



COACHES & MANAGERS HANDBOOK

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CLUB CONTACT INFO

Club President	Dave Johnson	president@papakuracityfc.org.nz
Club Secretary	Cheryl Derrick	admin@papakuracityfc.org.nz
Club Treasurer	Adrian Kinsler	treasurer@papakuracityfc.org.nz
Technical Director (Skills Centres / Player Development)	Matt Bouma	matthew.bouma93@gmail.com
Girls & Women's Lead	Natalie Yakas	junior-youth-girls@papakuracityfc.org.nz
Groundsman (fields / goals / nets)	Damon Campbell	grounds@papakuracityfc.org.nz
Facilities (clubrooms / change rooms)	Bob Van Bellen	facilities@papakuracityfc.org.nz
Gear Manager (shirts / training equipment - not goals/nets)	Tim Bodger	gear@papakuracityfc.org.nz
Social Media & Futsal	Josh Greet	media@papakuracityfc.org.nz
Hospitality (bar / kitchen / tuckshop / venue hire)	Letchia Hanson	hospitality@papakuracityfc.org.nz

ABOUT JUNIOR FOOTBALL



THE WINTER SEASON

Season starts Saturday 27th April. There are no games on 1st June or 13th July (subject to change by NRF).

For the full NRF 2024 Junior Season Calendar click [HERE](#)

Where to find the draws...

<https://www.nrf.org.nz/Competitions-1/Junior-Football-U9U12/South-Auckland-Junior-Fixtures>

Under the above link you can find your team in the age groups from the drop down menu.

Draws will be confirmed by NRF by 5pm on Friday night but it is important to check on Saturday morning as well for any late changes, especially if it has been wet during the week. You need to find and check your own fixtures, this is part of the team manager role.



TRAVEL

Players will mainly travel around South Auckland and Franklin areas, some competitions, mainly the girls competitions will include central Auckland teams.

The field location in the fixtures on the NRF website is a clickable link that will take you to Google Maps, this will show you where the park is however like us, every club has a field layout posted somewhere on their website (there are links on the Opposition Clubs page of this document)... Google it... and make sure you know where you are playing.



GAME TIMES

Game times - Game times vary from 8.30am - 11am depending on the fields. If you start late then you can't finish late if there is another team waiting to go on. Divide the remaining time left at the time of kick off in 2 including 5 minutes for ½ time and ensure you finish no later than you were originally scheduled to.



INCIDENTS

If you have a serious incident at a game (abuse, physical or verbal) then you must gather as much information as you can (club, field, team name, player name and a detailed description of the incident) this will assist if you wish to file an incident report.

An [Incident Report Form](#) (clickable link) needs to be filled out which will go to the Disciplinary Panel for review and action. Face to face discussions are preferred by the Panel. This can be found on the club website under Contact.



PLAYING / TRAINING GEAR

REQUIRED GEAR

- Boots (no metal sprigs)
- Shinpads (compulsory for game days)
- Royal / Bold Blue Football Shorts
- Royal / Bold Blue Football Socks (must cover shinpads)

Gear can be purchased from our **TeamSports club shop**, sports stores like Rebel Sport, The Warehouse & Kmart stock some shinpads and boots. A small amount of stock will be held at the clubrooms, please contact admin@papakuracityfc.org.nz for availability.

TRAININGS

- Players can wear what they are comfortable to train in
- Do NOT wear the blue and white striped playing shirt to training sessions
- Shinpads are strongly recommended for training sessions
- Boots not sneakers should be worn for training

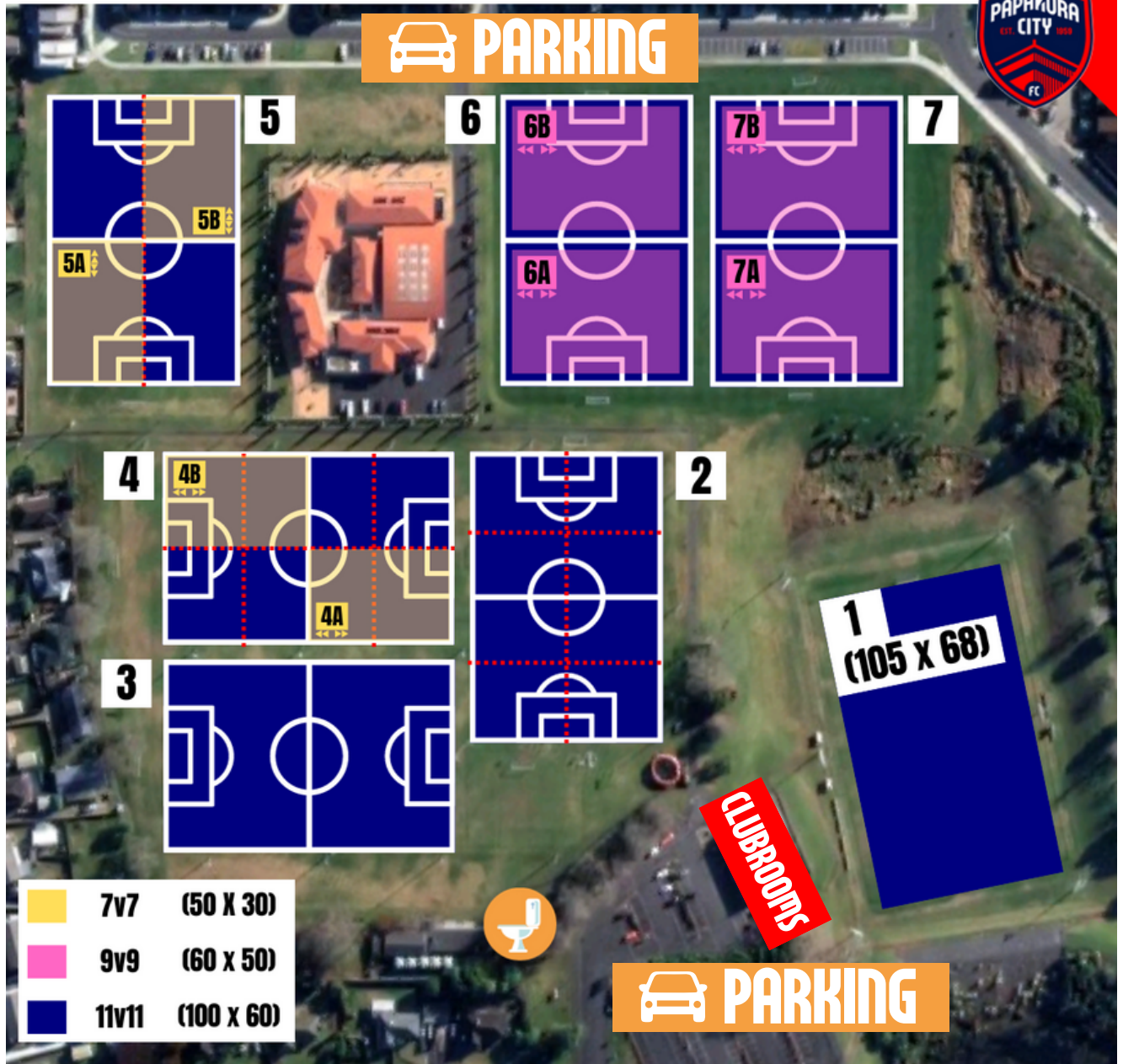
GAME DAY

- Uniform for game day is blue & white striped playing shirt, royal / bold blue socks and shorts, shinpads (compulsory) and boots (no metal sprigs).
- Goalies should wear a coloured bib OR goalie shirt if your team was given one (these were very limited this year).
- Any changes to shirt sizes needed please contact Tim the gear manager on gear@papakuracityfc.org.nz. Do not expect him to change shirts on Saturdays, this needs to be sorted on a training night.
- **The playing shirts are not to be worn to trainings, games only** and please look after them. No dripping tomato sauce or similar down the front as it does stain. Please look after the shirt provided to you for the season. Loss or damage to the playing shirts may be invoiced.



MCLENNAN PARK FIELD MAP

FIELD MAP MCLENNAN PARK, PAPA KURA



Carparking - for training nights the parking nearest the clubrooms is best. On game days parking on Te Apirangi Road can be used for closer access to fields 5,6 & 7.

Club Official Carparks - Please don't park or wait in the club official car parks for your children during training. These are a "perk" for our club officials that volunteer many hours to run the club. If you'd like to use these carparks get in contact about volunteering!


Carpark Safety - please ensure your children aren't running through the carpark to get to training or back from training. It is a very busy space at these times. Younger players should be taken to and from their training sessions.



GOOD SPORTS

Papakura City FC is a Good Sports club. Good Sports® is all about creating positive sporting experiences for children and young people. The Good Sports Spine has the key elements about what it is all about, the full guide is available on request.

GOOD SPORTS®



“Hey coach, here are 5 simple tips to help me have a great season”.

- 1 Keep it FUN
- 2 Keep it SAFE & SUPPORTIVE
- 3 Reward MY EFFORT & IMPROVEMENT
- 4 Let ME PLAY
- 5 Remember, ALL OF US MATTER



facebook.com/GoodSportsNZ



GAME RULES

U9 - U12

PG 1

U9s / U10s

Format: 7 v 7 (with GKs)

Game length: 2 x 25min halves

U11s / U12s

Format: 9 v 9 (with GKs)

Game length: 2 x 27.5min halves

Goal Keepers

- Each team has a Goalkeeper (GK)
- To restart play after a save or gathering the ball with their hands, the ball must be thrown or rolled from the hands or played from the ground with their feet.
- **The goalkeeper is not allowed to kick or drop kick the ball directly from their hands.**

When the GK has the ball in their hands or taking a goal kick: the opposition team must drop behind the retreating line until an attacking player has received the ball or the ball is played over the retreating line.

Start & re-start of play

- Game starts with a kick to a teammate from the middle of the halfway line.
- Opposition must be 5m away from the ball at this time.
- In order to score a goal from kick-off it must touch someone else on the field before entering the goal.
- When a goal is scored, play is restarted at the halfway line by the team who conceded the goal.

Ball crossing side-line (out of play)

- Thrown in to play from behind the side-line.
- Player should face the field of play with both feet behind or on the side-line and should use both hands to deliver the ball from over their head.
- The thrower cannot touch the ball until it has touched another player.
- A goal cannot be scored directly from a throw in.



GAME RULES

U9 - U12 PG 2

Ball crossing goal-line (out of play)

- Corner kick awarded if last touched by defending team.
- A goal kick is awarded if last touched by attacking team.
- Defending players must drop back behind the retreating line when the GK has the ball.
- The opposition may advance over the retreating line once another player (other than the GK) has touched the ball; or the ball is advanced over the retreating line by the GK.

Scoring Goals

- Goal is scored when the whole ball crosses the line. • Where cones/poles are used, the height of the goal should be of the tallest player.

Offside

U9 & U10: Yes - Retreating Line (info on following page)

U11 & U12: Yes - Halfway.

Fouls & Free Kicks

- Indirect free kick awarded if any deliberate handball or excessive physicality or other misconduct occurs.
- Deliberate handball or serious misconduct in the penalty area results in penalty kick 8m from goal, with GK in position.
- When any player is taking a Free Kick inside their retreating line: the opposition team must drop behind the retreating line until an attacking player has received the ball or the ball is played over the retreating line.

Gameday Challenge Point - Coaches & Managers

What to do if the game becomes lopsided; and is no longer at the appropriate challenge point for both teams; here are some ideas:

- Bring on an additional player (i.e., 8v7; 10v9).
- In-Game Player Challenge: Multiple passes (10 or more) before taking a shot on goal.
- Dominant team to remove a player.
- Swap players with the opposition if appropriate.



The Retreating Line Rule



McDonald's Mini Football (U9 & U10)



- Pitches are always marked with the Retreating Lines as 30%-40%-30% of all pitch sizes.
- This line can ideally be marked using spot markers across the pitch – but could be marked on the side-lines with high poles or high cones.
- In U9 & U10 7v7 formats, the Retreating Line is used for offside.
- The attacking player is **ON-SIDE** when they are positioned before the defending teams retreating line, at the moment they are being passing the ball; even if they are beyond the last defenders at the moment the ball is passed to them from one of their teammates.



McDonald's Mini Football (U11 & U12)

The Offside Rule

- The attacking player is offside when, at the moment they are being passed the ball, they are positioned in the opponent's half and is the closer player to the opponent's goal line than the last defender.
- The attacking player is offside when considered to be 'in play' - either attempting to play the ball or interfering with the GK from an offside position.





SUBSTITUTIONS

- There is an app called Sub-Time that helps plan and track subs and playing time for players so that you can track (and prove to anyone if necessary!) that over the course of a few games that players have had equal or close to game time.
- You should aim for players to have equal game time, your manager can help keep track of that.
- It is suggested that subbing at the half-way mark for each half (approx 12 minutes) and swapping all the subs at the same time. Then same again at half-time and then again at the half-way mark of the 2nd half. OR rotating players every 5 - 6 minutes.
- Goalies should only have 1/2 game in goal each time and get some time on the field in the half they are out of goal.
- Players should be rotating positions including goalie. They should try at least ½ a game once but don't force a player to go in again if it distresses them.
- Instantly remove players from the field who are either agitated or acting in such a manner as to discredit the team or the club (i.e. consistent foul play or any foul or abusive language).



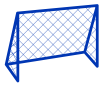
COMMUNICATE WITH YOUR TEAM

Coaches - if you can't make a training, please arrange another parent within the team to fill in. Even if it's just a game between the kids it's better than having to cancel.

Managers - the club will communicate all general information to you for you to pass onto the parents. Other information to share with the team in your role can be:

- Game times and locations ([LINK](#)) for where information can be found.
- Changes to games
- Cancellation of trainings due to weather / field closure
- Oranges roster (if that is something your team does - not a requirement!)





HOME GAMES

- Home games are played at McLennan Park.
- The first team on the field (usually, but not always the 9am or 10am game) needs to get the nets and set up their fields.
- The nets and corner posts will be out by the fields in blue bins.
- A field map is attached for McLennan Park field layout.
- Parents could help put up the nets at home games while the coach takes the team for a warm-up and stretches.
- If there is no team waiting for the field after you then you need to pack down the field (nets and corner posts) and return the blue net bin to the marked area close to the clubrooms. **Do not walk away and leave nets up. If in doubt take the nets down.**
- Provide a (parent / supporter - not coach!) linesman, if required.
- Provide a (parent / supporter - not coach!) ref for at least half the game.



AWAY GAMES

- The PCFC coach or manager should make contact at field with the opposition coach so they know you're there and have the right field.
- Ask about refs (each team should ref half the game each),
- Provide a (parent / supporter - not coach!) linesman, if required.
- If the PCFC playing strip is too close visually (clashes are noted on the opposition club / field info page), then you either play with shirts inside out or wear bibs.



GAME TIMES

- Kick-off times vary from 8.30am - 11am depending on the fields.
- **If you start late then you can't finish late** if there is another team waiting to go on. Divide the remaining time left at the time of kick off in 2 including 5 minutes for ½ time and ensure you finish no later than you were originally scheduled to.
- Arrange for your players to arrive at least 30 - 40mins before kick-off time. Let them know in your pre-game communication what time you want players to arrive, if someone is running late start the warm-up and/or game without them.



COACHES & MANAGERS INFO

PG 3



HIGH / UNEVEN SCORELINES

- If there are scores that are very high either way, let us know and we will put a request to NRF to move the team if possible. NRF have implemented the Junior Game Day Challenge Point philosophy (more detail at the end of this document): What to do if the game becomes lopsided; and is no longer at the appropriate challenge point for both teams; here are some ideas:
 - • Bring on an additional player (i.e., 8v7; 10v9).
 - • In-Game Player Challenge: Multiple passes (10 or more) before taking a shot on goal.
 - • Dominant team to remove a player.
 - • Swap players with the opposition if appropriate.



RESULTS

- Returning coaches if you have been already set up with Comet logins and know how to enter scores please do so. For all others please email scores to results@papakuracityfc.org.nz **by the end of Saturday.**



PLAYER OF THE DAY

- You should have Player of the Day (POD) Certificates and a Player of the Day trophy - if you haven't received yours please contact the club Secretary (admin@papakuracityfc.org.nz) and arrange to collect.
- The coach & manager should decide on the criteria for choosing the POD and let the parents and the players be aware of the criteria. They should be issued 1 per week throughout the season. If you decide to hand out lollies or similar to the POD then please be consistent.
- If parents and players are on board we encourage you to take a photo of the Player of the Day and share it with Josh our Media Manager (media@papakuracityfc.org.nz or by FB messenger to the club page) so we can share it on the club social media. Last names won't be used, only first names and team name.



OPPOSITION CLUB

Strip Colours and Field Locations

Beachlands Maraetai FC	White & Blue *bibs may be required	https://bmafc.co.nz/location/
Clevedon AFC	Yellow & Black	https://clevedonfc.co.nz/our-fields
Drury United FC	Green & Black (or Green & Yellow old strip)	https://druryfootball.co.nz/venues
Manukau City AFC	Black & White	378 Massey Road, Māngere East
Manurewa FC	Blue & Yellow *bibs may be required	War Memorial Field Layout
Onehunga Mangere FC	Red & White	https://www.omuafc.org.nz/Our-Club/Grounds-1
Otahuhu United FC	Green & Yellow	Seaside Park, Otahuhu
Papatoetoe AFC	Red & White	27 Chestnut Road, Papatoetoe, Manukau City
Papatoetoe United FC	Blue & Red *bibs may be required	Kolmar Sports Fields, Papatoetoe
Pukekohe AFC	Maroon	https://www.pukekoheafc.com/location-fields/
South Auckland Rangers	Orange & Black	Rongomai Park, East Tamaki
Tuakau FC	Green	Dr John Lightbody Reserve
Waiuku AFC	Blue *bibs may be required	Massey Park, Belgium Street Waiuku
PCFC Waiuku Pa Teams	Black/Green	Off Clarks Beach Road OR off Village Fields Road

CLUB CODE OF CONDUCT

This code of conduct sets out the expectations of all parents/guardians, players, coaches, volunteers, and club members of Papakura City Football Club (PCFC).

Football plays a vital role in encouraging physical, social, and emotional growth for children. It is therefore essential for parents, coaches, and officials to encourage their football players to embrace the values of good sportsmanship, discipline, and character development.

We expect everyone to meet the following requirements regarding their conduct during any activity held at, or on behalf of PCFC in any role they hold. This is a guide and is by no means an exhaustive list.

1. Respect the rights, dignity and worth of others including adopting practices that encourage greater diversity and inclusion across sport, be that in terms of gender, ethnicity, nationality, religion, sexual orientation, or disability. Recognise that diversity and inclusion mean that anyone should be encouraged and able to participate and enjoy sport without prejudice and in a welcoming, inclusive & safe environment.
2. Be fair, considerate, and honest in all dealings with others and be a positive role model.
3. Be professional in, and accept responsibility for, their actions.
4. Make a commitment to providing a welcoming & quality service.
5. Be aware of, and maintain an uncompromising adherence to the standards, rules, regulations, and policies of PCFC.
6. Do not use their involvement with PCFC or affiliated associations to promote their own beliefs, behaviours, or practices where these are inconsistent with those of PCFC.
7. Refrain from any behaviour that may bring PCFC into disrepute or jeopardise the reputation of the club.
8. Provide a safe environment for the conduct of the activity.
9. Show concern and caution towards others who may be sick or injured.
10. Understand the repercussions if they breach, or are aware of any breaches of, this code of behaviour.

