



JUNIOR CLUB HANDBOOK 2018



UHCF JUNIOR CLUB IS PROUDLY SUPPORTED BY



Contacts

Contact your relevant age grade manager in the first instance. For all general queries contact our club captain.

The successful operation of the junior club relies on volunteers. The more people we have to help out, the more we can achieve each season. If you are interested in any of the roles below, or can help out for a specific project, let us know. These are the contacts of our junior club committee.

ROLE	NAME	MOBILE	EMAIL
Junior Club Captain	Tim Peirce	027 253 5862	tim@upperhuttcityfootball.org.nz
Junior Girls Rep	Kirsty Windelburn	021 890 066	kirsty@upperhuttcityfootball.org.nz
Director of Junior Coaching	Pedro Garcias	027 457 0770	pedro@upperhuttcityfootball.org.nz
Secretary / tournaments	TBC		
Turf junior bookings	Tim Peirce	027 253 5862	tim@upperhuttcityfootball.org.nz
Marketing & communications	James Lamb	027 266 9295	james@upperhuttcityfootball.org.nz
Equipment	Dean Groves	027 284 8877	dean.groves@nzdf.mil.nz
Coach & Referee Development / Registrations / Junior rep on Club Executive	Tony Grant	027 569 6802	tony@upperhuttcityfootball.org.nz
> First Kicks	James Lamb	027 266 9295	james@upperhuttcityfootball.org.nz
> 7th grade	TBC		
> 8th grade	Amy Sherborne	027 841 5813	amy@upperhuttcityfootball.org.nz
> 9th grade	Damien Gartner	027 707 8110	damienuhcf@gmail.com
> 10th grade	Rebecca Pickett	027 339 3511	rebecca@upperhuttcityfootball.org.nz
> 11th grade	Caroline Carey	021 022 96570	carolineuhcf@gmail.com
> 12th grade	Katrina Dynan Denise Hunter	021 234 0130 021 771 316	katrina_denise @upperhuttcityfootball.org.nz
> 13th grade	Rachael Hickson	021 055 3650	rachandko@yahoo.co.uk
> 14th grade	Joanne McIntosh	020 413 03052	joanne.mcintosh@mail.com
> Youth/U17	Tony Phipps	027 563 9860	U17s@upperhuttcityfootball.org.nz

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TARARUA SPORTS CLUB INC
UPPER HUTT CITY FOOTBALL

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Go orange in 2018!

Ready to be part of the mighty Upper Hutt City Football spirit, grow your football skills and challenge yourself to the next level? We're sure you are.

We want all our Junior players to develop while enjoying the team and club atmosphere and have opportunities to stretch further. Be proactive and get involved and make those opportunities come your way to grow and make yourself a better player and sportsperson. Our club has a strong and proud heritage and we've produced many talented players that have progressed to higher honours.

Let's continue to boost our coaching and refereeing qualifications, with support from Capital Football's range of courses and workshops – all there to sharpen your coaching tool set.

Thank you to our sponsors, coaches and managers for your continued support that helps make our club successful.

Can you help? Our awesome team of parent volunteers make our club tick! We all do a range of jobs from a small project for a couple of hours like a fundraiser or assembling goals through to coaching teams and promoting our club. Volunteering often means doing something small or just a one-off. Get involved. We know you've got skills our club can grow from and be successful for your player!

Here's to an enjoyable and successful season for you, your family and your club.

Let's go orange!

Our philosophy

Our role is to provide a positive, rewarding and first class learning environment, one that maximises potential, encourages a sense of belonging and a life-long passion for football.

We share and promote the vision and values of New Zealand Football and aim to deliver best practice in a challenging and professional setting.

We all do better in a club atmosphere that is enjoyable, inclusive and family orientated. We're proud to be enthusiastic, dedicated and committed to all our members, supporters and volunteers.

Through assisted discovery and a progressive development plan for all involved in the game, our aim is to develop talented and intelligent players with individual playing personalities and mental toughness to be competitive. We champion positive team ethics and respect is held in high regard, developing life skills on and off the field.

Four year plan to 2018

OUR VISION

Provide a competitive and rewarding environment, promoting fair play, self-confidence and good citizenship, to encourage more to enjoy the football experience.

OUR PURPOSE

Commitment to the promotion of football by offering challenging and educational programmes that offer training and competition in line with the ability and interest of the participants.

OUR VALUES

Instil understanding of relationship between effort and success and develop critical life skills	Promote respect for teammates, opponents, coaches, spectators and self	Provide opportunities for each player to develop and reach their full potential through technical, tactical, physiological and psychological development	Provide all members with a positive, memorable experience that instils and life-long passion for the game of football.
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STRATEGIC OUTCOMES

- Participation
- People management
- Facility management
- Quality business management
- Marketing & promotion
- Maintain financial viability
- Quality education & training
- Membership

2018 KEY PRIORITIES

Full committee participation	Partnerships and relationships	Financial performance and accountability	Continuous improvement	Greater coaching support across all teams
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HOW WE MEASURE SUCCESS

Equipment replacement	Player development and retention	Coach and referee development	Win back the Karori Cup
Achieve Quality Club Mark	Grants and fundraising	Volunteer recognition and retention	Youth football representatives in regional teams

Player opportunities

Whether you want to play socially with your friends or push yourself to our top club teams, regional teams and maybe national and international honours, you will find a positive and nurturing environment with a coaching team that loves football as much as you do.

We have one of the largest junior clubs in the Wellington region, with over 600 players from 4 to 17 years old playing for our club every weekend. From First Kicks for the pre-schoolers just starting out through to the premier league squads and U17s teams, there are countless opportunities for young boys & girls.

We follow the **Junior Framework developed by New Zealand Football** in its [Whole of Football](#) plan. This is specifically designed to ensure every child gets the most from their involvement in football and we strongly recommend that you take some time to read it. You can find additional information on Football Development on the Capital Football website at capitalfootball.org.nz.

We aim to get all players into a team that they are comfortable in so that they can enjoy and develop their football skills and enjoyment.

Growing teams

We look to our coaches to grow and develop all players in each team - with the guidance and support from Pedro Garcias our director of junior football being available to coaches on a one-on-one basis or via grade sessions.

UHCF All Star Academy

In addition to the regular team coaching, we offer an All Star Football Academy, run by junior director of coaching Pedro Garcias. This intensive programme is run twice per year and is highly recommended for those players, male and female, who want to push themselves to become even better footballers. It's perfect for those with ambitions to progress through the **Capital Football / New Zealand Football Talent Pathway**. Find out more about the All Stars Academy on the club website or contact Pedro on 027 457 0770, email pedro@upperhuttcityfootball.org.nz.

Trial for Football Talent Centre

The Federation Talent Centre (FTC) is the highest junior level within the New Zealand Football talent pathway for players from 12th Grade upwards. We have been fortunate over the years to have players from UHCF achieve places in this programme.

Trials for places in this programme are held twice a year (once in April and once in October) and this process is run by Capital Football.

Our club endorses the scheme and nominates players to trial each year from our premier league teams and girls grades based on recommendations from coaches, grade manager and the Director of Junior Football. There are only very limited places available on FTC.

School holiday programmes

Upper Hutt City Football also provides **school holiday programmes**. Details of these are published in the junior section of the club website, our club Facebook page and through grade groups on Facebook. These are the very popular and operated by Pedro Garcias our Director of Junior Football - a way to have fun and also work on some new skills.

Senior club games

Our juniors are also huge supporters of our senior players and help out as ball kids at selected senior games. Our junior players and their families are also very welcome at our own senior games. Our top men's and women's team both love to see our fellow members and supporters cheering them from the sidelines on game day. The noisier the better! Weekly senior fixtures are posted on the club website and also on the Capital Football website capitalfootball.org.nz

The Wellington Phoenix also invite us to participate in junior club marches, go free days, family festivals and will no doubt be in touch at the end of the season with their 2018/19 A-League promotion and specials for players.

→ more on football development: **Pedro Garcias** DETAILS ON INSIDE COVER

Girls football

Last winter season (2017), the club had 100+ active junior female players playing in either mixed (boys and girls) or girls' only teams.

We have a strong girls development ethos and continue to have several players from our club play at the regional and national level. We recognise the need to ensure that Girls in football are given special focus to ensure that their needs are not lost in the majority of boys playing the sport.

The NZ Football and Capital Football rules allow for female players can play down a year grade (and two year grades the year they turn 16) although we would encourage girls to “give it a go” in the age group based on their year of birth.

We also encourage our female players to take part in the Girls Only Summer Leagues (GOSL) and indoor futsal. The new format GOSL runs futsal at Walter Nash Centre in Taita from November to Christmas and after the New Year break girls only football at Memorial Park Turf in Petone.

Based on numbers and interest the club will run a programme of training specifically for girls because we know girls benefit from making connections with other female players. The club has a strong track record of bringing girls through the Junior ranks and into the womens team. We continue to work with the senior womens team and management to ensure our junior girls have mentors and role models they can aspire to be like.

Lorraine Bowring Scholarship (the “Lennie”)

We are delighted to offer the Lorraine Bowring Scholarship in recognition of our former Women's & Girls' Club Captain. Lorraine's unwavering dedication to our young female players helped set the standard for girls' football not only in our club, but throughout the Wellington region.

One scholarship of up to \$200 will be awarded to a promising female player at Junior Prizegiving each year, to assist with the costs of their continuing football development for the following season. Further details, including application process and award criteria will follow later in the year.

→ more on girls opportunities: **Kirsty Windelburn** DETAILS ON INSIDE COVER

Which team?

We aim to get all players into a team that they are comfortable in so that they can enjoy and develop their football skills and have fun.

Teams rely on volunteers for coaches and managers. If you're interested in these roles please let your grade manager know so they can factor this into the planning as teams are created.

There is also opportunity for players to be in more social teams - especially in the younger grades to play with friends or children from the same school if this is requested - again please let your grade manager know.

GRADE	AGE	TEAMS
First Kicks	Turning 5 or 6 this year or born in 2012 and 2013.	Players are mixed each week and play in mixed teams within the group.
7th + 8th grade	Turning 7 and 8 this year or born in 2010 and 2011.	Teams are commonly based around players from the same schools and/or area. Games are played within the grade. 'Festival' games with other clubs are usually every three weeks at other Hutt Valley football venues.
9th grade and up	Turning 9 or older this year or born in 2009 or earlier.	See info about trials below.

Premier League teams

Premier League teams are essentially our first and second teams in each grade that play with teams from the wider Wellington region. Players in these teams are expected to commit to two training sessions per week during winter and pre-season training and commit to their team by being available on game days (usually Saturday mornings) throughout the season. During the season players may move between teams based on performance and attendance at training and games.

You must be registered with the club before you can trial for the premier league – see next page.

Hutt Valley competition teams

Non-premier league teams play in the Hutt Valley competition and usually train once a week and have games once a week throughout winter.

We will enter between 4 - 8 teams per grade into these leagues. Registrations in each grade will determine the final number of teams in each grade.

Grade 13 + 14

13th and 14th grade teams will travel throughout the Wellington region in 2017 as Capital Football ensure variety in opposition.

Age limit

Girls can play Junior football up to the age of 16 – or are eligible to transition to Senior Women's when they turn 15, depending on squad places and ability, as assessed by the club and coaches of Senior teams.

Boys play in Junior teams until the age of 17 - or are eligible to transition to then Senior Men's when they turn 15 depending upon squad places and ability, as assessed by the club and coaches of Senior teams.

Registrations + fees

It's easy! Register and pay by credit-card or debit-card online via NZ Football COMET system (new in 2018)

Registrations are open to all children up to the age of 17 and can only be done through a link to our club through NZ Football's new COMET system. The playing season begins on the weekend of 7 April and goes through to 25 August with a total of 19 playing weekends.

Fees

As per last year – we're collecting fees at registration time via credit or debit card, but if you prefer to pay via another method please contact Tony Grant our Registration Officer. Registrations are only complete when a fee payment arrangement has been made or fees are paid.

We've held our fees at last year's prices – and as a club have absorbed the small increase to our mandatory Capital Football and NZ Football player affiliation levies in 2018.

7th-12th grade	\$100 per player	Register and pay before 14 March to take part in the season.
13th & 14th grade	\$125 per player	
U17s	\$145 per player	

First Kicks (5-6)	\$90 per player	Payable before 7 April to play and receive your First Kicks playing t-shirt.
<small>First Kicks fees can be pro-rata later in season as agreed with the grade manager / registrations officer</small>		

What your fees cover:

Junior administration fees are collected by the club to help cover the total costs of operating as a club. In any year these are a combination of:

- Club equipment - balls, nets, shirts etc.
- Affiliation fees to Capital Football (for NZ Football, development support, courses, ground fees etc)
- Turf training and ground fees
- Prizegiving expenses - certificates, medal and trophies
- Funding for junior grades towards tournaments fees
- Other costs relate to running the club, clubrooms and gear storage facilities

How to pay

ONLINE AS YOU REGISTER

A link to the new NZ Football registration system will be available as a link on our web site - upperhuttcityfootball.org.nz and register online from early February.

Pay by credit card or debit card as you register. Payments will match immediately to your records and is simplest way to play your registration fees. There is a small surcharge made by the bank for this.

CASH + EFTPOS ON 18 FEB

You can pay by cash, cheque or EFTPOS at our **Football Fun Day on 18 February** at the clubrooms and a receipt will be issued. Registration can only take place when payment has been made or arranged.

REFUNDS

Players that withdraw from the season will only be given refunds where medical evidence is supplied or on a case by case basis agreed with the grade manager.

Please contact Tony Grant in confidence if you need to discuss payment options.

→ more on registrations and payments: **Tony Grant** DETAILS ON INSIDE COVER

2018 trials

Trials are held for players in 9th grade and above for those interested in being in the top two Premier Leagues teams.

It's ok if you do not want to trial, and these players will be put into teams with those that are not selected via the trial process based on where they live, schools they attend, any specific requests, or volunteer coaches etc. These teams will play in the Hutt Valley league which is more social than the Premier League.

Pre-trial training sessions

These are open to everyone and not compulsory. Pedro Garcias, junior director of coaching will give players training sessions, provide guidance and explain the trials process for the kids.

GRADE	DATE + TIME	LOCATION + COST
9th grade	Tuesday 13 + 20 February, 5 - 6pm	At the Maidstone Turf with. Please pay a \$2 donation for each practice to cover the one-off turf fee.
10th grade	Wednesday 14 + 21 February, 5 - 6pm	
11th + 12th grade	Saturday 17 + 24 February, 5 - 6.15pm	
13th + 14th grade	Saturday 17 + 24 February, 6.30 - 7.45pm	

Trials dates and venues

Check your venue as they are being held in two locations.

GRADE	DATE	ARRIVE BY	TRIAL TIMES	LOCATION
9th grade	Wednesday 28 Feb	5:45pm	6:00 - 6:45pm	Maidstone Park Turf
	Sunday 4 Mar	8:30am	8:45 - 9:30am	Maidstone Park Turf
10th grade	Wednesday 28 Feb	6:45pm	7:00 - 7:45pm	Maidstone Park Turf
	Sunday 4 Mar	9:15am	9:30 - 10:15am	Maidstone Park Turf
11th grade	Tuesday 27 Feb	5:45pm	6:00 - 6:45pm	Awakairangi Park
	Sunday 4 Mar	10:15am	10:30 - 11:15am	Maidstone Park Turf
12th grade	Tuesday 27 Feb	6:45pm	7:00 - 7:45pm	Awakairangi Park
	Sunday 4 Mar	11am	11:15am - 12pm	Maidstone Park Turf
13th Grade	Sunday 4 Mar	6:30pm	6:45 - 7:30pm	Maidstone Park Turf
	Sunday 11 Mar	6:30pm	6:45 - 7:30pm	Maidstone Park Turf
14th Grade	Sunday 4 Mar	7:15pm	7:30 - 8:15pm	Maidstone Park Turf
	Sunday 11 Mar	7:15pm	7:30 - 8:15pm	Maidstone Park Turf

U17 and goalkeeper trials will be arranged separately – more details from your grade managers.

How trials work

Our goal is to have consistency across the grades and conduct the grading process in an equitable and fair manner. Trials ensure players are placed in teams suitable to their level of ability and commitment.

- Assessors will meet with grade managers to confirm the grading format.
- Players will be assessed during the trials and independent volunteers will make notes and meet with the Grade Manager after each trial to discuss player attributes as required.
- After the second session the Premier League **squad** will be selected.
- Thereafter the other teams in the grade will be named.
- Parents / caregivers will be contacted by their grade manager informing them of the team their player is selected for.
- Players do not have to attend trials, however if you wish to be considered for the Premier teams/squads then trials attendance is mandatory.
- The grade manager, the top two team coaches and the director of football will decide from the squad of Premier League players the final make-up of the teams for the start of the season.
- The grade manager is the final arbiter of any selection disputes.

Trial assessment areas

New Zealand Football “Whole of Football” grading criteria include:

- Technical competency – the ability to perform basic skills under pressure – e.g. shooting, dribbling, juggling, passing, turning
- Game intelligence – decision making, anticipation, pro-activeness
- Physical capacity – speed, agility, strength, endurance
- Character and personality

New Zealand Football best practice recommendations have been incorporated into the trial process to assess technical competency and enable selectors to gauge player ability. Specific age-groups will place emphasis on some areas more than others. The aim of the trials is to ensure players get the opportunity to show their wares. We'll conduct at least two trial sessions, which are progressive with selectors mixing players to get a good look at all attending. Small-sided and age-group appropriate sided games will be played for a maximum of 15-minutes duration. Selectors aim to give all players equal game time and opportunity to rest and take on fluids. Selectors should also take into account previous knowledge and past performance of returning players. The committee will supply at least one impartial experienced coach to assist coaches in selection. It should be noted that the coach must be able to select **his or her** team. The impartial selector is there to assist and ensure the trials process is fair and equitable.

Playing the game

Once teams have been finalised your grade manager will contact you to confirm your team and will seek volunteers for team managers and confirm team coaches. All junior teams are run by volunteers so please help whenever you can.

Games and fixtures

Your team manager will advise you of the time and location of your weekly games. You can also find these on the Capital Football website capitalfootball.org.nz, usually from the Wednesday before the game. Simply click on **fixtures** and find the relevant grade. Once you have found your game, you can then click on the little **game reminder** icon and SportingPulse (the system behind Capital Football's website) will send you an email reminder of your game. (You will need to create a SportingPulse account first).

First Kicks, 7th and 8th Grade will be at Maidstone Turf each Saturday morning.

Festival days for 7th and 8th Grades playing other Hutt Valley clubs are organised by Capital Football. They are played every third week with Hutt Valley teams and vary between venues at other clubs including Memorial Park, Hutt Park, Fraser Park or Maidstone Park.

Cancellations

Cancellations, ground transfers and defaults are detailed on:

- [Capital Football's website](http://capitalfootball.org.nz) from Friday night
- Newstalk ZB (89.3FM, 1035AM) after the 7am news and half hourly thereafter until 9 am refer to details posted on the Capital Football website.

Parents, please be proactive. Don't just wait for your team coach or manager to contact you; chances are they are rushing around trying to organise their kids, just like you are!

Coaches and managers: you may choose to communicate with your team via Facebook. If doing so, please set this up as a 'group' and not a new Upper Hutt City Football 'page'. (The only Facebook 'page' should be the overall club one.)

Ground locations, pitch layouts

Capital Football's website has them all

www.foxsportspulse.com/assoc_page.cgi?c=1-4205-0-238274-0&sID=265981

Results

All results must be given to the Grade Manager, via phone, text or email along with the player of the day details at a time determined by the Grade Manager on match day.

Defaulting a game

If your team is struggling to make the numbers to field a team because of illness or absent players - please work with your grade manager before cancelling the game and giving the other team the default win. Your grade manager may be able to help secure players from other teams in the grade to allow a game to be played.

Every effort should be made to not default. We do not want the opposition team to miss out on a game as it can be very frustrating if this occurs and reflects poorly on our club. Experience tells us we can get a team out most times with a bit of asking for help.

Our club will be fined by Capital Football every time a premier league team defaults.

Practices

It is entirely up to each team coach as to where and when the team practices. We ask coaches to be aware, and consider where the majority of your players live when arranging where to practice.

We offer training time for the juniors on the Maidstone Park Turf and bookings are made by coaches at the start of the season. There are limited spots but in previous years we have enabled all teams that have wanted a spot once a week on the Turf, under floodlights in the winter months.

It's worth keeping your grade manager informed on where your team are training so they can advise if there are any restrictions the club or Capital Football are informed about.

The team coach or team manager must ensure the grounds they practice on are open, if not sure please ring the Upper Hutt City Council Parks and Reserves Department (04) 527 2160 (they will have a recorded message). Please note no practice should be held on grass pitches that are used on weekends for games as they need the week to recover from each Saturday, this is a council instruction.

When?

The season runs from 7 April to 25 August 2018

These calendar dates below may change and updates will be provided through your grade manager / team manager, on our website www.upperhuttcityfootball.org.nz and on our club Facebook page.

FEBRUARY

- 13 Pre-trial training – grade 9
- 14 Pre-trial training – grade 10
- 17 Pre-trial training – grades 11-14
- 18 Registration / football fun day**
- 20 Pre-trial training – grade 9
- 21 Pre-trial training – grade 10
- 24 Pre-trial training – grades 11-14
- 26 Deadline: registrations to trial**
- 27 Trials – grades 11 + 12
- 28 Trials – grades 9 + 10

MARCH

- 4 Trials – grades 9 – 14
- 6 Junior club committee meeting
- 11 Trials – grades 13 + 14
- 14 Deadline: all registrations**
- 21 Premier League squad named
- 20 Capital Football publishes first draws
- 24 First Kicks, 7th + 8th grade coaches workshop (TBC)
- 27 Coaches and managers meeting and gear distribution
- 28 All other league teams named
- 28 Coaches training course with Pedro / Capital Football (TBC)
- 30 Good Friday Public Holiday

- 30 Kapiti Coast United Tournament (KCU) – grades 10,12,14
- 31 KCU – grades 11,13

APRIL

- 1-2 Easter Sunday, Easter Monday Hols
- 3 Junior club committee meeting
- 4 UHCF coaches training course
- 7 First weekend of the season**
- 8 Eastbourne Junior Tournament – grades 8,10,12,14
- 13 School term 1 ends
- 14 Normal playing day
- 16-19 School holiday programme
- 21 No regular games or First Kicks
- 25 ANZAC Day
- 28 Regular games continue
- 29 Karori Cup (Upper Hutt) TBC
- 30 School term 2 starts

MAY

- 1 Junior club committee meeting
- 6 Eastbourne Junior Tournament
Grades 7,9,11,13
- 14+15 Team / grade photos
- 20 Wynton Rufer Tournament, Stop Out
Lower Hutt – 9th and 10th grades
- 27 Wynton Rufer Tournament, Stop Out
Lower Hutt – 7th and 8th grades
- TBC Winter All Stars academy starts

JUNE

- 3 Wynton Rufer Tournament rain day
- 4 Queen's Birthday Holiday
- 5 Junior club committee meeting

JULY

- 3 Junior club committee meeting
- 6 School term 2 ends
- 9-12 School holiday programme
- 14 No regular games or First Kicks
(school holiday middle weekend)
- 23 School term 3 starts

AUGUST

- 4 First Kicks Photos
- 7 Junior club committee meeting
- TBC First Kicks, 7th and 8th Grade
Prizegiving
- 25 **Last weekend of the season**

SEPTEMBER

- 1,2 Wests Tournament, Whitby
- 4 Junior club committee meeting
- 8,9 Wellington United Tournament
- TBC Prizegiving Grades 9,10, 11, 12
- TBC Prizegiving Grades 13,14 and U17
- 15,16 Douglas Villa Tournament,
Masterton
- 22/23 Rain day for Douglas Villa
Tournament, Masterton
- 28 School term 3 ends

OCTOBER

- 1-4 School holiday programme
- 2 Junior club committee meeting
- 13/14 Taupo Tournament
- 7/8 UHCF U19s tournament TBC
- 16 School term 4 starts
- TBC Term 4 Futsal League starts
- 20-22 National U19 Championships in
Napier (Labour Weekend) TBC

NOVEMBER

- 6 Junior club committee meeting

DECEMBER

- 2 Upper Hutt Christmas Parade TBC
- 4 Junior club committee meeting
- TBC UHCF (all of) Club AGM

ALSO

Winter All Stars Academy

TBC

Summer All Stars Academy

TBC

Coaching courses & workshops

Contact Tony Grant (details on
upperhuttcityfootball.org.nz)

Keep up to date

Stay in touch and help us share the latest news and events, we'd love your match reports, team photos and any milestone we can share :)

Remember to check with the parents in your team first that the photo's OK.



Our website

upperhuttcityfootball.org.nz will be updated regularly during the season with news, senior fixtures, photos, match reports, club events, club rules and more.



UHCF Facebook

Full of news, game photos and more from right across the junior and senior club.

facebook.com/upperhuttcityfootball



Facebook groups for grades

Most grades have a Facebook group for immediate updates specific to each grade. Contact your grade manager for more details.



Twitter

Follow the club at twitter.com/UHC_Football

Tournaments

The tournaments in the club calendar may only be for specific grades. Please check with your grade manager for what you'll be playing this year.

Selected teams take part in **several tournaments** throughout the year including Kapiti (Easter), Douglas Villa, Wynton Rufer and Taupo. The Karori Cup is an annual fixture between Waterside Karori AFC v Upper Hutt City Football Club. It involves two teams from each of the junior grades and combined results determine the overall winner for the year.

Our club supports teams playing in regional and national tournaments throughout the year with an annual financial contribution available to each grade. Tournament attendance and preferences will be discussed by coaches and grade managers early in the season so a plan on how the club contribution per grade is applied. The final allocation will be at the discretion of each grade managers and administered by our tournaments coordinator.

Representative football tournaments will always have precedence over club tournaments, as detailed in the Federation rules.

GRADES	NAME	DATE	HOST, LOCATION
7-12	Fast & Fun	Pre-season	Western Suburbs FC, Whitby
7-14	Eastbourne	Pre-season	Eastbourne FC - Days Bay, Eastbourne
10-14 + U17	KCU	Easter	Kapiti Coast United - Mazengarb Park, Paraparaumu
7-11	Wynton Rufer	May	Stop Out FC - Hutt Park, Lower Hutt
7-14	Karori Cup	May/June	Waterside Karori AFC - Karori Park, Karori
7-14	Douglas Villa	September	Douglas Villa FC - Park Sports Ground and McJorrow Park, Masterton
7-12	Wgtn Graded Champs	September	Western Suburbs FC - Endeavour Park, Whitby
13-14	Ole Challenge Cup	September	Western Suburbs FC - Adventure Park, Whitby
7-10 + Girls only	Wgtn United Extra Time	September	Wellington United - Wakefield Park, Berhampore
10-U17	McCartney Tournament	October	Crown Park, Taupo

→ more on tournaments: **talk to your grade manager** DETAILS ON INSIDE COVER

Fundraising + sponsorship

Junior fundraisers

This season, we'll plan one major fundraising event to help with the cost of purchasing new junior gear and equipment. Watch this space.

Individual teams may also choose to have their own fundraising events to help with, for example, tournament participation costs. The club can help you promote these. Talk to your grade manager who can help with advice and support for these.

Sponsorship

Do you, or anyone you know, own or work for a business which would be keen to support local junior football?

Various sponsorship options are available. Of course, we'd love to hear from you to talk about how sponsoring Upper Hutt City Football Juniors could benefit your business.

As a club we need to ensure we have a consistent and coordinated approach to seeking sponsors or organisations that offer grants, but we always welcome new ideas and on who we could approach.

Sponsored club gear

Sponsorship can take many forms – supplying services, supplying funding for buying equipment or funding entry fees into tournaments or other tournament costs like travel. Recognition may be provided in a number of ways to be negotiated, documented and agreed in advance. The club will commit to honouring these obligations.

A previously used sponsorship method has been sponsoring the club and in return for naming rights of a team and a branded playing strip that are worn for 3 successive seasons. More recently a sponsor has outright funded the purchase of a strip for a team and funded numbers and names of players to be printed on the shirts as well as their brand logo. There is the opportunity to tailor a sponsorship deal which hopefully matches your circumstances and provides a way that you can gain commercially from helping the UHCF club.

We respect our sponsors – so any new sponsors need to be considered in context of with our current and recent contributors.

Sponsored / club gear policy

All playing and team gear orders are to go through the equipment officer.

Club uniform options are chosen for being value for money and creating one consistent look.

Any sponsorship arrangement including size and placement of logos will need to be reviewed and accepted by the Junior Club Captain and Club Chairman, and bear in mind the following criteria if related to playing strips:

- players and teams are committed to wearing the strips for a minimum of two playing seasons or the expected lifespan of the playing top,
- there must be no clash with current club sponsors,
- it's a simple design,
- player names, if chosen as part of the deal, go on the back at the top, and
- gear is ordered through club's preferred suppliers.

→ more on sponsorship: **Tim Peirce** tim@upperhuttcityfootball.org.nz

Gear + club equipment

Players from 7th through to U17s will be provided with a club-issued playing top and here's what you need to know to get the rest.

Club uniform

The official suppliers of club merchandise to the club are [Football Central](#) (Tory Street in Wellington) or Maidstone Sports (in the Upper Hutt Trentham Shopping Mall).

Players **MUST** wear protective shin pads and appropriate boots for their own safety and the safety of other players in the games. These should also be worn at training sessions.



UHCF 7th - U17 grades

Shorts: black Lotto football shorts.

UHCF socks are compulsory and can be purchased from Maidstone Sports, The Mall, Upper Hutt or [online at Football Central](#).



UHCF First Kicks

An orange t-shirt is supplied at the start of the season for fully registered and paid players. Shin pads are a must. Boots or suitable footwear, black shorts and club socks are preferred, but not compulsory.

Club / supporters gear



[size 8 shown]

UHCF Hoodie for supporters / players

Orders for hoodies are often taken as bulk orders at several times through the season. Look out for announcements on Facebook, the website and through your grade manager.



[size 10 shown]



UHCF Jacket for training / pre- and post-game

UHCF player gear bag

These items can include player names and are be ordered in group lots at Football Central via our equipment officer and unit costs depends on embroidery needs.

Other club branded gear

Coaches or managers, in conjunction with their grade manager can order club branded gear through our equipment officer. See our sponsorship section (page 27) for more details.

Why club preferred suppliers?

When we wear the club logo we are representing Upper Hutt City Football Club so it's important the club is represented consistently within our community. We are proud to be associated with our team colours and logos and the relationships we have with our suppliers to best manage this and avoids confusion about who we are and who our teams are representing - and who our supporters are supporting.

Looking after team gear + playing shirts

The equipment, balls, cones, practice bibs, team jerseys, nets (if issued) and the team gear bag are the property of the Club. Club equipment including jerseys, are not to be used without the permission of the Equipment Officer.

All team playing tops are to be kept together throughout the season.

They are not to be taken home by individual players.

The exception to this rule is female players where it is not deemed appropriate to remove the shirt on the field – and we ask the girls do not wear club issued gear on non-playing days.

Where possible all playing shirts should be washed together immediately after use as dried mud can stain the fabric and affect the overall future life of the team kit for others.

Do not use pre-wash soaking solutions. All equipment, shirts, jerseys, gloves, bibs and gear bags are to be washed before returning at the end of the season. No shirts or equipment are to be swapped between teams.

Club equipment

Coaches are responsible for all equipment supplied by the club. The balls issued for each team need to be marked with gear bag numbers, please look after them, we expect to get more than one season from a football especially ones used by juniors for training. Team gear should be kept together and checked regularly to ensure it is all accounted for. Please do not allow players to take balls or any other equipment home.

→ more on player and team gear: **your grade manager** DETAILS ON INSIDE COVER

Coach / referee courses and support

UHCF and Capital Football are keen to invest in you as our coaches and referees so everyone plays better.

Coaching

We'll let coaches know of Capital Football's coaching development courses and when other workshops are on via grade managers. Some courses will be run at Maidstone Park if we can provide sufficient numbers. Junior coaching courses are provided at no cost to coaches. Pedro Garcias is the club's director of coaching. If you need some good ideas or a fresh perspective, ask your grade manager to arrange for Pedro to try to attend one of your training sessions to help out.

Refereeing

Prior to the start of every session Capital Football runs a referee courses. They will also fund courses during the season based on demand, normally earlier on in the season. It is one of their requirements that each premier league team provide one person trained as a level 1 referee. The level 1 referee only applies from 9th Grade up to 12. It is a level 2 referee when they get to Grade 13, 14 and U17.

→ more on what's on offer for you as a coach: **Tony Grant** CONTACT DETAILS ON INSIDE COVER

Grade managers: your role

Here's what your role is all about and what you can expect to do as a leader for one of our grades / year levels.

Key responsibilities

- abide by and champion the club's and Capital Football's code of conduct;
- co-ordinate organisation and management of all teams within their grade;
- champion coach and player development:
 - with the guidance and support from Pedro Garcias our director of junior football being available to coaches on a one-on-one basis or via grade sessions
- attend monthly Junior Committee meetings (first Tuesday of month, 7pm - 8:30pm) and notify of queries from teams and notify team managers of relevant details from meetings;
- attempt to resolve any issues within your grade and notify the junior committee if necessary.
- all scores should be obtained from the team managers or coaches and emailed or sent by text to the grade manager so they can be collated and provided to Capital Football on match day;
- organise and make available teams as requested by the tournament controller and if so required to co-ordinate their grades kick off times and results;
- pass on details of new players to the registration officer and have the power to close off their grade to late registrations, remembering that no player should be turned away, and a waiting list be utilised until an appropriate vacancy occurs;
- follow up non-paying players as advised by the registration officer and if required order coaches to stand down non-financial players until paid, with the proviso that mitigating circumstances like financial hardship be taken into consideration;
- officiate for their grade at prizegiving and give positive comment on their performances;
- co-ordinate / support your grade for fundraising initiatives like goal-a-thon;
- co-ordinate distribution of all gear bags complete with all equipment from all teams and to ensure that the correct amount is returned to the equipment officer when

Tasks

- maintain accurate and confidential records of each grade;
- be the first point of contact for potential code of conduct breaches;
- provide online link to coaches and team managers for weekly game draws and how to see online about ground closures, so these can be distributed to teams as early as possible;

requested.

- work with the junior committee to co-ordinate your grade's premiere league teams trials
- inform all registered players of trial times and venues, and trial process;
- monitor trials to ensure all parties are seen to be impartial;
- work with premiere league coaches to reach trial results and help select 1st and 2nd teams;
- communicate the result of the trials to all

those who participated – those successful in making a Premier League team and those that are not;

- assist coaches in booking turf sessions for their teams via the turf booking officer;
- select players for all other Hutt Valley teams from players that are in the grade after the travel teams have been formed.
- existing grade managers and the junior committee can make themselves available to guide and assist new grade managers.

Club rules

Upper Hutt City Football is also subject to the Capital Football and New Zealand Football regulations - found at capitalfootball.org.nz

Where relevant, these rules have also been published under each section of this handbook.

Registrations

1. The Club's Junior section is open to all children from 4 up to the age of 17, regardless of colour or creed.
2. All membership fees will be paid at registration, unless the committee has agreed on alternative arrangements. Any child who is not financial at the start of the playing season will not be allowed to take the field in competition. First Kicks registrations are welcome throughout the season. Fees will be payable on a pro rata basis.
6. Wherever possible, the Club will provide the best possible Coaches who will be familiar with the game of football or instruct would-be Coaches in how to coach and the laws of the game by the means of coaches and referees courses.

Playing

3. All children, providing that they are financial members, injury free, and free of disciplinary measures, will be allowed to play in the weekly Capital Football competition, and whatever tournament they are chosen for.
4. The main ideal, for playing, will be enjoyment.
5. The Club and its Coaches will endeavour to teach children the basics of the game, ball skills required and the rules of the game.
7. The grades will start at First Kicks which includes children born 2014 (if our 4th grade trial goes ahead) and will go as far as 14th Grade where after they will play for their college and/or our U17s teams.
8. The 7th and 8th Grades will not be graded and will be arranged in geographical areas or schools wherever possible. The team will be known by sponsor name, school, or a set of appropriately themed names.
9. The 9th and 10th Grades will be graded, in deciding who is the first or second team coach, the task is to be given to the grade manager and should go to the most suitable applicant. Experience and qualifications should be considered when making the selection.

10. For the 11th Grade to U17, in deciding who is the first or second team coach, the task is to be given to the director of coaching, coaching coordinator, Grade manager, or chairperson, and should go to the most suitable applicant. Experience and qualifications should be considered when making the selection. Where the grade manager is also an applicant to coach the team, another committee member or grade manager will replace them on the selection committee.

Coaches

11. Coaches can be removed if they encourage their team to cheat, swear, or use foul play.
12. Coaches can also be removed if they consistently do not turn up for games, do not have practices, or it is out of their ability to teach their players the basics. They can also be removed if two-thirds of the team's parents object to the coach taking their children, but this must be submitted in writing in the form of a petition. The same arbitrary committee as in paragraph 10 will sit in judgement of a coach guilty of these misconducts.

Suspensions / disciplinary

13. Any player suspended by the governing association could face additional suspension if deemed necessary by the Arbitrary Committee from paragraph 10.
14. The Committee shall have the power to suspend for any such time, as it sees fit, any Team Player, Official, Member, Parent, or Person who shall be guilty of any breach of these rules, objectionable

- or improper behaviour during or in connection with any match or other acts that the Committee deem misconduct.
15. Any player under doctors orders for injury or sickness will not be allowed to take the field until clearance is obtained.
16. The coach can discipline any player not turning up for games or practice for no reason or not informing the coach. No child will be penalised if practice or games conflict with religious beliefs or part-time work. Substitutions are to be equally applied around all the team.
17. Assistance from parents is encouraged, but coaching instructions and direction of the players is the coaches, managers or his/her appointed stand-ins responsibility.

Gear

18. The equipment, balls, cones, practice bibs, team jerseys, team shorts (if applicable), team gear bag are the property of the club. Club equipment including jerseys, are not to be used without the permission of the equipment officer. Team playing strips are to be kept throughout the season. They are not to be taken home by individual players. The exception to this rule is female players, where it is not deemed appropriate to remove the shirt on the field. Jerseys should be washed immediately after use. (Dried mud stains the fabric).
19. Do NOT use pre wash soaking solutions. All equipment, shirts, gloves, bibs and gear bags are to be washed before returning at the end of the season. NO shirts or equipment are to be swapped between teams. Contact the equipment officer if you have any queries.

First Aid

20. The club will supply basic first aid kits in each team bag. Each team manager and coach are responsible for working with their players' parents to jointly resource a first aid resource. This could include but is not limited to: instant cool pads, further bandages, cool spray, deep heat, hand sanitiser etc.

Tournaments

21. Players selected for away tournaments must be accompanied by an adult when travelling away or staying in accommodation.
22. Representative football tournaments will always have precedence over club tournaments, as laid down in the Federation rules, but if it only involves practice, every endeavour will be made to release players for club tournaments.
23. The junior club management committee can make any amendments, additions or alterations at any future time providing seven of the same committee is present at a normal monthly meeting.

Code of conduct

The New Zealand Football Code of Conduct applies to all Upper Hutt City Football (UHCF) members and people participating in our activities. The Junior Club expects all members, referees, administrators, associates, coaches, players, volunteers and parents or guardians to understand the possible consequences of breaching the Code of Conduct and ensure that they abide by the Code.

To clarify how it applies to our club – you can simply interchange the words “Upper Hutt City Football” and “New Zealand Football” throughout the code of conduct below.

New Zealand Football Code of Conduct



The purpose of this Code of Conduct is to encourage fair, ethical treatment of all persons and organisations that come under the umbrella of New Zealand Football (NZF). Obviously some sections of the Code will be more applicable to some persons and groups than others.

All persons will agree to abide by the NZF Code of Conduct and acknowledge that any breach of the Code of Conduct, or any part of it, may result in disciplinary action under the NZF Constitution, Regulations and Policies.

The following Code of Conduct applies to all NZF members and persons participating in NZF activities.

As a NZF member and/or participant you should meet the following requirements with regard to your conduct during any NZF sanctioned activity:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service and performance.
- Be aware of, and maintain, an uncompromising adherence to, standards, rules, regulations and policies.
- Operate within the Constitution,

Regulations, Policies and Procedures of NZF and FIFA.

- Understand the possible consequences of breaching the NZF Code of Conduct.
- Immediately report any breaches of NZF members to the appropriate authority.
- Comply with any and all applicable national or local legislation.
- Refrain from any form of abuse towards others.
- Refrain from using any obscene language.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others.
- Refrain from any form of victimisation towards others.
- Reject corruption, drugs, racism, violence and other dangers to our sport.
- Promote the interests of football.
- Provide a safe environment for the conduct of activity in accordance with relevant NZF policy.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Do not provide comment to any media, or publish any comment (including on any website), on behalf of New Zealand Football or its Federations.
- Do not speak to any media in a negative way, or publish any negative comment (including on any website) regarding New Zealand Football or any of its Federations.
- Never act in any way that may bring disrepute or disgrace to NZF members, its stakeholders and/or its sponsors,

potential sponsors and/or partners.

- Do not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with football matches and/or football results in which you are participating or have been directly involved in.

New Zealand Football expects all members, supporters, advisors, staff and associates of NZF to abide by a Code of Conduct that upholds the principles and values of the organisation and the NZF Member Protection Policy. Members should recognise that at all times, they have a duty of care to all NZF members. In addition a

Team managers will:

- Be responsible for the overall welfare and well being of team members and officials when travelling with a team.
- Maintain a 'duty of care' towards team members and be accountable for the management of the team.
- Have a sound working knowledge of NZF Constitution, Regulations and Policies, and ensure that the conduct of the affairs of the team is in accordance with these and or any other policies and guidelines determined by NZF.
- Foster a collaborative approach to the management of the team.

Referees will:

- Officiate matches in a fair, safe manner that ensures spectator enjoyment and player safety.
- Know the Laws of the Game and their interpretations thoroughly.
- Condemn unsporting behaviour and promote respect for all opponents.
- Be a good sport.
- Keep up to date with the latest trends in officiating.
- Give all people a 'fair go' regardless of their gender, ability, cultural background or religion.
- Maintain physical fitness for peak performance.
- Keep all appointments assigned to and accepted by them.
- Conduct themselves in a way that is ethically and morally beyond reproach.
- Support fellow officials.
- Grant players and coaches dignity and self respect.

Members¹, administrators², associates³ will:

¹ A Member shall include a club member, whether active or social, or life member of any affiliated club, organisation or Federation.

² An Administrator shall include any person who is in an elected or appointed administrative capacity, whether paid or a volunteer, at an affiliated football club, affiliated organisation or Federation.

³ An Associate shall include any person so determined by the Board of NZF.

- Encourage their members and spectators (as appropriate) to abide by the Code of Conduct and take

reasonable steps to ensure such compliance.

- Be fair, considerate and honest with others.
- Be professional in all actions.
- Ensure language, presentation, manner and punctuality reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Maintain a safe environment for others.

Coaches will:

- Respect the rights, dignity and worth of every individual player as a human being and:
- Treat everyone equally regardless of gender, disability, ethnicity or religion.
- Respect the talent, developmental stage and goals of each player in order to help each player reach their full potential.
- Maintain high standards of integrity.
- Operate within the rules of football and in the spirit of fair play, while encouraging players to do the same.
- Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the New Zealand Sports Drug Agency.
- Not disclose any confidential information relating to their players without written prior consent.

Be a positive role model for the sport and the players and act in a way that projects a positive image of coaching via:

- Provide all players with the equal attention and opportunities they deserve.
- Ensure the time spent with their player(s) is a positive experience.
- Be fair, considerate and honest with players.
- Encourage and promote a healthy lifestyle – refrain from smoking, drinking alcohol and engaging in poor lifestyle choices around players.

Show professional responsibility:

- Display high standards in language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- Encourage their players to demonstrate the same qualities.
- Be professional and accept responsibility for their actions.
- Refrain from initiating a relationship with a player and also discourage any attempt by a player to initiate a sexual relationship with them, explaining the ethical basis of the refusal.
 - Accurately represent personal coaching qualifications, experience, competence and affiliations.
 - Refrain from criticism of other coaches.

Make a commitment to providing a quality service to their players:

- Seek continual improvement through ongoing coach education and other personal and professional development opportunities.
- Provide players with planned and structured training programmes appropriate to their needs and goals.
- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records.

Provide a safe environment for training and competition:

- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the players.
- Show concern and caution toward sick and injured players.
- Allow further participation in training and competition only when appropriate.
- Encourage players to seek medical advice when required.
- Provide a modified training programme where appropriate. Maintain the same interest and support toward sick and injured players.
- Protect players from any form of personal abuse:
- Refrain from any form of verbal, physical and emotional abuse towards players.

- Refrain from any form of sexual and racial harassment, racial vilification and harassment on the grounds of disability.
- Ensure that any physical contact with players is appropriate to the situation and necessary for the player's skill development.
- Be alert to any forms of abuse directed towards players from other sources while in their care.

Players will:

- Play to win but play fair.
- Never argue with or verbally abuse an official; observe the Laws of the Game.
- Accept defeat with dignity.
- Conduct themselves in a sportsman-like manner and respect fellow players, coaches, managers and referees and the achievement of opponents.
- Not bully or take an unfair advantage of another competitor.
- Cooperate with their coach, manager, team mates and opponents.

In addition, players in NZF teams will:

- Refrain from possessing and/or consuming prohibited substances while in NZF camps or on tours.
- Not consume or purchase alcohol and tobacco while in NZF camps or on tours without the agreement of the Team Manager and Head Coach.
- Comply with training, competition, curfew and behaviour requirements, directed by NZF, while in camp or on tours.

Parents/Guardians will:

- Agree to abide by the Code of Conduct.
- Remember that children participate in

sport for their enjoyment, not the parents.

- Encourage children to participate and not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for coaches, officials and administrators.

New Zealand Football expects all

Federations, clubs, organisations,

employees, members, referees,

administrators, associates, coaches, players,

volunteers and parents or guardians to

understand the possible consequences of

breaching the Code of Conduct and ensure

that they abide by the Code.

Any serious breaches of this Code of

Conduct or persistent violations of any aspect

of the Code of Conduct, by any of the above

may result in any of the following being

imposed:

- Suspension
- Good behaviour bond
- Fines
- Loss of competition points
- Loss of match

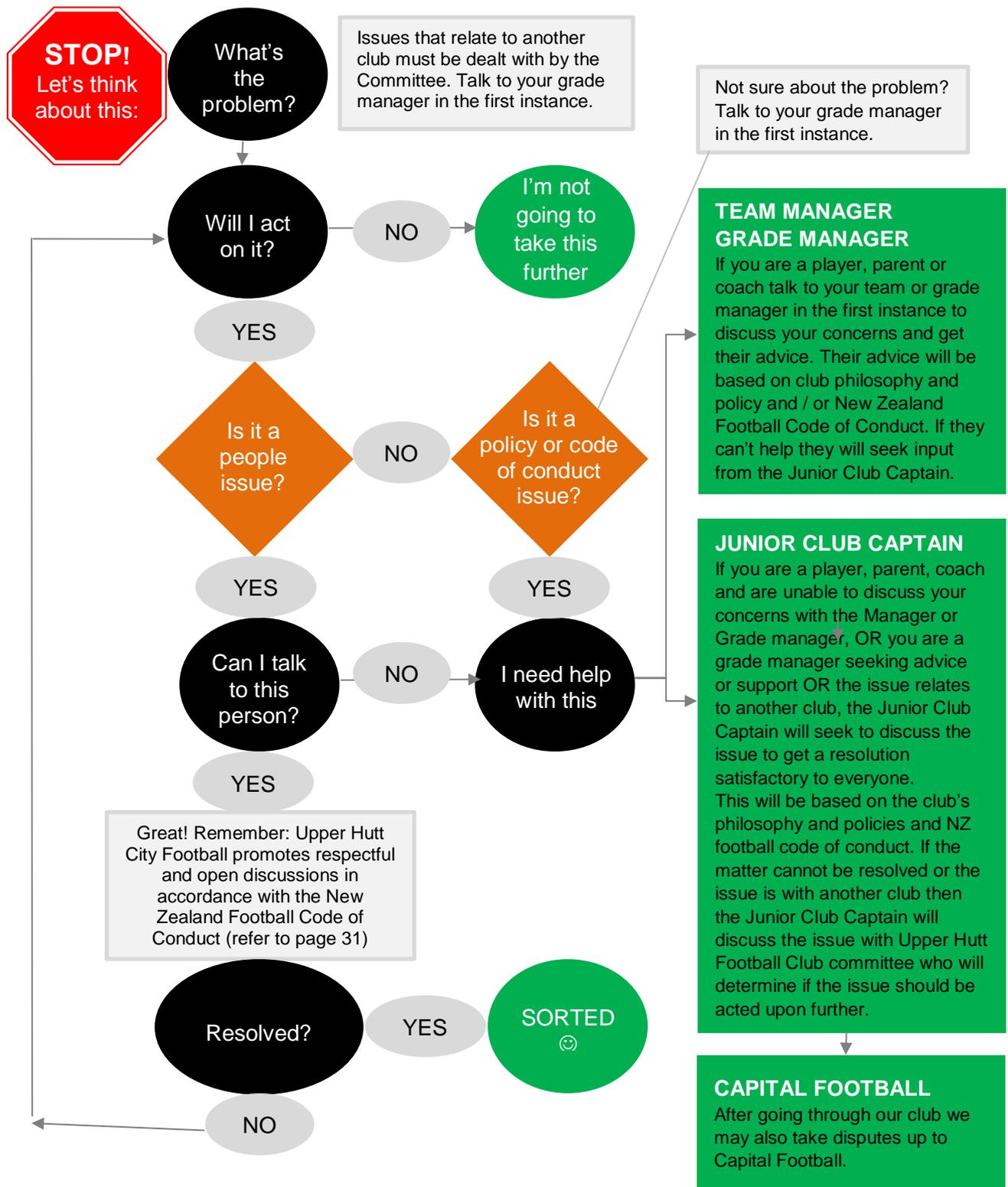
Questions?

Always ask your team coach or grade manager first.

They'll often have the answer or seek input from the junior club committee and the junior club captain. Anything that needs sorting between Upper Hutt and any other club should always go via the junior club captain.

Resolving disputes

We are a diverse and inclusive club made up of many people of varying opinions. This diversity can sometimes lead to the occasional issue or difference of opinion which needs to be dealt with in the right manner. Use this chart to help you and the people around you to manage disputes fairly and respectfully. Our club will deal with any issues, internally and directly with the other club concerned in order to have the matter resolved.



Please remember

- > **These are kids**
- > **This is a game**
- > **The coaches are volunteers**
- > **The referees are human**
- > **This is NOT**
... the English Premier League,
(or even the Hyundai A-League!)
- > **Enjoy the game**

Modified from the Northern Gold Coast Netball Association



We would like to thank and acknowledge the support of these sponsors and charitable trusts which provide the Junior Club with funding to enable the successful operation of our club. **Please do support the people who support you.**



upperhuttcityfootball.org.nz