



## NWSWF Coaches & Managers Guidelines 2016

### 1. Early or late games-ground set-up.

If you are the first game of the day, it is the responsibility of **BOTH** teams to dress 1 half of the field, this means nets have to be put up, and corner flags put in. If you are the last game (and this is not always the 3pm game- check the draw please) each team must bring in the gear from 1 half of the field. If you are playing away from Morrison Bay or Meadowbank, the HOME team (that is the team first on the draw) is responsible for picking up the gear from Morrison Bay or Meadowbank. This means the nets and 4 corner posts. If you are the last game, it is again the responsibility of the HOME team to bring the gear back to Morrison Bay or Meadowbank. Please get the gear back ASAP, as it all has to be checked. If not returned before 5pm, you will be fined.

Clubs hosting games will arrange for gear to be supplied & to be put up, so you don't have to worry. Please check the ground dressing procedures in the library on the website if unsure.

### 2. Team Sheets

Protocol for NWSWF team sheets:

The registrar will allocate each NWSWF team a unique 'log on' code.

With this code each manager will generate their own team sheets each week

Directions as to this upload will be sent separately to each coach and manager in March

Team selections must be uploaded before 8pm the Thursday preceding the Sunday match

If the opposition (home or away) has not uploaded their players, please still upload MDFC players

If you are the home team, print the team sheet (regardless of whether the opposition has uploaded players) and take it to the match

Teams can borrow from lower division teams and these players with full name, FFA number and registered team **MUST** be put on the team sheet

Fines apply if ANY part of this information is missing and it is on a pro rata basis

Teams can only borrow a player for FIVE matches (the SIXTH and they are automatically moved up to that team)

If a player is borrowed and does not take the field, draw a line through all the player's information

Each manager will be provided an envelope to give the match official

Fines apply if a match official reports no envelope was provided

All competitive teams must have SEVEN of their own team players to commence the match

The HOME team is responsible for team sheets. The sheets can be pre printed from your web page access. The home team prints the team sheet for both teams, so both teams will appear on the team sheet. The away team must enter the players playing on the Sunday on the Thursday prior. Do not wait till the day of your game to print the team sheet, make sure you do so in advance, so if there are any problems you can fix before game day. Also if you are "borrowing" a player from another team, that must be annotated on the team sheet. You cannot borrow more than 4 players from another team for a game. All borrowed/upgraded players must be hand written onto the team sheet. **Do not move them into your team on Sporting Pulse if you don't intend for them to stay there. Remember, a maximum of 16 players only on a team sheet, more than this will result in a forfeit.**

If a player in the team is not playing a particular game, then please cross her name off the team sheet.

Make sure you give the team sheet to the opposition manager in time for them to make any changes before the game is due to start. Be aware of the Regulations to assist you.

Once it has been filled in, give it the referee with a referees envelope. Referee envelopes are available from the club delegate.

At the end of the game, check the scores are correct, and sign the Team sheet.

Referees are to post in the team sheet or hand it in at the canteen, it is NOT your responsibility, where there is no referee, take the team sheet to the canteen if you are at Morrison or Meadowbank, if not at these grounds then mail team sheet to NWSWF, PO BOX 422, Cherrybrook NSW 2126.

### 3. ID team sheets /cards

All teams will be issued with an ID sheet in 2014.

If a team has no ID sheet, the team will sign on, the game will be played “under protest”, and the registrar will ensure that the signatures match the registration signatures.

This procedure will be valid for the whole of 2014.

If you lose an ID sheet, there will be a charge for a replacement.

**Managers are to check the opposition ID sheet prior to the start of the game.** They are also allowed to check at ½ time. An official of the Association can check them at any time.

Coaches and managers will be issued with ID cards and these are to be visible at all games.

### 4. Sideline Behaviour

All teams must have 1 sideline official who is responsible for the team & spectator behaviour.

Coaches and managers must stand in the technical area, which is approximately 1.5 metres either side of the half way line. **Coaches and managers do not walk up and down the sideline.**

Zero tolerance for coach/manager/spectators displaying poor behaviour, please ensure everyone involved with your team practice good sideline behaviour as the penalties will be harsh.

### 5. Referees

Occasionally referees do not turn up. If there is no referee 5 minutes before your game starts, you must arrange someone to referee ½ of the game. The other team is to provide a referee for the other ½. It is recommended that you carry a whistle for these occasions.

In this case the team sheets are to be returned either to Morrison Bay, Meadowbank, or be posted to PO BOX 422, Cherrybrook 2126. Please note that no referee attended on back of sheet.

On the Association website, in the “Library” there is a link to the Rules of the Game.

Referee assistants, side line help. The referee has total control of the game. Unless an assistant is appointed, teams are to supply an assistant to adjudicate on the ball being in or out of play only. They do not call **off sides** or advise the referee.

### 5. Wet Weather.

Council controls the ground closures usually. Ring **Council's Wet Weather Line 9952-8244** after 3pm Friday afternoon to check the fields are open. Occasionally if the weather is very wet on the Sunday, the Association may call off the games, you will be notified. Just because it is raining does not mean the games are off. Even if GHFA calls off their games, our games may still go ahead, if the grounds are open, we will advise club delegates and the web page will be updated with latest status.

### 6. Coaches & Managers Handbook

On the Association website, in the “Library” there is a handbook, with more information, codes of conduct, forms you may need, contact lists. Play by the rules is a fantastic resource for coaches and managers. Please download this information and keep a copy handy to have with you at the games. Coaches – make sure you are well aware of play by the rules.

### 7. Strip

The AWAY side (2<sup>nd</sup> team on the draw) changes their strip if there is a clash. In the library under handbook, there is a list of strip clashes, please ensure you are aware when your team has a clash.

### 8. Regulations, Constitution and P&D.

Our regulations, constitution and a folder containing all information regarding Protests and Disputes is available on the NWSWF website under the library. More information is also available on the Macquarie Dragons website under Resources. Please make yourself aware of all three areas.

## **9. Venues**

A full list of our venues/grounds is available on the website.

## **10. Incidents/Accidents**

If there is an incident or an accident at your game that you need to report to the association, please fill in an incident report. Found in the library on our website under forms. All accident insurance forms are also on the website under More Menus, then Insurance. All accident claims, must include an incident report. These are to be emailed to [nswsf@bigpond.com](mailto:nswsf@bigpond.com)

## **11. Fines**

Please check the regulations for the list of fines applicable to teams/clubs.

## **12. Small Sided Games (SSG)**

A team sheet is still required each week and must contain the Player FFA# and Player name. There are no Photo ID team sheets for SSG Teams. Team leaders or managers should sign the team sheet at the end of each game, without recording a score. Team leaders or managers should then hand the team sheet in at the canteen at Morrison Bay or Meadowbank. If at West Epping, team sheet is to be posted in or handed in next time game is at Morrison Bay or Meadowbank. For U11 games, an envelope should be given to the referee at the start of the game and the referee will hand in the sheet at a canteen or post it in.

**Finally, play fair, respect others and enjoy the season.**