



**PENSHURST WEST FC
RTO HANDBOOK**

The Club

Penshurst West FC is affiliated to the St. George Football Association (SGFA). All clubs playing under SGFA jurisdiction are governed by the SGFA Constitution and Bye-Laws which are available at www.sgfa.com.au.

Penshurst West FC aim to provide the opportunity for all registered players to be able to play throughout the season in a happy and safe environment.

The committee

Penshurst West FC is run by a committee of volunteers. The decisions made by the committee will not please everybody but they are made in good faith and in the interest of the club and its members. A list of current committee members can be found on the website at www.penshurstwestfc.com.au and is also provided as 'Attachment A' at the end of this booklet.

Meetings

Committee meetings are held monthly and all club members are welcome to attend.

The AGM is held in August. Nominations for committee positions should be advised in writing to the Club Secretary. Each nomination needs to be seconded. Nominations and other agenda items should be advised to the Club Secretary in writing before the Pre-AGM which is held in July.

Meeting dates will be advertised through Team App, PWFC Facebook page and on the club website, www.penshurstwestfc.com.au.

Members are welcome to attend all meetings.

Communications

Team App

Penshurst West FC now has their own Smartphone App. It'll keep you up-to-date with your favourite team's news, events, schedule and much more. Please note this is strongly advised as a "MUST" to have for all RTO's & committee members in order to communicate better, but parents will also find this a handy & great tool to keep in touch with all the latest events & news.

To get the full features of your teams App you need to download Team App onto your smartphone. Download Team App at (<http://teamapp.com/app>).

Registration

Registration dates will be advertised locally. All players & RTO's from the previous season, who have provided a valid address, will receive notice of those dates via email. Once the last advertised registration session is complete the Registrar will grade players and formulate team sheets.

Players who register and pay their registration fee in full by the close of business on the last advertised registration session will take priority over those players who register late. Players

returning from the previous season will take priority (over new players) if they are financial by the close of business on the last advertised registration session.

A team/squad requires a minimum number of players before a team sheet can be submitted to SGFA. If the required minimum numbers are not registered before the SGFA cutoff date, we cannot submit a team sheet. Players affected will be offered the opportunity of a place in another team within the club, where possible. If this necessitates playing up, the Registrar will make that decision and will inform the players/parents concerned.

The Registrar will forward interim team sheets to RTO's as soon as possible after the last advertised registration date. If there are insufficient numbers on the team sheet it is the RTO's responsibility to chase latecomers.

The Registrar decides which team a player will play for. The Registrar does not need the RTO's permission to make that decision. RTO's will be given the opportunity to discuss the Registrar's actions at a meeting called for that purpose. RTO's who fail to attend that meeting will have to abide by any decisions made in their absence.

It is possible to register more players than allowed for on the SGFA match sheet but the RTO must seek (in writing), committee approval. If approval is given the RTO must explain to players and parents of junior players how the excess numbers will be managed. Any disputes arising out of the management of excess numbers should be referred to the committee via the Club Secretary. The committee's decision will be final.

RTO's wishing to cull players from a team or squad will have to submit the players name(s) and the committee will make the final decision.

If any teams are short of the minimum numbers required by SGFA, the Registrar has the authority to allocate excess players from one team to another.

Registrations submitted after the SGFA deadlines are considered 'Late Registrations'. SGFA deal with late registrations once they have dealt with those submitted on time. This involves thousands of registrations and latecomers are not guaranteed their cards in time for round one.

No complaints will be entertained from RTO's regarding players who register after the advertised dates.

The Registrar has very little time between the last advertised registration date and the SGFA deadline for submitting team sheets. Being Registrar is time consuming and stressful during the registration period. Please do your bit to ensure that the registration process runs as smoothly as possible. The best way to do this is to register on time.

Payment of registration fees

Players will be deemed un-financial until their registration fee is paid in full. The committee will consider staged payments but **the full amount has to be paid before the player ID card is issued.**

Playing whilst un-financial may incur a four match club suspension and the RTO will be asked to explain to the committee why the player was allowed to play.

Payment can be made as follows:

Cash

Cheque made payable to 'Penshurst West Youth Club'

Bank transfer Penshurst West Youth Club

Westpac Mortdale

BSB: 032-167 Account number: 730028

Credit/Debit card - this option is only available at the advertised registration sessions.

Notification of registration dates

Registration dates will be notified as follows:

Email where email addresses have been advised.

Website www.penshurstwestfc.com.au

PWFC Facebook page

PWFC Team App

Local advertising

Word of mouth.

Committee members are on hand at all registration sessions to answer questions.

Registration fees are posted on the club website. www.penshurstwestfc.com.au

Grading Days

The number of junior teams to be registered during the season is obviously dependant on numbers of players.

Grading sessions will help determine the correct grade (beginners/intermediate/ advanced) that all non-comp teams (6 years - 10 years) should be applied for. Grading sessions will be held during the week after the advertised registration sessions. Should further sessions be required these will be held the following week. The aim of this process is to ensure that players are allocated a team according to their capability. This in turn will help to ensure that teams will compete against opponents who offer a similar skill level.

Pre-season matches

RTO's are responsible for arranging pre-season matches if there is no 'Pre-Season Match Coordinator' in post. All such matches have to be sanctioned by SGFA in the case of matches between SGFA clubs. Pre-season matches against clubs from other Association's have to be sanctioned by SGFA and FNSW. All pre-season matches must be advised to the Club Secretary who will submit the relevant forms. **DO NOT MAKE DIRECT CONTACT WITH SGFA or FNSW.**

Pre-season matches cannot be played at Olds Park and RTO's must be certain that the relevant council has authorized the host club to play pre-season matches on their ground.

Failure to comply with any of the aforementioned advice may invalidate player insurance claims in the event of injury.

Training

Training sessions are held at Olds Park on the lower AFL area. Our main field is not to be used for training. Hurstville Council authorizes winter code training from approx 1st March until the end of August only. Key operated floodlights are available and the keys will be kept in the gear shed hanging on the wall just inside the door. It is the responsibility of the last team present to return the keys to the gear shed. The floodlight poles are located next to the footpath near the Bowls Club car park, and at the far corner of the park nearest to Queensbury Road. The club has to pay a substantial deposit on these keys and council will charge to replace lost keys.

Please be aware that these keys are special security keys which cannot be replaced immediately. Lost keys will disrupt the training sessions of all teams so please ensure that the keys are returned to the gear shed.

The lower field is predominantly an AFL oval and grass netball courts. Both have priority on the use of the field. We enjoy a good relationship with both of these codes which allows us all to enjoy the facilities. Please do not get involved in arguments with other codes, refer the matter to the Club Secretary. Similarly, there are a number of Fitness Groups using the park. Some are licensed, others are not. Refer any queries or disputes with these groups to the Club Secretary (*see 'Attachment A' for contact details*).

Training Gear

The club will provide training balls, cones etc. RTO's will be advised when training gear is available for collection. RTO's may be asked to sign for gear issued.

Likewise, RTO's will be advised when training gear is to be returned.

Match Gear

New players will be issued with club shorts and socks. Returning players may purchase shorts and socks.

RTO's will be issued with a set of numbered playing shirts listed on the 'Gear Issue' form. RTO's will receive a copy of the 'Gear Issue' form. Once the form has been received the RTO will be required to complete the form by recording player's names against each numbered shirt. The completed form should be returned to the Gear Steward after the completion of Round 1.

RTO's must ensure that all players wear the current club uniform. i.e. club shirt, shorts and socks. Mixed logos will not be allowed. It is therefore important that gear issue is sorted out at the requested time to ensure that there is time to address any issues.

Electrical tape used on socks must be RED. Using any other colour may result in the referee issuing a yellow card. Refusal to change after being asked to do so by the referee or referee's assistant may result in a red card.

Match Sheets

All relevant information must be completed and the match sheet handed to the referee before the start of the match. ID cards for RTO's and players must be available for inspection by the referee and the opposition. PWFC RTO's are entitled to inspect opposition ID cards. SGFA have a policy of 'no card, no play'.

Injuries should be noted on the match sheet in the presence of the referee. Failure to do so may jeopardize insurance claims.

In the event of an incident the referee will submit an 'Incident Report'. If you do not make your own comments on the match sheet the Judiciary may take the referees report as gospel.

Match sheets still have to be completed when an un-official referee controls the match or the match is postponed.

Each error or omission on a match sheet results in fines being imposed on the club. It is very important that RTO's check match sheets before handing them in.

Any tampering with the match sheet after the referee has signed it result in disciplinary action against the club.

Completed match sheets for home and away matches should be placed in the 'match sheet box' at Olds Park Canteen. If the canteen is closed, contact the Results & Match Sheet Coordinator (*see 'Attachment A' for contact details*) who will advise an alternative delivery address. Match sheets must be delivered as soon as possible after the end of the match.

The club has to notify results to SGFA by 7pm. Failure to do so will result in fines being imposed on the club. RTO's for AA, AAW, O35 and junior teams playing competition matches please text Results to the Results & Match Sheet Coordinator (*see 'Attachment A' for contact details*) the result of your match. Texting the result does not mean that the match sheet doesn't have to be submitted.

Please help the 'Results & Match Sheet Coordinator' to meet the deadlines. Do not hinder the process by making the 'Results & Match Sheet Coordinator' chase you for your match sheet and/or result.

Discipline

RTO's are responsible for keeping records of yellow and red cards. If a player receives a third yellow it is to be delivered to the club Secretary (details further in this booklet) or for a red card, the RTO should hand the players card to the referee at the end of the match. It is not the referee's responsibility to ask for the card.

RTO's should collect the match sheet from the referee at the end of the game. Check the sheet to ensure that the referee has signed it and recorded the correct score and noted any incidents etc. Also check that the correct recipient (s) of cards has been recorded. Mistakes will not be rectified once the referee has signed off on the match sheet.

Scanned copies or photocopies of match sheets will not be accepted by SGFA.

Red card appeals must be advised to the Club Secretary (*see 'Attachment A' for contact details*) with the grounds for appeal, by 9am Monday. Players appealing must be prepared to attend the Judiciary headquarters. The Judiciary will hear the appeal in the players absence should he/she fail to appear.

Appeals against Judiciary decisions must be submitted to the Club Secretary within seven days of the decision being published.

RTO's found to have played un-registered or suspended players will be disciplined by the committee. Un-registered or suspended players found to have knowingly played will receive a four match club suspension in addition to any SGFA punishment.

See *SGFA Bye-Laws P27* for the schedule of penalties used by the Judiciary.

Technical areas

Technical areas have been introduced for Interchange players and one RTO. Interchange players must be seated in the technical area and are required to wear coloured vests/bibs. Interchange players must enter the field from the technical area only.

RTO's may only enter the field of play if signaled to do so by the referee. Illegal entry onto the field of play may result in a \$500.00 fine being imposed on the offender (s) by SGFA.

Ground Officials

Each team has to 'provide a Ground Official' who must be 18 or over. Ground Officials are responsible for controlling the behaviour of PWFC players, RTO's and spectators outside of the field of play. Ground Officials are to wear the official's vest provided with the team kit.

Note: Referees have the power to call off games if no Ground Official is provided.

Kick off times

Matches have to commence at the stipulated time, however a team is permitted five minutes grace if there are insufficient number of players with which to commence the match. (see Playing Format Page13)

Where the match starts late, the Referee may shorten the total match time but the match must be played in two equal halves.

Any team failing to take the field by the stipulated time (plus five minutes grace) or failing to have sufficient players available shall be deemed to have forfeited the Match.

If a squad competition, is abandoned due to the number of players becoming less than seven then the result for both grades will be a loss on forfeit.

Wet weather

In the event of wet weather check the wet weather hot lines because Hurstville, Kogarah and Rockdale Councils may close their fields.

Hurstville 9330 6272

Kogarah 9330 9595

Rockdale 9562 1637

If the ground you are due to play at has **NOT** been closed the following SGFA guidelines come into force.

If a Council has left grounds "in for play", and as a Club you think that they are not playable, you must inspect your field before 7am on match day and notify the Association Secretary.

Grounds CANNOT be pulled out after 7am by Clubs, it will be left up to the Referees to inspect the fields for play, and the decision on the state of the ground will be made on a "game by game" basis.

Under no circumstances are training sessions/match's to proceed when grounds are closed.

Behaviour

RTO's, players and spectators are expected to abide by the club 'Code of Conduct' When a RTO or player registers 'on line' they agree to the FFA terms and conditions which include the PWFC 'Code of Conduct'.

RTO's are expected to set the standards of behavior required by the club.

Bad behavior from RTO's, players or spectators will not be tolerated and such behavior will result in disciplinary action being taken by the club in addition to any action taken by SGFA.

Referees

Referees and referees assistants are vital parts of the 'Beautiful Game' and should be treated with courtesy and respect at all times regardless of whether they are having a good game or not. RTO's should relay this message to their players and supporters.

RTO's will be advised when referees match fees can be collected.

Always pay referees their match fees before the match. Do not wait for referees to ask for their match fee.

Not all matches are covered with referees and referees assistants. Some matches will be covered with a referee but no referee's assistants. In this instance some referees may require each team to provide someone to run the line. Be prepared for this eventuality by identifying in advance, volunteers who are willing to run the line.

Some matches will not have any officials. In that event the home side is expected to provide a volunteer referee. Be prepared for this eventuality by identifying in advance, volunteers who are willing to referee the match and always carry a whistle as part of your team gear.

If the home side cannot provide a volunteer referee the away side is to be given the opportunity to provide one. Both teams must agree to the nominated volunteer. Failure to agree will force the postponement of the match until a later date unless the SGFA Competition Secretary deems this impossible.

Un-official referees have the same powers as official referees and red and yellow cards issued by them will be recorded.

Un-official referees should be paid the same fee as that paid to an official referee. If you are the home side RTO, please ensure that the away side also pays the referee. If the away side refuses to pay an unofficial referee, report the matter to the Club Secretary.

Incident reports

Incident reports may be submitted by referees, referees assistants, clubs, or spectators for any incidents outside of the match. For instance if a player receives a red card but refuses to leave the field quickly and quietly his/her actions may result in an incident report being submitted. The sending off will be dealt with by the Judiciary and a suspension imposed in accordance with SGFA Bye-Laws. The incident report will be dealt with by the Judiciary in the first instance and additional suspensions may be imposed over and above those imposed for the red card. If the incident is considered to be serious misconduct, the Judiciary may refer the matter to the SGFA General Purposes Tribunal. Players and RTO's who fail to appear before either body, will be suspended until they do appear.

Field set up & take down

All fields must be roped on ALL sides.

Field set up is the responsibility of the team rostered on to set up the first game of the day. Set up takes around 45 minutes for the main field and around 20/25 minutes on the other fields. RTO's should organize a working party. In the event of two non Penshurst teams playing the first game of the day, the first Penshurst team scheduled to play will be responsible for set up.

See Ariel picture below showing where crowd control pegs are to be placed around the main field. The black dots represent each peg. Ensure that 'technical area signs' are placed on the ropes surrounding the technical area

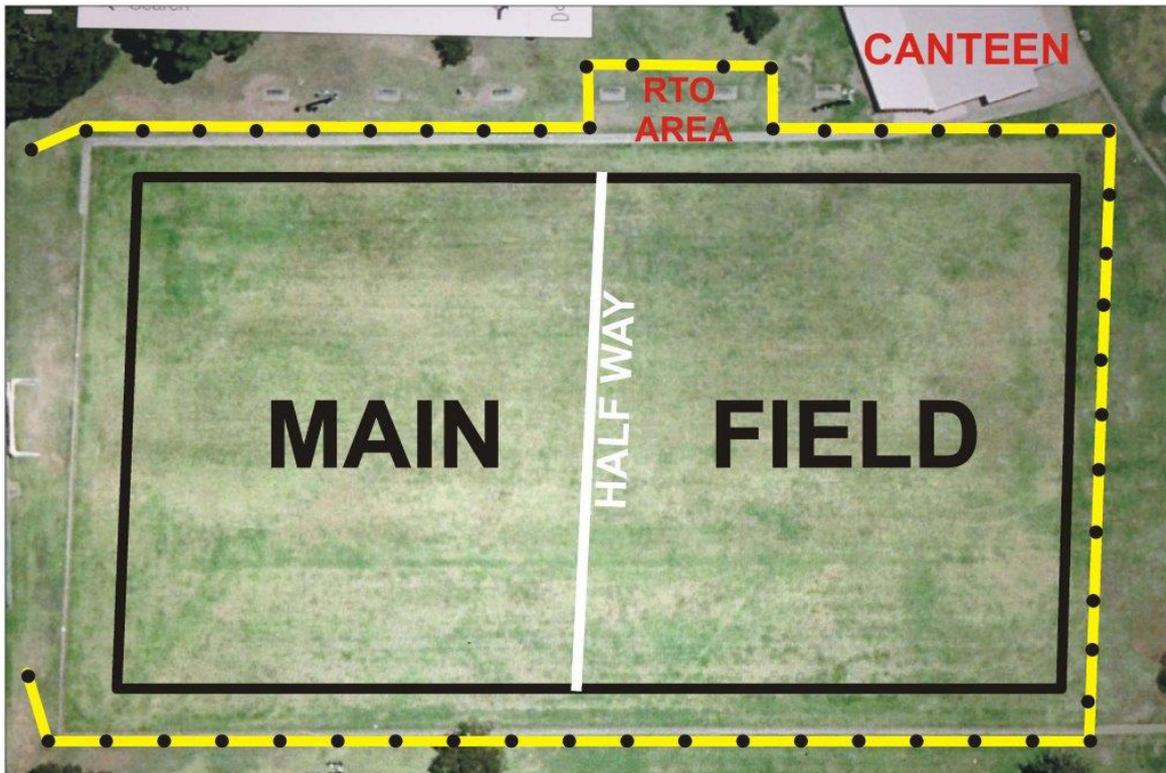
The team playing the last game of the day is responsible for field take down and for returning all gear to the relevant storage area. Crowd control ropes must be carefully rewound and crowd control pegs hung on the gear shed wall. In the event of two non Penshurst team playing the last game of the day, the team playing the last Penshurst game will be responsible for take down.

Main field - Teams playing on the main field are U12 and upwards.

Lower field - Teams playing on the Small Sided Field (SSF) are U6 & U7.

Mini-field - Teams playing on the mini- field are U8 & U9.

Midi-field - Teams playing on the midi-field are U10 & U11.



BBO Duty

All parents are required to volunteer their services to fulfil their child's teams BBO duty. The team manager is to organise a roster divided into 2 hour time slots with a minimum of 2 people per time slot to assist throughout the day from 8.00 AM to 4.00 PM.

Colour clashes

Over recent years many clubs have changed their strip and we have not had many incidents of clashes occurring. Should there be any issues raised by referees after a game with regards to colour clashing, teams will be notified for future games. Please note that in the past the home team has the advantage of wearing their strip.

Injuries

All injuries should be noted on the match sheet before the match sheet is signed off by the referee. If an injury necessitates an ambulance, make the player comfortable but DO NOT move him/her. Leave that to the paramedics.

Alcohol

SGFA does not allow alcohol to be consumed at any of their matches. Please refer to the PWFC spectator and player behavior policy for further details regarding the consumption of alcohol at a game.

Club Jackets

Club jackets are awarded to players and RTO's who are part of a PWFC team that wins a Grand Final. The number of player's jackets will equal up to the maximum number of players allowed on the SGFA match sheet. e.g. Eleven a side teams will be allowed up to sixteen jackets. A maximum of two RTO jackets will be awarded. Teams may pay for extra jackets. Orders to be placed via the Gear Steward (*see 'Attachment A' for contact details*). All other awards will be given at the discretion of the committee.

Insurance

Registered and financial players are covered under the terms and conditions of the SGFA insurance scheme. Details are available on the SGFA website www.sgfa.com.au. Completed insurance forms should be forwarded to the Club Secretary asap.

Dressing rooms

Dressing rooms with hot showers are available at Olds Park.

Neighbours

We have near neighbours behind one goal on the main field. Occasionally, balls are kicked into their gardens. If this happens, **DO NOT** climb their fences to retrieve the ball. Continue the game with another ball and report the missing ball to the Club Secretary.

Photography

Images of children can be used inappropriately or illegally. PWFC requires that individuals, wherever possible, obtain permission from a child that is not their own and ensure that the parent know the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If PWFC uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies. Likes/dislikes, school, etc. as this information can be used as grooming tools by paedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. Where possible we will seek permission to use these images. We require our members to do likewise.

Please ensure the parents of your team are aware of these requirements should they wish to take any photos that may include other players in their child's team.

Privacy

PWFC is committed to the responsible use of personal information collected from and about players or RTO's during the registration process. The responsible use of information requires that PWFC respect individual privacy, protect against identity theft and any unauthorised uses

and comply fully with all laws and government regulations in the collection, use, storage, display, distribution and disposal of that information.

Use of personal information within the club is limited to communications about the club, upcoming events and other relevant information. Please note that information will only be made available to the following people in your team:

- Coaches and managers will be supplied with details of the players and parents of the team they are connected to only.

Glossary

RTO - Registered Team Official

RTO is the title given to positions such as; Coach & Manager

RTO also covers other all volunteer positions.

Team sheet - the form that is submitted to SGFA for each team or squad showing details of registered players.

Match sheet - the form that is completed on match days.

Incident report - Incident reports may be submitted by referees, clubs or spectators on matters that occur outside of the match

PLAYING FORMAT

Playing Format	U/ 6 & 7	U 8 & 9	U 10 & U11	U 12 and Up
<u>Field</u>	<u>SSG Field</u>	<u>Mini Field</u>	<u>Midi Field</u>	<u>Full Size Field</u>
Player Numbers	4 x 4	7 x 7	9 x9	11 x 11
Minimum players in a game	4	5	6	7
Subs allowed	3	3	4	5
Field Size	30m x 20m	Length 40-50m Width 30 - 40m	82m x 48m	Full Size Field
Penalty Box	Semi-Circle Marked (D)	5m x 12m wide	3/4 of full size	Full Size Field
Goal Size	Width 1.5 - 2m Height 0.9 - 1m	Width 2.5 - 3m Height 1.8 - 2m	Width 4.5 -5m Height 1.8 - 2m	Full Size Field
Ball Size	3	3	4	As per by laws
Goalkeeper	No	Yes	Yes	Yes
Playing Time	2 x 15 minutes	2 x 20 minutes	2 x 25 minutes	See RTO Handbook schedule 1
Corners	No	Corner Spot	Corner spot	11 &12's 8 yds from penalty box
Half Time Breaks	5 minutes	5 minutes	5 minutes	5 minutes
Refs fees/ team	\$6.00	\$8.00	\$10.00	See RTO Handbook schedule 1
Points Table & Finals	No	No	U10 – NoU11 – Yes (Points Table not published)	Yes

Grounds

HURSTVILLE COUNCIL

Wet Weather Hotline 9330 6272

Beverly Hills Park	Vanessa Street, Beverly Hills
Gannons Park	Pindari Road, Peakhurst
Oatley Park	Oatley Park Avenue, Oatley
Olds Park	Forest Road, Mortdale
Peakhurst Park	Trafalgar Street, Peakhurst
Penshurst Park	Cambridge Street, Penshurst
Quarry Reserve	Hurstville Road, South Hurstville
Riverwood Park	Coleridge Street, Riverwood

KOGARAH COUNCIL

Wet Weather Hotline 9330 9595

Carss Park	Carlton Crescent, Carss Park
Charles Pirie	Parkside Drive, Carss Park
Claydon Reserve	The Promenade, Sans Souci
Harold Fraser Reserve	Princes Highway, Kogarah Bay
Parkside Drive	Parkside Drive, Carss Park
Poulton Park	Morshead Drive, South Hurstville
Renown Park	Park Avenue, Mortdale
The Green	Kylie Parade & Merriman St, Kylie Bay

ROCKDALE COUNCIL

Wet Weather Hotline 9562 1637

Ador Avenue	Ador Avenue, Rockdale
Arncliffe Park	Wollongong Road, Arncliffe
AS Tanner Reserve	Chuter Avenue, Monterey
Barton Park	Bestic Street, Rockdale
Bicentennial Park	West Botany Street, Rockdale
Firmstone Gardens	West Botany Street, Rockdale
Gardiner Park	Wolli Creek Road, Banksia
J Graham Reserve	Bay Street, Rockdale
Kingsgrove Avenue Reserve	Kingsgrove Avenue, Bexley North
Memorial Park	Sybil Lane, Brighton-le-Sands
McCarthy Reserve	Bay Street, Rockdale
Scarborough Park	Barton Street, Kogarah
St.George Stadium	Bestic Street, Rockdale

* entrance to Firmstone Gardens
is via Barton Park Golf Range entrance

ATTACHMENT 'A'

2016 COMMITTEE MEMBERS

POSITION	NAME	CONTACT EMAIL/PHONE
President	Gino Sacilotto	ginosacilotto@gmail.com Mob: 0438 421 984
Vice-President	Michael Harrison	cheersmick69@gmail.com Mob: 0415 308 645
Secretary	Vicki Braithwaite	secretary@penshurstwestfc.com.au Mob: 0408 467 065
Treasurer (interim)	Ian Fitzgerald	
Assistant Treasurer	POSITION VACANT	
Registrar (Juniors)	Alex Bozinovski assisted by Rebecca Harrison	bozinovski@optusnet.com.au sniper_bec@hotmail.com
Registrar (Seniors)	Zoe Braithwaite	zoe.braithwaite1991@hotmail.com
Gear Steward/S	Lauren Osmond, Ally Becker & Rebecca Harrison	misslozmond@gmail.com chocoholiceelschick@gmail.com sniper_bec@hotmail.com
Trial Game Coordinator	POSITION VACANT	
Child Protection Officer	Gwen Hughes	
Ground Controller	POSITION VACANT	
SGFA Delegates	Michael Harrison	
Website/Team App Co-ordinator	Melissa Soares	info@portoform.com.au
Results & Match Sheet Co-ordinator	Kirstie Morris	Mob: 0433 359 190
Canteen Manager	Sarah Dos Remedios & Melita Dos Remedios	
General Assistants	Peter Braithwaite & Soren Hughes	pbraithwaite02@gmail.com sorenhughes@hotmail.com
Fundraising Officer	Whitney Morris assisted by Sarah Dos Remedios	
Marketing & Promotions	Elyssa King assisted by Sarah Dos Remedios	elyssa.king@gmail.com
PW Youth Club Delegates	Ian Fitzgerald & Vicki Braithwaite	
Social Media Co- ordinator	Zoe Braithwaite	zoe.braithwaite1991@hotmail.com
First Aid Officer	POSITION VACANT	
RTO Co-ordinator	Gwen Hughes	
Coaching Co-ordinator	Rebecca Harrison	
Non Comp Co-ordinator	Paulo Soares	melpaulosoares@gmail.com Mob: 0413 767 060
Grading Committee	Paulo Soares, Victor Rebelo & Peter Halacas	melpaulosoares@gmail.com Mob: 0413 767 060

All enquiries can also be made to secretary@penshurstwestfc.com.au