



Hibiscus Coast AFSC Club Handbook Winter 2022



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Welcome!

This handbook provides details for all grades from 5th Grade to Masters.

With our club-rooms based at the beautiful Stanmore Bay you won't get a better scenic location to play football. We are a community-based club relying on volunteers and community-based sponsors.

The club operates under Northern Regional Football (NRF) and under the umbrella of NZ Football (NZF). This handbook is provided to you as a one-stop reference for all things Hibiscus Coast Association Football & Sports Club (HBCAFSC).

I trust you and your child/ren will enjoy football at the club, that you will make good friends and from a child's perspective gain valuable life-skills for the future.

**Yours in Football,
Scott Beard
*president@hbcafc.org.nz***



The Club

Hibiscus Coast AFSC was first established in 1974 by Clarrie Morgan and others. The Clubrooms are located in Stanmore Bay adjacent to Stanmore Bay Park and by Stanmore Bay beach.

HBCAFSC operates under Northern Regional Football (NRF) following a merger of Auckland and Northern Football Federations at the beginning of 2022. The National governing body for Football is NZ Football (NZF). NZF is a member of the Fédération Internationale de Football Association (FIFA), an international governing body of association football, futsal, and beach soccer.

HBCAFSC is a not for profit organisation reliant on volunteers. It is an ever growing community which welcomes new members, players, coaches, referees and volunteers to enrich the club culture and to enjoy football.

The Club also runs Fun Football for children 4 - 8 years old and has a number of Senior teams both competitive and social. The Club's Men's 1st team play in NRFL Division 2 and the Women's 1st team plays in the NRF Championship league.



Clubrooms

Situated at 162 Stanmore Bay Rd, adjacent to Stanmore Bay Park. The Clubroom has a bar and kitchen.

Parents are welcome to come down with their children to watch the Senior Men's and Woman's teams play on Saturday or Sunday afternoons respectively.

To purchase alcohol from the bar you need to be over 18 years and a social member or be signed in by one. The Clubrooms are available for hire.

Contact: clubhire@hbcafc.org.nz



Our People

The Club is run by an Executive Committee. Junior Football is overseen by the Junior Committee which comprises of the Junior Club Captain, the Technical Director of Football, the Grade Coordinators and other volunteers. The Junior Club Captain also sits on the club's Executive Committee. All committee members are volunteers but have a dedication to football and the club.

The club employs a Technical Director of Football, General Manager and a part-time Club Administrator.

2022 Contacts:

Club President: Scott Beard president@hbcafc.org.nz

Vice President: Adrian Martin vpresident@hbcafc.org.nz

Men's Club Captain: David Grace menscapt@hbcafc.org.nz

Women's Club Captain: Angela Springer womenscapt@hbcafc.org.nz

Junior Club Captain: Robert Hodge jnrcapt@hbcafc.org.nz

General Manager: Josie Hart gm@hbcafc.org.nz

Technical Director of Football: Adam Dickinson adam@hbcafc.org.nz

Club Administrator: Brittany Carncross admin@hbcafc.org.nz

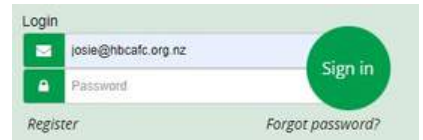
Secretary: Helen Graham-Shore secretary@hbcafc.org.nz

Please visit our website for a full list of Grade coordinators and other committee members - <https://hbcafc.org.nz/contact>

Registrations and Fees

Every player must be registered (whether 5th Grade or First Team) with NZ Football through My Comet to play for HBCAFC. Online registrations are open from January until the end of March. There is an Open Day at the Club for any queries regarding registrations.

Exact dates for the season are published on the Club website and Facebook page closer to the time. Late registrations can be accepted for some grades requiring more players. Information about fees and payment details are on the Club website. Please ensure fees are paid promptly as the club has a 'no pay, no play' policy. For more info go to <https://hbcafc.org.nz/register>



Communication

The club uses a number of platforms to communicate with our club members and community. Our website, email and Facebook are our main forms of communication. Please ensure you check our website regularly, follow us on social media and provide us with your correct email to keep up to date with the latest information.

Club Website: www.hbcafc.org.nz

Club Facebook: @HibiscusCoastAFC

Club Instagram: @hibiscuscoastafc

Club Newsletter: See the club's website to subscribe

Training Camps

Formally known as trials, training camps are held starting from 9th grade to senior football. These are usually held in Feb/March for those wishing to be considered for the top teams. Players get the best results if they attend all of the dates given. Dates and times are posted on the club website and Facebook page.

The Club is looking to hold training camps in Sept/Oct so teams are known and finalised before the start of the following season.

Team Allocation

Grade Coordinators will notify you of your (or your child's) team by email after registrations close at the end of March. This is a lengthy process and some grades take longer than others. Team selection is allocated based on training camp results, then any preference given by players and then locations. For any queries with your team allocation please contact your Grade Coordinator. A list of Grade coordinators can be found on our website.

All Girl Teams

We have all girl age group teams through most of the junior grades and they are entered into the 'Girls Leagues'. The first half of the season is a graded round based on last year's results. Teams can then be moved into different competitions to make games even. If your daughter would like to play in an all girls team please contact our girls coordinator:

Russell Bourhill girlscoordinator@hbcafc.org.nz

BBQ & Tuckshop

BBQ

A BBQ runs each Saturday morning from 8:30am–12pm at the clubrooms. It's run by Junior teams on the day and proceeds from the BBQ go toward paying for Festival fees, it is overseen by a Junior Committee volunteer.

Tuckshop

The club runs the tuckshop on Saturday mornings from 8.30am to 12pm. This is run by volunteers and is overseen by the Club Administrator.

Fields

All fields are owned and maintained by Auckland Council.

HBCAFC playing fields include the following:

Stanmore Bay Park, Gulf Harbour Recreation Reserve, Victor Eaves Park and Metro Park, Millwater.

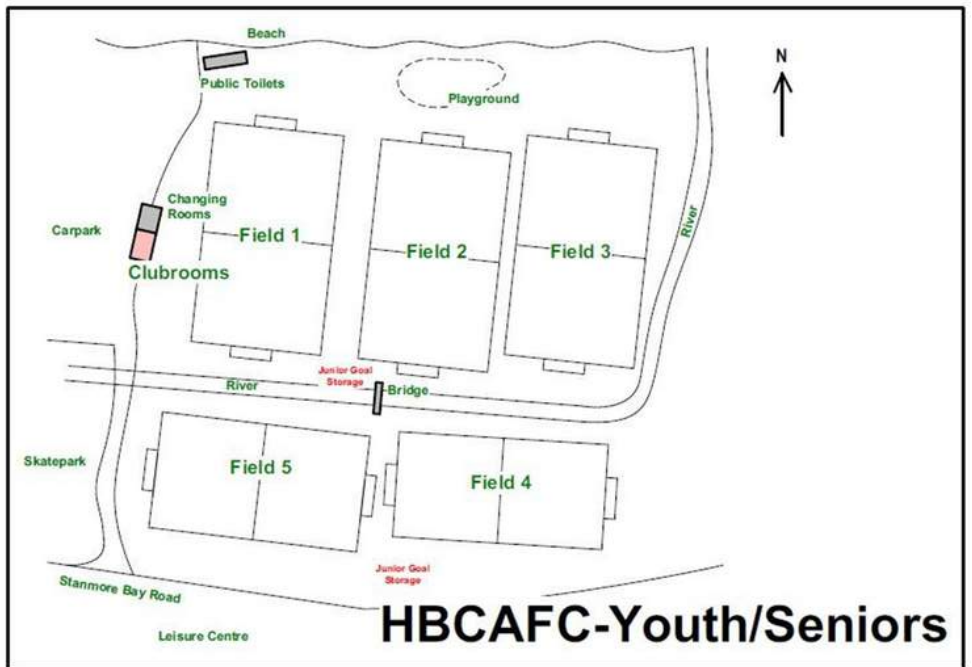
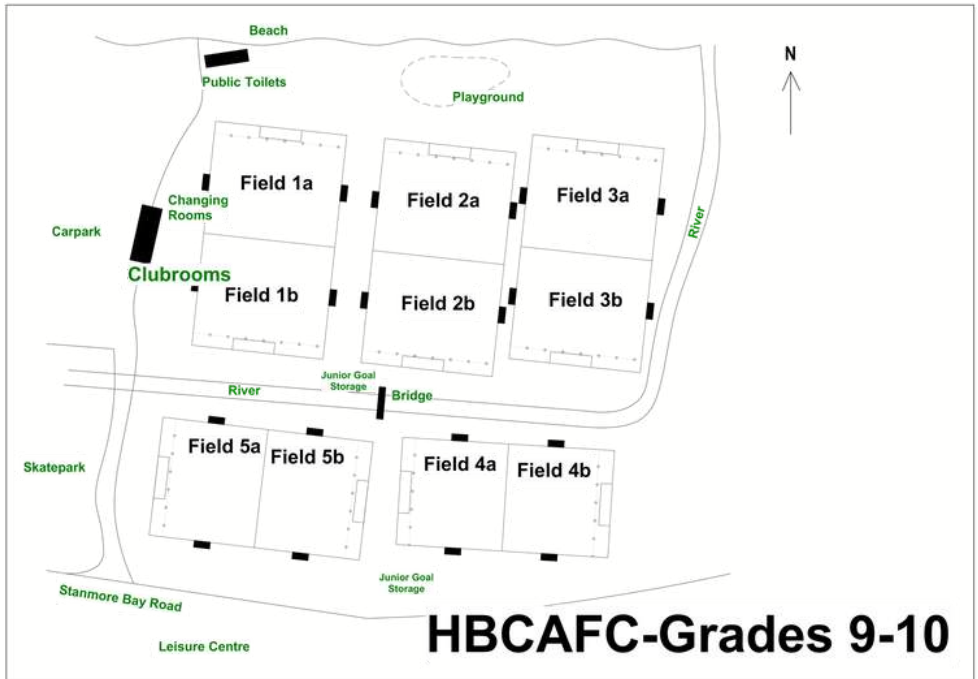
HBCAFC training only fields include:

Edith Hopper Park, Manly, Red Beach Reserve (aka Williams Bays) and Ashley Reserve, Long Bay.

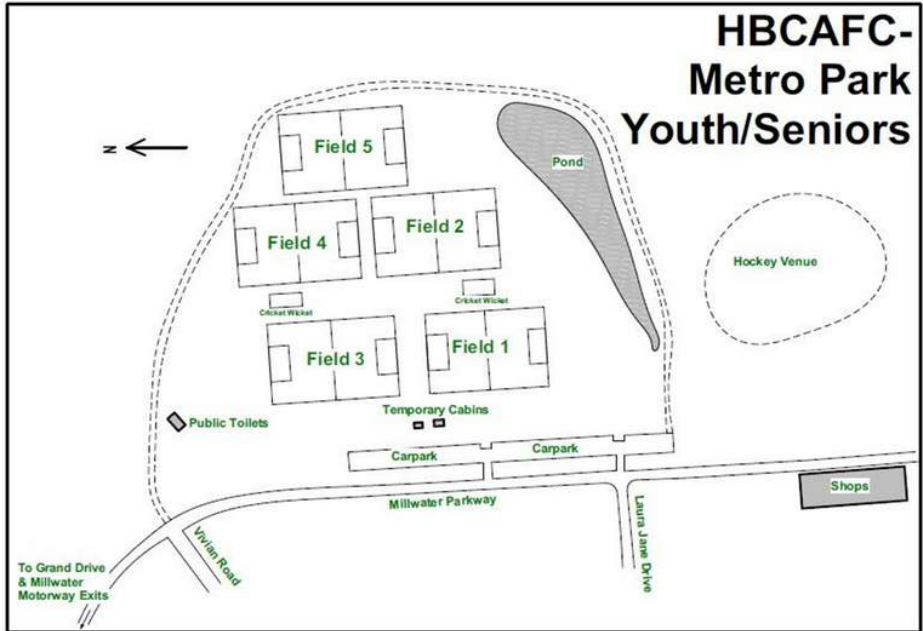
There is to be no straight line team warmups on the field, do them off the field. No intensive training in the goalboxes.

To contact the club about training/playing fields email:
fields@hbcafc.org.nz

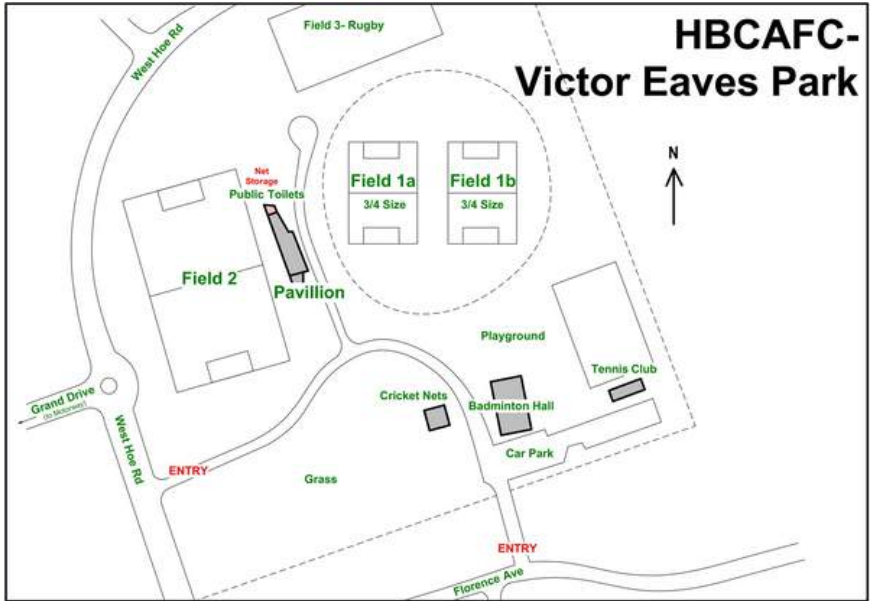
Stanmore Bay Park



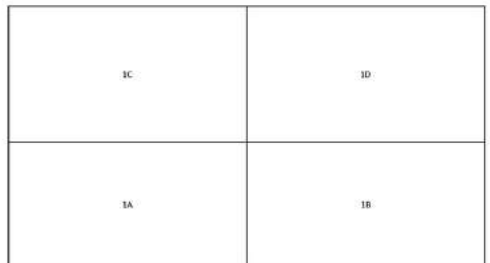
Metro Park, Millwater



Victor Eaves Park



Gulf Harbour Reserve



Gulf Harbour Drive

Coaches & Managers

Coaches

Team coaches are voluntary, usually parents. The club is always looking for coaches so please offer your services or assistance if you can. The club provides coaching material, and expertise in the form of mentoring and guidance from experienced coaches is always available. Some top age grade teams (if a good volunteer cannot be found) may require a paid club appointed coach. Typically there is a cost recovery for the coaches' time and expenses which each player is encouraged to contribute.

Managers

A manager is a really useful resource for each team. It is a supporting role for the coach which ensures things run smoothly throughout the season. Please offer assistance if the request is made in your child's team.

Referees

Please remember like the players and coaches the officials aren't always going to get it right, let's all show a bit of respect for a thankless job at times. Remember the RESPECT THE REFEREE campaign.

Comet

Comet is a comprehensive football management IT system that NZ Football, the club and NRF uses for player information and game results.

Season

Winter Football Season

Winter Football runs beginning April to the end August/early September. Actual dates are determined by NRF and made available as soon as the Club is notified. There are games played on the middle and last weekend of the school holidays. There will be no play over the Easter weekend and in the middle week of the April and July school holidays.

Summer Football Season

Summer Football is available for both Junior and Senior players with school based Junior Summer Footy running from October to December. Senior Summer Footy runs October to February with a break over the Christmas/New Year period. Actual dates are determined by the Club and posted on our website under Summer Football.

Cancellations

The Club works with Auckland Council to manage and limit damage through inclement weather. Cancellations will be posted on the club Facebook and emailed out to club members. Cancellations due to really inclement weather or where the Council has closed the grounds will be notified by 7pm at the latest on Friday nights. If weather is questionable the Club will review and any cancellations will be made by 7.30am on Saturday morning.

No cancellation notifications means games are on.

Fixtures

Games (Fixtures)

Junior teams play home and away on Saturday. The competitions is largely based in the North Harbour and West Auckland areas.

Top teams in the 13th -17th grades may be entered in the NRFL Divisions which play on a Sunday. Half way through the season NRF re-grades all competitions to ensure teams play against similar strength teams. This can cause a delay in fixtures being released about mid-way through the season.

All teams will have games up to the end of the season even if their competition has finished. These may be friendlies or NRF may organise a short competition to see through to the end of the season. Some teams may have games after the season to allow for cancellations or postponements that occurred during the competition.

NRF can only determine fixtures after results from the previous games are received. Some fixtures change last minute so NRF release these on Friday by 6pm. Your Team Manager/Coach will keep you posted on changes or you can check directly on the NRF website under competitions: www.nff.org.nz

JUNIOR & YOUTH PLAYING FORMAT

Detailed information about field size, ball size, playing times and kick off times etc can be found on the NRF website.

Playing Gear

For all grades players need to supply their own boots, socks, shorts and shin-pads. Shin-pads are compulsory and metal sprigs are not allowed. Team shirts are provided by the club. Team shirts need to be collected after the game and washed by an appointed parent so please make sure you have a spare shirt to wear home. Team shirts cannot be worn other than to play to reduce wear and tear.

Jewellery or anything that may cause injury to the player or another player will need to be removed prior to playing.

Players wear white Lotto shorts and white club socks. Lotto is the club's official brand. Gear can be purchased from the online shop. www.hbcafc.org.nz/shop

Each team Coach or Manager is given a Gear Bag with shirts, bibs, cones, Player of the Day trophy & certificates and a whistle. Other club apparel including our beanies, caps, scarfs, hoodies and jackets are available for purchase through the club.

All gear needs to be returned to the club at the end of the year

Away kits - Red Shirts

Some other Clubs also wear green shirts. If you are the away team playing these Clubs you will need to use an "away" kit. This is a set of red shirts that can be borrowed for the weekend. These can be collected from the Club and need to be washed and returned by Thursday the following week. Other Clubs that wear green shirts are Oratia, Greenhithe, Drury, Onehunga and of course other HBCAFC teams. our Club Administrator will notify you if you need an Away Kit.

Football Grades

Your child's grade is the age the child turns during the year. For example a 4 year old child turning 5 this year will be in 5th Grade. At the Club's sole discretion, and in exceptional circumstances, players may play up or down a grade.

In line with NZ Football the following refers to the different Grades:

First Kickers: 5-6th Grade

Fun Football: 7-8th Grade

Junior Football: 9-12th Grade

Youth Football: 13-17th Grade

Senior Football: Over 17 (although talented youth players can play in 1st and Reserve teams);

Masters Football: O35's and O45's.

First Kicks 5th & 6th Grade and Fun Football 7th & 8th Grade

5th-8th grade is played at Stanmore Bay Park on Saturday mornings and at Metro Park on Friday nights. All activities and games are played on small fields which need to be set up by parents. And all goals must be put back at the conclusion of your games. A field map is available at the Admin table to find out which field your team is on. Sessions are an hour and comprised of 3x 10 minute skills sessions and 3x 10 minutes games. Details are sent to Team Coaches mid week. We run a 7 and 8th Grade extra training on a wednesday afternoon for all the keen footballers who are wanting to get more time on the ball. You can register for this through our website.

9th & 10th Grade

Teams play 7 a side, 1/2 size field, size 4 ball, playing two 25 min games against the same opposition at the same park. Kick off is usually 10am. All FIFA rules apply with goal keepers. There is a retreating line used in this grade to encourage playing out from the back. Home games are played at Stanmore Bay Park, Gulf Harbour Reserve or Victor Eaves Park. You will be asked to assist with setting up or taking down the goals. Please check the fixtures board at the Clubrooms and allow time to do this.

There are no results or standings listed for either 9th and 10th grades to ensure the players enjoy the game without the pressure of knowing where they stand in the competition. The results do get recorded so that they end up in the right division after the grading rounds. The aim is to get good close games for everyone. The first half of the season is a graded round. Teams are then put into competitions of similar ability. Coaches will determine training days which could be once or twice a week.

All FIFA rules apply. Teams also have goalkeepers for the first time.

11th & 12th Grade

Teams play 9 a side, ¾ size field with a size 4 ball. Kick off 10am/11am or 12pm, playing a 55min game. All FIFA rules apply with goal keepers. There is a retreating line used in this grade to encourage playing out from the back.

Home games are held at our ¾ pitches at Victor Eaves Park and sometimes Stanmore Bay Park. If playing at Stanmore Bay Park you will be asked to assist with setting up or taking down the goals. Please check the fixtures board at the Clubrooms to know and allow time to do this. Results are entered and recorded for grading and published on the NRF website. The first half of the season is a graded round based on last year's results. Teams can then be moved into different competitions to make games even.

All FIFA rules apply. Teams also have goalkeepers.

13th - 17th Grade

Teams are 11 a side, full field, kick off after 11am. 13 grade play with Size 4 balls with 14th grade up play with size 5 balls. NRF games played on Saturdays and Conference League games played on Sundays. Home games are at Stanmore Bay Park and Metro Park.



Junior Festivals

GJ Gardner

13th Grade

9th Clarrie Morgan

12th Grade 11 a-side

U12 & U13 Weir Rosebowl

In September Hibiscus Coast holds its own 9th Grade Festival for boys and girls. This is named after one of the Founders of HBCAFC who was also the first Club President. The 9th grade A & B Teams will be entered into this competition as well as an 8th grade development team.

National Festivals & Tournaments

The 9th and 10th grade nationals are a three day Festival at Three Kings FC and Norwest FC in the first and middle weekend of the October school holidays. We look to put in a mixed and an all girls team into each of these events. In October (Labour Weekend) the Club sends a boys and girls 19th grade teams to the National Club tournament at Napier.



Seniors

Men's

The Men's 1st team play in NRFL Division 2 . Their home games always kick off at 3pm on Saturdays. The Men's Under 23's team play the curtain raiser at 12.30pm.

There are open grade senior men's teams with social teams also playing. There are a number of Over 35 years teams and social teams.

Women's

The Women's 1st Team play in the NRF Conference League. They play their home games at 1pm on Sundays, with the Reserve team playing the curtain raiser at 11am.

We have 2 Social woman's teams, one in Divison 2 and the other in Division 3.



Team Photos

Team Photos are held around June each year. Further information and costs will be sent to Team Managers closer to the time.

Club Prizegiving

Junior Prizegiving is usually held in September each year. The date is confirmed closer to the time once NRF competitions are complete. There are three sessions on the day starting with Fun Footballers. Senior Prize Giving is usually held at the Clubrooms mid September.

Discipline/Fairplay

The club expects all of its players and teams to play the game in a good competitive spirit. Bad sportsmanship, foul or abusive language, or ill-discipline will not be tolerated by the Club or the Federation. This includes spectators (mainly parents) who we ask to lead by example. The Club supports and enforces the Respect the Referee campaign.

Silent Sidelines

In line with the Club's playing and coaching philosophy, the Club is adopting NZ Footballs "Silent Sidelines" initiative. Silent Sidelines means: "let the game be the teacher". Coaches can give advice and instructions from the sideline before the game, during a break in play or at half time. Parents should encourage and applaud the players but not coach or instruct them. More information can be found on our website. <https://www.hbcafc.org.nz/policies-and-forms>

Sponsors

The Club is fortunate to have the support from some of our local businesses that sponsor the club. If you are involved in a business that would like to sponsor, please let us know.

We have a range of sponsorship options available and sponsors will be named in the Club newsletter, invited to Club functions, named on our website, etc. Please complete a form at registration or talk to us. We are always interested in sponsors, big or small and can let you know more.

Sponsors get benefits from Club members using their product/services, so before looking elsewhere, check out the Club sponsors first.

Please email president@hbcafc.org.nz or admin@hbcafc.org.nz for further details.

Volunteers/Fundraising

We are always looking for volunteers to help us out.
If you are interested please contact info@hbcafc.org.nz

If fundraising is your thing or you would like to get more involved, please get in touch and we can invite you to our next fundraising committee meeting.
info@hbcafc.org.nz

HBCAFC BUSINESS NETWORKING GROUP

The HBCAFC Business Network Group offers the opportunity to grow your business through a variety of different ways while supporting the club at the same time.

If you would like to find out more about the BNG please see our website: www.hbcafc.org.nz/hbcafc-business-group or send an email to rob@futureprooflife.co.nz.



Health & Safety

Key Hazards

- Carpark: Please supervise children at all times.
- Creek: Please supervise children at all times.
- Beach : Please supervise children at all times.
- Goalposts: NO SWINGING on goals. These can fall and cause injury.

First Aid

A First Aid Kit is kept in the Tuck Shop and Kitchen by the Bar. All Junior Gear Bags have First Aid kits. It is the teams responsibility to replenish these kits as needed and prior to returning to the Club at the end of the season.

AED

An AED is kept on the wall in the corridor behind the tuckshop.

REPORTING Incidents

Any incidents or near misses can be emailed to admin@hbcafc.org.nz. The Club has to notify Work Safe of any serious incidents, so if hospitalization is required the Club must be informed as soon as possible.

Our full Health & Safety Policy can be found on our Club Website:
<https://hbcafc.org.nz/club-policy-and-forms>

Complaints

If complaints/issues cannot be resolved through your Team Coach/Manager or Grade Coordinator, then a formal complaint can be made in writing and emailed to the Junior, Men's or Women's Club Captains. All complaints are taken seriously.

HBCAFC Code Of Conduct

This policy is to be read in conjunction with the FIFA Fair Play Rules.

The policy is formulated in order to deal with any acts of ill discipline both on and off the field that may occur whether by a team, players, coaches, parents or Club supporters. The code of conduct rules will apply. This policy also applies to teams or individuals of the Club who when representing the Club or attending a team function, bring the Club into disrepute. Breaches should be dealt with by the Executive Committee, or a disciplinary sub-committee.

The Disciplinary sub-committee should be made up of three members of the Executive Committee. If the matter relates to the Junior Section of the Club, at least one person on the committee should be from the Juniors. Similarly for a matter involving a Senior Club member, at least one Senior member of the Club should be on the committee.

Complaints of ill-discipline should be made to the Club in writing within five working days of the incident. Parents/guardians of children under 17 years may write in on behalf of their children. Adults may write in as individuals or as a group. Each group member must print and sign their name to any letter of complaint.

Breaches of discipline should be dealt with as soon as possible. The person or persons complained of should have the right to reply and to attend any disciplinary hearing and have their version of the event/s heard.

If the complaint is against another team or member of a team the complaint will be dealt with in accordance with Northern Football Federation policy ie HBC to try to sort the matter out with the other Club in the first instance. If unsuccessful, the matter to be referred to NRF.



Spectators Code Of Conduct

1. No verbal or physical abuse of players, referees, coaches, parents, spectators.
2. Respect Club equipment and Clubrooms.
3. Adherence to the Sale of Liquor Act laws as they apply to the Club. Eg no alcohol consumed while on sideline watching matches, etc.
4. Respect the abilities of all players.
5. No drunken and disorderly behaviour.
6. No criminal acts while at the Club or supporting an HBC team away from the Club.
7. No inappropriate physical/ sexual or racial harassment of any other person while at the Club or supporting an HBC team away from the Club.
8. If Club members, obey and respect decisions of Club officials.

Players Code Of Conduct

1. Learn and observe the existing Laws of the game.
2. Beat opponents by skill and not by unfair means.
3. Do not argue with the Referee or Assistant Referees.
4. Keep your self-control at all times and do not retaliate.
5. Avoid "over the top" celebration when your team scores a goal which can be interpreted by the referee as ungentlemanly conduct, and is a bookable offence.
6. Unless agreed to by the Executive Committee, individual players are responsible for payment of their fines.
7. Accept victory modestly and defeat graciously, remembering that your team and club will be judged by your behaviour. Remember to take part in the cheers or the handshake for your opponents and referee after the game.
8. Respect the Club building and equipment.
9. No turning up to training intoxicated
10. No drunken and disorderly behaviour.
11. Not to commit any criminal acts whilst at the Club or representing the Club.
12. No inappropriate physical/ sexual / racial harassment of any other player, supporter, coach etc.
13. Obey and respect decisions of Club officials.
14. Adhere to the Sale of Liquor Act as it applies to the Club E.g No alcohol in changing rooms.

Coaches Code Of Conduct

1. Know thoroughly the existing Laws of the Game.
2. Constructive coaching means giving your team positive creative encouragement.
3. Do not give verbal abuse to the Players, Referee or Assistant Referees.
4. Always remember you are representing your Club and your behaviour directly reflects this.
5. Encourage skill and enthusiasm and applaud the Sportsmanship of both teams. Tactics of intimidation only serve to destroy the skill and enjoyment of the game for all concerned.
6. Keep your self-control at all times and do not get into arguments with opposing coaches, players of spectators.
7. Win, lose or draw - appreciate the efforts of all the players and match officials.
8. No turning up to training/games intoxicated.
9. No drunken and disorderly behaviour.
10. No criminal acts at the Club or when representing the Club.
11. No inappropriate physical/ sexual or racial harassment while representing the Club.
12. In line with Child Protection issues, as a coach of a Junior and/or Fun Football team, have one parent present during training to protect both yourself and players from any allegations of inappropriate behaviour towards the players. No inappropriate messaging to players including through social media.
13. Obey and respect decisions of Club officials.
14. Obey and respect decisions of Club officials. Adhere to the Sale of Liquor Act as it applies to the Club E.g No alcohol in changing rooms.



Sponsors



Chris Triscott



Delivering Drinking Water to Your Home



Giltrap | North Shore



MCDONALDS WHANGAPARA OA



