

# Caboolture Sports Football Club

2018

## Club Handbook



**“Positive or it’s  
Pointless”**



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## **1. Introduction**

This handbook sets out what you can expect from the club when you register your child to play Caboolture Sports FC, and what the club expects from you in return. It is to be read in conjunction with The Caboolture Sports Club Incorporated constitution. In all instances, where there is variance between the handbook and the constitution, the constitution takes precedence.

### **1.1 Mission Statement**

To provide a safe, friendly and inclusive environment for children and adults regardless of gender, race, cultural or religious beliefs to play football at a level that is appropriate for them, whatever that level may be.

To provide a fair, equitable and transparent playing and coaching environment, by providing training, support and advice for coaches, managers, players, parents and supporters to help create and maintain that environment.

### **1.2 Rules and Regulations**

The rules of football are determined by the sport's world governing body FIFA. Football Federation Australia sets the broad rules for the way football is played in Australia, within the laws of the game. These philosophies cascade down through Football Queensland to Football Brisbane, which sets local rules of competition for both small-sided and competition football.

FIFA's laws of the game: <http://www.fifa.com/worldfootball/lawsofthegame.html>

<http://www.footballbrisbane.com.au/index.php?id=155>

Caboolture Sports Club Constitution: <http://www.caboolturesportsfc.com.au>

## **2. Club Structure**

### **2.1 Caboolture Sports Football Club**

The Caboolture Sports Football Club has a history stretching back 49 years. First founded in 1969 by Father Francis of St. Michaels church, the club's original name was "St. Michaels Soccer Club". The club was formed with one senior men's team with the aim to provide the local youth of Caboolture an opportunity to learn and play the beautiful game of football, which until this point in time was not available in the district. Father Francis was an integral part of spreading the gospel of football within the district and leading from the front by serving as club President for many years and serving as the club Patron from the club's beginning until his passing in 2002. Father Francis's memory and dedication to the sport and club is recognised each year with the awarding of the Father Francis award. St. Michaels soccer club became known as Caboolture and Districts Soccer Club, until the late 90's when the Caboolture Sports Club started operations where all 6 founding sporting clubs changed their names to incorporate the Sports Clubs name. Caboolture and Districts Soccer Club became known as Caboolture Sports Soccer Club. In late 2010 the members of the Soccer club held a special general meeting to change the name of the club, hopefully for the last time to "Caboolture Sports Football Club", bringing the club in line with the national trend of "soccer clubs" rightly being known as "football clubs". Our new name is shortened to "Caboolture Sports FC", and you will notice throughout documentation that the club's name is abbreviated to "CSFC".

## **2.2 Caboolture Sports Football Club Executive Committee (Management)**

The general business of our club is overseen by The Caboolture Sports Football Club Executive Committee. This committee sets the broad direction for the club. It coordinates grant applications, ground maintenance, the running of the canteen and clubhouse, grounds and facilities improvements and the overall rules by which the club is run.

The club has two formal sub-committees:

- Football Operations Committee
- Operations Committee

These sub committees are responsible for the business of running the football club within their own areas. Members of these sub-committees are represented on the CSFC Operations Committee. In all instances, the sub committees report and make recommendations to the CSFC Executive Committee. The CSFC Executive Committee has the right of veto in all decisions that affect the club.

Members of the CSFC Executive Committee are elected at an annual general meeting held each September. The conduct of the committee is governed by the club's constitution.

## **2.3 Football Operations Committee**

The Football Operations role within the club is to oversee all football operations within the club, covering all age brackets both competitive and non-competitive. The Football Operations is responsible for the engagement of all committee members and ensuring that all coaching programs are in place and being administered to the club's team coaches. The Football Operations are also responsible for dispute resolution within all age groups within the club. Volunteer members are assigned to the positions with the Football Operations Committee by the Executive Committee.

## **2.4 Operations Committee**

The Operations Committee role within the club is the day to day management of running a football club. The Operations Committee oversees all aspects of the football club including registrations, events, publicity, sponsorship, merchandise, facilities, equipment, canteen. The Operations Committee collectively provides information and suggestions for the improvement of the CSFC to the Executive for ratification. Member volunteers are assigned to the positions within the Operations Committee (excluding Football Operations) by the Executive Committee.

# **3. Duties & Functions of the Committee Members**

## **3.1 President**

The President represents the club within the local community and the wider football community in Football Brisbane.

Their main responsibilities include:

- a) Chair meetings of the Executive Committee.
- b) Work with other committee members (Football Operations) to hear disciplinary matters and settle grievances.

- c) Where possible, attend all major functions of the club.
- d) Represent the club's interests at Football Brisbane meetings.
- e) Ensure all members of the club adhere to the club's codes of behaviour.
- f) At all times represent the ethos and standards of the club.
- g) To promote the club within the local community.
- h) Reportable to the CSFC Executive Committee.

### **3.2 Secretary**

The Secretary's main role is to be the chief administration officer of the club. The Secretary is also the chief point of contact between the committee and Football Brisbane.

Their main responsibilities include:

- a) To organise times and venues for Executive and Operations Committee meetings
- b) Be the key point of contact with Football Brisbane.
- c) Handle all correspondence and table a summary of correspondence at meetings.
- d) Record all minutes of meetings and table a copy of the previous meeting's minutes at each meeting.
- e) Keep a record of attendance of all meetings.
- f) Reportable to the CSFC Executive Committee

### **3.3 Treasurer**

The Treasurer is responsible for the financial arrangements of the Caboolture Sports Football Club – setting budgets and keeping track of expenditure against the budget. Along with the Secretary and President, the Treasurer is part of the Committee's Executive.

Their main responsibilities include:

- a) Provide monthly and annual financial reports, including the balance sheet and profit and loss.
- b) Prepare a budget for each year which is submitted to the Caboolture Sports Club and presented to the Executive Committee for approval.
- c) Monitor the progress of that budget, reporting to the committee meetings where necessary.
- d) Liaise with the Sports Manager of The Caboolture Sports Club on budgetary matters.
- e) Reportable to the CSFC Executive Committee

### **3.4 Vice President**

The vice president's role is to support and assist in all matters relating to the role of the President. If the President is unavailable to fulfil their role for their term, then the Vice President is responsible to take over the President's role completely. The Vice President has certain responsibilities to fulfil their role for their term.

Their main responsibilities include:

- a) Supporting the President in all roles and duties if the President is unavailable.
- b) Liaise with the Facilities Coordinator in relation to set up and pack up of the facility each year.
- c) Work with other committee members (Football Operations) to hear disciplinary matters and settle grievances

### **3.5 Football Operations Committee**

The Football Operations Committee is responsible for all football operations within the CSFC. The Executive Committee will appoint a competent person as a Technical Director. This person will then assemble their team and which will consist of Mini Roos Coordinator, Junior Boys Competitive Coordinator, Junior Girls Competitive Coordinator, Women's Football representative, Men's Football representative.

The Football Operations Committee's main responsibilities include:

- a) Organising all pre-season training facilities and implementing a time table for training for all teams.
- b) In conjunction with the Coordinators make enquiry, organise, and arrange coaching clinics for the CSFC members.
- c) In conjunction with the Coordinators and where necessary advertise for and appoint team coaches for all teams within the club.
- d) In conjunction with the Coordinators organise and arrange for coaching education courses to be run in our area for our club coaches. If a course is not available in our area, then organise for our coaches to attend another venue to complete their education.
- e) In conjunction with the Coordinators organise and arrange for team grading days, and be part of the grading process to ensure that the club's policies in relation to grading is followed.
- h) Be proactive in promoting club coaches furthering their coaching education through Football Queensland accredited courses.
- f) Act with other members of their respective club section executive (president, vice president) to hear disciplinary matters and settle grievances.
- g) The Technical Director should attend all Operations Committee meetings, where possible, to report on all matters relating to football operations within the CSFC.

### **3.6 Operations Committee**

The Operations Committee is made up of volunteer members of the CSFC, representing all areas of the club. This will include: Facilities/Equipment, Media and Broadcast (Publicity), Chairperson's, Corporate Partners (Sponsorship), Merchandise, Food and Beverage, Administrator, Football Operations, and Events and Functions. The Operations Committee will meet once a month and all items for the agenda will be forwarded to the Secretary no later than 24 hours prior to the meeting so that the agenda for the meeting can be set.

The Operations Committee's main responsibilities are:

- a) To make recommendations to the Executive Committee for the future benefit of all members of the CSFC from within their own area of tenure and criteria.
- b) To promote the CSFC within our community and Football Brisbane for the benefit of the club and the game as a whole.
- c) To ensure the effective planning and implementation of each members area of tenure.
- d) To be proactive in developing a club culture that supports the club's procedures and policies.
- e) To be available to assist wherever possible in the successful running of game days.
- f) To assist the club in promoting club events to the members of the club.
- g) Attend all club events where possible, and assist in the set up and pack up of such events.
- h) Whilst representing the club either on game days or at a club event, ensure that you represent the club correctly and ensure that the clubs policies and procedures are followed.

## **4. Selection Processes**

### **4.1 Coach Selection**

#### **4.1.1 Football Operations - Coordinators**

Football Operation Coordinators are appointed to the role by the Technical Director in providing coaching services and support to all user groups within the club. The Coordinators report to the Technical Director and provide direct support to team coaches with respect to delivery of the club coaching programs and coach education. The Coordinators may also be a panel member for any club coaching appointments to act in an advisory role as directed by the Football Operations Committee.

- a) The Technical Director position will be assigned by the club's executive committee.
- b) The minimum qualifications to be a coordinator FFA Senior certificate
- c) Coaches may be asked to demonstrate their practical coaching abilities in an assessable training session.
- d) The selection panel will consist of – Vice President and Technical Director
- e) There is an expectation that appointed coordinators make themselves available for all monthly coaching updates.
- f) Coordinators will be expected to monitor the delivery of training programs to the team groups under their control in line with the club's overall development strategy.
- g) A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the Football Operations Committee
- h) There is an expectation that appointed coaches make every effort to ensure they continue with their coaching education and are encouraged to attend additional FFA Licensed Coach Education Courses and / or State Coaching / National Coaching Updates as provided by Football Queensland and Football Federation Australia.
- i) A preseason Training Framework will be provided for coaches to deliver to their teams and ongoing competition programming in consultation with the Technical Director
- j) All programs will meet with Football Federation Australia's National Curriculum.
- k) All coaches will be appointed for a term of one year.

#### **4.1.2 Mini Roos Team Coaches**

- a) Positions for all coaches will be advertised via the club website or other suitable means
- b) Generally, a parent of a child within the team usually nominates or is recruited as a team coach within the non-competitive Mini Roos teams.
- c) Each applicant that meets with the minimum required criteria may be subject to an interview with a selection panel. The panel will require evidence of qualifications and experience.
- d) Appointed coaches must register as a coach with the Club on FFA's [myfootballclub.com.au](http://myfootballclub.com.au) website.
- e) The candidate must have a Working with Children Card (Blue Card).
- f) There is an expectation that appointed coaches make themselves available for an introductory coaching course, and to attend a monthly coaching update presented by the Technical Director as organized by the Caboolture Sports Football Club.
- g) Coaches are encouraged to attend additional FFA Licensed Coach Education Courses.
- h) Coaches will be expected to deliver a generic training program to their team groups as part of the club's overall development strategy. Resources and explanation of this program

will be provided through the Updating seminars programmed by the Mini Roos Coordinator/Club Coaching Consultant.

- i) All programs will meet with Football Federation Australia's National Curriculum.
- j) All coaches will be appointed for a term of one year.

#### **4.1.3 Junior Competitive Team Coaches**

- a) Positions for all coaches will be advertised via the club website or other suitable means
- b) Each applicant that meets with the minimum required criteria may be subject to an interview with a selection panel. The panel will require evidence of qualifications and experience.
- c) The minimum coaching qualifications to coach at this level will be an FFA Junior Coaching License / or willing to secure a Junior License within the playing season (With the preference of an FFA Youth Coaching License)
- d) Coaches may be asked to demonstrate their practical coaching abilities in an assessable training session.
- e) There is an expectation that appointed coaches make themselves available for an introductory coaching course, and to attend a monthly coaching update presented by the Football Operations Committee as organized by the Caboolture Sports Football Club
- f) Coaches are encouraged to attend additional FFA Licensed Coach Education Courses.
- g) Coaches will be expected to deliver a training program to their team groups as part of the club's overall development strategy. A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the Football Operations Committee/Club Coaching Consultant.
- h) All programs will meet with Football Federation Australia's National Curriculum.
- i) There is an expectation that appointed coaches make every effort to ensure they continue with their coaching education and are encouraged to attend additional FFA Licensed Coach Education Courses and / or State Coaching / National Coaching Updates as provided by Football Queensland and Football Federation Australia.
- j) Appointed coaches must register as a coach with the Club on FFA's [myfootballclub.com.au](http://myfootballclub.com.au) website.
- k) All coaches will be appointed for a term of one year.

#### **4.1.4 Senior Team Coaches**

- a) Positions for all coaches will be advertised via the club website or other suitable advertising means
- b) Each applicant that meets with the minimum required criteria may be subject to an interview with a selection panel. The panel will require evidence of qualifications and experience.
- c) The minimum coaching qualifications to coach at this level will be an FFA Senior Coaching License / AFC "C" License (With the preference of AFC "B" Coaching License or greater)
- d) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- e) The selection panel will consist of – Chairperson (Usually the President of the CSFC Executive Committee), the Technical Director and an independent (a committee member from one of the other club sections or a suitably qualified coach).

- f) There is an expectation that appointed coaches make themselves available for an introductory coaching course, and to attend a monthly coaching update presented by the Football Operations Committee as organized by the Caboolture Sports Football Club
- g) Coaches will be expected to deliver a training program to their team groups as part of the club's overall development strategy.
- h) Appointed coaches are to provide training Framework and explanation of this for approval by the Technical Director.
- i) There is an expectation that appointed coaches make every effort to ensure they continue with their coaching education and are encouraged to attend additional FFA Licensed Coach Education Courses and / or State Coaching / National Coaching Updates as provided by Football Queensland and Football Federation Australia.
- j) All coaches will be appointed for a term of one year.
- k) Appointed coaches must register as a coach with the Club on FFA's myfootballclub.com.au website.

#### **4.1.5 Assistant Coaching Positions**

The Caboolture Sports Football Club's ongoing vision for player and coach development requires the expansion of our coaching network, education of coaches and ultimately improved player development because of this process. We encourage teams and coaches to find suitable coaching assistants to enable our coaching resources to grow and allow for replacement of volunteers who may leave the club on a year to year basis.

All potential assistant coaches are still subject to the same selection process as appointed coaches and must make a written application to the Caboolture Sports Football Club for any voluntary position.

- a) Assistant Coaches are appointed for a coaching tenure of 1 year, after which an assessment will be made to their level of competency, and whether they are capable to coach a team of their own.
- b) Appointed assistant coaches must register as a coach with the Club on FFA's Myfootballclub.com.au.
- c) During their tenure, assistant coaches must work towards qualifications commensurate with the level at which they intend to coach.
- d) Senior Men's and Women's Teams – Minimum of an FFA Youth License or willing to secure an FFA Youth License through the season.
- e) Junior Teams - Minimum of an FFA Junior License or willing to secure an FFA Junior License through the season. (Preference given to FFA Youth License Holders)
- f) Small Sided Football Squads – No prerequisite however FFA Qualifications are favoured.
- g) Positions for all coaches will be advertised via the club website or other suitable means
- h) Each applicant that meets with the minimum required criteria may be subject to an interview with a selection panel. The panel will require evidence of qualifications and experience.
- i) The selection panel will consist of – Vice President and Technical Director
- j) There is an expectation that appointed Assistant coaches make themselves available for an introductory coaching course, and to attend a monthly coaching update presented by the Football Operations Committee as organized by the Caboolture Sports Football Club
- k) Coaches will be expected to deliver a training program to their team groups as part of the club's overall development strategy.

- l) Appointed Assistant coaches are to work within the parameters established for their respective teams.
- m) There is an expectation that appointed coaches make every effort to ensure they continue with their coaching education and are encouraged to attend additional FFA Licensed Coach Education Courses and / or State Coaching / National Coaching Updates as provided by Football Queensland and Football Federation Australia.
- n) All programs will meet with Football Federation Australia's National Curriculum and the Caboolture Sports Football Club's overall playing philosophies which integrate with Youth / Junior / Mini Roos.
- o) All coaches will be appointed for a term of one year.

#### **4.1.6 Goalkeeping Coaching Positions**

A suitably qualified Goalkeeping Specific Coach will be appointed to provide services for all interested goalkeepers in the club.

- a) Positions for Goalkeeping Specific Coaching roles will be advertised via the club website or other suitable means
- b) Each applicant that meets with the minimum required criteria may be subject to an interview with a selection panel. The panel will require evidence of qualifications and experience.
- c) The minimum coaching qualifications to coach at this level will be initially an FFA Goalkeeping Certificate (Preference to holders of a Goalkeeping License / Diploma)
- d) Coaches may be asked to demonstrate their practical coaching abilities in an assessable training session.
- e) The selection panel will consist of – Vice President and Technical Director
- f) There is an expectation that appointed coaches make themselves available for an introductory coaching course, and to attend a monthly coaching update presented by the Football Operations Committee as organized by the Caboolture Sports Football Club
- g) Coaches will be expected to deliver a training program to their Goalkeeping groups as part of the club's overall development strategy.
- h) Appointed coaches must register as a coach with the Club on FFA's [myfootballclub.com.au](http://myfootballclub.com.au) website.
- i) Appointed coaches are to provide training Framework and explanation of this for approval by the Football Operations.
- j) There is an expectation that appointed coaches make every effort to ensure they continue with their coaching education and are encouraged to attend additional FFA Licensed Coach Education Courses and / or State Coaching / National Coaching Updates as provided by Football Queensland and Football Federation Australia.
- k) All programs will meet with Football Federation Australia's National Curriculum and the Caboolture Sports Football Club's overall playing philosophies which integrate with Youth / Junior / Mini Roos.
- l) All coaches will be appointed for a term of one year.

#### **4.2 Competition Team Selection**

All players will participate in their respective age groups, determined by their year of birth, it will be at the Technical Director's discretion, and their decision will be final, in relation to any players playing out of their age group.

In competition teams, selections will be made through a selection process devised at the discretion of the Football Operations Committee:

#### **4.2.1 Competition Team Squad Numbers**

In all competitive age teams minimum and maximum squad numbers are as follows:

##### **Junior Competitive Teams**

- a) Minimum Squad numbers 12 (Twelve)
- b) Maximum Squad Numbers 15 (Fifteen)

##### **Senior Men / Women Teams**

- a) Minimum Squad numbers 14 (Fourteen)
- b) Maximum Squad Numbers 18 (Eighteen)

#### **4.3 Mini Roos Team Selection**

Children are encouraged to play with their friends in non-competitive football (Mini Roos). All players will participate in their respective age groups, determined by their year of birth, it will be at the Technical Directors decision, and their decision will be final, in relation to any players playing out of their age group. Players participating in Football Brisbane organised fixtures will be allocated in like ability groups, however "Teams" will be graded as per Football Brisbane league levels (Komodos, Goannas & Geckos etc.)

NB: Mini Roos teams will be allocated by the club, in consultation with parents. However, these allocations will be based on the age group squad maximum numbers, and the club's decisions on team placements are final.

##### **Under 6 - 7 Mini Roos (4 v 4)**

- a) All teams in these age groups play in the Moreton Bay zone of Football Brisbane every week on a home and away basis i.e. Narangba, Deception Bay, Redcliffe, etc.
- b) This allows them to participate in an organized structured game environment.
- c) Organized games are not for competition points and no tables or competition ladders are recorded.
- d) Players are encouraged to join teams with their friends rather than a formal selection process.
- e) Teams will be assessed to ensure they are grouped into playing groups of "Like Ability".

##### **Under 8 – 9 Mini Roos (7 v 7)**

- a) Teams in the Under 8 age groups play home and away normally on alternate weeks.
- b) Teams in the Under 9 age groups play home and away normally on alternate weeks.
- c) This allows them to participate in an organized structured game environment
- d) Organized games are not for competition points and no tables or competition ladders are recorded.
- e) Players are encouraged to join teams with their friends rather than a formal selection process.
- f) Teams will be assessed to ensure they are grouped into playing groups of "Like Ability".
- h) The "Teams" ability level is assessed (not individual players) to comply with Football Brisbane team assessment, for match compliance.

##### **Under 10 – 11 Mini Roos (9 v 9)**

- a) Teams in these age groups play home and away matches in most cases on alternate weeks.
- b) This allows them to participate in an organized structured game environment
- c) Organised games are not for competition points and no tables or competition ladders are recorded.
- d) In Under 10's and Under 11's Mini Roos teams will be graded to prepare them for competitive football. This process will be as per competitive age groups.
- e) All players will be graded into squads that will play in an organized structured game environment suitable to the players/team's ability.
- f) Football Brisbane run organized games for these age groups in three different brackets, Komodos, Goannas & Geckos.
- g) This process was brought in by Football Brisbane so that players would be able to play their weekly games against "like ability" teams from other clubs, therefore improving the experience for all players involved.

#### **4.3.1 Mini Roos Squad Numbers**

In all non-competitive age teams minimum and maximum squad numbers are as follows:

##### **Under 6 – 7 Mini Roos Teams (In house 4 v 4)**

- a) Minimum Squad numbers 5 (Five)
- b) Maximum Squad Numbers 7 (Seven)

##### **Under 8 Mini Roos Teams (In House 7 v 7)**

- a) Minimum Squad numbers 7 (Seven)
- b) Maximum Squad Numbers 10 (Ten)

##### **Under 9 Mini Roos teams (Home and Away 7 v 7)**

- a) Minimum Squad numbers 8 (Eight)
- b) Maximum Squad Numbers 10 (Ten)

##### **Under 10 – 11 Mini Roos Teams (Home and Away 9 v 9)**

- a) Minimum Squad numbers 10 (Ten)
- b) Maximum Squad Numbers 12 (Twelve)

#### **4.4 Coach Education**

The Caboolture Sports Football Club takes the ongoing development of its players and continued education of its coaches very seriously and as such will provide programs for the ongoing maintenance of coaching and playing standards. It is the duty of coaches to make themselves available to attend these programs and to follow established coaching programs. As a club we also support the National Curriculum and the National Coaching Scheme, and encourage coaches to attend formal coach education courses to achieve qualifications commensurate with the level at which they will be coaching.

##### **4.4.1 Coach Education Financial Subsidy**

The Caboolture Sports Football Club has set aside a budget available for coach education to assist coaches seeking formal coaching qualifications. The process for applying for subsidy is as follows:

- a) Discuss your educational requirements with the Technical Director

- b) Enrol and pay for the coaching course applicable to your needs.
- c) Provide the club with your paid tax invoice.
- d) Complete with as much detail as possible and return to the Club Secretary
- e) The application will be reviewed by the Technical Director and the Treasurer
- f) Once approved the club will reimburse you to the value agreed from the application
- i) Generally, the club will agree to pay for 100% of the value of a Community License Coaching course for coaches actively working within the club.

## **5. Duties and Responsibilities of Coaches and Managers**

### **5.1 All Coaches**

All Coaches shall be responsible for the identification, selection and ongoing development of the players in their care under the direct supervision of the Technical Director.

They should:

#### **GENERALLY**

- a) Familiarise themselves with all information contained within the Club Handbook and Football Brisbane competition rules.
- b) Register as a coach or manager with the Club on FFA's Myfootballclub.com.au.
- c) Ensure that every player under their control is eligible for participation in trials, pre-season and competition games and are not under suspension for any reason, or are unregistered.
- d) Be responsible for the behaviour of the players when present.
- e) Where possible, be available to attend coach education opportunities presented by the club.
- f) Be responsible for all club equipment issued to the team.
- g) Act in a reasonable manner in accordance with the club's Code of Conduct.
- h) Be available for all training sessions, prepared and on time; or make arrangements for another coach to take the team if unavailable.
- i) Attend club meetings as required.
- j) No trial games will be conducted without suitable written approval and official sanctioning from Football Brisbane. All trial games must be arranged through the Secretary or Administrator to ensure official sanctioning is sought.
- l) If working with players under the age of 18, a current Working with Children (Blue Card) is required or an application must be lodged immediately through the club when appointed to the coaching position.
- m) Complete a standard club contract confirming that they have read and understood the contents of the club handbook, Football Brisbane Competition Guide and possess or have made application regarding a Working with Children Card (If working with players under 18).

#### **TRAINING**

- a) Each coach will be allocated training days and times after consultation with their respective Committee or an appointed point of contact (i.e. Age Group Coordinators if junior related).
- b) The allocated days and times cannot be changed without written verification from the Technical Director. The Football Operations committee will decide the number of training times made available to each team.

- c) Deliver player coaching programs in conjunction with the club's development program specific to the age group they are coaching
- d) Ensure that training sessions meet with the concept of Maximum Participation – Maximum Fun

### **PRE-GAME**

- a) Ensure that players are properly prepared for games (adequate warm up / preparation routines).
- b) Ensure that players have a clear understanding of their role and position to be played during the game.
- c) Assess player's physical conditions to ensure they are not carrying any injuries which may affect their performance.

### **DURING GAMES**

- a) Ensure that your conduct as a coach reflects the values associated with The Caboolture Sports Football Club and meets with the established Codes of Conduct.
- b) Ensure that players meet the appropriate participation guidelines
- c) Maintain accurate records of player participation.

### **POST GAME / TRAINING**

- a) Complete a post-game / training assessment to ensure players do not have any injuries that may need treating.
- b) Either the coach or manager should remain with players until someone arrives to collect them after training sessions (the club has a "duty of care" to ensure the safety and security of players both on and off the field).

## **5.2 Team Manager**

The Team Manager shall:

### **GENERALLY**

- a) Familiarize themselves with all information contained within this handbook and Football Brisbane competition rules
- b) Register as a manager/volunteer with the Club on FFA's Myfootballclub.com.au.
- c) Obtain a list containing the names, addresses and telephone numbers of all players in the team.
- d) Be the main point of communication between their respective Committee and the team, via the appropriate point of contact.
- e) Develop communication streams for contacting players and parents particularly in situations of inclement weather when the fields may be closed and training / games cancelled.
- f) Abide by the decision of the team coach at all times in matters relating to the team.
- g) Ensure that if any players leave the team or club, the respective Committee is advised as soon as possible.
- h) Obtain the draw for the season and be familiar with the venue for all games and their locations prior to the first competition game.
- i) Ensure all players are made aware of times and venues for each game.

- j) Possess a current Working with Children (Blue Card) or make application for one through the club once appointed to the position.
- k) Complete a standard club contract confirming that they have read and understand the contents of the club handbook, Football Brisbane's Competition Guide and possess or have made application regarding a Working with Children Card.
- l) Attend club meetings as required.
- m) Be responsible for the behaviour of the players when present.
- n) Team manager is responsible to appoint a suitable ground official from within the team's parents/caregivers of the team for all home games. Ground official vest will be included in each team kit bag that is handed out at the start of each season.

### **PRE GAME**

- a) Ensure there is adequate water available for rehydrating players and ice / ice packs in case of potential injuries.
- b) Ensure that the team sheet is completed prior to the scheduled kick off and has been lodged with the referees.
- c) Check the opposition team sheet for validity before the game.
- d) Be responsible for the safe keeping of player's registration cards if registration cards are being used with Football Brisbane.

### **DURING GAME**

- a) Act in a reasonable manner in accordance with the club's Code of Conduct
- b) Ensure that your conduct as a representative of The Caboolture Sports Football Club reflects the values associated with The Caboolture Sports Football Club and meets with the established Codes of Conduct.
- c) Maintain accurate records of player participation.

### **POST GAME**

- a) Lodge team sheets, and match results with the canteen convenor immediately after the game has concluded.
- b) Either the coach or manager should remain with players until someone arrives to collect them after training sessions or games.

## **6. Duties & Responsibility of Parents/Guardians**

### **6.1 Parents and Guardians shall**

- a) Ensure that their player is properly attired in the approved club outfit.
- b) Notify the coach/manager if their player cannot attend training or the game within reasonable time frames.
- c) Ensure that their player arrives at the ground in good time for training and games (times at the direction of the team coach).
- d) Not expect the coach/manager to transport your child anywhere.
- e) Support the team and not just individual players.
- f) Treat the game as an enjoyment for your child and promote good sportsmanship.
- g) Comply with the Code of Conduct as published by the club.
- h) Observe the ground rules at home and away venues.

i) Instil in your child the need for respect for coach, manager, team mates and opposing players / officials / coaches etc.

## **7. Codes of Behaviour**

The Caboolture Sports Football Club expects the following codes of behaviour to be adhered to by players, coaches, officials, spectators and parents.

### **7.1 Coaches**

- a) Teach the players that the rules of football are mutual agreements which should not be evaded or broken.
- b) Do not ridicule or yell at players for making mistakes or losing a match.
- c) Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
- d) Make a personal commitment to keep informed of sound coaching principles.
- e) Avoid the use of derogative or abusive language, the club has a zero-tolerance policy and heavy penalties apply.
- f) Work cooperatively with the Technical Director / Football Operations Committee members.
- g) Promote good sportsmanship and the health benefits of participation and learning / skill development.

### **FOOTBALL FEDERATION AUSTRALIA COACHES CODE OF CONDUCT**

This code is designed:

- **To emphasise the elements of enjoyment and satisfaction to junior players and coaches involved in football.**
- **To make adults including parents and coaches aware that young players play football to satisfy themselves and not necessarily to satisfy adults or member's of their own peer group**
- **To improve the overall health and fitness of Australia's youth by encouraging participation in football and making it attractive, safe and enjoyable for all to play.**
- **To remind administrator's, coach's, referee's and parents that football must be administered, taught and provided, for the good of those young people who wish to play football, as ultimately "It is their game".**

### **Coach's Code of Ethics**

- I will respect the rights, dignity and worth of all players and ensure that everyone is treated equally.
- I will ensure that the players are involved in a positive environment, and that the game and training is a positive and enjoyable experience.
- I will respect all players' individuality and help them reach their own full potential.
- I will be fair, considerate and honest with all players.
- I will be professional and accept responsibility for my actions and encourage players to demonstrate the same qualities.
- I will make a commitment to my team, and myself that I will continue to improve my own knowledge of the game through coach education and various training programs

- I will coach my players to play within the rules and in the spirit of the game of football.
- I will avoid any physical contact with the players and should it be required it would be appropriate to the situation and necessary for the player's skill development.
- I will refrain from any form of personal abuse towards my players. Also be aware to any form of abuse directed towards my players from other sources whilst they are in my care.
- I will refrain from any form of harassment towards my players.
- I will provide a safe environment for training and competition, by ensuring the equipment and facilities meet safety standards.
- I will show concern and caution towards sick and injured players and allow for further participation in training and competition only when appropriate.
- I will not engage in the use of crude, foul or abusive language that may be determined offensive or engage in any conduct detrimental to the image of the game when on or off the field.
- I will refrain from arguing with the referee and / or assistant referees regarding decisions they make.
- I will treat participants, officials and spectators with courtesy and respect.
- I will always encourage my team to play within the laws of the game.
- I will not consent to the use of any banned substance or drugs of dependence by my players.
- I will act in a responsible manner and accept responsibility for my actions

## 7.2 Ground Officials

It is a requirement of Football Brisbane that the home team **MUST** supply a ground official at every game. Ground officials will be appointed by the team manager on a roster basis, and

- Must wear a ground official vest.
- Must read and understand the guidelines provided by the manager.
- Must be on hand and ready to deal with issues as they arise.
- Must ensure spectators are well behaved and observe their code of conduct.
- Report any incidents to the team manager to pass on to the respective Committee.
- Ensure nobody, other than game officials and players, enters the technical area.
- Be consistent, objective and courteous in dealing with unruliness.
- Avoid the use of derogatory language.
- Escort referees to and from the referees' room at the start and end of each half.

## 7.3 Players

### The Caboolture Sports Football Club Specific Codes of Conduct

- Play by the rules of the game as defined by Football Brisbane.
- Play to win and never set out to lose, but understand losing happens and to be able to deal with this in a dignified and sportsmanlike manner.
- Play in the spirit of good sportsmanship.
- Adhere to the club's code of conduct for players.

- e) Never argue with an official. If you disagree with a decision of an official, speak to your coach. Control your temper, verbal abuse of officials or players is not acceptable under any circumstances.
- f) Treat all players as you would like to be treated.

### **FOOTBALL FEDERATION AUSTRALIA CODE OF CONDUCT FOR PLAYERS**

- Play by the rules. It is just as important to understand the spirit of the rules. They are designed to make the game fun to play and fun to watch. By sticking to the rules, you will enjoy the game more;
- Play to win. Winning is the object of playing any game. Never set out to lose. If you do not play to win, you are cheating your opponents, deceiving those who are watching, and also fooling yourself. Never give up against stronger opponents but never relent against weaker ones;
- Play fair. Winning is without value if victory has been achieved unfairly or dishonestly. Playing fair requires courage and character and is more satisfying. Playing fair earns you respect, while cheats are detested;
- Refrain from conduct which may be regarded as sexual harassment towards fellow players and coaches;
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition. Fair play means respect. Referees are there to maintain discipline and fair play;
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent, are not acceptable or permitted behaviours in any sport;
- Be honest with the coach concerning illness and injury and ability to train and compete to the best of your ability
- Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you. A professional appearance relating to language, manner, temper and punctuality is to be adopted at all times;
- Be a good sport. Applaud all good plays whether they are made by your team, or the opposition;
- Accept defeat with dignity. Nobody wins all the time. Learn to lose graciously. Don't seek excuses for defeat. Genuine reasons will always be self-evident. Congratulate the winners with good grace. Don't blame the referee or anyone else. Good losers earn more respect than bad winners;
- Promote the interests of football; it is the world's greatest game. Think of football's interests before your own. Think how your actions may affect the image of the game. Talk about the positive things in the game. Encourage other people to watch it or play it fairly. Be an ambassador for the game;
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor. Reject corruption, drugs, racism, violence and other dangers to our sport. Watch out for attempts to tempt you into cheating or using drugs. Drugs have no place in football, or in our society. Say no to drugs;
- Help others to resist corrupting pressures. You may hear that team-mates or other people you know are being tempted to cheat in some way. Give them the strength to

resist. Remind them of their commitment to their team-mates and to the game itself. Form a block of solidarity, like a solid defence on the field of play;

- Co-operate with your coach, team-mates and opponents. Without them there would be no competition.
- They have the same rights as you have, including the right to be respected;
- Participate for your own enjoyment and benefit, not just to please parents and coaches;
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion;
- Denounce those who attempt to discredit our sport. Don't be ashamed to show up anybody who you are sure is trying to make others cheat. It's better to expose them and have them removed before they can do any damage. It often takes more courage to denounce what is wrong, than to go along with a dishonest plan;
- Honour those who defend football's good reputation. The good name of football has survived because the vast majority of people who love the game are honest and fair. Sometimes somebody does something exceptional that deserves our special recognition. They should be honoured and their fine example made public. This encourages others to act in the same way.

## **7.4 Spectators**

### **FOOTBALL FEDERATION AUSTRALIA SPECTATORS CODE OF BEHAVIOUR**

A spectator present at a match or otherwise involved in any activity staged or sanctioned by FFA or an affiliated Member Federation, District Association or Club must:

- a) Respect the decisions of match officials and teach children to do the same.
- b) Never ridicule or unduly scold a child for making a mistake.
- c) Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, political view, national or ethnic origin.
- d) Not use violence in any form, whether it is against other spectators, team officials (including coaches), match officials or players.
- e) 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.
- f) Comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance.
- g) Not, and must not attempt to, bring into a venue national or political flags or emblems (except for the recognized national flags of any of the competing teams) or offensive or inappropriate banners, whether written in English or a foreign language.
- h) Not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority.
- i) Conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of FFA and football generally.
- k) Caboolture Sports Football Club supports the "Positive or its Pointless" campaign. If it's not positive, then it is pointless in saying it or doing it.

**Any person who does not comply with this spectator code of behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future matches.**

## **8. Code of Practice**

### **8.1 Training**

Training times and locations must be adhered to unless prior arrangements have been made with the respective committee, i.e. Football Operations.

### **8.2 Off Season Training**

Coaches must consult with the age coordinator and respective committee with regard to any off-season training programs.

### **8.3 Pre-season Training**

Notification of pre-season training will be provided by the age coordinator and will be posted to the club website.

### **8.4 Shin Pad Policy**

As the only protective equipment available to players during games and training, and the requirement by F.I.F.A. that they must be worn at all times during games Law 4 – FIFA Laws of the Game – **Shin guards** (are covered entirely by the stockings, are made of rubber, plastic or a similar suitable material, provide a reasonable degree of protection)

As a provision of “Duty of Care” the following will apply with respect to players wearing of shin pads:

#### **Mini Roos (Under 6 – 11)**

- a) The use of shin pads for **ALL** training and games is compulsory.
- b) Players not wearing shin pads to training will not be permitted to train or play.

#### **Junior Competition Football (Under 12 – 17)**

- a) The use of shin pads for **ALL** training and games is compulsory.
- b) Players not wearing shin pads to training will not be permitted to train or play.

#### **Senior Competition Football (Applicable to players aged 18 or older)**

Whilst players over the age of 18 years of age are legally obligated to make their own decisions on their own safety, they are responsible for their own actions. However, the coach has a “Duty of Care” for player safety and may take it upon themselves to implement their own individual team policy regarding the use protective equipment.

- a) The use of shin pads for all training practices where “Combat” is involved (Any type of training practice of game where players oppose each other) it is “highly recommended” that players wear shin pads.
- b) Wearing of shin pads in games is compulsory.

## 8.5 Player Injury

- a) All club officials, coaches and managers should be aware that no medication or application of band aids or creams or ointments should be applied to any injured junior player without parent/guardian consent.
- b) In the case of serious injury, professional assistance must be sought.
- c) Where players are seriously injured an ambulance should be called. The match officials will usually take control of player care while waiting for an ambulance, but parents are asked to step in if officials are themselves only youngsters. Under no circumstances should a seriously injured player be moved prior to the arrival of the ambulance, even if that means holding up play for an extended period

### 8.5.1 Injury Management Process

Team officials (Coaches, Managers or Sports Trainers) need to follow the following procedures for recording and treatment of Players suffering serious injury):

**Definition: A serious injury is one that prevents a player from participating or completing training and or games.**

- a) Any serious injury sustained by a player must be recorded by a team official.
- b) All injuries are to be recorded on an Injury Report Form (available by download from The Caboolture Sports Football Club Website).
- c) Complete the online Injury Report Form in as much detail as possible.
- d) Injury Report Forms are to be made available to club recommended physiotherapist or medical personnel for referral.
- e) Players suffering from a serious injury cannot return to training or participate in games until a full clearance (In writing) has been granted by the physiotherapist, either through triage or, treatment consultations.
- F) Coaches of injured players must make themselves aware of the progress of the player's treatment and must receive a clearance to train or play before permitting a player to return to active service.

## 8.6 Team Dug Out / Change Rooms

Only players, coaches, managers and appointed sports trainers or medical officers are permitted in the team's dug out and change rooms unless otherwise authorized. Football Brisbane requires that each of these team officials **MUST** be officially registered and in possession of an official identification card which must be worn in a visible manner. Parents and siblings are also requested to stay clear of the team's preparation and half-time team talks.

## 8.7 Instructions to Players

Parents are **NOT** permitted to give instructions to any player whilst in the care of the coach or manager.

It is not acceptable for a parent to provide coaching instructions to their children before, during or after games or training. This information may conflict with the coaches'.

The Club encourages parents to provide positive vocal support to the teams however they should refrain from providing instructions. This is the coach's job.

## 8.8 Information & Enquires

Players and parents requiring information or having enquires must contact the coach or manager of the team. If further information is required, the matter can be referred to the Football Operations Committee

## 9. Player Participation Policy

It is reasonable to assume that parents of players at Caboolture Sports FC should understand their “minimum” expectations of match time. All identified players contribute to the team’s performances and development. In forming these guidelines, consideration has been given to providing coaches with enough flexibility to choose teams best able to compete with opposition of varying quality, and to make tactical changes during games. All players need to start and finish in matches over the course of the season. Ensure that your team selections take this into consideration so that the same players don’t always start in every game.

### Mini Roos

In Mini Roos U6-U11, the aim of the coach should be to give all players equal time on the field in all games. A number of factors will impact on this, including injuries, the health of players on the day of each game and the mathematical logistics of splitting time evenly.

### COMPETITION AGE JUNIOR TEAMS (U12 and above)

These guidelines should be adhered to (these should be read in conjunction with the exceptions listed below):

- a) Each player should play a minimum of 60% of **total** game time, balanced over the season. This applies to teams in division 2 and below competitions only, and does not apply to division 1 teams or in instances where the club only has one team in a particular age group no matter what division that team is playing in. The 60% theory is based on actual time on the field in which the player has taken part in, and does not take into consideration games in which a player has not participated in at all due to injury, sickness, holiday’s or suspensions.
- b) If a player starts as a substitute in one match, he/she should be in the starting side for the next match, unless there are circumstances where the player has not attended training sessions or has not abided by the player code of ethics in relation to training or other club rules/policies which the player is in breach.
- c) Each player should play a minimum of 25% of every game that they are present and eligible for.
- d) If all players have met with the above criteria in its entirety throughout the competition, and the squad is successful in reaching the final’s, then the coach will be obligated to select his/her best performing playing squad for any finals games (Semi / Prelim / Grand Finals).
- e) It is still encouraged however that coaches make every effort to include the entire squad even during finals.

### SENIOR MEN / WOMEN’S SQUADS

Coaches of senior playing squads are in a competitive playing environment and as such are expected to field teams that are perceived as the strongest competitive squad.

The coach is responsible for the harmonious atmosphere within their team and will have to establish expectations commensurate with the team’s philosophy. Additional to this is the

necessity for providing development pathways for younger players and the management of the process to ensure that enthusiasm is maintained.

### **9.1 Eligibility**

For players in all competitive age groups to be considered for the starting line-up of a competition match they must attend ALL training sessions in the week and be injury free prior to the match.

The only exemption to this is when a player has been accepted into a Football Queensland / Queensland Academy of Sport / Football Federation Australia identified player program which clashes with club training, or with prior advice and arrangement between the parent/guardian and the coach/manager.

### **9.2 Record Keeping**

It is highly advisable that team coaches and managers maintain records of player participation time to ensure we are working within this policy. Please note the expected percentages are listed as a "Safety Net" it is envisioned that players will well exceed these times, they are not to be used as a target to be reached.

### **9.3 Exceptions**

The above provisions are to occur except in the following circumstances where this may not be possible:

- a) The player sustains an injury preventing him/her to contest a game to the best of his/her ability, or endangers safety
- b) In the event of illness where the player cannot perform due to health restrictions
- c) Due to disciplinary reasons or suspension
- d) Unavailability to due personal reasons, for example: holidays, attending personal family commitments
- e) If the player requests to be taken off or left out of a match

### **9.4 General Comments**

Avoid overplaying talented players. Eventually they will need a break, and other players need and deserve opportunities and experiences to develop their technical and tactical appreciations of the game.

### **9.5 External Competitions**

- a) For any competitions conducted outside the auspices of the regular competition season (i.e. pre-season tournaments, knock out competitions, carnivals etc) the players will expect the same rate of participation as indicated for the season proper, for all group games
- b) If all players have met with the above criteria in its entirety throughout the competition, and the squad is successful in reaching the final, then the coach will be obligated to select his/her best performing playing squad for any finals games

## 10. Grievance Policy and Procedure

If any player, parent or guardian of a junior player is involved in a football-related issue (breach of player participation policies, bias, improper conduct etc.) which they find unacceptable the procedure for redress will be as follows:

- a) Discussion with the manager and or coach to resolve the issue, and, if unsatisfactory;
- b) Discussion with the Technical Director, and, if unsatisfactory;
- c) Written complaint, forwarded to the secretary who will arrange for the matter to be addressed by a panel convened by the respective Committee.
- d) If the panel is unable to arrive at a decision it will be referred to a full meeting of the respective Committee.
- e) All written complaints will receive a written acknowledgment within five (5) days and a written decision will be conveyed within fourteen (14) days unless all parties agree to an extended time to allow a decision to be reached.
- f) Under no circumstances should a minor be involved in any dispute discussions unless his/her parent/guardian is present.

## 11. Home Grounds – Grant Road Morayfield

### 11.1 Cleaning of Change Rooms

Change rooms, both home and visitors, must be left in a clean and tidy condition after training and games. Under no circumstances is a team to leave the change room until the room has been cleaned. Players must dislodge dirt and mud from their boots **BEFORE** they enter the change room. Coaches and managers must be conscious of their responsibility in this regard, any team negligent in leaving the facilities clean after they have used them will be subject to financial penalties.

### 11.2 Care of our fields

Every care must be taken to ensure the premises, facilities and the grounds of Grant Road Morayfield are kept in good order and condition. Coaches must follow guidelines for the use of training areas to minimize wear on heavy traffic parts of the pitches. **Goal mouths should never be used for training. Instead, portable goals should be used.**

### 11.3 Training Routines to Reduce Wear

- a) It is the responsibility of every coach to ensure instructions issued from the grounds committee at the club are adhered to. Failure to do so could result in fines or disciplinary actions. The training guidelines can be found on the club website here:
- b) This link from Football NSW has some guidelines on training to preserve surface quality.  
[http://www.soccernsw.com.au/fileadmin/user\\_upload/Save\\_Our\\_Surfaces.pdf](http://www.soccernsw.com.au/fileadmin/user_upload/Save_Our_Surfaces.pdf)

## 12. General Information

### 12.1 Communication policy

Managers play an important role in communicating club policies to players, parents and guardians. In most instances, a contact person from the respective committee or Liaison

Officer will communicate with managers who will be expected to pass relevant messages on to the players, parents and guardians in their teams.

The club website also plays an important role in the club's communication strategies.

Players, parents and guardians are encouraged to seek information from the club website before trying to contact their managers or liaison officers. Many frequently asked questions are answered in various parts of the club's website.

From time to time the club will send email messages directly to parents and guardians, bypassing managers. This will be done via email.

Every effort will be made to communicate information about field closures to parents and guardians. Sometimes it will be possible to do this directly, via email or SMS. Parents and guardians should be encouraged to check the website for field closure information as sometimes fields are closed at short notice and other communication methods are not possible.

## **12.2 Wet Weather Notification**

There are several communication methods available to ensure club members can make an accurate determination as to the weather conditions and field closures and training cancellations.

Decisions on field closures lay with Moreton Bay Regional Council in the first instance, and then with the CSFC if MBRC are unavailable to decide.

Advice of field closures for training and game days will be on CSFC website.

## **12.3 Insurance**

The club, its players and officials are covered by a compulsory insurance policy which is administered by Football Queensland. The Insurance premium is included in the registration fee. For information relating to the insurance policy please go to [www.footballbrisbane.com.au](http://www.footballbrisbane.com.au).

## **12.4 Coach and Managers Information Evening**

All coaches and managers are to attend a start of season briefing session to be held at a time and venue to be determined each year.

## **12.5 Fundraising and Sponsorship**

Corporate Sponsorship is welcome, for further details on how to sponsor the club, please contact the sponsorship coordinator – details on the website.

## **12.6 End of Season Functions**

The club holds official presentation at the end of each season. Dates and venues for these will be communicated to team managers each season.