



A Proud History. An Exciting Future

2022 COACHES AND MANAGERS HANDBOOK

2022 COMMITTEE CONTACT LIST

POSITION	NAME	EMAIL	PHONE
President	Peter Chippindale	president@woywoyfootball.org.au	0437 422 002
Vice President	Anna Lawley	vicepresident@woywoyfootball.org.au	0410 424 707
Secretary	Katrina Hogan	secretary@woywoyfootball.org.au	0412 203 390
Treasurer	Donna Foster	treasurer@woywoyfootball.org.au	0409 989 086
Club Administrator	Diane Fathers	registration@woywoyfootball.org.au	0405 248 504
Fixtures	Diane Fathers	fixtures@woywoyfootball.org.au	0405 248 504
Football Committee Chairman	Matthew Brien	footballcommitteechair@woywoyfootball.org.au	0416 076 820
Canteen Manager	Erin Farek	canteen@woywoyfootball.org.au	
Head Coach	Neal Morris		0412 656 449
Partnership Officer	Kirsty Harper	partnerships@woywoyfootball.org.au	0459 873 139
Senior Player Representative (Men)	Wade Butler	seniorplayerrep@woywoyfootball.org.au	0408 633 732
Women's Player Representative	Vanessa Quick	womens@woywoyfootball.org.au	0401 522 214
Junior Player Representative	Stephen Troilo	juniorrep@woywoyfootball.org.au	0433 437 213
Mini Roos Coordinator	Cassandra Bernie	minirooms@woywoyfootball.org.au	0421 731 982
Marketing & Promotions	Anna Lawley	events@woywoyfootball.org.au	0410 424 707
Gear Officer	Kristy Morris	gear@woywoyfootball.org.au	0409 373 099
Member Protection Information Officer	Kristy Morris	mpio@woywoyfootball.org.au	0409 373 099
Events & Social	Vacant		
Website & Social Media	Vacant		
Director	Theresa Troilo	director@woywoyfootball.org.au	0433 837 443
Director	Jessica Wilson	Director1@woywoyfootball.org.au	0434 194 588



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WELCOME TO SEASON 2022

On behalf of Woy Woy Football Club's Committee, we welcome you all to Season 2022. The past two (2) seasons as we know have been greatly affected by COVID-19. We are now looking forward with great anticipation to season 2022. The Committee, players and parents thank you for taking time out of your busy schedules to coach or manage a team this season. Woy Woy FC is proud of our history, and we have an exciting future ahead and we invite you to hang on and enjoy the ride.

This season the committee is playing some amazing events for our members to enjoy including a Trivia Night and of course our awesome Greyhound Fundraiser. The dates have been secured. Please keep an eye out for the all-NEW Woy Woy Football Club Calendar of Events coming shortly on the Woy Woy FC website (www.woywoyfootball.org.au) and our Facebook pages. Please encourage our parents and players to save the Club's Website and join our Facebook Page to stay up to date with all the important information and links to our amazing sponsors.

An important note in relation to social media – please remind your players and parents on registering they agreed with the Code of Conduct of both Central Coast Football and Woy Woy Football Club and in doing so, signed the Social Media Policy. Any comments deemed to be racial, derogatory, or bringing the game into disrepute brings a suspension, judiciary and possible bans. A copy of the policy is on the Woy Woy FC Website and the Central Coast Football website.

Within this handbook you will find all the information you require as a coach or manager including policies, referee information, wet weather information and other important information a coach and especially a manager will require to run a team. If you require assistance with the MyCompApp please contact Diane and she will be able to assist you with your questions.

Remember if you have any questions or require assistance, please contact a member of the committee who will be able to assist you with your enquiry.

In closing, we wish every team the best of luck and please remember the following:

1. Let the kids play and enjoy the game
2. Referees are human and will make mistakes
3. Be proud of achievements and support the losses.

Yours in Sport

The Committee of Woy Woy Football Club

COACHES AND MANAGERS MUST DO CHECK LIST

Below you will find a checklist of items that will assist you with the smooth running of your team and assist in the smooth running of the club. This is an important checklist.

Please remember, your errors can be costly to the Club and ultimately to your team. Please read this check list carefully.

- ☐ Enjoy the game and so will your team, spectators, and parents.
- ☐ Set a Sportsman like Behaviours example to your team, spectators, and Parents. Respect is earned – Be a Good Sport!
- ☐ Make sure you abide by Club rules.
- ☐ Ensure that you promptly pass on information to your team.
- ☐ Actively encourage your parents to support the Club by supporting raffles, Clubsocials, assisting with canteen and nets duty. The roster will be available on the club website.
- ☐ Fill in the team sheet in CCF MyCompApp correctly. ALL TEAMS Remember to list your Team Official – they must wear a Hi Vis Vest

PLAYING ATTIRE

Coaches/Managers must ensure that all players are properly attired for a match, i.e., in CORRECT club uniform and colours. All players must wear **SHIN PADS**. Players incorrectly attired (i.e., not in full club uniform) are not allowed to take the field.

Players in competition teams are not permitted to wear their playing shirts after the game has finished. All playing shirts are to be returned to the property officer at the conclusion of the season.

NETS/CORNER POSTS

Coaches/Managers are responsible for organising the setting up of the nets and corner posts before matches where they are the first team on the field for that day.

If your match is scheduled for a 9.00am kick-off or earlier, you will need to set up the nets and corner posts before the game starts. Insist that parents from your team help – **this is a collective team responsibility!**

The last team using the home field is responsible for the removal and return of all nets and corner posts from their field to the gear room. **Please ensure that the nets are returned in the correct area.**

CLUB EQUIPMENT

Coaches/Managers are responsible and accountable for all club equipment assigned to them (i.e., match/training balls, cones, bibs, and jerseys etc). This **equipment is to be returned to the Club Gear Officer immediately** after the team plays its last game of the season or on the date set by the Committee. It is not the responsibility of the Committee to chase you for club equipment. Your failure to return equipment could result in reimbursement costs from your team.

Coaches/Managers are to immediately return all faulty or damaged equipment to the Equipment/Property Officer for repair or replacement.

NO player is allowed to wear a Club playing shirt after his/her game has finished. All shirts are to be collected immediately after the game, by the Coach/Manager who will arrange for the shirts to be washed and returned at the next training session. (Junior Competition Teams only). Senior players are responsible for washing their own shirts and bringing them to the games. Players without their shirt will not be permitted to play

PLAYING/GAME TIME

- All non-comp children must play equal game time
- All comp. children must play at least half a game each week, preferably more
- Registered players are to be included in the starting line-up and subs brought up from other teams will start on bench and only encouraged to participate after all registered players in that team have had time on the field (remember these players have already had the opportunity to play in their registered team)
- Continual interchange is encouraged so that players share playing time and have only brief periods on the side-line

PLAYER / PARENT INFORMATION

The Club Administrator will supply the initial team list to the Coaches and Managers.

Coaches/Managers are responsible for keeping a record of all the names, addresses and phone numbers of players and their parents/caregivers.

Coaches/Managers are to immediately notify the Registrar if a player leaves the team permanently.

Coaches/Managers should provide their phone number to all members of their team.

Coaches/Managers must ensure all players/parents/caregivers have provided a contact number.

REFEREE FEES

Referee Fees – Under 10 to Senior Women and Men. Cadet Referee Fees – Under 5 to Under 11.

Coaches/Managers must ensure that all their team members have paid all match fees due for games played with their team.

Cases where a player has not paid fees for two weeks or more and requests to that player or parents have proved fruitless, then the Secretary or Treasurer must be notified in writing immediately. If payment is not made or an arrangement made, the player will be suspended till payment is received.

It is up to each team to determine how much to collect each week. Money is needed for referee fees and remaining monies at the end of the season may be spent on a gift for the players.

Payment of referees' fees is cashless. Central Coast Football will invoice the club monthly. We will then email coaches and payment can be made into the club's bank account, with your team's name as reference.

TRAINING

Teams may train at Austin Butler Oval on Tuesday and Thursday only.

Please refrain from utilising the goal mouth areas on Field One (1) and Field Two (2). Also be mindful of worn areas and refrain from the over utilisation of areas.

Non-Comp Teams are to train on the non-Comp fields at the northern end of Austin Butler Oval.

CANTEEN DUTY

Team assistance in the canteen is required every week. There will be a Canteen Roster posted to coach and managers a month in advance. Each team is to supply at least two (2) parents to assist.

ENCOURAGEMENT AWARDS

Awards for junior teams are to be shared equally between all players.

WET WEATHER

- **Match Days** – Ground closures will be updated on the MyCompApp. Please ensure your players and/or parents have downloaded this app. Also, information can be found on the below website.

Please refer to <http://www.ccfootball.com.au/> for updates

- **Weekdays (e.g., training)**

Please refer to WWFC website <http://www.woywoyfootball.org.au>, the WWFC Facebook page and messages from the MyCompApp for ground status. If the fields are closed – PLEASE DO NOT TRAIN ON THEM.

WORKING WITH CHILDREN CHECK

The WWC Check is a NSW State Government requirement that applies to persons who work or volunteer with children (aged under 18 years).

It is a process that checks the background of persons who apply to work or volunteer with children (u18) in sports clubs, community groups, schools, childcare centres, church groups and other child-based organisations and sectors.

WWC Check Compliance – Workers & Volunteers in sport

- If you are a person who will be working or volunteering with children (aged u18), you will be required to provide your **WWC Number, DOB and Full name** to your club.
- If you do not have a WWC Number yet, you will need to apply on-line for a Working with Children Check so that you can obtain your WWC Number.
- *Note: Before you apply for your WWC Check, please check the Exemptions list below as some people are exempt.*

To apply for your WWC Check, click on the link below and follow the instructions. Once you complete the on-line application you will be required to attend a Motor Registry and show proof of ID.

If you are a volunteer in sport, there will be no cost for your WWC Check, as it is free for volunteers.

RULES AND REGULATIONS – ALL AGE

Please refer to the Central Coast Football Rules and Regulations.
They can be found at www.centralcoastfootball.com

YELLOW AND RED CARDS – COMPETITION TEAMS

All relevant Yellow and Red Card information is sent to our Club Administrator. Information will be sent to the coach and manager to update them on player cards and possible suspensions.

CLUB GROUNDS

For an interactive map of field locations, please refer to the Central Coast Football Map.

[Alan Davidson Oval](#) (WMG)
[Austin Butler Oval](#) (WOY)
[Baker Park](#) (WYG)
[Bloodtree Oval](#) (MTN)
[Budgewoi Soccer Oval](#) (BUD)
[Central Coast Stadium](#)
[Chittaway Oval](#) (BERC)
[Doyalson RSL Oval](#) (DOY)
[Duffys Oval](#) (TER)
[Eastern Rd Oval](#) (EAS)
[Edsaac Oval](#) (KDS)
[Erina High School \(AVO\)](#)
[Fagans Park](#) (FAG)
[Frost Reserve](#) (KIN)
[Gavenlock Oval](#) (GOS)
[Hamlyn Terrace Oval](#) (WGA)
[Harry Moore Oval](#) (TOU)
[Hylton Moore Oval](#) (EGO)

[James Brown Oval](#) (SEU)
[Jubilee Oval](#) (JUB)
[Kanwal Oval](#) (KANK)
[Kariong Oval](#) (KAR)
[Killarney Vale Athletic Field](#)
[Kurraba Oval](#) (BER)
[Maidens Brush Oval](#)
[Mingara Athletics Oval](#) (MING)
[Mount Penang Oval](#) (IFS)
[Ourimbah Oval](#) (OUR)
[Paddy Clifton Oval](#) (CLIF)
[Pat Morley Oval](#) (ENT)
[Pluim Park](#) (PLUIM)
[Terry Oval](#) (TERRY)
[Tunkawallin Oval](#) (GWA)
[Tuggerah Regional Centre](#)
[Umina Oval](#) (UMI)
[Wadalba Sports Complex](#) (KAN)

CODE OF CONDUCT.



CCF Player and Spectator Code of Behaviour / Conduct



Any Player / Spectator / Coach / Parent or Official or any Person present at a match or otherwise involved in any activity staged or sanctioned by CCF or its member clubs

Must at all Times:

- Conduct yourself in a manner that enhances the reputation and goodwill of football on the Central Coast.
- Respect the decisions of match officials & teach children to do the same.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national, or ethnic origin.
- Not engage in discrimination, harassment, or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting.
- Not use violence in any form, whether it is against other spectators, Team Officials (including coaches) Match Officials or Players.
- Never ridicule or unduly scold a child for making a mistake - positive comments are motivational, negative comments are harmful.
- Not carry, supply or consume alcohol at any match, except in a licensed and/or designated area
- Follow an instruction of a ground official or CCF representative.
- Immediately leave a playing venue when asked by a ground official, match official or CCF representative.

Any Person or Club that does not comply with this Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and is subject to sanction under the CCF disciplinary policy, which is available on the CCF website. If you have any concerns about the above or believe someone at the ground is in breach of the Code of Behaviour, please bring this to the attention of the Vested Ground Official.



All CCF Venues are strictly non-smoking
All Venues are alcohol free zones during junior games



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WOY WOY FOOTBALL CLUB

CODE OF CONDUCT

All players, officials and spectators are expected to act in accordance with the following:

- Control language both on and around the field. Remind others of the standards expected.
- A referee is appointed to control the match. Whether he/she is an Official referee or a volunteer, his/her word is law and there is to be no arguing with his/her decisions. Please respect the word of the referee and his assistants.
- When wearing your Woy Woy club colours your actions reflect on the Club. Be mindful of your behaviour and those around you.
- Any member that brings the club and/or its sponsors into disrepute, either at training, games or other functions may be subject to disciplinary action.
- Accept all decisions of the Club's appointed grading committees, selectors, and coaches/managers.



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WOY WOY FOOTBALL

COMMUNICATION & SOCIAL MEDIA POLICY

About Social Media

Every minute of the day hundreds of thousands of pieces of content are posted to Facebook, tens of thousands of tweets are exchanged on Twitter; thousands of photos are shared on Instagram, and countless hours of YouTube videos are uploaded. You'd better believe it - social media is here to stay.

Woy Woy Football Club has taken the leap into this online world and why wouldn't it; social media and social networking sites such as Facebook, YouTube, Twitter, LinkedIn, Flickr and online forums and blogs are accessible, instantaneous, cost-effective and user-friendly. They offer a fantastic opportunity to communicate more effectively with members and supporters.

Social media when used most effectively is a conversation between users and is therefore open to comments both good and bad. Unfortunately, our sport is now dealing with an ever-increasing number of incidents where online discussions and posting of online content have caused distress to individuals or groups of members in this club.

There have been examples in the media of a team using a club's Facebook page to attack a coach or another player. This is not acceptable. This policy promotes guidelines for responsible social media use and outlines our process for dealing with offensive or discriminatory comments.

Our commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate, and related to club, the game or sponsors business.

What we will do

We use a range of electronic tools to communicate with our members. Our communication will protect members' privacy, maintain clear boundaries, and ensure that bullying and harassment does not occur. A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube, or Twitter.

Website

Our website will include current information on competitions, social events, committees, policies, constitution, and club rules. No offensive content or photos will be published. Photos of children will not be published if the club has been notified not to do so. We will seek feedback from members to improve the information available on the site.

SMS and Email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events, and other club business, however:

- SMS messages should be about club/team matters
- Email communication will be used when more information is required
- Communication involving children under the age of 18 will be directed through their parents.

Social media websites

We treat all social media postings, blogs, status updates and tweets as public 'comment'. Postings (written, photos or videos) will be family-friendly and feature positive club news and events. No personal information about our members will be disclosed.

- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating, or offensive statements will not be tolerated.

Offending posts will be removed and those responsible will be blocked from the site and will be dealt with through our 'Disciplinary Process' that may lead to suspension or expulsion from the club.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- Should be restricted to club matters
- Must not offend, intimidate, humiliate, or bully another person
- Must not be misleading, false or injure the reputation of another person
- Should respect and maintain the privacy of members
- Must not bring the club or its members into disrepute.
- Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members will face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate, or humiliate another member, as outlined in our 'Code of Conduct'. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube, or Twitter) may be liable for defamation.



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CLUB MAJOR SPONSORS



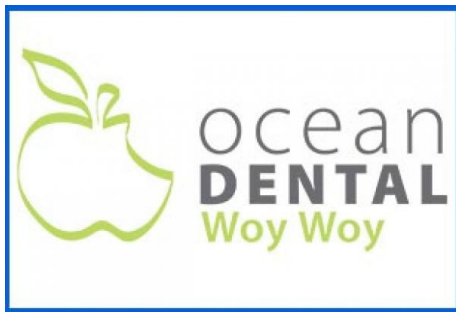
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BAYVIEW





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CLUB SHORTS, TEAM AND POLO SPONSORS



WOY WOY FOOTBAL CLUB TEAM CONTACT

Coach:

Manager:

[illegible]

WOY WOY FOOTBALL CLUB – COACHES RECORD SHEET

Date								
Opposition								
Result	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>
&	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>
Score	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>
	–	–	–	–	–	–	–	–

Players Names	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P

Player of Match							
Encouragement							
Jumpers (wash)							

G=Goals scored **P**= Points (allocated on a 3,2,1 basis for Player of the Year calculations)

WOY WOY FOOTBALL CLUB – COACHES RECORD SHEET

Date								
Opposition								
Result	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>
&	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>
Score	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>
	–	–	–	–	–	–	–	–

Players Names	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P

Player of Match							
Encouragement							
Jumpers (wash)							

G=Goals scored **P**= Points (allocated on a 3,2,1 basis for Player of the Year calculations)

WOY WOY FOOTBALL CLUB – COACHES RECORD SHEET

Date								
Opposition								
Result	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>	Win <input type="checkbox"/>
&	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>	Lose <input type="checkbox"/>
Score	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>	Draw <input type="checkbox"/>
	–	–	–	–	–	–	–	–

Players Names	G	P	G	P	G	P	G	P	G	P	G	P	G	P	G	P

Player of Match							
Encouragement							
Jumpers (wash)							

G=Goals scored **P**= Points (allocated on a 3,2,1 basis for Player of the Year calculations)

WOY WOY FOOTBALL CLUB – MANAGERS RECORD

[illegible]

NB:

1. No more than \$5 per week should be collect for comp teams and \$3 for non-comp teams.
2. All remaining money (after ref fees etc) is either to be used for purchasing a suitable gift for the players or returned to the families.

WOY WOY FOOTBALL CLUB – MANAGERS RECORD

[illegible]

NB:

1. No more than \$5 per week should be collect for comp teams and \$3 for non-comp teams.
2. All remaining money (after ref fees etc) is either to be used for purchasing a suitable gift for the players or returned to the families.

WOY WOY FOOTBALL CLUB – MANAGERS RECORD

Mini Roos

<i>Playing Format</i>	<i>Under 5 ,6 & 7</i>	<i>Under 8 & 9</i>	<i>Under 10 & 11</i>
Numbers	4 v 4	7 v 7 (including goalkeeper)	9 v 9 (including goalkeeper)
Field size	Length: 30m Width: 20m	¼ Full size pitch Length: 40m to 50m Width: 30m to 40m	½ Full size pitch Length: 60m to 70m Width: 40m to 50m
Field markings	Markers or line markings	Markers or line markings	Markers or line markings
Penalty area	No Penalty Area	5m deep x 12m wide	5m deep x 12m wide
Goal Size	Width: 1.5m -2.0m Height: 0.9m - 1.0m	Width: 2.5m - 3.0m Height: 1.8m - 2.0m	Width: 4.5m - 5.0m Height: 1.8m - 2.0m
Goal type	Goals, Poles or Markers	Goals, Poles or Markers	Goals, Poles or Markers
Ball size	Three (3)	Three (3)	Four (4)
Goalkeeper	No – All players are to be involved in the game. No Player should acting as a goalkeeper.	Yes	Yes
Match duration	Two 15 minute halves (no added time)	Two 20 minute halves (no added time)	Two 25 minute halves(no added time)
Half Time Break	5 minutes	5 minutes	7.5 minute
Referee	Game Leader	Instructing Referee	Official Referee
Tables & Finals	NO	NO	U11 Tournament
Substitutes	Unlimited Interchange – Maximum of three substitutes who may rotate during the entire game.	Unlimited Interchange - Maximum of four substitutes who may rotate during the entire game.	Unlimited Interchange - Maximum of four substitutes who may rotate during the entire game.
Goal Kicks	Attacking Players are to retreat to the half way line. No attacking player can enter the other half of the field until the ball has been touched by 2 players.	Attacking players are to retreat to a third of the field. No attacking player can enter the third of the field until the ball has been touched by 2 players.	Attacking players are to retreat to a third of the field. No attacking player can enter the third of the field until the ball has been touched by 2 players.
Offside	No offsides.	No offsides, Children should be discouraged from standing in blatant offside positions.	Obvious Offside will be enforced by Official Referees

Junior Football

<i>Information</i>	<i>Divisions 12</i>	<i>Divisions 13 & 14</i>	<i>Divisions 15 & 16</i>	<i>Division 18</i>
Maximum No. of players on team sheet	16	16	16	16
Ball size	4	Division 13: size 4 Division 14: size 5	5	5
Match duration	Two 25 minute halves – no added time	Two 30 minute halves – no added time	Two 35 minute halves – no added time	Two 40 minute halves – no added time
Substitutes	Unlimited Interchange	Unlimited Interchange	Unlimited Interchange	Unlimited Interchange
Goal kicks	Normal	Normal	Normal	Normal
Corner kicks	Short (8m from edge of penalty box)	Normal	Normal	Normal