Sean			5	82773136	Quach, Ethan		
4	64904626	Roufogalis, Harry			13	65984728	Sage, Angus		
5	82982844	Siede, Olivia			7	66075292	Shan, Brendan		
1	66451717	Wang, Andre			6	64248131	Talen, Ulas		
C	80250608	Fattoretto, Victor			C	45681194	Bowry, Scott		
					C	77840304	Glasson, Peter		
					M	83681239	Morgenrood, Charmaine		

UPGRADE PLAYERS (Incorrect use of upgrades will lose match points and cause fines)

Shirt No.	Reg No.	Upgraded Player	Normal Team/Div	Card Y	Card R	Shirt No.	Reg No.	Upgraded Player	Normal Team/Div	Card Y	Card R
13	51567178	Simons, Peter	4/3								

Home Score <u>2</u> <u>Two</u> <small>Numeral Print the score (word)</small>	Away Score <u>1</u> <u>One</u> <small>Numeral Print the score (word)</small>
<u>Fred Jin</u> <small>Print Name Sign Name</small>	<u>C Morgenrood</u> <small>Print Name Sign Name</small>

Team official to sign team sheet at the completion of the match to verify they have checked the oppositions ID cards and that the results and recorded cards are correct.

Match Officials (please print)	
Referee <u>Bruce Adams</u>	Assistant 1 _____ Assistant 2 _____

R1 Serious foul play R2 Violent conduct R3 Spitting at an opponent or any other person R4 Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball R5 Denying an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or a penalty kick R6 Using offensive, insulting or abusive language and/or gestures R7 Receiving a second caution in the same match	Y1 Unsporting behaviour Y2 Dissent by action or word Y3 Persistent infringement of the Laws of the Game Y4 Delays the restart of play Y5 Failure to respect required distance when play is restarted with a corner kick, free kick or throw-in Y6 Entering or re-entering the field of play without the Referee's permission Y7 Deliberately leaving the field of play without the Referee's permission
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ID CARDS (REFER TO BY LAW 8.5)

It is the responsibility of the team manager to check the oppositions ID Cards prior to the start of the match. This includes any substitutes or borrowed players.

Hills Football enforces a **NO CARD, NO PLAY** rule.

If a player who takes the field that is not registered to play with this team (registered and approved by the Association prior to the match) the team will automatically be forfeited. If you have not received your ID card, you are **NOT** eligible to play.

To be considered registered to play. Your club **MUST** have all registrations approved before Wednesday 10am to be eligible for the weekends matches. If you have registered after 5pm Wednesday, and have **NOT** received your ID card, you are **NOT** eligible to play.

It is **NOT** the referee's responsibility or decision to allow or disallow any players from taking the field. "the referee said I could play" is **NOT** an acceptable excuse.

GROUND

All Clubs are required to prepare their allocated playing field(s) to be suitable for games to be played. This includes visible line markings, a technical area (with either a rope or paint), corner flags, goals, and goal nets.

The referee has the final say on the safety of the fields and may declare a field unsafe for play.

MATCH DUTIES

- Only 2 team officials are permitted in the Technical Area (only one official may be standing)
- Substitute/Interchange players must enter the field of play from half way line
- Team officials are not to enter the field of play until signaled to do so by the referee

POST MATCH DUTIES

- At the conclusion of the match, the Referee, Assistant Referee and Team Official will complete the team sheet
- Managers are to check the result, and take note of any cautions or send-offs and then sign the team sheet as a true record
- Each team manager must keep a record of all recorded cautions for their players that occur during the season
- If your match is the last match scheduled for the day, your team should assist in the set down of the fields.

BORROWING / UPGRADING OF PLAYERS (REFER TO BY LAW 8.6.1.2)

Players may be borrowed from other teams within your club only.

- Except for Premier League, a limit of four (4) players shall be allowed to play up in a match for the same team per round
- When preparing the team sheet the manager must note any players on the team sheet not registered in that team by recording the actual team the player is registered in.

Please refer to Annexure 1, The Borrowing Matrix at the back of this document explaining which teams you may borrow from.

Junior Players

U6 to U11 (refer to BY Law 7.17)

- Players may be borrowed into any division in the same age group they are registered in or the above age groups. Players are not allowed to be borrowed into grades more than two years above their actual age.

U12 to U21 (refer to By Law 8.6)

- When a player is registered in a team above his/her true age, e.g. a true Under 11 is playing as an Under 13, he/she may not play up more than two years above his/her true age.
- Junior players may play for a team in their club other than the team for which they are registered only in the following circumstances: -
 - a) In the same age group – any higher division e.g.
Player registered in 12/2 division may play in 12/1 division team;
Player registered in 12/4 division may play in 12/1, 12/2 or 12/3 division teams.
 - b) In the next higher age group – in the same or higher division e.g.;
Player registered in 12/1 division may play 13/1 division;
Player registered in 12/2 division may play 13/1 and 13/2 division teams;
Player registered in 12/3 division may play 13/1, 13/2 and 13/3 division teams.

(a full explanation is below– The Borrowing Matrix)

2. COMPETITION RULES

LAWS OF THE GAME

All matches played under the auspices of the Association shall be played according to the laws of football as laid down by FIFA except to the extent that such laws are varied by these competition rules and/or by any binding decision of Hills Football or Football New South Wales or any other body as appropriate as the Association may from time to time determine.

INTERCHANGE / SUBSTITUTION

All matches apart from Premier League First Grade and Hills Football Cup Matches will have unlimited interchange. Before players are interchanged, the referee must be made aware and approve the change.

Men's Premier League First Grade and all Hills Football Cup matches will be played with 5 substitutions allowed. Once a player is substituted, he/she can no longer take any part in the match.

PLAYING EQUIPMENT

- Shin Pads are to be worn at all times during a match. Shin pads must be covered by the players socks at all times.
- Jersey numbers must be readable and visible on all playing jerseys, including the GK.
- Compression skins and tights may be worn. All Compression skins and tights must be the same colour as the shorts or playing jersey.
- Jewellery is not to be worn on the Field of Play (this includes all body piercings and rings). The referee has the authority to ask that any visible piece of jewellery is removed.
- Headscarfs may be worn. The headscarf must be the same colour as the playing jersey. The headscarf must not be connected to the players jersey and must not pose and danger to any player.

DURATION OF MATCHES AND BALL SIZES

Grade	Game Duration	Ball Size
U6/U7	40 mins	3
U8/U9	40 mins	3
U10/U11/U12	50 mins	4
U13	60 mins	4
U14	60 mins	5
U15/U16	70 mins	5
U17/U18	80 mins	5
U21/AA/PL	90 mins	5
O35/O45	80 mins	5

CAUTIONS / SEND OFFS (REFER TO HILLS FOOTBALLS G&D REGULATIONS)

- A player who accumulates five (5) yellow cards in the Premiership shall serve a mandatory one (1) Fixture Suspension and any player receiving seven (7) yellow cards in the Premiership shall serve a mandatory two (2) Fixture Suspension. Notification shall be given to the player's Club as soon as possible after the fifth and seventh caution is received by HFI.
- A player who accumulates nine (9) or more yellow cards in the Premiership shall be referred by the General Manager to the GPT.
- Where a competition is played in a squad situation (1st & Reserve Grade) a player receiving his third official caution in Reserve Grade is permitted to fulfil his commitments to his club on the day. The player must then serve a one (1) match suspension in the next scheduled competition match and is unable to play in either grade on this day.
- Official cautions shall not carry over from season to season but suspensions will. The Official season is at the conclusion of the last competition match.
- A Player who accumulates two (2) Yellow Cards in the Final Series shall serve a mandatory one (1) Fixture Suspension. Notification shall be given to the player's Club as soon as possible after the second caution is received by HFI.

Note: There is no appeal against the receiving of a caution from the Referee

Code	Description
Y1	The player is guilty of unsporting conduct
Y2	The player shows dissent by action or word
Y3	The player persistently infringes the Laws of the Game
Y4	The player delays the restart of play
Y5	The player fails to respect the required distance when play is restarted with a corner kick, free kick or throw in
Y6	The player re-enters the field of play without the Referee's permission
Y7	The player deliberately leaves the field of play without the Referee's permission

FINES (PLEASE REFER TO BY LAW 12.1)

Forfeit Fees

U6 – U8	= \$15
U9 – U11	= \$20
U12 – U14	= \$25
U15 – U16	= \$30
U17 – AA	= \$75
PL1 & PYL	= \$100

In addition to the above fees, if notification of such forfeit is NOT given to the Association by 4.00pm on the Friday preceding the game then the team forfeit fee shall be double the appropriate fee.

Protest Fees	= \$200
Appeal Fees	= \$250
Late Team Registration Fee	= \$100
HFI General Fines:	
Undressed Grounds	= \$50
No Match Balls	= \$10
No, Late or incorrect results	= \$10 per team per match
More than the allowed players on team sheet	= \$5 per team per match
Non Numbered Shirts	= \$5 per team per match
Missing Numbers on team sheets	= \$5 per team per match
Missing Upgraded Players full details on team sheet	= \$5 per team per match
Late team Sheets	= \$10 first offence \$50 subsequent offences

3. COACHING RESOURCES

Hills Football is committed to providing the best training and education for all of our coaches.

Community Pathway courses are specifically designed for the coaches who look after Participation players: the courses are short, easily-accessible and low-cost. All courses are tailored to the age group and levels you are coaching at.

Why should you consider enrolling in a coaching course?

- Learn the fundamentals of coaching your team
- Learn how to structure a session
- Ensure your players learn the correct techniques and structure

HILLS FOOTBALL COACH HUB – FACEBOOK GROUP

Hills Football has set up a private Facebook hub for our coaches. In this hub, we can share, discuss and learn everything football coaching. To join, please visit:

<https://www.facebook.com/groups/hillsfootballcoachhub/>

FFA COACHING RESOURCES

The FFA provides plenty of coaching resources, information, sessions guides and tips to become a better coach. The resources can be found here:

<https://www.playfootball.com.au/coach>

CLUB COACHING COORDINATORS

Hills Football has launched a club coaching coordinator program. The CCC program find the local champion of each club that will be able to assist in the training and development of each coach within your club.

Video link – Why coaches need support:

<https://www.playfootball.com.au/coach/why-coaches-need-support>

Video link - How to implement a CCC:

<https://www.playfootball.com.au/coach/how-to-implement-a-ccc>

To find out more about coaching courses, resources and general coach information, please reach out to Hills Footballs Football Development Manager Zac Ribeiro

zac@hillsfootball.com.au

4. RESPONSIBILITIES OF THE REFEREE

The referee's responsibilities are to administer the laws of the game ONLY. The referee is not required to check any player identification cards or make decisions on who can or cannot play. This is the responsibility of the team manager.

Example: A player is not fully registered with the Association and does not have a player ID card. "The referee told me I could play" is not a valid excuse and any penalties, fines or forfeits will stand.

A referee will perform their duties in line with the Laws of the game (including the field of play, players equipment and the ball) and this includes keeping a true and proper record of the game including providing reports for send offs and other incidents of note.

Referees are human and WILL make mistakes. You as a team's coach or manager must lead by example and never encourage abuse or violence towards a referee or official. Hills Football enforces a zero tolerance approach toward referee abuse and any person found guilty will face severe penalties.

• ANNEXURES

ANNEXURE 1 – COACHES & MANAGER CODE OF CONDUCT POLICY

Hills Football Inc **Coaches Code of Conduct**

All Coaches & Managers must meet the following requirements in regards to conduct during any activity sanctioned by HFI, a member association or an affiliated club in your role as a coach / manager appointed by HFI, a member association or an affiliated club.

1. Do not abuse, harass or disrespect and Referee, Match official or ground official.
2. Do not tolerate acts of aggression.
3. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
4. Recognise players' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
5. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status and other conditions.
6. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
7. Involve the players in decisions that affect them.
8. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
9. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
10. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
11. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
12. Avoid situations with your players that could be construed as compromising.
13. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
14. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
15. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
16. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
17. Be honest and ensure that qualifications are not misrepresented.

Any Person or Club that does not comply with this Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and is subject to sanction under the HFI disciplinary policy, which is available on the HFI website.

ANNEXURE 2 – HILLS FOOTBALL GROUNDS LIST

Field Name	Address	Suburb
Annangrove Park	Annangrove Rd	Annangrove
Balcombe Heights (Masonic)	Seven Hills Rd	Winston Hills
Bella Vista Oval	Crown Terrace	Bella Vista
Bernie Mullane Sports Complex	Marella Ave	Kellyville
Coolong Reserve	Coolong St	Castle Hill
Crestwood Reserve	Cnr Crestwood Dr and Chapel Lane	Baulkham Hills
Eric Mobbs Reserve	Ferguson Ave	Castle Hill
Francesco Reserve	Francesco Cres	Bella Vista
Fred Caterson Reserve	Gilbert Rd	Castle Hill
Glenhaven Oval	Glenhaven Rd	Glenhaven
Gooden Reserve	Gooden Dr	Baulkham Hills
Hazel Ryan Reserve	Whitbread Pl	North Rocks
Hills Centenary Park	Cnr Commercial and Withers Rd	Kellyville
Hills Grammar School	Kenthurst Rd	Kenthurst
Hills Sports High School	Mackenzie Blvd	Seven Hills
Holland Reserve	Holland Rd	Glenhaven
Kellyville Park	Memorial Ave	Kellyville
Kenthurst Park	Roughley Rd	Kenthurst
Les Shore Reserve	Old Northern Rd	Glenorie
Max Ruddock Reserve	Romulus St	Winston Hills
McCoy Park	McCoy Street	Toongabbie
Murray Farm Reserve	Murray Farm Rd	North Rocks
North Rocks Park	Cnr North Rocks Rd and Farnell Ave	Calingford
Pacific Hills School	Quarry Rd	Dural
Redbank Oval	Cnr Park St and Redbank Rd	Northmead
Russell Reserve	Withers Rd	Rouse Hills
Ted Horwood Reserve	Renown Rd	Baulkham Hills