




# ***CLUB RULES***

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<b>Current Version</b>	V15.21.01.21
<b>Previous Version Date</b>	16 <sup>th</sup> December 2019
<b>Date Changed</b>	21 <sup>st</sup> January 2021
<b>Chairman's Signature</b>	

# **1. FOUNDATION MEMBERSHIP**

Foundation Membership applications are now closed.

Foundation Members will need to decide on whether they wish to be an 'Active' member or a 'Non-Active' member in relation to these rules.

## **'Active' Foundation Members**

Foundation Members will be recognised as 'Active' members if they:

1. Play for the club and attend at least one (1) General Meeting plus the AGM in the current football year
2. Don't play for the club but show interest in the club by way of volunteering to help and by attending at least one (1) General Meeting plus the AGM in the current football year

## **'Non-Active' Foundation Members**

Foundation Members will be recognised as 'Non-Active' members if they:

1. Do not play with the club and do not attend any meetings within the current football year
2. Play for the club and do not attend any meetings within the current football year

## **Voting Rights**

Only Foundation Members who are recognised as 'ACTIVE' members will have voting rights at any meeting where voting is required. Foundation Members under the age of 18 have NO voting rights.

In the event of a 'Special General Meeting' being scheduled, a Foundation Member will have had to attend the previous year's AGM and be recognised as an 'Active' member within the club to have such voting rights.

Suspension or expulsion of a Foundation Member will be dealt with and determined by a majority vote of the Committee.

## **2. COMMITTEE MEMBERS**

Monthly meetings will be scheduled for the attendance of the Committee. It is a requirement that ALL Committee Members attend a minimum of five (5) meetings per year. All Committee Members will need to send a report to the Club Secretary with any information, update, change, issue, etc, at least seven (7) days prior to the scheduled date.

Consumption of alcohol prior to or during a scheduled meeting is not permitted. If a committee member is found to be under the influence of alcohol during a meeting they may be asked to leave and may not be able to participate any further in the meeting and their continuance as a Committee Member will be discussed at the next scheduled Committee Meeting.

Consumption of alcohol at a club function, where a Committee Member is in charge of running the night, taking money or speaking on behalf of the club, a limitation of only two (2) standard drinks is permitted prior to or during the event. If the Committee Member found is deemed to have consumed more than two (2) standard drinks, an Executive Committee Member can authorise another committee member to step in and run the event and their continuance as a Committee Member will be discussed at the next scheduled Committee Meeting.

### **3. REGISTRATION**

#### **3.1. Registration of Players**

- Registration of players shall commence on the last weekend of January following the commencement of the NSW Public School term after the Christmas holidays.
- We will do our best to accommodate all registered players, however as team numbers are limited and some teams are competitive your child may miss out on a place even when fully registered. If a player can't be placed into a team, a full refund will be issued, upon return of any unused items.
- Payment of fees must be paid in full at the time of registration – part payments may only be considered in extreme cases.
- All players must register in their correct age group being the age they are turning in the year of registration. No player shall be permitted to play in a higher age group without the approval of the Grading Manager in consultation with the Football Committee or the Executive Committee and the player's parents.
- A player is not deemed as registered and will not be allocated into a team or permitted to play or participate in training, trials or games until all outstanding registration fees are paid in full and the player has been made ACTIVE on the 'MyCompApp' registration program.
- A player wanting to register after the advertised registration days shall have his/her name recorded by the registrar as a late applicant and shall be advised as soon as possible when accepted or if a position is available in their age group or above.
- Any player who incorrectly states their year of birth on a registration form, knowing the facts stated to be false, shall be automatically suspended from further participation for the remainder of the current season.
- All senior players and parent/carer of junior players are required to read and sign all appropriate "Code of Conduct" or "Player Agreement" forms prior to any kind of participation of the player.
- Following a review of players registered on the Registration Days, the Executive Committee shall advise the Head Registrar of the number of players required to complete each age group.
- The Head Registrar may accept registrations, as deemed necessary, up to and including the 31<sup>st</sup> of May each year.

## **4. TEAM ALLOCATION & GRADING**

### **4.1. Mini Roo's Teams**

#### **Under 5's & 6's**

The team allocation process will take place ASAP, following the Registration Process. In these age groups, it is acceptable for parents to request that their child be placed into a team with a friend or for transportation purposes, as long as the request is suitable for all concerned. There will not be a grading process. Once players have been placed into their teams and a Team Leader & Team Manager has been appointed, teams will experience a 'small-sided-game' and will be nominated into the CCF draw.

#### **Under 7's**

The team allocation process will take place ASAP, following the Registration Process. In this age group, it is acceptable for parents to request that their child be placed into a team with a friend or for transportation purposes, as long as the request is suitable for all concerned. There will not be a grading process, however; all players in this age group will be asked to form teams as a beginner team, intermediate team or an advanced team, as per Central Coast Football's Rules & Regulations. Once players have been placed into their teams and a Team Leader & Team Manager has been appointed, teams will be allocated a date & time for a "Pre-Season Training Session.

#### **Under 8's**

Players in this age group will be assessed as beginners, intermediates or advanced, as per Central Coast Football's Rules & Regulations, and they will attend our Grading Days. Team Allocation Day will take place ASAP, following the Grading Days. In this age group, it is not acceptable for parents to request that their child be placed into a particular team or to play with friends. All teams will need a Team Leader and Team Manager before being nominated to play in the CCF draw.

#### **Under 9's, 10's & 11's**

Players in these age groups will attend our 'Grading Days' to be graded into the appropriate team that best suits their current playing ability. In these age groups, the club will accept NO request from parents that their child be placed into a team for convenience or with a friend. As per Central Coast Football's Rules & Regulations, these age groups must be graded as A's, B's, C's, D's, etc. All concerns or issues will be dealt firstly by the Grading Committee. Teams must have a Coach & Team Manager appointed to be nominated into the CCF draw.

## **4.2. Junior Competition Teams**

Players, both girls and boys, registered to play in the 12's to 18's, will be required to be graded, as per the CCF Rules & Regulations, and will participate in a "Junior Competition" environment for points according to a WIN, LOSS or DRAW. Players will be assessed and placed into a team (by the "Grading Manager") that best suits their personal playing ability. Further grading may occur throughout the scheduled trial games by the Grading Manager. All decisions made will be made in the best interest of the child and their football education.

**The fundamentals of the grading policy are designed to:**

- a) Ensure that there is a clear process for the grading of NEW and existing players each year,
- b) Ensure that all players are graded into the team most representative of their playing skills,
- c) Ensure appropriate distribution of numbers across all teams in each age group, making allowances for borrowing players from lower divisions. The maximum number of players in each competition team will be 16.

All Junior Competition teams must have a Team Coach and a Team Manager before being nominated into the CCF Competition, as per CCF Rules & Regulations.

## **4.3. Division 1 and/or Premier League Squads**

Players registered and selected to play in our Men & Women Squads will be required to attend "Pre-Season Training Sessions" set down by the Head Coaches. The Head Coaches will select a minimum of 11 players and a maximum of 16 players per team, to play in either the Division 1 or Premier League competitions. Any players who are not selected into the squad will be asked to join other players to form an appropriate All Age team.

## **4.4. Seniors**

All senior players, men & women, will be invited to attend our annual "Senior Launch" to meet fellow playing members. There will be no grading of players – Team Managers will be asked to submit a "Team Registration Form" to confirm players in each team.

## **4.5. Grading Preparations**

- a) A "Grading Committee" shall be organised by the "Junior Football Manager" and approved by the Executive Committee. The Grading Committee will comprise of qualified and long-standing coaches and invited experienced senior squad players. Graders who have a conflict of interest with any particular age group we will endeavour not to be involved in the actual grading of those players.
- b) The Junior Football Manager will convene a meeting to be held prior to Registration Days, to discuss the Grading Process & Procedures.
- c) The Club Secretary will assist the Grading Committee with any administrative materials and tracking of player's attendance.

## **4.6. Grading Procedures**

- a) Grading is compulsory for all players, where there is more than one team, in the age groups of Under 8's up to and including 18's.

- b) Grading will commence on the weekends that follow Registration Days. Dates and times will be presented along with other important information during the registration process and may be posted on the Club Website or Club App.
- c) On the first week of grading, a Committee Member will gather parents whilst the players are grading. This is to inform parents of the number of players in each age group, the number of teams that will be nominated and whether or not age groups are requiring more players or are now closed to late registrations. At this gathering, we will also call for expressions of interest for Coaches, only if no application for a particular age group has been received, and Team Managers will also be requested, as per Central Coast Football's Rules & Regulations.
- d) Any member of the Grading Committee, coach or parent shall try their best not to take an active role in the grading of their child.
- e) No player is able to participate in the Grading Process unless they are fully financial unless approved by the committee.
- f) No player is to be guaranteed a position in any specific team. Players will not be placed into any team until the entire grading process has been completed.
- g) Grading is primarily based on small-sided games, played on a reduced size field relevant to the age group being assessed.
- h) All graders will be required to follow the "Grading Policy"
- i) The Grading Committee will be able to answer any questions parents may have in relation to the grading process via phone, email or text message – not on the day.
- j) At the conclusion of the grading process, the Grading Committee will meet with the Executive Committee to review and discuss the formation of teams and the allocation of individual players to each team.
- k) Returning players who have not attended any grading sessions will need to be assessed before being placed into a team. Priority to higher divisions will be given to players who have attended grading. Players who have only attended some grading sessions will be allocated to a team based upon their grading performance that they attended.
- l) New players who do not attend grading will be placed in the lowest division until proven to have the ability to play in a higher division during a trial game or assessment – only if there is availability.
- m) Once a player has been placed in a team, player movement can only take place by the Grading Committee, after a discussion with the player and their parents.
- n) In summary, all players must be graded to ensure that they are placed in a team that best suits their personal playing ability and offers the player the best opportunity to develop and progress in a comfortable environment.

#### **4.7. Non Placement of Players**

Any registered player who finds themselves to be not included into a team due to excessive numbers will be given assistance to join another club and will receive a full refund of fees paid.

#### **4.8. Late Registrations**

- a) Late registrations will only be accepted if vacancies still exist in the applicable age group or higher, following the grading process.
- b) Placement into a team will rely on the player being assessed by the Grading Manager.
- c) A returning player will be placed into a team that requires additional players, not necessarily the team they played in the previous year.

#### **4.9. Grading Disputes**

It is club policy to grade every year to ensure all junior players, aged 8's to 18's, have the best opportunity to progress. The club encourages players and parents not to focus on which team their child is selected into, but rather on their child's own development during the season. It is important that parents are supportive of their children during the grading process.

Once grading is complete, players will be allocated into a team to participate in pre-season training and trial games. The Grading Manager, in consultation with the team coach, has the authority to:

- a) change players during any scheduled trial games as well as during the first two (2) weeks of the season if necessary, and;
- b) drop players into a lower grade if a player is deemed to be struggling with the grade or has proven to be disruptive to the coach and the rest of the team.

Any grading request must be submitted through the appropriate form with in time frame stated. Any verbal disputes will not be actioned.

#### **4.10. Allocation of Players**

- a) All players between the ages of 5 - 7 will be expected to attend team allocation day, date and time scheduled by the club.
- b) All players between the ages of 8 - 18 will have their team allocation posted on our website and social media platform on a day and time scheduled by the club

### **5. JUNIOR PLAYER DEVELOPMENT**

The club aims to provide an environment where player development is the key motivator for players, coaches and managers. Essentially, this translates to providing the option for players to play and train as much as possible under a positive coaching and training atmosphere.



## **6. TEAM LEADERS (5's to 8's)**

For the under 5's to 8's age groups, one (1) Team Leader will be required per team and will be required to apply to become a Financial Member of the Club. Applications to become a Team Leader will OPEN in November of each year. All applications received will take priority over any 'on-the-day' requests. Applications can be submitted via the Club Website and MUST be received before Team Allocation Day. All information submitted will be kept "Private & Confidential" and will be handed to the "Football Committee" for approval.

All Team Leaders MUST complete the online "Working with Children Check" as well as the online "Play by the Rules – Child Protection Course" and will be expected to hold the minimum requirement of a "Grass-Root Coaching License" or have intentions to participate in the course prior to the start of the season. FREE Grass-Root Coaching Courses will be held by CCF and will be advertised on our club website.

## **7. COACHES (9's to 18's)**

For the under 9's to 18's age groups, one (1) Coach will be required per team and will be required to apply to become a Financial Member of the Club. Applications to become a Coach will OPEN in November of each year. All applications received will take priority over any 'on-the-day' requests. Applications can be submitted via the Club Website and MUST be received before the first grading session. All information submitted will be kept "Private & Confidential" and will be handed to the "Football Committee" for approval.

All Coaches MUST complete the online "Working with Children Check" as well as the online "Play by the Rules – Child Protection Course" and will be expected to hold the minimum requirement of a "Grass-Root Coaching License" or greater, as per the age they are coaching.

Compulsory "Coaching Updates" will also be scheduled throughout the season and all coaches will be expected to commit to attending these updates for the benefit of their team's on-going football development. All Coaches will be expected to follow our "Coaching & Training Policy" and advise the Football Committee of any issues if any.

## **8. TEAM MANAGERS**

All Team Managers will be required to be present for all weekend games and inform the team players & parents of all club related news and events. Team Managers are responsible for the collecting, returning and cleaning of the team playing kit.

All Team managers MUST complete the online “Working with Children Check” as well as the online “Play by the Rules – Child Protection Course”.

A compulsory ‘Managers Meeting’ will be scheduled for all “Team Managers” to ensure they fully understand their role and what will be expected of them. “Team Managers” will be taken through all aspects of managing a team that will ensure a smooth and stress free season. “Team Managers” will be required to apply to become a Financial Member of the club and are responsible for attending ALL General Meetings scheduled (or appoint another parent to attend if unavailable) so to share all relevant information to their team players and/or parents, such as Team Photo Info, Gala Day Info, End of Year Presentation Info, plus a whole lot more.

## **9. SPONSORSHIP**

The club can have many forms of Sponsorship available to assist with the funding of uniforms and playing & training equipment. Club sponsors will be asked to sign an agreement. Team sponsors and other required sponsors will only be required to sign an agreement annually. All sponsors will be sourced by the “Sponsorship Marketing & Grants Manager” and appropriate proposals will be approved by the “Executive Committee”.

## **10. AGE GROUP MANAGERS**

Each age group will be required to have an age manager. The age manager will be responsible to attend all general Meetings and any other applicable meetings and shall distribute the information to all team managers.

## 11. PERPETUAL TROPHIES

<b>NAME</b>	<b>RECOGNISING</b>	<b>SPONSOR</b>	<b>CRITERIA</b>
Chairman's Award	Best Club Person		Selected by the Chairman
"Spectacular" Junior Player of the Year	Junior Player of the Year	Spectacular Events Co / Balloons	Highest Average of 3, 2, 1 points
"Spectacular" Senior Player of the Year	Senior Player of the Year	Spectacular Events Co / Balloons	Highest Average of 3, 2, 1 points from Men's or Women's Squads
The "Les Wilson Memorial Trophy"	The most consistent Goal-Keeper	THE WILSON FAMILY	Most "Clean Sheets" in a Football Competition as per CCF's Results (Excluding Final Series)
The "Gumps" Award	The best performance by a competition team		Total competition points, then goal difference, then goals for
Honesty & Fair Play	Individual		Player, Coach, Manager, Member

## 12. PARTICIPATION TROPHIES & OTHER AWARDS

NAME	RECOGNISING	SPONSOR	CRITERIA
Mini Roos Coach of the Year	Most Popular Coach		Voted by the players/parents, selected by the committee
Junior Competition Coach of the Year	Most Popular Coach		Voted by the players/parents, selected by the committee
Mini Roos Manager of the Year	Most Popular Manager		Voted by the players/parents, selected by the committee
Junior Competition Manager of the Year	Most Popular Manager		Voted by the players/parents, selected by the committee
ROARY'S Encouragement Awards	A player who shows outstanding potential and is a good role model.	"ROARY"	Nominated by the Team Coaches, one per age group, selected by the Sponsor of the award
ROARY'S Most Improved Junior Comp Female of the Year Award  Most Improved Junior Comp Male of the Year Award	A player who has showed a significant improvement throughout the season	"ROARY"	Nominated by the Team Coaches, selected by the Sponsor of the award
Golden Boot Award	The player who scores the most goals per season	"ROARY"	Most goals scored by a Squad Player
Cadet Referee of the Year	Best young referee	Allcare Nursing	Voted by the coaches / managers /parents, selected by the committee
Junior Players	Participation		Hasn't left the team
Senior Players	Participation		Hasn't left the team, and Attends the Senior Presentation Awards Night
Junior Team Player of the Year	Highest 3, 2, 1 points		Selected by the coach – must be submitted on-line weekly
Senior Squad Team Player of the Year	Highest 3, 2, 1 points		Selected by the coach – must be submitted on-line weekly
Senior Players Player			Voted by the team players
Junior & Senior Squad Coaches Award			Selected by the Team Coach
Most Valued Player			Selected by the Team Coach
Maximum Achievement Award	Highest Achievements		Competition Teams who are Undefeated, League Champions & Grand-Final Winners

## 13. **TROPHY & AWARD PRESENTATION/CELEBRATION**

### **Mini Roo's** – 5's to 11's (Mixed)

To be held at a place that the committee sees fit, keeping in line with any current sponsorship agreement.

### **Competition** – 12's to 18's (Mixed, Boys and Girls)

To be held at a place that the committee sees fit, keeping in line with any current sponsorship agreement.

### **Competition** – Seniors (Men and Women)

To be held at a place that the committee sees fit, keeping in line with any current sponsorship agreement and budgets.

## 14. **USE, CONTROL & MAINTENANCE OF CLUB EQUIPMENT**

- a) A register, (**Equipment Register**) of all club equipment is to be established and maintained, recording:
  1. Type of equipment (description)
  2. Equipment details (model, etc)
  3. Quantity
  4. Serial Number (if applicable)
- b) The "**Equipment Register**" shall be updated by an annual stocktake to be completed by the end of October each year. This will be compared with the previous stocktake and all discrepancies will be recorded and sent to the Club Secretary and reported at the next Committee Meeting, prior to the AGM.
- c) All equipment shall be securely stored in an appropriate location.
- d) The responsibility for completing these tasks will rest with the Committee Member in charge of that area:

**Canteen Equipment** – ("Canteen Manager") – all canteen equipment plus BBQ equipment, trolleys, pie oven, deep fryer, fridges, freezers, coffee machine, microwave, containers, etc

**Ground Equipment** – ("Grounds Manager") – nets, flags, benches, signs, line marking equipment, cabanas, goal posts, trolleys, tools, etc

**Office Equipment** – ("Club Secretary") – photocopier, printers, computers, filing cabinets, tables, chairs, stationery, etc

- e) Verbal requests for "Club" use of equipment will be considered from the following:
  1. Fully financial club members for their own personal use (not on behalf of third parties)
  2. Not-for-Profit organisations within the local community (schools, other sporting groups, etc)
  3. Current Club Sponsors will be authorised by the responsible committee member at his/her discretion. The borrowing is to be noted in the "Equipment Register" and NO fee is required.
- f) Requests for 'non-club' use of equipment (those not already mentioned above) shall be made in writing, on an official letterhead, addressed to the Club Secretary. Such

requests shall be considered by the Executive Committee. NO club equipment is to be lent for non-official use without the prior approval of the Executive Committee. If a request is approved, a deposit of \$100 (refundable in accordance with (g) below) is to be lodged prior to taking or receiving the equipment and the borrowing party is to be noted and signed off in the "Equipment Register".

- g) If the equipment returned is in a damaged condition and it can be shown that the damage was suffered as a result of the borrowing, the costs of repair and/or replacements are to be borne by the borrower. The estimated cost of the repair, replacement or refilling (in the case of BBQ gas bottles) will be deducted from the deposit (if made) and the balance then becomes due to the borrower. BBQ gas bottles must be returned full.

## **15. POLICIES & CODE OF CONDUCTS**

Full details of these policies can be found on the Club Website.

- Policy – Full Policy Manual
- Policy – Player Registration Policy
- Policy – 2021 Player Registration
- Policy – Cadet Referee
- Policy – Coaches Code of Conduct
- Policy – Coaching & Training
- Policy – Code of Conduct
- Policy – Communication & Social Media
- Policy – Confidentiality Agreement
- Policy – FFA Concussion Guidelines
- Policy – FFA National Member Protection
- Policy – FNSW Canteen & BBQ
- Policy – FNSW Hot Weather
- Policy – FNSW Lightning Safety
- Policy – FNSW Pregnancy Policy – FNSW Sun Safety
- Policy – Grading Process & Procedure
- Policy – Parent Code of Conduct
- Policy – Registration Refund Fee
- Policy – Senior Referee Payment
- Policy – Uniform & Logo
- Policy – Working With Children
- Policy – Image of Children (Gov)