

# **KINCUMBER ROOS FOOTBALL CLUB INCORPORATED**



## **BY-LAWS**

**Updated 21 November 2023**

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## **1. Reasons for and Upkeep of the By-Laws**

1.1 These By-Laws have been written and shall be maintained by the Executive, Football and Management Committees to assist Players, Coach's, Managers, Office Bearers and other Members to understand the way in which the CLUB is administered. We seek your cooperation in following these By-Laws so that the CLUB can continue to function in a smooth and efficient manner.

1.2 The By-Laws may be amended or altered from time to time at the Annual General Meeting (A.G.M), monthly General Meeting or Extraordinary Meeting. Any proposed changes to the By-laws must be conveyed to all CLUB members fourteen (14) days prior to the upcoming meeting.

1.3 A majority of two thirds of the members present at that meeting shall be required before any alterations or amendments to the Club's By-Laws are accepted.

1.4 The Executive, Football and Management Committees of the CLUB are elected at the A.G.M, held between the final day of competition and the last day of November.

1.5 The Executive, Football and Management Committees are responsible for the administration of the affairs of the CLUB as specified in the Constitution and Rules of the CLUB, and to ensure all requirements of the Central Coast Football Ltd (CCF) are met and adhered to.

1.6 The Members of the CLUB must act in accordance with the Constitution, Rules and By-Laws of the CLUB and with the Memorandum and Articles of Association and Regulations of CCF.

## **2. Executive Committee: Duties & Responsibilities**

2.1 PRESIDENT – shall:

- be an Office Bearer of the Executive Committee;
- preside at all meetings;
- have a casting vote only, unless stated otherwise within the Constitution or Rules of the CLUB;
- be ex- officio of all Committees;
- assist Football and Management Committee Office Bearers when required;
- be a delegate to CCF;
- have the power to convene meetings of the Executive;

- assist other Football Committee and Management Committee Office Bearers when required;
- where possible attend all official functions and major events of the Club;
- ensure all committee persons perform their duties in accordance with their role description; and
- be the chairperson of all meetings of the Club except Football committee meetings (unless the Football Chairman cannot attend).

#### 2.2 VICE PRESIDENT – shall:

- be an Office Bearer of the Executive Committee;
- have a deliberate vote unless stated otherwise within the Constitution or Rules of the CLUB;
- fulfil the position and perform the duties of the President in their absence, subject to the unanimous approval of the remaining Executive Committee members;
- fulfil the position of any other Executive position as required, subject to the unanimous approval of the remaining Executive Committee members;
- be ex- officio of all Committees
- assist other Football Committee and Management Committee Office Bearers when required
- be a delegate to CCF; and
- where possible attend all official functions and major events of the Club.

#### 2.3 CLUB SECRETARY – shall:

- be an Office Bearer of the Executive Committee;
- have a deliberate vote unless stated otherwise within the Constitution or Rules of the CLUB;
- fulfil the position of any other Executive position as required, subject to the unanimous approval of the remaining Executive Committee members;

- be ex-officio of all committees;
- keep and maintain a master copy of all minutes of an Executive Meeting, AGM and any other Meeting as deemed appropriate;
- notify all CLUB Office Bearers and Members of CLUB meetings;
- be the primary contact for any appeals and/or protests on behalf of the CLUB;
- be a delegate to CCF where either the President or Vice President cannot fulfill their duties;
- be up to date on all deadlines concerning CCF requirements;
- where appropriate, keep a record of attendance of all meetings;
- keep a record of all reported injuries to registered players and team officials;
- keep a record of all financial members of the Club;
- keep a register of all building and ground keys and who they are issued; and
- keep a register of all accredited Responsible Serving of Alcohol (R.S.A.) officials.

#### 2.4 TREASURER – shall:

- be an Office Bearer of the Executive Committee;
- have a deliberate vote unless stated otherwise within the Constitution or Rules of the CLUB;
- fulfil the position of any other Executive position as required, subject to the unanimous approval of the remaining Executive Committee members;
- be ex-officio of all committees;
- be responsible for the books of account of the CLUB;
- handle all financial matters of the CLUB including insurance and outstanding debts;
- be responsible for the collection of registration fees;
- present details of the financial status of the CLUB, including a summary of monetary transactions, to the monthly General Meeting;
- prepare a budget for the entire CLUB each year;
- ensure that all payments authorised by the Club are made;

- maintain a process to prepare the budget for the upcoming season, including registration fees;
- reconcile the Bank Statements of Accounts with the Clubs financial records before each AGM and table such report at the meeting;
- ensure that all books and records are submitted for an annual audit; and
- ensure that an audited balance sheet and financial statement is tendered at the Annual General Meeting.

## 2.5 FOOTBALL CHAIRPERSON – shall

- be an Office Bearer of the Executive Committee;
- have a deliberate vote unless stated otherwise within the Constitution or Rules of the CLUB;
- fulfil the position of any other Executive position as required, subject to the unanimous approval of the remaining Executive Committee members;
- be ex-officio of all committees;
- be the Chairman of the Football Committee;
- convene regular Football Committee meetings throughout the year;
- ensure that the Football Committee fulfil their responsibilities;
- select a member of the Football Committee to take minutes and each Football Committee Meeting, which are to be presented at the next Executive Meeting;
- Maintain Grade Coach and Assistant contracts;
- Maintain Grade player contracts.

### **3. Football Committee: Duties & Responsibilities**

The Football Committee shall:

- be responsible for the organisation, management and efficient control of all matters directly related to the fair playing of Football with the Club
- determine the final number of Club teams and their recommended grading for submission to the CCF
- select and determine the grading of all players into correct age groups and grade as per the Team Grading and Selection Policy
- be responsible for the organisation and efficient running of all Club teams registered to play for the Club within CCF
- encourage and assist all members of the Club to participate and enjoy the game of football as played by Kincumber Roos FC Inc. - make arrangements for pre-season games and venues
- ensure the CCF is notified of all match results by the required time
- maintain a record of all official cautions received by players of the Club and withdraw the players ID card as necessary - be responsible for the organisation and efficient running of all Kincumber Roos FC gala days
- meet regularly and at any times necessary to meet the needs of the Club \* "A quorum of the Football Committee shall consist of three (3) of the five (5) members of the Committee or greater than 50% of the members of the Football Committee existing at the time of the meeting
- arrange for the advertisement for the positions of Coach and Manager for all teams for the ensuing season
- interview where necessary, select and make recommendations to the Executive Committee for the appointment of all Coaches and Managers
- ensure the registration of all players, coaches and managers with the CCF
- compile Coach and Manager manuals and distribute at the pre-season Coach and Managers meeting
- ensure all team/Club officials are fully aware of their responsibilities and duties in relation to their team, players, parents and Club. Ensure also that all Team/Club officials are fully aware of the requirements of the CCF



- allocate training schedule
- ensure the appropriate officials liaise with the CCF in relation to registrations, fixtures and match results
- arrange for representation of players at Club and CCF Judiciary hearing and Club and CCF Appeals Board Hearings
- ensure the Secretary is advised immediately of any injuries to registered players and team officials
- provide to the Executive a budget to cover the cost of special events, such as Gala days, trophies and presentation events
- ensure that all Football related matters at home games are attended to, such as: erection of goal nets and Field markings
- Provision of spectator boundaries
- ensure the collection of referee fees and match sheets by Team Officials
- ensure Team Officials organise Ground Officials for all home games
- organise Coach and Manager End of year meeting
- organise end of season presentation days/nights in liaison with Executive
- Committee

### 3.1 FOOTBALL CHAIRPERSON (see 2.5)

### 3.2 AGE COORDINATORS:

- Organise and run grading sessions for their respective age groups
- Ensure all players in their age group are allocated to an appropriate team
- Assist players and parents in their respective age group with any questions or issues that arise through the year.
- Ensure the Football Chairman is made aware of any issues/complaints.
- Ensure all required information is communicated to players and parents in their respective age group.

- Assist with kit collection and kit return today's
- Provide recommendations to the executive for major award recipients within their age group
- Any other duties that arise in relation to their age group and/or the Football Committee

### 3.3 JUNIOR DEVELOPMENT OFFICER

- Oversee the development of all junior players of the CLUB
- Organise development clinics for junior players
- Provide ongoing support to junior players
- In partnership with the Coaching Coordinator, provide support to junior teams coaches with training any other assistance that may be reasonably required
- Any other duties that the executive may deem appropriate from time to time

### 3.4 COACHING COORDINATOR

- Assist in the recruitment of coaches for all age groups
- Assist all coaches throughout the season as and when required
- Organise and conduct coaching courses for all coaches and any aspiring coaches
- Organise and conduct coaches meetings throughout the season
- Work with the Football Chairman to resolve any coaching problem that may arise
- Any other duties that the executive may deem appropriate from time to time

### 3.5 WOMENS DEVELOPMENT OFFICER

- Oversee the development of all women football of the CLUB

- Organise development clinics for women football members
- Provide ongoing support to womens football players
- In partnership with the Coaching Coordinator, provide support to womens teams coaches with training any other assistance that may be reasonably required
- Any other duties that the executive may deem appropriate from time to time

### 3.6 CADET REFEREE COORDINATOR

- Allocate cadet referees to U5 – U11 games each week
- Provide training and mentoring to cadet referees
- Be the point of contact for all enquiries relating to KRFC cadet referees
- Keep a master file of all allocations throughout the season
- Any other duties that the executive may deem appropriate from time to time

### 3.7 CAUTIONS COORDINATOR

- On a weekly basis, receive/collate details from CCF of carded players (yellow and red)
- advise coaches and managers of card tally weekly and advise of any send off and procedures required i.e., statements, details from player(s), coaches/manager, spectators.
- keep tally of all suspended players/coach/managers and keep vigilant record of when suspensions have been served.
- Be the primary delegate for any appeal or any such matters that may be taken to the General Purpose Tribunal.

- have full knowledge of CCF Appeals/Grievance Policy, and with club secretary be the liaison between club, players and CCF
- Any other duties that the executive may deem appropriate from time to time

#### **4. Management Committee: Duties & Responsibilities**

##### **4.1 REGISTRAR – shall**

- Be responsible for the registration and financial status of all CLUB players.
- Ensure Team Coaches and Managers are informed of registration requirements.
- Allocate days, times and venues for the registration of players, subject to the approval of the Executive Committee
- Be responsible for the confirmation of player's qualifications within the CLUB.
- Be responsible for the transfer of all players.
- Liaise with CCF for registration matter

- Inform CCF of the grading of all players prior to the scheduled date and ensure registrations are marked according.
- maintain a historical record of players registered with the Club, and of life members
- work with the Treasurer to ensure that all fees owed by registered players are collected
- Any other duties that the executive may deem appropriate from time to time

#### 4.2 ASSISTANT REGISTRAR - shall

- Assist the Registrar with the roles and responsibilities listed for the Registrar
- Any other duties that the executive may deem appropriate from time to time

#### 4.3 FIXTURES OFFICER - shall

- Where required, assist the Football Chairman and Age Coordinators to book and schedule grading sessions and trial games
- Send out referee allocations to competition teams each week
- Advise teams of any late fixture changes once notified from CCF
- Prepare the Frost Fixtures weekend schedule sheets each week for the Official Table.
- Any other duties that the executive may deem appropriate from time to time.

#### 4.4 SOCIAL and EVENTS COORDINATOR – shall

- arrange regular functions for the benefit of Members of the CLUB, subject to the approval of the Executive Committee.
- maintain true accounts of the sums of money received and expended by the Social Committee
- report all activities of the Social Committee, including a summary of monetary transactions, to the monthly General Meeting
- be responsible for fund raising activities for the CLUB, subject to the approval of the Executive Committee.
- Any other duties that the executive may deem appropriate from time to time.

#### 4.5 WEBSITE MANAGER - shall

- ensure that the Clubs web site is kept up to date with all relevant information
- Any other duties that the executive may deem appropriate from time to time.

#### 4.6 CANTEEN MANAGER - shall

- be responsible for the purchase and pricing of all canteen items, subject to the approval of the Executive Committee
- prepare a roster for Canteen assistance
- receive, record, balance and hand over monies and accounts to the Treasurer
- take delivery of all goods
- be responsible for the collection of goods where delivery is not available
- maintain a record of all items purchased for the Canteen
- maintain an up-to—date record of all items in stock
- ensure adequate supplies of stock are always available

- be responsible for the upkeep of the Canteen area
- ensure that all OH&S and regulatory requirements pertaining to food storage and handling are adhered to
- provide a monthly statement of income, expenditure and stock on the operations of the canteen to the members at each monthly General Meeting and table such report
- supply financial and stock records relating to the canteen to the treasurer
- Any other duties that the executive may deem appropriate from time to time

#### 4.7 MERCHANDISING OFFICER – shall

- organise the selection and purchase of awards for all CLUB presentations
- be responsible for the ordering and purchase of all merchandising gear subject to the approval of the Executive Committee
- be responsible for the ordering and purchase of all CLUB promotional clothing approved by the Executive Committee
- be responsible for collecting or taking delivery of all items ordered
- Any other duties that the executive may deem appropriate from time to time

#### 4.8 EQUIPMENT OFFICER – shall

- maintain a record of and be responsible for the distribution of all playing and training equipment to the Team Coach and ensure the return of the same at the completion of the season
- maintain an itemised list of all playing and training equipment possessed by the CLUB and any variations that may occur during the season

- maintain an itemised list of all saleable items currently held in stock and update this list with details of items purchased or sold
- be responsible for the upkeep of the gear room
- when required collate an order for gear and equipment for purchases to be approved by Executive Committee
- Any other duties that the executive may deem appropriate from time to time

#### 4.9 PRIMARY DELEGATE to CCF – shall

- attend all CLUB and Management meetings
- discuss with CLUB Management Committee prior to having a deliberate vote at C.C.F. Ltd meetings
- attend all C.C.F. Ltd meetings
- table all relevant CLUB reports to C.C.F. Ltd when requested by the Management Committee
- ensure all correspondence from C.C.F. Ltd meetings is forwarded to Club Secretary within seven (7) days of meeting

#### 4.10 SECONDARY DELEGATE to CCF – shall

- the secondary delegate shall act as primary delegate in the absence of the primary delegate or if the primary delegate is unable or unwilling to act

#### 4.11 SPONSORSHIP and MARKETING OFFICER – shall

- be responsible for securing sponsorship in the form of monies or equipment for the CLUB to assist in running costs or special projects that may be determined by the Executive from time to time
- be responsible for the marketing of the club through promotion and exposure of its aims and vision in order to secure the future of the club.



#### 4.12 PUBLIC OFFICER – shall

- reside in New South Wales and have attained the age of 18 years
- maintain a register of Committee members of the Club at his or her residential address and make these details available for inspection by any person, free of charge, at all reasonable hours
- be official contact point between the Club and the New South Wales Department of Fair Trading
- lodge all relevant forms and prescribed fee(s) as required by New South Wales Department of Fair Trading
  - a) Annual Statement (form 12 within one month after the date of each Annual General Meeting)
  - b) Notice of appointed/vacancy/change of address of Public Officer (form 4 notifying of their appointment within 14 days of appointment)
  - c) Change of Club name (form 4 apply to Commissioner of Department of Fair trading for approval of name change within one month after the passing of a special resolution)
  - d) Alteration of objects of rules (form 6)
- all documents received on behalf of the Club to be presented to the Club(s) Committee as soon as practical
- upon vacating position pass on all relevant information held on behalf of the Club to his/her successor

#### 4.13 GROUND CONTROLLER – shall

- in conjunction with the Gear Steward ensure all equipment required for grading and trial is transported to the relevant ground
- be responsible for the safe keeping and maintenance of all goal nets, corner post and flags
- ensure that all home playing fields are fully prepared prior to commencement of matches

#### 4.14 LICQUOR LINCENSEE / BAR STEWART – shall

- hold relevant certification
- comply with regulatory requirements as specified by the NSW Casino Liquor and Gaming Control Authority
- liaise with Gosford City Council and local Police Command
- ensure all cost and revenue is recorded and supplied to the Treasurer on a weekly basis
- maintain a register of all Club members holding accredited Responsible Serving of Alcohol (R.S.A.) certification
- ensure application form for liquor licence dates is lodged with NSW Casino Liquor and Gaming Control Authority no later the January of that year

#### 4.15 MEMBER PROTECTION OFFICER – shall

- be responsible with the rules and recommendations prescribed by the NSW Department of Sport and Recreation
- be responsible for any additional rules and recommendations prescribed by Football NSW, CCF and the Club
- assist with the implementation of the organization of Working with Children Checks responsibilities
- record keeping associated with the Working with Children Check"
- awareness raising initiatives for persons involved with the organization (e.g. child protection policy, relevant codes of conduct, etc)
- Be conversant with reporting procedures to deal with allegations of child abuse
- maintenance of standard reporting forms
- provision of a contact person for children and adults in the organization to go to if they have a concern or need information on child protection

- contact mechanisms for N.S.W. Sport and Recreation and I or Department of Community Services

#### 4.16 ALL OTHER COMMITTEE MEMBERS NOT LISTED

- Perform tasks that are required for their role, that may be reasonably expected of them based on their position

### 5. Sub Committees

#### 5.1 Delegation by the Executive to Committees

The Executive may delegate to one or more Sub-Committees (consisting of such Club members as the Executive determines) the exercise of such powers and functions as the Executive so determines.

A Sub Committee shall;

- be accountable at all times to the Executive
- submit to the Executive for approval, written Terms of Reference which shall be binding on all subsequent members of that Sub Committee unless amended
- elect such Officers within the Sub Committee for specific tasks as the Sub Committee determines and these Officers would report directly to that Sub Committee
- operate within the delegations of authority determined by the Executive
- have (if necessary) a separate budget, determined by the Executive
- maintain separate books, records and accounts as required and submit them for annual audit, determined by the Executive

#### 5.2 Election of Members of a Committee

- Members of a Sub Committee shall be elected in accordance with the provisions of Clause 11.2 of the constitution.

#### 5.3 Termination of a Sub Committee

- If a Sub Committee ceases operations or if the executive determines that the need for the existence of a Sub Committee is no longer required all books, records, monies outstanding and all other items relevant to the operation of the sub committee shall be returned to the Executive

## **6. Members of the CLUB**

- The Members of the CLUB are expected to act in accordance with the Constitution, Rules and By- Laws of the CLUB and with the Memorandum and Articles of Association and Regulations of the C.C.F. Ltd

## **7. The Club Captain/s**

The Club Captain shall:

- Be one male and one female player of the club
- be elected by the executive, football and management committees
- be the senior players of the CLUB
- act as a liaison between the players and the committee
- represent the CLUB at official functions if deemed appropriate by the executive committee

## **8. Club Spectators and Supporters**

- It is the responsibility of all spectators and supporters to conduct themselves in such a manner as not to be detrimental to the CLUB. All spectators and supporters should act in a sportsmanship like manner to both their own and visiting teams and to the referees and lines persons controlling the game. Spectators and supporters should remember that their behaviour has a direct reflection on the reputation of the CLUB

## **9. Club Presentations and Major Awards**

Junior and Senior presentations shall be held at the completion of each season. All players shall be informed of the time, date and venue for their respective presentation. The major awards that shall be presented by the CLUB are:

- Junior Player of the Year (Male and Female)
  
- Senior Player of the Year (Male and Female)
  
- Junior Coach of the Year
  
- Senior Coach of the Year
  
- Rookie of the Year (Male and Female)
  
- Junior Club Person of the Year
  
- Senior Club Person of the Year

### **The Dave Storey Memorial Award for Youth Development**

1. A person who has helped player development from a team or individual perspective—and/or
2. A person who has coached multiple junior teams—and/or
3. A person who has developed the players in a junior team moving them from a lower to a higher grade e.g. D to C, B to A etc. —and/or
4. A person who has continually stepped up to coach a junior team over multiple seasons—and/or
5. A person who has successfully transitioned youth players into senior grade teams.
6. A person who has developed players through an academy system for the benefit of Kincumber Football Club—and/or
7. A person who contributes to the development of multiple teams players through a Youth Development Officer role
8. A senior player who regularly donates their time between multiple teams to assist with player development.

The award to be given yearly, if there is no candidate who has met 3 to 4 of the above, then it would be at the discretion of the club /executive committee to nominate a person who exemplifies the values that Dave Storey Senior brought to Kincumber Football Club in regards to youth development.

If there is no candidate then the award will be held over for the next years nominations.

BRIAN SPENCER MEMORIAL NON COMP PLAYER OF THE YEAR AWARD

Or

BRIAN SPENCER MEMORIAL NON COMP COACH OF THE YEAR AWARD

Same guidelines as all other major awards—nominated by club people and voted on by Football Committee

#### **10. Player Awards**

- A CLUB memento shall be given to every player aged U5 – U18 provided a season has not been abandoned
- All teams that successfully reach the finals series shall receive a memento from the club in addition to any other trophies or awards that have been given
- All teams that win their competitions shall be entitled to a memento of greater value than the one that would have been provided for making the finals series (e.g. a KRFC bag instead of a polo shirt).

#### **11. 10, 20 and 30 Year Awards**

- These awards are designed to recognise the continued services of Players with and for the CLUB.
- Players who progress to the Representative Teams and are unable to play for the CLUB due to conflicting commitments are eligible to include these years in the service years but only when they return to the CLUB to play for a full season and a majority of the years have been with the CLUB.
- The years of service do not need to be consecutive.

- If a player leaves the club to play for a different Central Coast Football Competition team, they are not eligible for a service award. Their service years would reset once they return to the club.

## **12. Offensive Language**

All CLUB officials, including Team Coaches and Managers, must deter CLUB Members, Players and Spectators from using obscene and/or abusive and intimidating language whilst at matches and/or training. Players, Members and spectators using obscene and/or abusive language may be summoned to appear before the Executive Committee to explain their actions. The Executive Committee shall then decide the appropriate action that should be taken.

## **13. Official Table and Ground Official**

The CLUB must provide official table at all home games both Saturdays and Sundays.

This official table must be supervised at all times by a member of the Management Committee. The duties of the Ground Official supervising the official table include the checking of players, Registration Cards, collecting and passing on referees fees and adjudicating in disputes should any arise. The Ground Official shall be responsible for the adjustment of the playing field and/or associated equipment if so requested by the referee or a member of the Management Committee. It is the responsibility of the Ground Official to notify the first and any subsequent official referees that he/she is the Ground Official. The referee must also be informed if the role of the Ground Official is transferred to another person during the day

## **14. First Aid and Injuries**

First aid equipment including ice packs and a First Aid Kit are available at the CLUB canteen.

Similar first aid equipment is usually available from the canteen of other clubs. Unfortunately, due to occupational Health and Safety requirements the CLUB is unable to supply each Team Coach with a full first aid kit. Team Coaches and Managers should supply any equipment required outside that supplied by the CLUB.

If a player is injured on the field and is not able to get up on his own, the referee is to stop play and an ambulance is to be called immediately. Under no circumstances is the player to be moved from the field if the full extent of his injuries is unable to be determined.

Team Coaches or Managers must notify the CLUB Secretary of injuries to Players within 48 hours of the accident taking place, irrespective as to whether the injury occurred during a competition game, a trial game or at training. Full details of the event together with the extent of the injury need to be provided so that notification can be forwarded to the C.C.F. Ltd. An official CLUB injury book is held in the CLUB house and full details of the injury and circumstances MUST be entered by the Team Coach or Manager as soon as possible.

Failure, to follow these procedures could cause problems should compensation claims need to be lodged on behalf of the player.

## **Appendix A: Coach and Manager Responsibilities and Information**



## 1. Coach and Manager; Duties and Responsibilities

Whilst the position of Team Coach and Manager are voluntary within our CLUB, it follows that having accepted the position, the welfare of each individual player is paramount. The following points are aimed at assisting you and making your task that much easier

- If we are to teach by example, the Team Coach and Manager must set a good example
- If we expect the players to be punctual and well behaved the Team Coach and Manager must be punctual and well behaved
- Look like a coach and as if you are taking it seriously.
- Dress appropriately
- Have patience, understanding and tact, but never be weak and indecisive
- Be confident, enthusiastic and organized. It will rub off on the players
- Praise good work and encourage real effort, try to be positive cheerfully
- Prepare your coaching sessions beforehand and know exactly what you intend to attempt in the time available. Ensure the equipment you require is available
- Evaluate last weeks game and think of next weeks game
- Vary the training program so as to maintain the players interest; boredom is deadly
- Introduce new techniques and tactical elements progressively
- Keep as many players as possible occupied as constantly as possible. Avoid long spells of inactivity as this will break concentration and cause boredom
- Involve the player's parents. Break your team up into groups at training with set exercises under the eye of a responsible parent whilst you concentrate your attention where it is required most
- Make sure the floodlights or sun is behind your players so that they are not blinded when doing set exercises
- All exercises should be conducted in four ( 4 ) steps
- without the ball ii. with the ball at slow motion iii. with the ball at speed iv. under pressure or at match conditions
- Show one (1) exercise at a time. A solid demonstration is far more effective than almost any amount of description. All demonstrations should give a clear picture of the exercise
- If the players do not respond to a particular point, it should not be repeated over and over again, but should be shown and explained in another way
- Use players of higher ability in demonstrations

- You must accept that in every group of players there will be varying levels of advancement and natural ability and you must be prepared to encourage and spend more time with the least able players
- See that the basic skills are properly mastered and mistakes are eliminated
- Do not talk unnecessarily. Allow your players to learn things by doing rather than listening
- Speak slowly and clearly. Use the correct terms so that everybody can understand what you mean
- See that the players are comfortable and relaxed and able to see and hear you without difficulty
- Team Coaches and Managers should not show dissension in front of their players
- Maintain discipline at all- times and do not permit slackness
- There is absolutely no excuse for bad language, or for vehement criticism or abuse
- It might be bad for our Canteen, but players should not eat pies etc, before they take the field to play. Encourage suitable dietary habits prior to matches
- Do not coach from the sidelines, constant instructions during a game may confuse your players and is often lost by the general noise. Avoid strong criticism of players at half time, or even at full time. Save your criticism for training sessions
- Team Coaches and Managers must ensure that they do not pressure the players to the extent they are deprived of all enjoyment through participation in the sport, and subsequently find them leaving the code before they really start
- Do not extend the players beyond their physical limits
- Insist on full authority as Team Coach Do not listen to "friendly" advice from either parents or committee members. Without being rude, point out to them that you are in sole charge of the team, that you have been appointed Team Coach and that you would appreciate being left alone to do the job
- Knowledge should be increased by attending the Coaching Meetings and attending approved coaches clinics
- The Junior Development Officer and Club Coaches are at your disposal for guidance and advice
- Man-of-the-match awards should be used as an incentive to each and every player in the team. Do not simply award it to the best player. Look for players who, although their skills may not be as good as others, have excelled in their own way during the game. To constantly give the award to the same players each week will not assist team harmony

- Inclement weather is not a valid reason to cancel training. All Team Coaches should be prepared for times when the playing fields are unable to be used. During wet weather, the team can meet and watch soccer videos, discuss the previous week's game or rehearse moves on the blackboard. Even general discussion will maintain their interest in the game
- A Team Coach should concentrate on the task of coaching the team, whilst the Team Manager should control the administrative duties for the team
- Team Coaches and Managers must not abuse or assault referees or lines persons. If you have a complaint about the people who officiated your game, report the matter to the President or Club Secretary who will take what ever action is deemed appropriate.

## 2. Team Coach

- Any person wishing to be considered for the position of Team Coach must submit a written application to the CLUB Secretary.
- Each applicant for a Coaching Position will be interviewed by a representative from the Clubs Football Committee, who will submit recommendations to the Executive Committee.
- The appointment of the Team Coach shall be approved by the Management Committee and the decision of the Management Committee shall be final.
- The Team Coach shall nominate a person, to fulfil the position of Team Manager.
- The responsibility of the Team Coach is to ensure that each player of his/her designated team is taught the correct techniques and principles of the game of soccer. To increase their coaching knowledge, Team Coaches should endeavour to attend approved coaching clinics. A Team Coach who cannot, attend training or the game must arrange for a responsible person to take the team on his/her behalf.
- The Team Coach should make every endeavour to attend the regular Coaches Meetings . conducted by the CLUB.
- It is recommended that the Team Coach delegate the administrative functions for the team to the Team Manager so that he/she can concentrate on the task of coaching.
- The Team Coach must be conversant with the By-Laws of the CLUB and the Regulations of the C.C.F.
- If players misbehave whilst under your supervision, the Team Coach can stand the player aside at training and/or refuse to let the player participate in the next game. Persistent misbehaviour should be reported to either the Junior or Senior Teams Representative who will decide what further action should be taken.

- Under NO circumstance resort to verbal or physical abuse of a player

### 3. Team Manager

- The Team Manager shall be nominated by the Team Coach. This nomination shall then be ratified by representatives from the Clubs Management Committee and subsequently approved by the Management Committee and the decision of the Management Committee shall be final.
- The responsibilities of the Team Manager are to co-operate with and assist the Team Coach and provide administrative assistance to the team.
- The Team Manager should be conversant with the By-Laws of the CLUB and the Regulations of CCF Ltd.
- The Team Manager is responsible for the erection or clearing of the grounds if the team is either the first or last the use of the ground.
- The Team Manager shall liaise between the parents and the Team Coach.
- Rosters for assistance in the Canteen and parent attendance at General Meetings must also be developed.
- The Team Manager shall be responsible for the distribution and collection of all raffle tickets and monies.

### 4. Team Coaches and Managers Check List

- Playing shirts
- Match ball
- Registration Cards
- Players name, telephone numbers and addresses
- Black pen (a biro, not a felt pen)
- First aid equipment
- Watch

- Whistle
- Referee fees
- Match report sheets
- Match awards (if applicable)
- Training balls (for warm- up)
- Canteen roster
- Competition draw

#### 5. Transportation

It is the responsibility of the Team Coach and Manager to ensure that each player has access to transport for all games. It is however, not inferred that the Team Coach and Manager are to provide a "bus" service and it is emphatically discouraged. For Players needing transport to a game, it is suggested that they meet at a predetermined time, giving everybody sufficient time to arrive at the ground before kick off. After games and training, Team Coaches and Managers must ensure all players are collected or sent home safely. It is the

Parents/Guardians responsibility to assist the Team Coach and Manager in the transportation of the players and ensure they arrive at the ground no less than thirty (30) minutes before the scheduled kick off time.

#### 6. Referees Fees and Team Sheets

Enquiries should be made before each competition game to determine if an official referee has been appointed to control the game. If no official referee, the home team is responsible to appoint a volunteer referee. If Kincumber is the home team, it is the responsibility of the Ground Official to appoint a volunteer referee.

A game team sheet will be available at the home team official table. Pencils or felt pens are not to be used when filling out the team sheet. The full names and registration numbers of all players who will either take the field or be a reserve must be entered on the team sheet. The player's full name, as it appears on the Registration Card, must be written on the team sheet, not just their initials. The registration number of each player must also be entered in the appropriate column. The player's shirt numbers must correspond to the team sheet. Depending on C.C.F.

Ltd requirements players must sign the game sheet prior to the game, subject to their age group. The Team Coach or Manager should not sign the team sheet until after the game, when the scores must be checked. If playing at home, make sure scores are recorded at the official table. When playing away the game score needs to be phoned to the fixtures officer no later than six (6) pm on the day of the game. Only pay the referee if he/she is an official referee and has been appointed to control the game, volunteer referees are not eligible for payment. The Team Manager before the start of the match must pay referee fees. The Team Coach or Manager should always carry their own whistle in case a volunteer referee is required. Team Coaches or Managers must NOT physically or verbally abuse or assault referees and lines persons and must endeavour to prevent players and spectators from harassing the referee and lines persons. You should appreciate the worth of the referee and lines persons and assist them where possible

## 7. Training

Training shall commence as soon as possible after the first grading day, subject to the Team Coach's discretion and the approval of the Senior and Junior Teams Representatives will be allocated at least one (1) training day and a specified time . frame and area at Frost Reserve following discussions between the Senior and Junior Teams Representatives. It is a Management Committee decision as to the extent of training times that shall be made available to each team. Night training shall be available on Monday, Tuesday, Wednesday, and Thursday nights upon application to the Senior and Junior Teams Representatives and Non comp and Girls/Women's Representative. If CLUB equipment, above the standard issue, is required for training, a request for such must be made to the Club Secretary. In the case of inclement weather ground closure signs will be erected on playing fields, canteen wall and posted on the CLUBs website and wet weather hot line. All playing fields, MUST NOT be used for training under any circumstances unless approval has been received from the Club Secretary

## 8. Website Match Reports

The Team Coach or Manager may complete a weekly match result sheet, supplied by the CLUB, after each home and away game .After completion, this weekly match result should be deposited in the mail box of the CLUB or handed in at the Official table at Frost Reserve. A team shall not be featured in the website if the Publicity Officer does not receive match report sheets.

## **Appendix B: Parent and Guardians Duties and Responsibilities**

## 1. Parents and Guardians; Duties and Responsibilities

Parents and Guardians are required to:

- assist the Team Coach and Manager in the running of the team where required
- ensure that your child is properly attired in the approved CLUB outfit
- notify the Team Coach or Manager if your child is unable to attend training or the game
- ensure that your child arrives at the ground at least half an hour prior to the starting time of the game
- not expect the Team Coach and Manager to transport your child everywhere
- support the team and not individual players
- eliminate verbal and physical abuse
- treat the game as enjoyment for your child and promote good sportsmanship
- contact the Team Coach or Manager for any information or enquiries —
- DO NOT phone the Club Secretary or other Committee persons. The Team Coach or Manager should be able to answer your questions but will contact the Management Committee if they cannot
- attend, on behalf of both your child and his/her team, at least one monthly General Meeting each year and the A.G.M. of the CLUB
- ensure that your child is in an approved Hospital and Medical fund
- demand good behaviour from your child whilst he/she is in the care and control of the Team Coach or Manager

## 2. Player and Parent/Guardian Enquiries

Players and Parents/Guardians requiring information or having enquiries must contact the Team Coach or Manager. If further information is required, the Team

Coach or Manager can contact a representative of the Management Committee who will be able to supply any additional information required

### 3. Supporters Gear and Attire

The Club has a range of clothing and merchandise available to all members and supporters. The Management committee reserves the right after consultation with Club members to alter or change the range of clothing or merchandise on a yearly basis. Any player or member wishing to vary or change in any way the standard range of clothing or merchandise must write to the Executive Committee seeking approval. Under no circumstances can any player or member utilize the Club logo, emblem or wordings without written approval from the Executive Committee.

## **Appendix C: Player Responsibilities**

### 1. Players Responsibilities

Players must always behave themselves whilst in the care and control of the Team Coach or Manager. Players are recommended to be insured in an approved Hospital and Health Fund

Players are eligible to be graded into a team when the said player's registration fee has been paid in full. Players shall not be entitled to play in any age group or grade unless they possess a current registration card. Any player, due to a surplus of players who can not be included into a team will be given every assistance to transfer to another club. After teams have been selected, players will only be permitted to play in a higher grade team if there are insufficient team players available for that higher aged team. All players (where practical) must play at least half a game each week on a rotating basis. Players should be given every opportunity to play in all field positions during the season, particularly in the noncompetition age groups. Players temporarily playing up in a higher age group, irrespective of how higher are only permitted to play one (1) division lower in that higher age group. An "A" division player can play in a higher age group in "A" or "B" division only. A "B" division player can play in a higher age group in "A" "B" or "C" division. A "C" and "D" division player can play in a higher age group in any division. Any questions surrounding players temporarily playing in a higher age group must be referred to the Club Secretary for clarification.

### 2. Competition Games



Each Team Coach or Manager will be informed of the competition games for the team as soon as it is known by the Fixtures Officer of the CLUB. It is the responsibility of the Team Coach or Manager to inform the players when and where they are to meet each weekend. It is suggested that players are informed at training each week or advised to view the notice board at the Canteen where the venue and time of all games for the following weekend are posted. Times can easily be forgotten or mixed up, so write down the venue and time of the game and hand it out to the players each week at training.

### 3. Registration Cards

Registration Cards for each player will be supplied at the beginning of the season; once the player has been registered with the C.C.F.Ltd. All Registration Cards must be taken to each game in which the player participates and made available at the official table for sighting by an official of the opposing team. A player cannot take the field for a competition game unless the Team Coach or Manager possesses a Registration Card for the player, even if the player is from a younger age group. Failure to produce a Registration Card can result in the forfeit of the game and/or a fine for the CLUB. The Team Manager must sight the Registration Cards at the official table. Registration Cards are the property of the CLUB and must be returned to the Registrar immediately after the last game of the season. In the event of a player being sent from the field of play by the referee, the Registration Card must be handed to the referee after the game for verification.

### 4. Protests and Player Send-Offs

- Protest should only be lodged if there is a valid and sound reason.
- Protests, are discussed and settled at the Board sittings and Match Committee meetings of the C.C.F.
- To lodge a protest, the Team Coach or Manager must present this protest in writing within twenty-four (24) hours to the CLUB secretary, and record on team sheet as per CCF guidelines.

### 5. Home Ground Preparation

To the best efforts of designated people Playing fields must be properly checked and marked out and nets, corner/halfway posts erected properly by the team having first use of the ground. Similarly, teams having last use of the field must take down the nets and posts and stow them in the Clubs storage area. Team Coaches and Managers must determine prior to their match whether they have to attend to the

ground preparation or dismantling. Grounds must always be left in a neat and tidy condition

## 6. Playing Gear and Equipment

Junior Team Coaches shall be provided with one (1) C.C.F. approved match ball, a set of playing shirts and a variety of training equipment. Senior Team Coaches shall be provided with one (1) to three (3) C.C.F. approved match ball, a set of playing shirts and a variety of training equipment. This equipment must be cared for during the season and returned to the Equipment Officer immediately after the last game of the season. The Equipment Officer must be informed immediately of the loss of or damage to any equipment so that replacement equipment can be provided. One person at the end of each game must hold shirts. Under no circumstances are individual players to retain their shirts.

## 7. Trial Games

Trial games shall be organized by the Fixtures Officer. If Team Coaches would like extra trial games for their team, games can be organized by contacting another Team Coach of the CLUB, subject to the approval of the CLUBs Management Committee.

## 8. Playing Attire

Players must be properly attired in the CLUB outfit before they shall take the field.

The approved CLUB outfit is:

- CLUB shirt — supplied by the CLUB
- Shorts Maroon with Gold Stripes for males and females
- Maroon and Gold socks
- Cleaned football boots

With the exception of the playing shirts and socks all attire must be provided by the Player or the Parent/Guardian. The shorts can be ordered and purchased from the Clubs Equipment Officer

## 9. Inclement Weather

In case of wet weather it is the responsibility of every player to contact their respective Coach or Manager regarding field closures. If unable to contact Coach or Manager the following should apply

- a) Phone the Club wet weather hot line
- b) Check the Club website ([www.kincumberroosfc.com.au](http://www.kincumberroosfc.com.au))
- c) Listen to local radio station

If not sure of ground closure attend your game as per draw.

Under no circumstances phone committee member's phone lines need to be open to receive Central Coast Soccer Association updates.

#### 10. Canteen and Roster

- . All teams will be rostered to work voluntary in the canteen BBQ at least once per season. No child under the age of 16yrs is permitted to work in the canteen / BBQ area. The Executive Committee reserves the right to vary the canteen operations and team allocations on a yearly basis subject to the Club future directions and needs

#### 11. Competition and Monetary Reward

All competition prizes and monetary rewards obtained or won by teams playing for or representing the Club remain the sole property of the Club. The Executive Committee reserves the right to award the competition prizes or monetary reward to the said team on a yearly basis.

### **Appendix D – Club Policies**

#### 1. Grading Policy

##### ALL PLAYERS

- All players must register in their correct age group.
- No player shall be permitted to play or register in a higher age group without the approval of the Football Committee.

##### NON-COMP

##### Under 5

Central Coast Football regulations request that these teams not be graded.

These teams will attend Muster day so as to be placed in teams on the basis of being with friends from their own age group and to help out with transport etc...

#### Under 8

This age group teams increase from 9 to 12 players and move to the larger non-comp field & hence it is important that children don't get left out of the game when competing against faster & better skilled players . It is our club policy that players attend skills assessment days if possible to assist in grouping players of similar ability. The purpose of this is to help ensure ongoing participation through the year as well as the following years U9 grading being based on players being compared against other players of similar ability. This will be overseen by the Age Coordinator & helpers as chosen by the Non Comp Manager.

#### Under 9

Central Coast Football requires this age group to be graded on ability. The players should attend all grading days set down by the club. These teams will be graded by a grading committee comprising the non-comp rep and at least 2 other members. They will select 12 provisional players per team depending on numbers. The players, parents and coach will be advised that they may be changed to another team during or after trial games have been completed. The selection of the final team will be made by the grading committee and the coach, after the final trial game.

#### NON COMP APPEALS PROCESS

As this is Non comp, it is our club policy that children wishing to play together can continue do so at the lower level of skill shown by the players wanting to play together with the parents consent. Children will be assessed by the age coordinator & helpers as chosen by the Non Comp Manager. Once the assessment is made, parents who are not happy with the assessment made should approach the Non Comp Manager with their concerns.

The Non Comp Manager will review the assessment with the age manager, helpers & then arrange independent assessment if thought necessary to ensure the process was fair & reasonable. After reviewing the above recommendations & process, the final assessment decision will be made by the Non Comp Manager.

#### JUNIOR COMP — Mixed and Girls teams

Under 10 — Central Coast Football requires these age groups to be graded on ability. Players should attend all grading days set down by the club. These teams will be graded by a grading committee comprising the junior comp rep and at least 2 other members. They will select 13/14 provisional players per team depending on numbers. The players, parents and

coach will be advised that they may be changed to another team during or after trial games have been completed. The selection of the final team and number per team will be made by the grading committee and the coach, after the final trial game.

#### JUNIOR COMP APPEALS PROCESS

At the completion of grading either, players I parents or guardians who feel they have an issue with the grading decision should approach the Age Manager with their concerns. Then either the Junior Representative or Women's Representative will then review the issue with the Age Manager to close and advise a resolve in a timely manner.

#### ALL AGE MEN 1 WOMEN (A/A2 to A/A8)

There is no set grading rules for these Divisions and it is up to the individual coaches of the teams to organise grading and selection.

They may refer to the 1st Grade coach and Senior teams Representative for direction and help, HOWEVER players moving down from a higher division from the previous year they played — will need the approval of the Football Committee to play in that lower grade.

#### 1ST GRADE MENS AND WOMENS

The 1st Grade/Reserve and AA/I players will be graded at Senior Training and during trial games by the coaching staff and players not selected will be offered a place in and All Age team subject to their ability.

#### DISPUTES

Any disputes arising out of grading will be dealt with by the appropriate rep, grading committee and football committee chairperson, if required. The grading of players registered after the grading days will be made by the Grading Committee through the Registrar of the CLUB

## 2. Heat Policy

Coaches and managers should be aware of the following:

Games and sporting activities involving moderate to high intensity exercise should be scheduled to avoid conditions where ambient temperature exceeds or is likely to exceed 36 degrees Celsius.

If games or activities are to be conducted after long periods of cooler conditions, participants should strive to be fully acclimatised prior to participation.

The more athletes sweat, the more fluid they must consume to avoid dehydration.

High levels of dehydration may increase the risk of heat stress. To diminish the risk of heat stress fluid should be consumed before, during and after activity.

In conditions of high risk participants should be provided opportunities to rest through the use of player interchange or substitution.

Light coloured, loose fitting clothes, of natural fibres or composite fabrics, with high wicking (absorption) properties that provide for adequate ventilation are recommended as the most appropriate clothing in the heat.

It needs to be remembered that children have greater difficulty getting rid of heat than adults. Coaches of young children need to remember:

When activities are conducted in hot conditions they must provide sufficient shade and regular drinking opportunities. This is particularly critical where the fitness and state of acclimatisation of the young participants is uncertain.

### 3. Uniform and Clothing Policy

NO PLAYER TO WEAR KINCUMBER ROOS F.C. PLAYING STRIPS AFTER THE GAMES OR TO TRAINING. Any player breaching this policy will be subject to disciplinary action from the club.

Players must wear the approved Kincumber Roos F.C. uniform with NO alterations allowed.

The "KINCUMBER ROOS F.C." Logo is not to be used by any player, parent or business entity without the approval of the Executive Committee.

### 4. Member Protection Policy

All coaches, managers, club officials and any other volunteer personnel within our club will need to read and sign a Prohibited Declaration Form. Please contact the club's MPO if you have any concerns, which will be dealt with in the strictest confidence. Central Coast

Football, Football NSW and the Department of Sport and Recreation have put out guidelines for all members to follow.

Verbal or physical abuse of any kind towards players, parents, supporters or officials will not be tolerated and any person from our club reported for any of the above will face disciplinary action and maybe report to authorities.

All members of our club are to abide by Kincumber Roos F.C. and C.C.F. code of conduct, any breeches of this code of conduct will incur a hearing by either or both organisations which will result in suspension and or deregistration.

The above policies form part of your agreement to register yourself or members of your families with Kincumber Roos F.C.