

# HEATHCOTE WARATAH FOOTBALL CLUB INCORPORATED

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## MASTER RULES

### 1. HWFC GRADING AND PLAYER PLACEMENT POLICY

a) Key Principles and Objectives

The object of the Heathcote Waratah Football Club (HWFC) is to foster and develop Soccer in the Heathcote District, with a specific aim of promoting good citizenship and sportsmanship. This objective is considered above all else. With this in mind, the Club will attempt to accommodate as many players as possible wishing to play Soccer within the Club.

It is a fundamental principle of the HWFC that individual players will be brought together into teams that are appropriate for each player's age and skill level. The HWFC Committee will appoint a Grading Committee to determine the most appropriate team for each player to play in. Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

b) Team Sizes

The minimum team size will be that number defined by the rules of the Sutherland Shire Football Association (SSFA) as the minimum necessary to field a team in an age group or division. The following number of players is deemed appropriate for each age group and defines the ideal minimum and maximum number of players that will be put into any team :

Under 6 & Under 7	7 players (4 on the field)
Under 8 & Under 9	11 players (7 on the field)
Under 10 & Under 11	13 players (9 on the field)
Under 12 & Above	13 to 16 players (11 on the field)
All Age, Senior Men & Senior Women	15 to 18 players (11 on the field)

Where there is more than one team in any particular age group, each team will be made up of the same number of players, where possible. If the total number of players in a particular age group makes it necessary to have one more player in one or more teams, the extra player(s) will be placed in the lower grade team(s). This provides more flexibility if players are required to play in a higher grade during the season (as higher grade players U12 and up cannot play in a lower grade).

The Grading Committee can however exercise discretion to vary the maximum number where appropriate reasons exist for a higher number to be accepted into a team. Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

c) Team Gradings

Grading Day/s will be set at the discretion of the Grading Committee. Players in all age groups from Under 6 to Under 18 are required to attend the nominated grading day/s. Players not attending grading day/s shall be graded in a team at the Grading Committee's discretion. Players from Under 21, All Age, Senior Men and Senior Women teams will only be required to attend grading day/s where the teams have requested the Club to conduct grading. Every player registering with HWFC will be assessed individually according to this HWFC Grading and Player Placement Policy.

On the grading day/s players will be split up into teams on the following basis :

i) Under 6 & Under 7

Players will be placed in teams within their peer groups, friends or school colleagues within their age group. Some mixing of teams will occur so as to encourage a players social skills. Limited consideration only will be given to a player's skill level.

ii) Under 8 to Under 18

Players will be graded on their individual abilities. For details of the Grading process see the Player Grading explanation below.

iii) Under 21, All Age, Senior Men and Senior Women

As a general rule Under 21, All Age, Senior Men and Senior Women teams will not be graded on their individual abilities, unless requested by the team/s. Where grading will be required it will follow the basis documented in Under 8 to Under 18 above.

Generally, players that played in the previous year with HWFC will be placed in the same team. However, the final team selection and team grading will be determined by the Grading Committee. Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

The Junior Registrar will co-ordinate this process for all Under 18 teams and the Senior Registrar will co-ordinate this process for all others. All enquiries from players seeking to join HWFC must be referred to the respective Junior and Senior Registrars. This is to ensure that all registered players are placed into a team. Players or teams in these age groups may approach the Junior and/or Senior Registrar to change teams and/or players from the previous year. The Registrar will then seek guidance from the Grading Committee on whether the requested changes will be sanctioned. Should the Grading Committee not be able to resolve the issues the request is to be referred to the Executive Committee.

The matters that will be considered in determining which team players will be placed in are :

- The division of the team and the abilities of the relevant player(s);
- The team that the relevant player(s) were in last year;
- The team that the relevant player(s) request to be placed in.

d) Player Grading

The Grading Committee – will be appointed by the HWFC Committee. The Grading Committee will be made up of at least three (3) people, of which one (1) will be designated as the Grading Co-ordinator, who will grade players in each age group. The Grading Co-ordinator, where possible should be someone independent of all Junior teams in the Club. The Grading Co-ordinator and Grading Committee members must hold current recognised coaching qualifications, or where this is not possible, preferably be a player or coach of longstanding experience.

The members of the Grading Committee will be independent of the side being graded, where possible. This may mean that some members stand down from the grading process for an individual team where they have an involvement with that side. The Grading Committee will grade players on their performance at grading day(s) and they will review the assessments of the previous Coach and Manager of the players being graded. Where the Grading Committee deems two (2) or more players to be of equal ability and it is necessary to split these players between teams, preference will be given on the following basis :

- Firstly players attending grading days; and
- Secondly, players who played in the higher grade in the previous year.

At the conclusion of the grading process teams will be formed by the Grading Committee. Players will be advised by the nominated Coach/Manager of the team they are selected in.

Appeal – any appeal against the grading of a player is to be referred firstly to the Grading Committee. If unable to be resolved, the appeal is to be referred in writing to the Executive Committee. Any decision of the Executive Committee is final.

e) Players Wishing to Play in a Lower Grade

Players may request to play in a grade lower than the grade determined by the Grading Committee. This request should be made to the Grading Committee prior to the first grading session. Any request will be assessed at the discretion of the Grading Committee.

Should a dispute arise that cannot be resolved by the Grading Committee then it shall be referred to the HWFC Executive Committee for a decision.

f) Players Wishing to Play in Higher Age Groups

Players wishing to play in an age group that is above their proper age group will only be permitted to do so if :

- They notify the Club;
- They have the necessary skills and physical attributes;
- They have the agreement of their parents and the Coach of the higher age side;
- They played in the higher side the previous year; or
- It assists the Club in forming teams with an appropriate number of players in each age group, without exceeding the targeted number of players (as set out above).

If the Club requires players to play in a higher age group, volunteers will be sought. If there are too many volunteers, preference will be given firstly, to players who have previously played in the higher age group, secondly, based on an individual player's skill level, physical appropriateness and year at school.

g) Late Registrations

Registrations submitted after the last advertised registration day, will only be accepted if it does not cause the number of players registered in that age group to exceed the targeted number of players (as set out above). Where late registrations are received after the last grading day the player will be placed in a team at the discretion of the Grading Committee.

h) Too Many Players in One Age Group

If the number of players that are registered in any particular age group causes a team size to exceed the targeted number of players for that age group a request will be made for volunteers to play in a higher age group. Where numbers continue to exceed the targeted team size one team will be formed in the age group based on the best graded players from the grading day/s. All efforts will then be made to move players up to the age group above or up from the age group below so that all team sizes fall within the targeted team sizes. Players who move to a new age group will attend grading day/s and be graded in the new age group.

Where it is still not possible to create teams for that age group within the targeted team size, registrations will be declined in the following order :

- Firstly registrations received after the last advertised registration date; then
- Secondly players with registration fees that have not been paid by the final grading day (and at the discretion of the Executive Committee in the event of financial hardship); then
- Thirdly based on the number of successive years that each player has played with the HWFC. Players who have played with the Club the shortest time will have their registration declined first.

Should there continue to be too many players, the decision on whose registration will be declined will be made by the Executive Committee.

i) Insufficient Players in One Age Group

Where there are insufficient player numbers within an age group to make up a team or teams with the appropriate number of players (as set out above under "Team Sizes"), the Club will make every effort to attract surplus players from neighbouring Clubs so team numbers will be sufficient for players to play within their age group. Failing this, players will be offered the opportunity to play in a team in the age group above that which they should play, so long as the numbers do not go over the Club team number policy. However, if this is not possible all fees paid will be refunded prior to the first game of the season.

j) Team Grading

Following the completion of the grading day/s the Grading Committee and Junior and Senior Registrars shall discuss the appropriate grade for each selected team, for submission to the SSFA.

k) Disputes

Where a dispute arises that cannot be resolved by the Grading Committee it shall be referred to the HWFC Executive Committee for decision. The decision of the HWFC Executive Committee in these instances shall be final.

## **2. SOCIAL & TRIAL GAMES**

Any team wishing to play in games other than the SSFA competition games must obtain the approval of the HWFC Management Committee and the SSFA.

## **3. SUBSTITUTES**

- a) Except in extreme circumstances, any player who plays a game or games in a team higher than their age group must first obtain the consent of their Coach. Players younger than sixteen (16) years of age must also have their parents' consent.
- b) Coaches must ensure that substitution of players is done in accordance with the rules of this Club and in particular with the rules of the SSFA.

#### 4. UNIFORMS AND EQUIPMENT

- a) The Club playing strip shall be that registered with and approved by the SSFA.
- b) All teams will be issued with :
  - A set of Club shirts, including the goalkeeper's shirt;
  - One (1) match ball and at least two (2) training balls;
  - Gloves for goalkeepers when requested.

#### 5. TROPHIES AND AWARDS

- a) Jackets
  - i) A Club jacket complete with embroidery will be presented to players of a team winning the Premiership. The Club will pay fifty percent (50%) of the cost of a Club jacket plus embroidery and the parent/player will pay fifty percent (50%) of the cost of the jacket. Subsequent wins over the next two (2) years will entitle the player to further Premiership embroidery only.
  - ii) Players of teams winning the Minor Premiership receive an award from the SSFA.
  - iii) Players must have played two thirds of the competition games to be eligible for Club jackets and/or embroidery. Players who, because of injury sustained during training or competition games, and have not played the required number of games may be considered eligible.
  - iv) Non-playing Coaches and Managers of the team shall be regarded as "players" for the purpose of Rule Five (5) Section a).

- b) Players Trophies

Trophies where appropriate will be awarded to all registered players U16. Trophies will be inscribed with the players name, team and year of competition.

- c) Club Awards

Three (3) Club Awards will be made to each team. These awards will take the form of additional, appropriate inscriptions on the Players Trophy and will be known as :

### 1) **Player of the Year Award**

At the completion of each game, a maximum of six (6) points shall be awarded to the players of each team. The points may be awarded in any of the following ways :

1 at 3 and 1 at 2 and 1 at 1; or  
1 at 3 and 3 at 1; or  
2 at 3; or  
3 at 2; or  
2 at 2 and 2 at 1; or  
1 at 2 and 4 at 1; or  
6 at 1

A total in each case of six (6) points awarded. Note that the maximum to any one (1) player is three (3) points.

Each week, these points are to be recorded in the appropriate column on the Club Score Sheet opposite the player's name.

The player gaining the most points during the playing season will be eligible for this award.

In the event of a tie, the following shall apply :

- Player with points in most games, if still a tie,
- Player with the most 3's, if still a tie
- Player with the most 2's, if still a tie,
- Player with the least games played.

### 2) **Encouragement Award**

The player who, in the agreed opinion of the Coach and Manager of the team has shown the most enthusiasm and commitment to his/her team at training and on match days, one to watch for next season.

At the request of either the Coach or Manager, the Management Committee will adjudicate on any dispute and this decision will be final.

### 3) **Most Improved Player Award**

The player who, in the agreed opinion of the Coach and Manager of the team has shown the most improvement in willingness, sportsmanship, teamwork and playing ability during the season, will be eligible for this award.

At the request of either the Coach or Manager, the Management Committee will adjudicate on any dispute and this decision will be final.

#### 4) **Players Player Award**

For under eighteen (18) and above teams the Most Improved Award will become the Players Player Award to be determined by the players of that team at the conclusion of the final competition round. Nominations are to be on the official Club Notification Form.

#### d) Perpetual Trophies

##### **Senior Club Champion Trophy (Arthur Haddon)**

Will be awarded to the team that finishes the season with the most competition points. In the event of a tie, the team with the best goal average shall be awarded the trophy (not applicable to Mini-Roo teams).

##### **Most Outstanding Team Trophy (Len Walsh)**

Will be awarded to the team that wins the most Association Awards.

##### **Most Improved Team Trophy (Keith Rogers)**

Will be awarded to the team that has the best ratio of points between the first round (9 games) and the second round (18 games), as per the Association rules. Goal average will be used to separate tied teams (not applicable to Mini-Roo teams).

##### **Mini Roo Champion Trophy (Joe Greenwell)**

Will be awarded to the Mini Roo team gaining the most win, lose or draw points during a season. Goal average will be used to separate tied teams.

##### **The Richards Memorial Trophy (Neil, Glen and Craig Richards)**

Will be awarded to the Junior Team that finishes with the best goal difference. In the event of a tie, the team scoring the most goals, and if still tied, the team playing in the highest grade will be awarded the trophy.

##### **The Robert Tickner Trophy**

An encouragement award, to be awarded to one (1) player in the Mini-Roos division nominated by the Coach and Manager and selected by the Management Committee.

##### **Jim Taplin Memorial Trophy**

An encouragement award, to be awarded to one (1) player in the Junior Division nominated by the Coach and Manager and selected by the Management Committee.

##### **Joe Greenwell Memorial Trophy**

Will be awarded to the Under 21 Division player gaining the most Player of the Year points during the season.



**Most Improved Senior Player (Davis Family)**

Will be awarded to an All Age, Senior Men's or Senior Women's Player, as selected by the Management Committee.

**The Cec and Robin Partland Trophy**

To be awarded to the Premier League (or equivalent grade) player nominated by the Coach and Manager and selected by the Management Committee.

**Kelvin Smith Memorial Trophy**

To be awarded to an All Age, Senior Men's or Senior Women's player receiving the most Player of the Year points.

**Chris Roger's Elder Statesperson Award**

To be awarded to the oldest registered player in the Club, who has played more than 50% of the current season. This trophy can only be won once by any individual.

**The Tony Greenwell Memorial Trophy**

To be awarded to the Senior Women's player gaining the most Player of the Year points during the Season in the highest finishing Senior Women's Team.

**Robert Tickner Senior Coach Trophy**

To be awarded to the Coach of the Senior Team (Sunday) that finishes the season with the most competition points. In the event of more than one (1) finishing the season on the same points, the following procedure shall determine one (1) winner :

- The team with the most wins;
- The team with the least number of losses;
- The team with the largest number of consecutive wins.

**Kathie Gay Junior Coach Trophy**

Will be awarded to the Coach of the Junior Team (Saturday) that finishes the season with the most Competition Points. In the event of more than one (1) team finishing the season on the same points, the following shall determine one (1) winner :

- The team with the most wins;
- The team with the least number of losses;
- The team with the largest number of consecutive wins.

**Dave Markey Memorial Trophy**

To be awarded to the Club-Person of the Year. Nominations to be called from Club members. All nominations to be considered by the Committee for merit and those nominations considered suitable to be passed on to the Markey family to select a recipient.

f) Service Awards

Subject to the discretion of the Management Committee, an appropriate award will be made to each Club Member (player or non-player) on the completion of ten (10) years continuous service to the Club and every five (5) additional years' continuous service to the Club.

Where a player, who has signed to play with the Club, is unable to play by virtue of the fact that there is no age appropriate team for them to play with, their Continuity of Service shall be suspended pending a return to the Club at the first opportunity that an age appropriate team is available in future years. On such return, their service shall be deemed to recommence as if unbroken. The time spent playing with the alternate club shall not be included in their years of service.

Representative players – where a player is selected to play in a representative team their continuity of service shall continue, provided they return to play with the Club at the first opportunity should they cease playing representative football. Their time spent playing representative football shall be included in their years of service.

g) Twenty Year Player Award

Subject to the discretion of the Management Committee, an appropriate award will be made to each player who registers and plays with the Club for twenty (20) consecutive years. Such an award will be known as the "Twenty Year Player Award" and will be of a design approved by the Management Committee.

**NOMINATION - FOR ALL AWARDS**

Nomination for all awards detailed in Rule Five (5) shall be received by the Management Committee whose decision on :

- Whether any or all awards shall be made; or
- Whether a team or member shall receive an award;

will be final and no protest accepted.

**6. ELIGIBILITY TO PLAY**

- a) To be eligible to play, registration fees are to be paid in full by the time that the Registration file is submitted to the Association.

The only exceptions shall be :

- At the agreement of the Registrar and Treasurer, payment may be extended to be made, in full, prior to the first Competition game.

- In the event of financial hardship, at the agreement of the Registrar and Treasurer extended payment terms may be provided to allow payment throughout the season. In such circumstances a payment plan should be documented. Full payment must be received by the final round of normal competition.

b) For U6 to U16 Teams inclusive :

If any player is stood down for two full (2) consecutive games by the Executive Committee, it is considered that a dispute exists. At the request of the Player or Player's Parent(s), the Coach, the Manager or the Management Committee all parties will meet before the Club's Executive Committee for adjudication.

## **7. COACHES AND MANAGERS**

a) Nominations will be accepted before the start of each playing season.

If insufficient Coaches or Managers are nominated by this day, further nominations will be called for by the Management Committee.

- b) Coaches will be appointed according to experience and/or ability. The appointment of Coaches and Managers will be made by the Management Committee.
- c) Any query or dispute concerning the selection or grading of Coaches or Managers will be handled by the "Tribunal Sub-Committee".
- d) The conduct of the Coaches and Managers is to be of an exemplary nature with regards to actions and speech. It is expected that the conduct and behaviour of Coaches and Managers will set an example to players and promote a friendly and social atmosphere with other Clubs.
- e) Any coach or manager successfully completing a Coaching Course approved by the Club shall have their fees reimbursed on application to the Management Committee.
- f) The following notes are included in the Rules as a guide for Coaches and Managers. Whilst these responsibilities are shown separately, it is expected that the Coach and Manager will work in harmony and be prepared to assist one another when required.
- g) Teams will have a minimum of one (1) Coach and one (1) Manager who must be recognised by the Club. It is recommended that it should not be the same person, where possible. Where more than one (1) Coach and/or Manager is appointed one (1) person is to be nominated as the main contact point for the Club.
- h) All coaches and managers must be registered members of the club.

MANAGER to ensure that :

- i) Players are advised of the time and place of the game.
- ii) Player's equipment, particularly boot studs, Club shirts and match ball are in good order.
- iii) All players of the Team are under control and that their conduct is of the highest standard
- iv) All injuries are reported to the Club Secretary within twenty four (24) hours of occurrence
- v) No player uses Club Equipment other than during a game or training or as directed.

COACH to ensure that :

- i) Coaching and training is carried out where possible to meet the team's requirements.
- ii) The team is under control during these training sessions, and that no training is carried out on any area allocated to another sport. In addition the Coach must ensure that no training is carried out on any Council Ground while that ground is closed.
- iii) The responsibility for the positioning of players in a team rests solely with the Coach. This rule is subject to Club Policy from time to time as advised.
- iv) The association match cards at the playing fields are to be filled out correctly.
- v) The club score sheet is filled in correctly.
- vi) Up to and including U16 teams, that every player in the team plays an equal number of games. In semi-finals, final and grand finals the Coach will field the strongest available. (See also Rule 3 – Substitutes and Rule 5 – Eligibility to Play).

## **8. GROUND CONTROL**

A roster will be prepared by the Management Committee, of teams to perform Ground Control duties as set down in the SSFA. Where possible, the Committee will roster Mini-Roo Teams to perform their Ground Control duties in combination with another team.

As well as arranging to staff and manage the canteen on that day, each team rostered for Ground Control will also be responsible for :

- a) Corner flags must be placed at each corner of the fields and half way flags to be placed one (1) metre from the sidelines.
- b) Arrange for at least three (3) persons to be on duty and wearing the official "ground control" vests at all times during the day.
- c) Arrange for at least two (2) persons to be on duty in the Canteen and two (2) persons to man the BBQ.
- d) No persons to be permitted to barrack for any team from any position close to and behind either goal line.

- e) Ensure that each team fills out the Association Match Card in accordance with the SSFA rules.
- f) Appoint referees to games if no official referee arrives prior to ten (10) minutes before the scheduled start of the game. Record the name of such "Ground Appointed" referees on the Match Card to enable payment to be made. In such cases the Ground Controller must enter "Ground Appointed" in the appropriate place on the Association Match Card.
- g) At the completion of the day's games return all ground equipment to the store. Ensure that the area is clean and that all garbage bins are returned to the cage.
- h) Ensure that the canteen, changing rooms and toilets are locked and cleaned.

## **9. MEETINGS**

- a) Monthly Management Meetings of the Club will be held eleven (11) times a year, each month except December.
- b) Right to Speak :
  - i) Except by leave of the meeting, only financial members have the right to speak at meetings.
  - ii) No member shall speak twice to the same motion, except with the permission of the Chairperson, provided that any member having previously spoken on the original motion shall be entitled to speak once on each amendment and the mover of the original question shall have the right of final reply, and by speaking close the debate.
  - iii) No member shall speak upon any motion or amendment for a period longer than five (5) minutes without leave of the meeting;
  - iv) Any dispute regarding meeting procedure will be settled by the Chairperson.

## **10. VOTING**

Only registered or Committee and Life Members shall be entitled to vote, move or second motions.

## **11. REPORTS**

Reports of all Sub-committees and Delegates shall be submitted to the Management Committee in writing.

## **12. FINANCE**

- a) All funds and accounts of the Club shall be operated on the signatures of any two (2) of the seven (7) members of the Executive Committee, at least one of whom shall be Treasurer, Secretary or President.
- b) All financial matters will be brought before the Finance Committee before being presented to the Management Committee or the members at a General Meeting of the Club.
- c) A petty cash advance of an amount to be determined from time to time, by the Management Committee, will be made to the Secretary to cover small amounts. A petty cash book is to be used to record expenditure.
- d) Honoraries – On the agreement of the General Committee the Club may provide reimbursement of an agreed reasonable sum for duties performed on behalf of the Club. For this clause, agreement is to be 90%

## **13. DUTIES OF OFFICE BEARERS**

### **a) REGISTRAR**

The Registrar, who shall be a member of the Management Committee, shall :

- i) Record all registrations of the Club and comply with the current regulations of the SSFA;
- ii) Collect all monies in connection with the registration and membership, and without due delay, hand such monies to the Club Treasurer for banking;
- iii) Compile and maintain a register of players and financial members including recipients of the “service award” and “twenty year player award”;
- iv) Ensure that each member completes a Club Registration and/or Membership Form;
- v) Report to the Management Committee and should include any irregularities with regard to registrations.

### **b) ASSISTANT SECRETARY**

A member of the Management Committee will be delegated to act as Assistant Secretary when such a position becomes necessary. The duties of the Assistant Secretary will include the recording and writing up of proceedings at all meetings of the Club, and to assist the Secretary in every way.

### **c) PUBLICITY OFFICER**

The publicity officer, where possible shall be a member of the Management Committee, and shall be responsible for publicising all functions of the Club on the website, Facebook and to all Coaches & Managers.

d) **POINT SCORE RECORDER**

The point score recorder shall be responsible for compiling and maintaining :

- i) A record of all points awarded for trophies;
- ii) A record of Club results of individual teams and obtain a copy of the Association Result Sheet for checking. Any anomalies will be reported to the Management Committee;
- iii) Report to the Management Committee on players that have played three (3) games in higher graded teams than their listed team.

e) **EQUIPMENT OFFICER**

The Equipment Officer shall keep a record of all Club property and bring to the notice of the Management Committee, the necessity for any replacements or repairs of any such property. He shall obtain a signature from a responsible person for any Club property and/or equipment issued. At the conclusion of each playing season, the Equipment Officer will present a written report to the Management Committee on the condition of the Club's equipment.

f) **527 DELEGATES**

One (1) member of the Management Committee shall be appointed as 527 Delegates. They will represent the Club at all meetings of the 527 Management Committee, and shall have the power to speak on behalf of the Club at such meetings. They shall report the proceedings of all 527 Committee Meetings to the Management Committee of the Club.

## **15. SSFA RULES**

For the purpose of Rule 5 (Five) Mini-Roo, Junior, Amateur League, Premier League, All Age, Senior Men & Senior Women shall be determined by the SSFA Rules.

## **16. ALTERATIONS TO RULES**

An Executive Meeting to be held annually to amend and update the Master Rules.

## **17. DISTRIBUTION OF RULES**

The Rules of the Club, will be placed on the HWFC Web site so they can be printed in full and be available to all Members of the Club.

## **18. LIFE MEMBERSHIP**

The Executive Committee may recommend to the Annual General Meeting that any person who has provided distinguished service to the Club or football, be appointed as a Life Member.

For Life Membership to be eligible to be considered by the Executive Committee for recommendation to the AGM, the Member must have:

- Ten (10) consecutive years active service within the Club; or
- A player and/or active service for thirty (30) years; or
- Exceptional active service, at the discretion of the Executive Committee.

Life Members shall enjoy all privileges of a Full Member, including full voting rights, with free entry for them and their partners to all functions organised by the Club, and shall be presented with a Club jacket.