

# PAPAKURA CITY FOOTBALL CLUB

## INFORMATION PACK

### **PURPOSE**

The purpose of this pack is to provide an introduction into the club for new players, updates for returning players. It will tell players, parents and care givers all the information they need to have what is hoped is a good experience with this club and of course our code.

### **ORGANISATION**

Papakura City Football Club was founded in 1959. Initially based at the Papakura Army Camp, the Club subsequently moved to McLennan Park.

Currently the Club has six full size fields at McLennan Park, with a further area large enough for one or two full fields hopefully these will be completed as part of the new park upgrade.

The Club also has the use of the Army Camp fields for 2012 but will eventually lose this facility due to the planned housing and school developments.

In 2012 we may see the movement of Junior 5-10th grade football to Bruce Pulman Park.

Long term planning for more playing fields has and will be ongoing with the Papakura City District Council.

The Club has a constitution and in the past three years has been going through an administration restructure.

There are two formal sub committees, Football and Administration, who report to the Executive committee. Ideally the Club wishes to have an additional two formal sub committees, Resources and Finance.

The Club has developed and adopted a Strategic Plan for Football and is committed to developing Strategic Plans for the other areas.

The Club website is at [www.papakuracityfc.org.nz](http://www.papakuracityfc.org.nz)

**Club Vision: To Be the Football Club that allows all to achieve their full potential.**

**Club Mission statement:** We will work together to provide opportunities by encouraging excellence, dedication, loyalty, passion, & pride through continual development of football in our club.

### **Contacts**

**See the club website for up to date club contacts**

#### **Clubrooms**

Ph:2996348

Fax:2997666

Email: [admin@papakuracityfc.org.nz](mailto:admin@papakuracityfc.org.nz)

Website: [www.papakuracityfc.org.nz](http://www.papakuracityfc.org.nz)

**If you have an issue contact in order below if resolution not acceptable contact any Executive Member.**

Sponsorship issues:	Gavin Findlay
Equipment issues:	Convenor or Club Captain /Kevin Prosser
Fee Issues	Helen Lynch
Player Grading Issues	Convenor/Grading Persons/Matt Morling /Kevin Prosser
Team Grading Issues	Convenor/ Matt Morling /Kevin Prosser
Grounds	Respective Groundsman
Competition	Convenor or Club Captain / Chairman Football Committee/Kevin Prosser
Seniors	Team Coach/Manager then respective Club Captain/Kevin Prosser

## **Other appointments**

Grade Convenors - See Club Website

Grading Days and Times - See Club Website

Until coaches are appointed your convenor should be your first point of contact.

## **Amendments/Non Compliance**

This document is about intent. All officials, volunteers are required to follow in concept and intentions. It was originally intended for the Junior/Youth Section of the club and it mainly covers Junior/Youth Issues.

Any deviation should be reported through normal complaints channels.

Any requests for amendments should be addressed to the sub committee responsible for that area. No single person or sub committee has the authority to amend this document without ratification through the Executive Committee.

Amendments should be done in consultation with affected groups.

## **General**

A club by definition is a group of people banded together for a purpose. Our Club's purpose is to provide the opportunity for people in our area to participate in Football (Soccer).

Papakura City Football Club and its facilities exist for the members to use fully.

If there is an issue it is up to you as a club member to assist in its resolution or at the very least report it to a Club official.

Notwithstanding the above, your first point of contact is your Coach and or Manager and most requests should be placed with one of these persons in the first instance. (Except for payment of fees, which should be done directly with the Registrations Person.)

There are four types of membership of the club

Life Members

Financial Members (those that have paid membership fees)

Associate Members (those that have paid associate membership fees or granted it by virtue of appointment. ie all Coaches and Managers and Sub Committee members are automatically associate members)

Junior Members – all junior players and their caregivers/parents

Life Members and Financial Members have full voting rights at the club

Associate members have no voting rights but use of club facilities.

Junior Members have no voting rights but use of club facilities.

To be on the Executive Committee you must be a Financial or Life member of the Club.

## **Meetings**

There are a number of meetings held throughout the year and they are normally held at the Club Rooms. Sub Committee meeting areas could vary please check with Committee Chairman as to venue. These meetings are:

Sub Committees Meetings – Held 2<sup>nd</sup> Monday/Tuesday of each month at 7pm

Executive Committee Meetings – Held 3<sup>rd</sup> Tuesday of each month at 7pm

Coaches/Managers meetings – held twice a year times to be advised

Parents Meeting - held each August time to be advised

Annual General Meeting – held November each year time to be advised

All Sub Committee meetings are open to all Members of the Club though without permission you cannot be heard. If you wish to address the committee you must request permission from the respective Committee Head or Secretary at least 14 days prior to the meeting giving reason and subject matter so the committee can be advised.

The Executive Committee meetings are open to all financial club members, note juniors are not financial members of the club as they do not pay a club membership fee. Rules of attendance are the same except permission to speak must be sought from the Club President.

Coaches and Managers Meetings are primarily for Coaches and Managers but again any Member or Parents/Guardians of Junior Members may attend. Normal meeting procedures will be observed ie you may not speak until invited.

Parents Meeting is held in lieu of an AGM for the Junior Club normal AGM procedures apply.

AGM – Normal AGM procedures apply.

## **Fees**

As a club we will strive to keep our fees as low as possible. We do however need the fees in order for us to pay our bills. This is to provide both equipment and facilities to our players. We must ensure when setting fees we can cover all the minimum requirements without sponsorship. A problem faced in last few years is a lack of volunteers, as a result a lot of tasks have to be contracted out. These are direct costs which will end up on fees. We can reduce or have static fees if more people would undertake tasks on a voluntary role. We acknowledge that our fees are not the lowest around but our facilities and equipment we provide is better than most.

Fees therefore are required to be paid before you and or your child/ren are allocated to teams. Please note there are family rebates for more than three players. We also have some discretionary funds or the ability for time payment. All of these are your responsibility to request at the time of registration or before team placement.

Fees should not be paid to the team coach or manager but directly to the Registrations person. A receipt should always be obtained to ensure proof of payment. It is up to you to prove you have paid your fees not the club to prove you have not.

## Rebates

\$10 prompt payment rebate per players if paid at the time of registration.

Family Rebate \$10 for 3 or more members of same family living in same residence.

(If in doubt or you have special circumstances please contact the club).

Time Payment – must be approved by registrations person. Note a deposit is required \$20 which is non refundable and payments made on a regular basis. All fees should be paid by 1<sup>st</sup> of April (see discretionary fees).

Discretionary Fees are for those children who would otherwise not be able to play. Application (in writing) must be made to the Committee outlining reasons. Such requests are completely confidential. You should outline what you can pay and when and stick to it. People who wish to time pay beyond the 1<sup>st</sup> of April must also use this section.

Refunds – Once registration starts our work and expenditure work begins. Therefore any player who withdraws after registration will incur a \$20 fee (2 players \$40 and so on). Once placed in a team a further \$10 per player applies. After kick off no refund is eligible. However if a person moves away from the area between April and June may get a partial refund. Note this is more than 20km away from Papakura. All refunds must be requested in writing.

Players who have registered but not paid the fees and then wish to pull out are still eligible for the withdrawal fee. As a club we acknowledge this is hard to enforce however your child will then be placed on a data base and will be unable to play for any club in New Zealand until the money is received by us. Whilst this may sound harsh as a club we incur costs as soon as a player is registered and at each event the costs increase, the money must be met by someone so why not the person who incurred the cost.

## Equipment

There are two types of equipment: club provided and player provided.

Player Provided Equipment is as follows:

Shin pads – These are compulsory a person cannot play or practise without them they are available from any sports store.

Footwear – again these are compulsory. May be any enclosed type shoe. Soccer multi sprigged boots are recommended.

Long Socks – again compulsory by law the shin pads must be covered. See Club Colours.

Shorts – again compulsory see also club colours

Gloves – may be worn for 5<sup>th</sup> and 6<sup>th</sup> grade after that Keepers Gloves may only be worn by the Goal Keeper not compulsory see also club equipment.

Warm Clothing – players should have warm clothing to put on change into after practise and games. See also training.

## Club Provided Equipment

Playing shirts  
Goal Posts  
Corner Flags  
Goal Nets  
Cones  
Balls (1 per player)  
Bibs (on request)  
Shorts and Socks (Some teams only)

## Club Colours

The Club Colours are Royal Blue and white vertical stripe. All Club Teams are required to play in the same strip (uniform). Our current strip is Shirts Blue and White vertical stripes, Complete Royal Blue Shorts and Royal Blue socks.

All players from 7<sup>th</sup> Grade and above are expected to play in complete club colours, players below must be in blue. Coaches are instructed not to allow players on the field if they do not conform.

Players who play in under shorts (bicycle type shorts) or undershirts (t-shirts) they must be in the club colour).

Where there is a clash of strip then the away team is required to change. The club has alternate strip available and club members are not required to have them.

Note: we have both partial and full alternative strips depending on age groups and changing facilities.

Team tracksuits are not normally provided for teams by the club. However teams may arrange their own sponsor (see sponsorship) any such tracksuits must be pre- approved by the committee and in the club colours.

## Grounds

The Club currently has in effect four grounds:

McLennan Park Stadium Pitch  
McLennan Park Stadium Upper Fields  
The Army Camp  
Bruce Pulman Park

The First two are situated at McLennan Park, which is off Old Wairoa Road and Arimu Road. Also situated at this park are the Clubrooms (see also Club). The Stadium Pitch is available to the Club all year, the top fields are normally allocated to the Club from April until October and outside this time it is allocated to the Papakura Cricket Club.

The Army Camp is situated of Walters Road and access is through the old Army Camp entrance. The fields are allocated on a month by month, day by day basis. We have access as follows:

Bruce Pulman is also situated on Walters Road Opposite the Army Camp entrance is via the car parks situated on that side of the road.

April – September access to grounds 7 days a week (note some fields may be allocated to rugby).

February – March – access to grounds 7 Days a week..

Use of Grounds is controlled at all times and subject to rules as dictated by the Auckland City Council. If we wish to retain use of the grounds we as club members must ensure that all of its rules are strictly adhered to (see also rules).

Each team is allocated training dates, times and locations under no circumstances can these be changed without the permission of the groundsman or the team who has the allocation you wish to use.

Outside our allocation periods we may still use the grounds subject to permission of the group to whom the grounds are allocated. They may also be used, if, they are not being used by the allocated group. However we have no right over other groups and we must vacate the grounds if the allocated group turns up and wishes to use them. We must also obey any rules that they set for use of grounds. For example at the Top Field of McLennan Park we are not allowed to use screw in sprigs during Cricket's allocated period and we must ensure our goal posts do not encroach on the cricket fields.

On competition days home based teams (see competitions) teams must play on the fields they have been allocated by the competition draw, unless transferred by the groundsman whose decision is final. Note normally all junior teams play at the Army Camp or Bruce Pulman unless otherwise advised. If in doubt ask your coach or manager. Exceptions are Metro Grade Teams and all girls' teams, which normally play at McLennan Park.

Fields for all other games like 'pre season friendlies', must be booked with the appropriate groundsman.

Requests for changes to grounds for games must be through the Groundsman via your convenor, we need at least 14 days as they must be approved by Auckland Football

## **Code of Ethics**

As a club we have codes of ethics for Administrators, Coaches, Managers, Players, Parents/Care Givers and Supporters. A Copy of the code is on the website and signposted at the club and on McLennan Park Changing rooms.

The purpose of these codes is to allow the children to have fun and play the game in the spirit it was intended. That does not mean they are not there to win, as all players should strive to produce their best effort. If you cannot live by these codes then do not come to the game, as your failure to comply will ultimately mean that the players will not enjoy themselves (even if they win). As a result they will not longer wish to play.

In addition it should be remembered that Football is a team sport and as such actions such as not giving of your best, not turning up, not being punctual affects persons other than yourself. One of the prime purposes of playing a teams sport is to promote teamwork and consideration of others. If you cannot do this then maybe you should look at an individual sport to play.

## Competitions

During your child/ren's time with the club they will partake in various competitions, which will have rules other than the normal rules of the game. Before commenting on bias etc one should ensure that they actually know the rules. The club runs a rules of the game lecture just prior to each season and whilst it is primarily for coaches, any parent, caregiver may attend free of charge.

Brief overview of age related games.

5<sup>th</sup> -8<sup>th</sup> grades: 'In house' round robin format between Papakura City FC and other surrounding clubs. Squads of 8 players have 4v4 small-sided non-competition games each Saturday morning.

9<sup>th</sup> to 10<sup>th</sup> grade: Auckland Football Federation administered competitive round robin format. Mixed/Boys Squads are of normally 10 players with 7 v 7 games. Girls squads of 8 with 5v5 games.

11-12<sup>th</sup> Grade Auckland Football Federation administered competitive round robin format. Girls 10 players per team with 7 v 7 games, Mixed/Boys 12 players per team 9v9 games

13<sup>th</sup> Grade and above play 14 players 11 v 11 on full size pitches

All sides are allowed three substitutes. Where a team has more than the normal player allocation either through choice or as a result of registrations it may be necessary for players to stand down each week to meet player numbers. Note other than at registrations the Coach should consult the team before accepting players above the allowable number.

After the first round the non-competition grades are regraded with winning teams placed in higher divisions to ensure as even a competition as possible.

Competition grades after the first 7 games results are examined and regrading may take place to ensure that teams are either not losing or winning by too great a margin.

Please note in both circumstances it is more important to have maximum competition rather than win games. As such as a club we would rather have a team in the top competition, which just loses all its games but is competitive, than have the team in the next or lower divisions winning all its games by great margins.

Games are normally done on a home and away basis. Home meaning our team will play at one of our home fields and away meaning our team plays at the one of the opposition grounds. Your coach and manager will have an up to date list of all grounds within our Federation and how to get to them, plus the information is available on the Federations Web Site. There is no guarantee that one, week you will be at home and the next you will be away, but normally this should even out over the season. It depends on ground availability.

## RULES

Like all organisations we need rules to ensure that the season and club runs smoothly some are enforced on us, some are those that the committee feels are for the good of the club. Any person/s who feel that justice is not served or the rules are wrong may complain to the committee (see complaints).

Please note that it is the responsibility of all Club Members to ensure that the rules are being followed, by all people. So if you see a person breaking a rule please bring it to their attention and if they do not obey then advise a Committee member, giving as much information as possible to identify the culprit. If we do not obey the rules we risk losing use of facilities or incur costs on the club.

## **Grounds**

No dogs are allowed on any Sports Fields controlled by the Auckland City Council. This includes the stadium pitch. They can however go on the grounds generally on a leash. The controller is responsible for removal of any waste..

No parking of cars are allowed on sports fields or in no parking areas or in restricted car parks. Except for groundsmen or tournament duties cars are not to be driven across sports fields for any reason.

Bikes are not to be ridden on sports fields.

Do not train in Goal Mouths

Do not swing or climb on Goal Posts

Do not remove corner flags or cones unless directed to

Do not remove marker pegs or string unless directed to

Do not enter fields on which teams are playing or training walk around them

Do not train if the closed signs are on the field

## **Equipment**

Look after club equipment as otherwise it will need to be replaced.

Only use club equipment for the correct purpose

Return all equipment after use, clean .

If you find club equipment return it to the club

Keep an eye out for thieves and vandals they cost us money

## **Club Rooms**

Clean up if you make a mess

Look after club property

Keep an eye out for thieves and vandals

Treat all club property with respect to ensure its long life.

Ensure siblings or children are under control at all times

Report any damage at once be honest about cause

Do not bring your own food or drink into clubrooms unless authorised

If you are under age do not attempt buy alcohol

If you are old enough do not supply minors with alcohol unless they are your own children then you must stay with them whilst they consume it and be responsible for their actions at all times.

Do not bring alcohol to the club at any time

Remember your actions affect other people so keep noise to a minimum ensure actions are within reason and no foul or abusive language at anytime.

## **Training**

Ensure that you or your child/ren attend each training session of the team.

For most teams this is one session per week and should be at a time, which players and coaches can attend and therefore there may be some discussion.

If your child is unable to attend the time decided on then some agreement must be made with the coach or the child transferred to another team. Top Teams or Blue Teams may require players to train twice a week. Other teams may also choose to train twice a week.

Ensure you or your child/ren are at training before the designated start time

and be prepared to begin at the start time.

If you or your child cannot make training advise the coach as soon as possible this will enable planning for training to work better.

Ensure you or your children are correctly attired for training

Ensure that you or your children have clean dry clothing available to change into.

Do not interfere with training if you have a suggestion to make speak to the coach quietly

Ensure you uplift your children directly after training finishes you should be there before the end so the coach can brief you in regards the match. Coaches and Managers are advised they are not to leave children alone at the park at anytime. If you are running late contact the coach or manager. Children unattended will be asked to wait in the club rooms so do not ask your child to meet you outside. Note this includes playing days.

## Playing Days

Obey the code of ethics.

Ensure you or your child is at the designated meeting point at the designated time.

If you or your children cannot make a game, contact the coach or manager as early as possible.

If you can help out with rides advise the coach or manager.

Do not interfere with the game or its running, do not contradict the coach if you have a suggestion speak to him/her as soon as possible quietly away from the players. This is even if it involves your child/ren.

## Game Rules

Players pay fees to play football therefore all players expect to take the field. Where practicable All players in teams should have equal playing time on the field. However in the spirit of competitive sport this is not always desirable for the good of the team as a whole. The following are club rules:

For non competition games:

5<sup>th</sup> – 8<sup>th</sup> Grades – All players should be on the field throughout the game, may be for opposition side.

Competition Games

9<sup>th</sup> Grade Up other than Top teams – Equal playing time throughout the year for all players. More commitment to specialised positions by players. Note we may still not force players to play in positions continually that they do not wish to.

11<sup>th</sup> Grade Up Top Teams - All players must get at least ½ a game per week. Players are expected to play in positions for the good of the team. Note only valid if the team is playing in Premier or Division One competitions otherwise normal rules apply.

Teams with players over quota – Teams with more players that can play on any one day (eg 11 players in a 7 aside competition, only 7 players on field and 3 subs etc). A roster system of standdowns must be undertaken to ensure that unless agreed upon by all players all players must share as far as possible the stand down day. How this is implemented is up to the coach. (teams may as **unanimous** decision choose to choose how standdowns are implemented including exempting some players from standdown)

Notwithstanding the above rules players when equating equal time the following formula should be used:

Absences by players count as full normal playing days  
Unadvised absences counts as a full days play

In addition if a player is stood down because of disciplinary reasons it will also account as a full days play. Note the reason for the stand down should have been explained to the parent/caregiver, prior to the game. The player is still expected to attend the game. The reason for the stand down must warrant the punishment. Stand down can be part or all of a game. Only the committee may award multiple days stand down.

## **Seniors**

Senior teams are not included in the above rules.

1<sup>st</sup> Teams selection is made on ability – Players who continuously are not getting much if any game time should be given run in reserves especially when reserves are at same venue but earlier in day.

### **Other Senior Teams**

The need for maximum playing time for players regardless of ability mean that teams should agree on substitution policy prior to the start of the season. This gives players who may be affected choosing to play in other teams.

Under no circumstances should unfinancial players be played in preference to financial players regardless of ability.

## **Fines and Suspensions**

Players that received red or yellow cards are subject to fines and suspensions. Note that players 15<sup>th</sup> Grade and above will be fined and or suspended in accordance with normal FIFA rules. Below 15<sup>th</sup> Grade suspensions only apply. Note this is regardless on the grade of the Referee. The player incurring the cost is required to pay the fine, where the person is a minor then the parents are required to pay the fine. Fines are required to be paid no later than one calendar month from the time of the offence, failure to do so will mean that the player has become un financial and is therefore not eligible to take the field.

Other team fines are the responsibility of the team as a whole to meet.

## **Club Functions**

Ensure you are aware of the rules regarding club functions and obey them they will be published by newsletters.

## **Team Placement**

One of the most time consuming and sometime controversial tasks of the clubs is placing players into teams. The following are general rules in regards placement in teams:

Players may currently play up to two years above their own age group, as long as by doing so they will not mean a correct age group player would be disadvantaged and they have the strength, ability and maturity to handle the older competition. *Players wanting to play up out of their age group requires approval from the clubs football committee.*

Girls below 10 normal rules apply. Ten and over they have the option where teams are available (sufficient numbers of players) to play in Girls only teams or in mixed teams. Again this is subject to no male player being disadvantaged by such a decision.

We have the ability where real reasons exist to play players down 1 year only. Note this is the choice of the club not the family. Also no dispensated player can play in a Premier Grade Teams or division 1 teams. *AFF approval required.*

Player's choices must be done at registration or before placement in teams. Note such choices are guidelines only for the club and the club reserves the right to place players in such teams, which benefit the club as a whole.

With non-graded teams (5<sup>th</sup> –8<sup>th</sup> Grade) this means allocating players in the following order:

Playing with friends  
Geographical location (aids with transport and training)  
Space permits

It is therefore important when registering advise us if there are any special considerations in the placement of your child/ren

Graded Competition Teams (9<sup>th</sup> grade up). All players are graded into teams and there are no closed teams at these ages. Players will be placed on ability. See however choices for female players.

How and who is responsible for team placements are as follows:

5 – 8<sup>th</sup> Grades - Registrations Person/ junior co-ordinator  
9<sup>th</sup> grade up - Convenors

Team muster days for all age groups will be on the club website and given out if requested on registrations.

Players who register after teams have been named will be placed into teams according to vacancies. These placements will be done by the Registration person.

Once placed into a team a player may not play in another team without permission of his/her own coach. Normal playing rules apply in regards age groups and divisions.

## **Grading**

Grading is the process of placing players into teams according to their ability. This results in as much as possible for players to be playing with and against players of similar ability. This enhances the competition, provides greater competition and therefore greater enjoyment for both participants and spectators alike.

This will result in increased skills and abilities by all players at all levels thereby raising the standard of the game within the country.

Players electing to trial in more than one age group must inform their convenors of this choice and keep them informed of developments. A decision as to what age/gender group will be required a week before grading closes to ensure that all convenors/selectors are aware of options.

## **Convenors**

The current method being used by the club in grading is convening. Each age group has a convenor appointed (see contacts). This person may have more than one age group. Under this person they may have deputies or not, under them will be coaches or other independent persons. It should be noted that like most other club appointments these persons are volunteers who get either nothing or very little for their time.

The week after registration begins all players in these age groups will start grading during grading players will be graded as per

Actual ability – what is observed during each days training

Future ability – what players may achieve with training

Past ability - what players have actually achieved in the past

Player Position – rank players according to positions

Convenors and their assistants have been tasked with the job of grading players by whatever method possible. Use of both exercise to test players current individual ball skills, team skills and positional skills and games to rank players in ability and positions. These lists will then be used to place players into teams. In addition to these lists Coaches wishes will be taken into consideration for team placement.

The final decisions in regards to team placements rests with the Football Committee and appeals from players, parents/caregivers, coaches and or convenors are to be made to the coaching co-ordinator. Where practicable a meeting of interested parties shall be held to aid resolution. When appealing or dealing with appeals the following should be considered:

The good of the club

The good of the team

The good of the player in that order

Skill and suitability is a matter of opinion and peoples' opinions may differ especially on the last few players of teams.

The one exception to the above is that players may ask not to be placed into the top team due to special rules that apply to those teams (top teams). Players will not be placed into top teams against their wishes.

Once placed into teams there may still be players who are promoted or in rare cases demoted. Such promotions or demotions must be done via the Football committee according to the Coaches handbook.

## **Top Teams**

As already mentioned the Club normally (subject to availability of resources) grades teams from the 9<sup>th</sup> Grade up. Teams in recent years have been up to and including the 12<sup>th</sup> grade names rather than colours this is due partially due to the number of teams involved and secondly to help in

fostering team spirit. Also for non-graded teams it takes away the top team bottom team connotation.

The Top Teams because they represent the better skilled players of the club have a number of special rules. In regards to practices, effort required, playing time selection and the fact that players can opt not to play for a top team. These teams will also attract slightly increased resources from the club when available. To qualify for these rules the team must be playing in the Premier (Metropolitan) or Division One leagues of a competition.

Practices - Normally two per week, some extra training may be requested

Playing Time – Only guaranteed ½ a game per week

Players on registration or within two weeks of the first muster day must indicate if they do not wish to be in a blue team. Naturally if players wish to perform at their best then they will all normally wish to belong in the top team even as the 12<sup>th</sup>, 13<sup>th</sup> or even the 14<sup>th</sup> player rather than the best player in a lower team.

## **Club Representative Teams**

In the lower non-graded age groups (normally 5<sup>th</sup> – 8<sup>th</sup> Grades) the club has made provision subject to a volunteer coach coming forward to have club Representative Teams to go away on tournaments. These are normally played on a Sunday at various locations around the greater Auckland Area. The club may pay some entry fees to the tournaments depending on cash flow. Teams will be selected from volunteer trials that will be announced via notices and the web site.

Graded teams already have the top players from each age group in them and are therefore already the clubs top side. In some instances, where the club pays all or part of the entry fee, the club will require player trials and coach selection process to be put into place. Current examples of this are:

9<sup>th</sup> Grade Nationals  
U19s Napier

Notwithstanding the above any team at any age may go away to an age group tournament subject to:

Advising the club

Players who do not want to go are not forced

Normal ethic rules are observed

They are self-funded.

## **Representative or Player Development Programmes**

Representative programmes fall into two categories

AFF sponsored  
Non AFF sponsored

AFF sponsored programmes run from 12 Grade (Weir Rosebowl) and age group Player development programmes or representative programmes. The dates of these vary from year to year. These programmes come at a cost, which is met by parents – request for assistance can be forwarded to the club.

Non AFF sponsored programmes are run by either clubs or other organisations – some have entry criteria others are pay as you go type programmes normally 1 term at a time. All these programmes are the responsibility of the parent to fund. The club will not fund these programmes

The club accepts no responsibility for any issues with such programmes even those run at any of the club grounds, Papakura Academy excluded. Any issues should be raised with the persons running the programme.

With the exception of the academy which is run by our club, you should avoid programmes which clash with team training as non attendance at team training may affect playing time.

Attendance at AFF sponsored is by selection only. Selection is done by team coaches on ability displayed either at grading or as the season progresses. The amount of time given for nominations is normally quite small. Only financial players will be nominated.

Nominations are normally limited to the top players in the clubs top teams. The number of players nominated will depend on the strength of the team and the division in which the team plays. (for example if the top 14<sup>th</sup> grade side was playing division 2 football, then obviously there would not be too many players who could expect to make selection or the team should be playing higher). Second team coaches will be made aware of nominations but before putting a person forward he needs to satisfy the requirement that the player being nominated is as good as the top 5 players in the first team. Requests for nominations will not be sent to third teams or lower in any age group. Exception to this rule is Girls, Girls playing mixed football in second teams may be nominated by the coach as numbers are lower in this area. Parents of girls playing mixed football who are interested in representative trials should advise their coach and the Girls convenor to ensure they are considered.

Your coach should have discussed that nominations are open. The coach should have approached the parents of children to ensure that they are happy with their child being nominated. Parents who feel their child should be considered are to discuss this with the coach, if the coach disagrees then this decision may be appealed to the age group Convenor then Football Committee then Executive, whose decision is final.

In some age group, trials may be held to limit numbers nominated. Players will be advised of this trial and unless there are extenuating circumstances persons who do not attend the trials will not be considered.

Normally nominations are for each age group, the exception to this is 12<sup>th</sup> Grade Weir Rose Bowl for which 11<sup>th</sup> Grade players may also be nominated, these players should be of exceptional ability, where numbers require it a trial will be held.

## **Team Photos**

Team photos are done each June normally in the second week over Monday to Wednesday with teams allocated certain times, these will be advised in May. The purchase of photos is optional however money for photos should be given to your team manager prior to the day. Photos are taken by an outside company and is done for parents any contractual arrangement is between parents and the selected company, while every endeavour is made to ensure that the photographer is reliable, the club cannot accept any liability for quality of photos.

Parents or caregivers who do not pay beforehand may contact the photo company at anytime and individually order their photo.

## **Player of the Day awards**

Where sponsorship allows player of the day awards are given to certain teams in the form of vouchers. We urge that parents use all of these vouchers as they do mean continued sponsorship to the sport.

These vouchers are not to be saved up and used as a team outing and must be used by the players.

Rules for giving out are outlined in the coach's handbook and are subject to a degree to individual coaches rules. However in short, Non-Competition teams the vouchers should be shared amongst players. For Competition teams they should be given to deserving players but not necessarily the best player in the team. Coaches and Parents should discuss award criteria at the start of the season.

Actual awards will be advised closer to the start of the season and does depend on sponsorship deals there is no guarantee they will continue or given out in any particular year.

Some coaches will also have there own which may be in the form of a trophy or treats. Note again the rules should be advised by the coach at the start of the season. But should be done each week not selected weeks. If in doubt or any issues talk to the coach. This can be expensive so talk to you're coach about assistance with costs.

## **Prize Giving Awards**

At the end of each year the club holds prize-giving. Certificates are given to all registered and financial players. If your child is not registered or financial then they will not get a certificate. See the committee prior to prize giving to rectify the situation.

For non-competition grades the certificate is the only thing awarded. We do not give cups or any other individual awards to this age group.

For Competition grades in addition to the certificates there are two other awards given, Player of the Year and Most Improved Player. Again the Coach should advise Parents and Players of the Criteria for the first award. He or she may wish to discuss this with parents or not. The second award is again in the opinion of the coach he or she may wish to consult with parents.

No other awards are to be given at prize giving to players. All teams and players are expected to attend.

Not withstanding the above, competition teams who win their leagues, will be presented with medals if they arrive from the Federation in time.

There is nothing to stop teams giving gifts to coaches and managers at prize giving if they so wish.

There is also nothing to stop teams having there own prize-giving in addition to the clubs one.

The Format for the day will be announced prior to prize giving.