



# Club Handbook

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## 1. Introduction

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

### 1.1 Mission Statement

The Gap Football Club is a fully inclusive community based Football Club, which encourages skill development, fitness, fair play and teamwork.

The club is dedicated to the growth and excellence of its junior programs, as well as encouraging the virtues of pride and loyalty of representing the local community, by providing a pathway for its young players into our senior men's and women's teams.

We fully subscribe to the ethos of a 'one club for all' philosophy, in which juniors, women's and men's teams (social as well as performance) are all vital components of the club's long term future.

The administration of TGFC will be professional, transparent and fair. All duties will be carried out honestly and with integrity and fully inclusive to both genders.

We are committed to improving the infrastructure of our club and providing a friendly, welcoming and enjoyable sporting environment for all.

We also have a commitment to ensuring our first teams in both genders need to be playing at a high enough competitive level to ensure the continued growth and standing of the club as a whole.

As a nonprofit community organisation, our players and members are our club. We are fully dependant on volunteers giving their time freely for the successful running of the club.

TGFC committee is responsible for the management of the club, and its members are elected at the AGM. The Board includes a representative from men's, women's and juniors to ensure there is fair and equitable representation from all areas of the club.

The Board delegate's powers to subcommittee consisting of such members of the Club as the Board thinks fit. The subsections are not intended to be another layer of bureaucracy, but simply working parties/groups of volunteers and coaches whose role is to facilitate and administer the smooth running of that group's football teams.

The Gap FC  
One Club, Many Cultures  
Working Together, United by Football

### 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>

FB's rules of competition: <http://www.footballbrisbane.com.au/index.php?id=150>

The Gap Football Club Constitution:

[http://www.gapfootball.org.au/site/assets/files/1024/gap\\_fc\\_constitution\\_v\\_may\\_2014.pdf](http://www.gapfootball.org.au/site/assets/files/1024/gap_fc_constitution_v_may_2014.pdf)

## **2. Club Structure**

### **2.1. The Club**

The Gap Football Club has a history stretching back more than six decades. The club was originally established to provide a venue in The Gap for a range of sports. Over the years, softball, netball and cricket have thrived at Walton Bridge Reserve. But over the years those teams have either folded or moved to other venues in the area, leaving football as the only sport based permanently at the club.

The club leases its grounds and all facilities therein from the Brisbane City Council. The Gap Football Club is run by a volunteer committee supported by several sub-committees.

### **2.2. The Gap Football Club Board**

The general business of our club is overseen by The Gap Football Club Board and its executive and directors. The board 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 three formal sub-committees –

- Men Sub Committee;
- NPL Sub Committee; and
- Junior Sub Committee

These are responsible for the business of running the football played within them. TGFC Board also has a number of less formal sub-committees, such as the grounds sub-committee. Members of these sub-committees are represented on TGFC Board. In all instances, the sub committees report and make recommendations to TGFC Board. TGFC Board has the right to veto in all decisions that affect the club.

Members of TGFC Board are elected at an annual general meeting held each February. The conduct of the committee is governed by the club's constitution.

Detailed roles of the Board can be found in The Gap Football Club Operations Manual.

### **2.3 Men's & Women's NPL Sub Committees**

The men and NPL Sub Committees administer and manage football for men's and NPL football. The men compete in Football Brisbane's Men's Capital League 2, Capital League 2 reserves, Under 18's and various City Leagues. The women compete in Football Queensland's National Premier Leagues, Football Brisbane's Women's Premier League (BWPL) and city league competitions. NPL girls are included in the Women's NPL subcommittee.

### **2.4 Juniors Sub Committee**

The club's Sub Committee runs football for boys and girls from U6-U17. The younger age groups – U6-U11 – play non-Premiership, Small-Sided football. Competition football, which includes ages Under 12 to Under 17, caters for both mixed junior and all girl teams.

The junior committee, which operates as a sub-committee of The Gap Football Club committee, runs junior football at the club. The junior section usually runs 50-60 teams across its age brackets.

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

#### **3.1. Chairman / Chairperson Position**

The Chairman / Chairperson represent the committee within the club community and the wider football community in Brisbane.

His or her main responsibilities include:

- a) Chair meetings of their respective committee
- b) The Chairman / Chairperson represent their subcommittee on the Board of the Gap Football Club. All subcommittees report to the Gap Football Club Board.
- c) Act with other members of their respective club section executive (Chairman / Chairperson, Secretary, Treasurer) to hear disciplinary matters and settle grievances
- d) Where possible, attend all major functions of the club
- e) Represent the club's interests at Football Brisbane meetings
- f) Ensure all members of the club adhere to the club's codes of behavior
- g) At all times represent the ethos of the club
- h) Represent their section of the club at meetings of the Gap Football Club
- i) To promote the club within the local community
- j) Reportable to TGFC Board

#### **3.2 Secretary Position**

The secretary's role is to keep the machinery of their respective committee well oiled – organizing meetings, keeping minutes and keeping track of correspondence. The secretary is also the chief point of contact between the committee and Football Brisbane

His or her main responsibilities include:

- a) Attend to the general business of the section
- 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) Act with other members of their respective club section executive (Chairman / Chairperson, Secretary, Treasurer) to hear disciplinary matters and settle grievances
- g) Reportable to TGFC Board (specifically the secretary).
- h) All communications with external parties will at a minimum have the Board secretary CC'ed in.

#### **3.3 Treasurer Position**

The treasurer is responsible for the financial arrangements of their respective committee – 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.

His or her 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 TGFC Treasurer and presented to the Board for approval
- c) monitor the progress of that budget, reporting to the committee meetings where necessary
- d) Liaise with the treasurer of TGFC Board on budgetary matters
- e) Act with other members of their respective club section executive (Chairman / Chairperson, Secretary, Treasurer) to hear disciplinary matters and settle grievances
- f) Reportable to TGFC Board (specifically the Treasurer).

### **3.4 Equipment Coordinator Position**

The equipment officer works with the Equipment Officer and relevant subcommittee of The Gap Football Club to order and keep track of equipment required by the each section.

His or her main responsibilities include:

- a) Liaising with the TD/ Equipment Officer to determine what equipment each team requires
- b) Consult with their respective Committee regarding equipment requirements
- c) Liaising with the section treasurer to ensure the equipment budget is not over-spent
- d) Placing orders to the Equipment Officer
- e) Organising a working bee to make up the training kits for each team
- f) Distributing training kits and jersey sets to teams and recording which team takes receipt of what gear
- g) Responding to requests for replacement equipment where training kit is damaged during the year
- h) Responding to requests from the TD for the purchase of new equipment
- i) Receipt of gear at the end of the season
- j) Auditing the training kit which is returned and discarding that equipment which is worn out
- k) Reportable to the Equipment Officer and relevant subcommittee.

### **3.5 Commercial Coordinator Position**

The commercial Officer seeks sponsors from within the club community and the broader community of The Gap and services those sponsors.

His or her main responsibilities include:

To identify and target sources of funding for the club in association with the club's development plan

- a) To prepare funding bids in partnership with club committee members as appropriate
- b) To ensure the carrying out the terms of any secured funding agreement to its finalisation or acquittal
- c) To establish and develop effective working relationships with key local funding providers
- d) To develop a sponsorship proposal(s) for the club in association with the club's strategic plan
- e) To promote and publicise any funding and/or sponsorship secured for the club through the club newsletters, website and notice board, in association with the communications coordinator.
- f) Organizing artwork from sponsors
- g) Presenting sponsors with a signed jersey from the team which wears their sponsored kit (an extra jersey is ordered with each sponsored set for this purpose)
- h) Ensuring sponsors are invited to the club's sponsor and volunteer thank-you function at the end of the season
- i) Organize, attendance and associated hospitality for sponsors at Senior (Men's & Women's) or Junior events for core sponsors
- j) Coming up with ideas for social functions, both for parents and children and integration with other sections of the club (Senior Men's / Women's)
- k) Recruiting help to organize the functions
- l) Ensuring they are listed in the club calendar and are promoted to club members
- m) Controlling the SMS bounce back system for wet weather information
- n) Updating Facebook with Events, games, team lineups, sponsors, etc. as and when required.

The Commercial Officer is accountable to TGFC Executive and to their sub-committee.

### **3.6 Media Coordinator**

Responsible for managing every aspect of the organisation's website and online presence.

The main responsibilities include:

- a) Design and maintenance of the website
- b) Updating content and managing social media
- c) Point person in charge of communications via the website
- d) Liaise between the Board and/ or sub committees to ensure any relevant content is uploaded onto the website
- e) Liaise with external parties (for example the host server company) in the event of an issue with regards to our web presence.
- f) Working in conjunction with the Commercial Officer - Director.

### **3.7 Miniroos Co-Ordinators (Junior Committee)**

To ensure that MiniRoos players and their parents have the best introduction to Football possible.

The main responsibilities include:

- a) Ensure parents of MiniRoos players understand the philosophy behind the program. Most likely through an information session for parents.
- b) Ensuring the MiniRoos match day experience is created to a high standard. This includes:
  - I. Assisting Game Leaders with the set-up of OSSF pitches;
  - II. Ensuring that participants are being supervised at all times;
  - III. Ensuring fields are set up, safe and fit to play on
  - IV. Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on.
  - V. Organising MiniRoos teams and ensuring coaches and managers are aware of which field they will start from.
  - VI. Timing the matches and making sure all matches start and finish at the same time
  - VII. Arrange the packing up of all equipment after the matches are completed

Relationships:

- a) Reports to the President and General Committee.
- b) Work with Coaching Coordinators to ensure all MiniRoos teams have a Coach
- c) Work with Coaching Coordinators to encourage MiniRoos Coaches to undertake a Grassroots Certificate Course.
- d) Arranging participants into teams of the appropriate sizes per age category;

Accountability:

- e) It is the responsibility of the MiniRoos Coordinator to ensure the match day experience for Players and Parents is of high quality.
- f) The MiniRoos Coordinator should report to the General Committee to ensure all members are aware of any information regarding MiniRoos.
- g) The estimated time commitment required as the MiniRoos Coordinator is up to 6-8 hours per week around peak periods such as the registration period and match days.

Essential Skills:

- h) Enthusiastic and well organised
- i) Passionate and dedicated to promoting the club to the wider community.
- j) Willing to work with other committee members to share knowledge and assist with any problems / questions.
- k) Strong communication skills to take queries from Parents and Coaches regarding MiniRoos

### **3.8 Competition Age Group Co-Ordinators (Junior Committee)**

The Age Group coordinators fill a vital role as the conduits between the junior committee and the teams in each age bracket. This job is too big for one person, so there are coordinators – one for each age group of the three categories of small-sided football and two for competition teams.

Their main responsibilities include:

- a) One per age group Juniors–U12, U13, U14, U15-U16 and one for all girl competition teams. Allocating players to teams in each age brackets
- b) Keeping up to date the contact details of coaches and managers in their category
- c) Passing information from the junior committee to their coaches and managers
- d) Answering queries from coaches, managers and parents in their categories
- e) Taking queries they cannot answer to the appropriate people within the club
- f) Being the first point of contact for people within their categories who have grievances
- g) Liaise with Club bookkeeper to confirm eligibility of all players seeking selection

### **3.9 Miniroos Marshal & Referee Coordinator (Junior Committee)**

His or her main responsibilities include:

- a) Interview and appoint house referees for The Gap Football Club SSF leagues
- b) Schedule and coordinate referees for SSF games as to ensure the smooth operation of each match
- c) Coordinate and implement a SSF ground marshal roster for match days
- d) Support the football management team in achieving on field results
- e) Liaise with referees, coaches and managers in order to ensure the smooth operations of all football related activities
- f) Liaise with relevant parties on all football matters (TD men's coaches, women's coaches and junior coaches) as required.

### **3.10 Member Protection Officer (NPL)**

The Member Protection Officer (MPO) ensures that the welfare and safety of children is paramount and placed above all other considerations.

The main responsibilities include:

- (a) Applying best efforts to ensure children are kept safe from Child Abuse and are protected from people who are unsuitable to work with children;
- (b) Provide information and education on Child Abuse and child protection to those involved in Football, including Officials, Players and parents;
- (c) Carefully screen and select people whose roles require them to have direct and unsupervised access to children;
- (d) Protect the privacy of any person who is screened and the confidentiality of any information obtained through the screening process; and
- (e) Meet the additional requirements outlined in Part C based on the State in which their activities are conducted.

Ensure the club does not employ or engage a person (whether paid or unpaid) to coach, instruct or otherwise have direct and unsupervised contact with a child (applicant) without first undertaking the following 4 step screening process:

- a) obtain from the applicant a completed and signed Member Protection Declaration (see Prescribed Form MP1);
- b) check the applicant's referees (verbal or written);
- c) interview the applicant about his or her suitability for the role and for working with children; and

- d) If the applicant is to be paid by the Member, obtain a national police check or clearance (noting consent is obtained through the Member Protection Declaration).

If a Member Protection Declaration or consent to police check is not provided, or the screening process reveals that an applicant does not satisfactorily meet the requirements of that process, FFA or the MPO must:

- a) provide an opportunity for the applicant to respond or provide an explanation; and
- b) Make an assessment as to whether the applicant may pose a risk to, or be unsuitable to work with, children. If unsatisfied, FFA or the relevant Member must:
  - I. In the case of an applicant currently working with the Member, transfer the applicant to another role that does not require them to work with children. If this is not possible or reasonable, then the appointment must be ended in accordance with legal process; and
  - II. In the case of someone applying for a position, the applicant must not be appointed.

#### Member Protection Policy

3.8 Where it is not practical to complete a police check prior to the applicant starting work, the CWC must still complete the check as soon as possible and advise the applicant that his or her ongoing engagement is conditional on the satisfactory outcome of the check.

3.9 Where a national police check is obtained under this Policy by a Member (such as a Member Federation), another Member (such as a District Association) that is also required to screen an applicant may obtain a copy of the national police check provided that the consent of the applicant is obtained and the national police check was performed in the immediately preceding two years.

3.10 A Member must notify the Member Protection Officer and the appropriate authorities of:

- a) any applicant that the Member rejected as a result of risks identified through the screening process;
- b) any child that they reasonably suspect has been or is the subject of Child Abuse by someone within Football; and
- c) the name and other identifying details of any person against whom relevant disciplinary proceedings have been completed by the Member in relation to Child Abuse, irrespective of the findings

More information available at:

[http://www.myfootballclub.com.au/fileadmin/user\\_upload/for-clubs/Volunteer\\_Management/Protection\\_Policy.pdf](http://www.myfootballclub.com.au/fileadmin/user_upload/for-clubs/Volunteer_Management/Protection_Policy.pdf)

## **4. Selection Processes**

### **4.1 Coach Selection**

#### **4.1.1 Technical Director of Football Brisbane Competitions**

The club will appoint a suitably qualified Technical Director (TD) for Football Brisbane competitions to oversee all of the clubs recreational and community Coach Education and Player Development programs within Football Brisbane (FB) competitions. The TD is also responsible for the appointment criteria for coaches and managers, establishment of playing / coaching standards and expectations. The FB competitions TD also manages any appointed Development Officers for the provision of coaching services to all sections of the club encompassing: Small Sided Football, Recreational Competition Squads and High Performance boys Programs. The Fb competitions TD is responsible for establishing the club playing and coaching “culture” and philosophies.

- a) The TD position will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.

- b) Applicant's 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 AFC "B" License (With the preference of AFC "A" Coaching License or greater)
- d) The TD must demonstrate exceptional organizational and management capabilities, extensive football coach educational qualifications and experience.
- e) Extensive experience in strategic planning and program development.
- f) Candidates for this role may be asked to demonstrate their practical coaching abilities in an accessible training session.
- g) The selection panel will consist of – Chairperson (Usually the President of TGFC Board), Representatives from each of the Football Sections of the club, and any appointed Junior Development Officers.
- h) The TD will be responsible for developing a club strategy and programming for delivery for Football Brisbane competition based user groups within the club.
- 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 programs will meet with Football Federation Australia's National Curriculum and The Gap Football Club's overall playing philosophies which integrate with Youth / Junior / Miniros.
- k) All coaches will be appointed for a term negotiated with the club Board.

### ***Technical Director of Football Queensland Competitions***

The club will appoint a suitably qualified Technical Director (TD) to oversee all of the clubs NPL Coach Education & Player Development programs in Football Queensland competitions or as advised. The FQ competitions TD is also responsible for the appointment criteria for coaches and managers, establishment of playing / coaching standards and expectations. The FQ competitions TD also manages any appointed coaches for the provision of services to all High Performance girls Programs. The FQ competitions TD is responsible for establishing the club playing and coaching "culture" and philosophies.

- a) The TD position will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- b) Applicant's 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 AFC "B" License (With an AFC "A" by 2017).
- d) The TD must demonstrate exceptional organizational and management capabilities, extensive football coach educational qualifications and experience.
- e) Extensive experience in strategic planning and program development.
- f) Candidates for this role may be asked to demonstrate their practical coaching abilities in an accessible training session.
- g) The selection panel will consist of – Chairperson (Usually the President of TGFC Board) and two other Board members.
- h) The TD will be responsible for developing a youth training plan which broadly outlines the club mission, vision and goals regarding youth training. The plan will also outlines the recruitment policy and SAP Plan. This plan must be in place by 2016. After which, the TD must undertake planning to deliver coaching clinics to partner clubs by 2017.
- i) Ensures the training plans in place for the U20s, U15 and U13 teams last for at least 7 months.
- j) The club must run a minimum 1 x 1 week holiday camp or six weekly contacts for SAP in 2015.
- k) 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.

- l) All programs will meet with Football Federation Australia's National Curriculum and be approved by the Football Queensland State Technical Director.
- m) All coaches will be appointed for a term negotiated with the club Board and ratified by Football Queensland.

#### **4.1.2 Development Officers x 3 - U6 to U9, U10 to U13, U14 to U18**

Development Officers (DO) may be appointed to support the role of the FB competitions TD in providing coaching services and support to all user groups within the club. The DO's reports to the FB competitions TD and provides direct support to team coaches with respect to delivery of the club coaching programs and coach education. The DO may also be a panel member for any club coaching appointments to act in an advisory role as directed by the Board.

- a) The DO position will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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 Youth Coaching License (With the preference of an FFA Senior or AFC "C" 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 TGFC Board), FB competitions FB competitions TD/ DO (to act as an advisor), a nominated section Committee Member 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 DO's make themselves available for all monthly coaching updates.
- g) Development Officers will be expected to monitor the delivery of training programs to the team groups under their control in line with the clubs overall development strategy.
- h) A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the FB competitions TD / DO's.
- 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) A preseason Training Framework will be provided for coaches to deliver to their teams and ongoing competition programming in consultation with the TD.
- k) All programs will meet with Football Federation Australia's National Curriculum.
- l) All coaches will be appointed for a term of one year.

#### **4.1.3 Miniroos Team Coaches:**

- a) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- b) Generally, a parent of a child within the team usually nominates or is recruited as a team coach within the non-premiership 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.
- e) The candidate must have a Working with Children (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 FB competitions TD or DO as organized by the Gap 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 clubs overall development strategy. Resources and explanation of this program will be provided through the Updating seminars programmed by the FB competitions TD / DO.
- i) All programs will meet with Football Federation Australia's National Curriculum.
- j) All coaches will be appointed for a term of one year.

#### ***4.1.4 Club Recreational Competition Team Coaches:***

- a) Recreational teams are competition age groups not involved in the High Performance Program, usually B Grade or lower (Unless this is the highest division in the age group)
- b) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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) 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)
- e) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- 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 FB competitions TD or DO as organized by the Gap Football Club
- g) Coaches are encouraged to attend additional FFA Licensed Coach Education Courses.
- h) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy. A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the FB competitions TD / DO.
- i) All programs will meet with Football Federation Australia's National Curriculum.
- j) For competition club teams preference will be given to coaches who do not have children within the age group in which they choose to coach.
- k) 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.
- l) Appointed coaches must register as a coach with the Club on FFA's Myfootballclub.
- m) All coaches will be appointed for a term of one year.

#### ***4.1.5 Junior High Performance Team Coaches:***

- a) Super Youth League, Division one competition teams.
- b) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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.
- e) The minimum coaching qualifications to coach all other high performance junior teams is an FFA Youth Coaching License (With the preference of an FFA Senior or AFC "C" Coaching License or greater)
- f) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- g) To avoid potential conflict or bias coaches of High Performance Player Programs will not be able to coach teams in which they have their own children. (As of 2013)

- h) The selection panel will consist of – Chairperson (Usually the FB competitions TD or DO), A nominated Committee Member or an independent (a committee member from one of the other club sections or a suitably qualified coach)
- i) 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 FB competitions TD or DO as organized by the Gap Football Club
- j) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy. A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the FB competitions TD / DO.
- k) 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.
- l) A preseason Training Framework will be provided for coaches to deliver to their teams and ongoing competition programming will be in consultation with the FB competitions TD.
- m) All programs will meet with Football Federation Australia’s National Curriculum.
- n) All coaches will be appointed for a term of one year.
- o) Coaches will only be appointed to the same Junior High Performance Team for a maximum of 2 years. This is to enable players to be exposed to other coaching methods and personnel.

### ***Junior NPL Team Coaches:***

- a) Football Queensland’s National Premier Leagues.
- b) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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.
- e) The minimum coaching qualifications for National Premier League Coaches is an FFA Senior Coaching License (With the preference of an AFC “C” Coaching License by 2016).
  - This is only a guide as consideration must be made for female and male applicants according to the license requirements.
- f) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- g) To avoid potential conflict or bias coaches of High Performance Player Programs will not be able to coach teams in which they have their own children (As of 2013).
- h) The selection panel will consist of – Chairperson (Usually President of TGFC Board), FQ competitions TD and a nominated Committee Member.
- i) 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 FQ competitions TD
- j) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy. A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the FQ competitions TD.
- k) 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.
- l) A preseason Training Framework will be provided for coaches to deliver to their teams and ongoing competition programming will be in consultation with the FQ competitions TD.
- m) All programs will meet with Football Federation Australia’s National Curriculum.
- n) All coaches will be appointed for a term of one year.
- o) Coaches will only be appointed to the same Junior High Performance Team for a maximum of 2 years. This is to enable players to be exposed to other coaching methods and personnel.

#### ***4.1.6 Senior High Performance Coaching Positions:***

- a) Senior Men's Premier League Division 2, PL2 Reserves, Brisbane Women's Premier League, Women's City 1 and Women's City 2 squads.
- b) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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) 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)
- e) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- f) The selection panel will consist of – Chairperson (Usually the President of TGFC Board), FB competitions TD or DO (to act as an advisor), the chairperson of the relevant subcommittee and an independent (a committee member from one of the other club sections or a suitably qualified coach).
- g) 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 FB competitions TD or DO as organized by the Gap Football Club
- h) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy.
- i) Appointed coaches are to provide training Framework and explanation of this for approval by the FB competitions TD.
- 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 Gap Football Club's overall playing philosophies which integrate with Youth / Junior / SSF.
- l) All coaches will be appointed for a term of one year.
- m) Appointed coaches must register as a coach with the Club on FFA's Myfootballclub.

#### ***Senior NPL High Performance Coaching Positions:***

- a) Under 20's and open women's.
- b) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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) The minimum coaching qualifications to coach at this level will be an AFC "C" License (With an AFC "B" by 2016 for the Opens Coach and AFC "B" for the Under20's coach by 2018)
- e) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- f) The selection panel will consist of – Chairperson (Usually the President of TGFC Board), the chairperson of the relevant subcommittee and an independent (a committee member from one of the other club sections or a suitably qualified coach).
- g) 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 FQ competitions TD as organized by the Gap Football Club
- h) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy.
- i) Appointed coaches are to provide training Framework and explanation of this for approval by the FQ competitions TD.

- 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.
- l) All coaches will be appointed for a term of one year.
- m) Appointed coaches must register as a coach with the Club on FFA's Myfootballclub.

#### ***4.1.7 Club Senior Recreational Competition Team Coaches:***

- a) Senior Recreational teams are competition age groups not involved in the High Performance Program, Men's and Women's Metropolitan Divisions, Over 35's etc.
- b) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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) The selection panel will consist of – Chairperson (the head of the section subcommittee), the FB competitions TD / DO (to act as an advisor), a nominated Committee Member and an independent (a committee member from one of the other club sections or a suitably qualified coach).
- e) 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)
- f) Coaches may be asked to demonstrate their practical coaching abilities in an accessible training session.
- g) 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 FB competitions TD or DO as organized by the Gap Football Club
- h) Coaches are encouraged to attend additional FFA Licensed Coach Education Courses.
- i) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy. A training Framework and explanation of this program will be provided through the Introductory & Updating seminars programmed by the FB competitions TD / DO.
- j) All programs will meet with Football Federation Australia's National Curriculum.
- k) 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.
- l) All coaches will be appointed for a term of one year.

#### ***4.1.8 Assistant Coaching Positions:***

The Gap 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 as a consequence of this process. With this in mind we encourage teams and coaches to find suitable coaching assistants to enable our coach resources to grow and allow for replacement of volunteers who may leave the club on a year to year basis.

With this in mind all potential assistant coaches are still subject to the same selection process as appointed coaches and must make a written application to the Gap 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

- c) During their tenure, assistant coaches must work towards qualifications commensurate with the level at which they intend to coach.
- d) Senior Men's Premier League Division 2, PL2 Reserves, Brisbane Women's Premier League, City 1 and City 2 – Minimum of an FFA Youth License or willing to secure an FFA Youth License through the season.
- e) Senior Men's & Women's Recreational Competition 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) Junior High Performance Squads - Minimum of an FFA Junior License or willing to secure an FFA Junior License through the season. (Preference given to FFA Youth License Holders)
- g) Junior Recreational Competition Squads - Minimum of an FFA Junior License or willing to secure an FFA Junior License through the season. (Preference given to FFA Youth License Holders)
- h) Small Sided Football Squads – No prerequisite however FFA Qualifications are favored.
- i) Positions for all coaches will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- j) 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.
- k) The selection panel will consist of – Chairperson (Usually the FB competitions TD or Appointed Development Officer), A nominated Committee Member, Development Officer or independent (a committee member from one of the other club sections or a suitably qualified coach)
- l) 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 FB competitions TD or Development Officer as organized by the Gap Football Club
- m) Coaches will be expected to deliver a training program to their team groups as part of the clubs overall development strategy.
- n) Appointed Assistant coaches are to work within the parameters established for their respective teams.
- o) 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.
- p) All programs will meet with Football Federation Australia's National Curriculum and the Gap Football Club's overall playing philosophies which integrate with Youth / Junior / Miniroos.
- q) All coaches will be appointed for a term of one year.

#### **4.1.9 Goalkeeping Coaching Positions:**

A suitably qualified Goalkeeping Specific Coach will be appointed to provide services for: Senior Men's/ Women's Goalkeepers, High Performance Program Goalkeepers, Competition Age Junior Goalkeepers. Any goalkeepers outside of these groups such as Miniroos Goalkeepers may arrange specific training on a User Pay basis. Further to the provided services additional goalkeeping specific services are available on a user pay basis or in a Goalkeeping Academy group.

- a) Positions for Goalkeeping Specific Coaching roles will be advertised via the club website or other suitable advertising means as decided by the respective section of the club by the end of August of any given year.
- 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 accessible training session.
- e) The selection panel will consist of – Chairperson (Usually the President of TGFC Board), FB an FQ competitions TD's.

- 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 FB and FQ competitions TD or DO as organized by the Gap Football Club
- g) Coaches will be expected to deliver a training program to their Goalkeeping groups as part of the clubs overall development strategy.
- h) Appointed coaches must register as a coach with the Club on FFA's Myfootballclub
- i) Appointed coaches are to provide training Framework and explanation of this for approval by the FB and FQ competitions TD's. There will be different programs required for each competitions.
- 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 Gap Football Club's overall playing philosophies which integrate with Youth / Junior / Miniros.
- 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.

In competition teams, selections will be made selection process devised at the discretion of the TDr:

### **As per Football Brisbane / Football Queensland guidelines: Memo 10/11/2011**

*Players must play in their designated age group as determined by date of birth unless exceptional circumstances apply. Exceptional circumstances are defined as identified players who participate at State or National level competitions.*

### 4.2.1 *Competition Team Squad Numbers*

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

#### **Recreational Competition Teams**

- a) Minimum Squad numbers 12 (Twelve)
- b) Maximum Squad Numbers 16 (Fifteen)

#### **Junior High Performance Teams**

- a) Minimum Squad numbers 14 (Fourteen)
- b) Maximum Squad Numbers 16 (Fifteen)

*NB: The preference is for High Performance Squads to have a full complement of 15 Players*

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

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

## 4.3 *Miniros Football Selections:*

Children are encouraged to play with their friends in non-premiership football (SSF). However, in the older SSF age brackets players (Under 11) will be allocated positions into squads, (Identified by Gap Football Club Coaching Personnel) so that **teams** are of ability levels competent with participating in Football Brisbane's organized fixtures (SSF Non-Premiership).

Players participating in Football Brisbane organized fixtures (SSF Non-Premiership) will be allocated in like ability groups, however "Teams" will be graded as per Football Brisbane's league levels (Komodo Dragon's etc)

NB: SSF 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 Miniros (4 v 4):**

- a) All teams in these age groups play "In House" at The Gap Football Club every week

- 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”
- f) To enable this process to occur we invite the teams in to play some games in an Open Day prior to the season commencement. (Dates to be advised)

#### **Under 8–9 Miniroos (7 v 7):**

- a) Teams in the Under 8 age groups play in house matches
- b) Teams in the Under 9 age groups play home and away 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”
- g) To enable this process to occur we invite the teams in to play some games in an Open Day prior to the season commencement. (dates to be advised)
- h) The “Teams” ability level is assessed (not individual players) to comply with Football Brisbane’s team assessment, for match compliance.

#### **Under 10–11 Miniroos (9 v 9):**

- a) Teams in these age groups play home and away matches in 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 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”
- f) To enable this process to occur we invite the teams in to play some games in an Open Day prior to the season commencement. (Dates to be advised)
- g) The “Teams” ability level is assessed (Not individual players) to comply with Football Brisbane’s team assessment, for match compliance.
- h) In Under 11’s SSF teams will be graded to prepare them for competitive football. This process will be as per competitive age groups.
- i) This process is supported by a development program after the midyear point called TARGET 11 to assist with the transition to 11 a side football the following year.

#### **4.3.1 Miniroos Football Squad Numbers**

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

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

- a) Minimum Squad numbers 4 (Four)
- b) Maximum Squad Numbers 6 (Six)

##### **Under 8 Miniroos Teams (In House 7 v 7)**

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

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

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

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

- a) Minimum Squad numbers 10 (Ten)
- b) Maximum Squad Numbers 13 (Twelve)

#### **4.4 Coach Education**

The Gap 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. Additionally, coaches maybe entitled to a coaching subsidy upon successful completion of a coaching qualification/ upgrade. Email the Technical Director at [td@gapfootball.org.au](mailto:td@gapfootball.org.au) with your name, the team you coach at The Gap Football Club and the qualification recently achieved to see if this applies to you.

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.

### **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 TD and or JDO.

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
- 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. In addition, to be eligible for trials and selection all fee's must be paid.
- d) Be responsible for the behavior 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 Fixtures Coordinator to ensure official sanctioning is sought.
- k) Coaches in High Performance age groups (Women's NPL and BJL will not be able to coach age groups where their own children are competing (as of 2013).
- l) A current Working With Children (Blue Card) is required or an application must be lodged immediately through the club when appointed to a coaching and/ or managers position if:
  - You are the coach and/ or manager of a junior competition age team (U12 – U18);
  - You are a senior coach and/ or manager for a team where U18s are present; or
  - You are a coach and/ or manager of an SSF team that does not include a child of your own.

##### **TRAINING:**

- m) Each coach will be allocated training days and times after consultation with their respective Committee or an appointed point of contact (ie Age Group Coordinators if junior related).
- n) The allocated days and times cannot be changed without written verification from their respective point of contact / Age Group coordinator and TD / JDO. The committee will decide the number of training times made available to each team.

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

**PRE GAME:**

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

**DURING GAMES:**

- t) Ensure that your conduct as a coach reflects the values associated with The Gap Football Club and meets with the established Codes Of Conduct
- u) Ensure that players meet the appropriate participation guidelines
- v) Keep accurate records relating to player participation levels

**POST GAME / TRAINING:**

- w) Complete a post-game / training assessment to ensure players do not have any injuries that may need treating
- x) 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
- 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) A current Working With Children (Blue Card) is required or an application must be lodged immediately through the club when appointed to a coaching and/ or managers position if:
  - You are the coach and/ or manager of a junior competition age team (U12 – U18);
  - You are a senior coach and/ or manager for a team where U18s are present; or
  - You are a coach and/ or manager of an SSF team that does not include a child of your own.
- k) Be responsible for the behavior of the players when present

**PRE GAME:**

- l) Ensure there is adequate water available for rehydrating players and ice / ice packs in case of potential injuries.

- m) Ensure that the team sheet is completed prior to the scheduled kick off and has been lodged with the referees
- n) Check the opposition team sheet for validity before the game
- o) Be responsible for the safe keeping of player's registration cards

**DURING GAME:**

- p) Act in a reasonable manner in accordance with the club's Code of Conduct
- q) Ensure that your conduct as a representative of The Gap Football Club reflects the values associated with The Gap Football Club and meets with the established Codes Of Conduct
- r) Maintain accurate records of player participation

**POST GAME:**

- s) Lodge team lists, match results and goal scorers in Sporting Pulse in a timely fashion (accessible via [www.footballbrisbane.com.au](http://www.footballbrisbane.com.au) or [www.footballqueensland.com.au](http://www.footballqueensland.com.au)).
- t) 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) Instill in your child the need for respect for coach, manager, team mates and opposing players / officials / coaches etc.

**7. Codes of Behaviour**

The Gap Football Club expects the following codes of behavior 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 TD/ JDO and the respective Committee
- 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 player's 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's 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

- a) Must wear a ground official vest
- b) Must read and understand the guidelines provided by the manager
- c) Must be on hand and ready to deal with issues as they arise
- d) Must ensure spectators are well behaved and observe their code of conduct
- e) Report any incidents to the team manager to pass on to the respective Committee
- f) Ensure nobody, other than game officials and players, enters the technical area
- g) Be consistent, objective and courteous in dealing with unruliness
- h) Avoid the use of derogatory language

- i) Escort referees to and from the referees' room at the start and end of each half

### **7.3 Players:**

#### **The Gap Football Club Specific Codes of Conduct:**

- a) Play by the rules of the game as defined by Football Brisbane
- b) 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
- c) Play in the spirit of good sportsmanship
- d) 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 defense 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;
- Honor 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 honored 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, politics, 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

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. For more information please refer to Appendix A **Training and Field Use Guidelines**.

### **8.2 Off Season Training**

Coaches must consult with the TD/ DO 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 TD 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:

#### **Miniroos Football (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 (For High Performance Teams)**

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) A triage will be established for players at Tuesday night training sessions so that players can have injuries assessed and treatment programs prescribed.

Services provided by:

Senior Men – The Gap Physiotherapy Practice

Senior Women – Red Hill Physiotherapy Centre

- c) 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.
- d) Coaches of injured players must make themselves aware of the progress of the players 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 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 Committee via the liaison officer.

## ***9. Player Participation Policy***

It is reasonable to assume that parents of players at The Gap should have an understanding of 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.

### **SMALL SIDED FOOTBALL:**

In non-premiership football (SSF U6-U11), the aim of the coach should be to give all players equal time on the field in all games. Obviously 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
- b) If a player starts as a substitute in one match, he/she should be in the starting side for the next match
- c) Each player should play a minimum of 25% of every game

- d) If all players have met with the above criteria in its entirety throughout the competition, and the squad is successful in reaching the finals, then the coach will be obligated to select his/her best performing playing squad for any finals games (Semi / 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.

With this in mind the coach is responsible for the harmonious atmosphere within his / her side 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 competitive age groups to be considered for the starting lineup 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.

#### **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.

#### **9.2 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 particular match

#### **9.2 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.

#### **9.3 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) Verbal discussion with the manager and or coach to resolve the issue, and, if unsatisfactory;
- b) Verbal discussion with the appropriate liaison officer (Age Group coordinator), 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 – Walton Bridge Reserve**

### **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 Walton Bridge Reserve 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, by-passing managers. This will be done via the Sporting Pulse system.

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 are able to make an accurate determination as to the weather conditions and field closures and training cancellations.

**Website Notifications:** [www.gapfootball.org.au](http://www.gapfootball.org.au)

**NPL Notifications:** [www.gapnplfootball.org.au](http://www.gapnplfootball.org.au)

**Facebook Notifications:** <http://www.facebook.com/GapFootball>

### ***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.

### ***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 Player and Parent Information Evening:***

All players and parents are encouraged to attend the start of season information evening. Notifications of the time and venue will be issued one month prior to the day.

### ***12.6 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.

### ***12.7 End of Season Functions***

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

## *Appendix A: Training and Field Usage Guidelines*

### **1.0 Introduction**

The training and use guideline has been established to ensure that the club facilities, fields and equipment are effectively managed to ensure long term sustainability.

Some interesting facts for users of the fields:

1. The club invests a minimum \$45,000 a year in maintaining its fields, or two thirds of its annual income.
2. The clubs fields are the largest asset at the club with an estimated value of over \$1 million
3. The club has three volunteers that maintain the fields
4. These volunteers spend roughly 60 hours a week, 3120 hours a year to maintaining the club fields and facilities. They do not have an off season.
5. Over 160 tonnes of soil every year is laid onto the fields
6. The club uses an average of 7 mega litres of water every year. 65% of this water comes from the creek, the other amounts from rain and town water.
7. Over 1000 users take to the fields every week during the season

Over the last four years the club has invested a large amount of money in installation of irrigation and renewing the field's surfaces. To support this investment the club is looking to manage the fields in a sustainable way through a combination of maintenance, limited utilisation, fallow periods and sound management of the resource through good planning.

The club also has access to train at the The Gap State High School and Payne Road State School. Usage of these locations is managed by The Gap Football Club Board and training times, training days and space allowance must be **strictly adhered to**.

### **2.0 Preseason Training Start and Field Closure Dates**

The club has three main sections that use the field's juniors, women's and men's. These sections can also be split into social and competitive teams and therefore have different requirements for preseason start times and dates.

Training times and locations will be published on the clubs official website and facebook annually and will be strictly enforced.

**The fields are closed between the below dates:**

School Holidays

All School Holliday Periods

Season End

November Week 1 to January Week 4

The fields are closed to undertake maintenance and refurbishment of the fields including fertilisation, top soiling, aerating and spraying. The closure also provides the fields with time to recover, as well as a period if urgent make up games can be played. Monday nights each week are also left vacant for the above reason as well.

### **3.0 Training and Field Use Rules**

The club has a number of business and use rules that must be followed by all sections of the club.

These are as follows:

1. All members must respect the club and leased facilities
2. All members must train in allocated areas
3. All teams must start and cease training on time
4. Goal area should not be used by teams as portable goals are provided and should be used
5. Repetition work such as ladder work, ski poles, shuttles, time trials should occur on the outer areas of fields and not on the main playing surfaces
6. On game days teams should warm up on outer areas if possible and then 5 minutes before game move onto the field
7. Portable goals should be used once the following guideline has been read carefully. The goals must be anchored and placed back into the storage areas after use Refer Attachment B.
8. Fields should be left tidy and all rubbish removed
9. Corner flags should be stored in the referees room

#### ***3.1 Payne Road Usage Agreement***

1. Parking must be at the Club. Members are then asked to walk across the bike path.
2. The first team scheduled at the school is responsible for collecting the keys from the club, the opening of the gate for entry onto the oval and also the toilets if they are locked.
3. The last team scheduled at the oval is responsible for locking the gate, locking the toilets, turning off the lights and returning the lighting keys to the Club
4. No team is permitted to set up their training area until after 4:45pm. The after school care still requires access to the fields prior to this time.
5. The after school care and school staff are not responsible for Gap Football Club parents and children. So please do not approach them as they are very busy with their jobs.

## 4.0 Pre-season Friendly Games and other Sanction Games

**Step 1:** Email [juniors@gapfootball.org.au](mailto:juniors@gapfootball.org.au) for mixed junior teams and all girl junior teams  
And CC Club Secretary [info@gapfootball.org.au](mailto:info@gapfootball.org.au) (10 workings days in advance)

**Step 2:** Secretary forwards to President for approval or rejection

**Step 3:** If rejected Coach and Manager advised by Secretary, if accepted Secretary forwards sanction Form to FBI minimum of 5 days in advance of games

**Step 4:** If reject Coach and Manager advised, if approved Coach, Manager, Grounds Committee, Canteen Manager and Club Manager notified in an email by Secretary

The clubs business rule for preseason games are:

1. Two preseason games for all section of club (Men's, Women's and Junior's) on Field 1.  
Each subcommittee must approve these games.
2. Field 2 all request reviewed based on club priorities

## 5.0 Changing Training Times

**Step 1:** Email [juniors@gapfootball.org.au](mailto:juniors@gapfootball.org.au) for mixed junior teams and all girl junior teams  
And CC Club Secretary [info@gapfootball.org.au](mailto:info@gapfootball.org.au) (Full process takes 10 working days)

**Step 2:** Secretary forwards to President for approval or rejection

**Step 3:** President and Secretary come to a joint decision who response to Coach and Manager or their relevant section who will then respond to the relevant party.

**Step 4:** If, no satisfied with outcome Coach and Manager can lodge protest with The Gap Football club Committee at next monthly meeting via Secretary

## 6.0 Portable Goal Use

In 2003, there was a fatal injury caused by a portable goal collapsing in Moss Vale NSW. This tragedy has heightened the awareness of the potential dangers of portable goals and there use. The Gap Football Club Incorporated has also had a major incident with soccer goals at the club. Over the past few years the club has been replacing steel goals with lightweight aluminium portable goals that are compliant to Australian Standards HB 227-200.

The club now has six full size and four medium size portable goals.

As the provider of the goals the club has developed the below guidelines in order to minimise its exposure and provide a safe environment for users of the sports fields.

## ***6.1 Portable soccer goalposts – Manufacture, store and storage***

### **6.1.1 Equipment**

- Check the goal posts are in an appropriate condition before every use.
- If the posts look damaged do not use and report to a Gap Football Club Committee member and make complete a written report immediately.
- Ensure that the anchoring equipment, including brackets and staking pegs is available

### **6.1.2 Personnel**

- Instruct all appropriate personnel on the safe handling of, and potential dangers with portable goal posts.
- Ensure adequate personnel are available to move the goal post with consideration given to the weight of the goal. Always employ correct lifting technique when moving the posts to avoid injury
- A nominated club official should perform the necessary checks listed above between each game to ensure that the posts remain secure.

### **6.1.3 Use of the Goals**

Use of the goals is only permitted by the club/ individual that are a member of the club or have hire the grounds. No lending or subletting is allowed.

- All goal posts need to be anchored at the 3 anchor points
- All stakes must be flush with the ground and driven in fully but be clearly visible to anyone in close proximity to the goal.
- Never allow anyone to climb on the netting or the goal framework.
- The staking pegs should not be used to secure the net.
- The goal net is not to be used to secure the goal posts.
- If a breakage of any part of the goal occurs during a game or training, play should be halted immediately. The incident should be reported to a Gap Football Club Committee Member
- The Grounds Committee will undertake regular checks of gaols, however conditions can change after each use and therefore users are also responsible for checking and securing goals

#### **6.1.3.1 After Usage**

- Ensure that the goal post and all associated equipment are returned to the storage areas outlined on Attachment B in order to prevent unauthorised use and potential injuries.

- All anchoring devices need to be removed from the field's surface and left with portable goals.
- The Rules of Soccer state that portable soccer goals can only be used if they are anchored securely to the ground.

Officials and members should be aware of their responsibilities in this regard.

## 7.0 Penalty and Fines

All members are required to comply with the established training guidelines. Individuals or groups of individuals that ignore this guideline may be penalised or fined by the club.

Coaches, Managers, Teams and Individual will be given three warning prior to any penalties or fines being imposed.

The penalty or fine is as follows for a fourth offence:

1. Payment of \$30 to the club
2. Attending a working bee with grounds committee for three hours

In the event that the above is refused it will be forward to The Gap Football Club Committee for a decision to be made on further action.

All members have to realise that this guidelines has been developed to improve the organisation and coordination of all members and not just single individuals.

## 8.0 Other

### General Questions:

1. I am new to the club how do I know what team I am in?

This information is on The Gap Football Club website or can be obtain through the Secretary of the club.

2. I wanted to change training times how do I request this?

Follow process outlined in this guideline. Teams that organise for another team to swat are always favourably considered.

3. How do I organise a pre-season friendly game?

As per above process, however ensure request is forwarded 10 working days in advance

4. I need help with portable gaols who do I contact?

Email the Secretary of the club who will organise for someone to contact you and assist.

5. I was looking for poles, cones and ladders for training are there any that I can borrow?

This maybe borrowed from the club equipment store. All requests must be out through the High Performance Manger/ Development Officer for you section of the club.

6. How do I obtain my teams jerseys if I am a coach and equipment?

An email will be sent out to all coaches and managers advising them of a pickup date and time.

7. Why can't we train in the gaols mouth areas?

The club spends \$70,000 a year on maintenance, if the goal mouth areas are in very poor condition the club would need to re-turf at a cost of roughly \$15,000 which is a major escalation in cost that the club cannot afford. Portable goals have been provided to alleviate this issue.

8. Can clothing equipment be bought on training nights

Yes, the canteen is open on training nights

## Attachment A: Competition Fields



— Fencing

## Attachment B: Portable Goal Storage Areas

