



Codes, Policies, Procedures and Guidelines Manual

Current as at 1st November 2015

Revision F



Purpose

The purpose of this manual is to layout the Codes, Policies, Procedures and Guidelines utilised by Gwandalan Summerland Point Football Club.

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WEBSITE - TERMS AND CONDITIONS

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY BEFORE USING THIS WEBSITE

The term "our website" in this document refers to <http://www.gwandalancobras.com.au>

This website is owned by Gwandalan Summerland Point Football Club. By entering our website you agree to be bound by the following terms and conditions. If you do not agree to these terms and conditions, you should exit our website.

Trademarks

Registered trademarks may be featured on our website from time to time. The use of any such trade mark on our website does not necessarily indicate any association with or endorsement by the owner of that trade mark with Gwandalan Summerland Point Football Club.

Third party websites

Our website may contain links to third party websites. Gwandalan Summerland Point Football Club is not responsible for the condition or the content of those websites, as they are not under Gwandalan Summerland Point Football Club control. Any link(s) provided are solely for your convenience. The presence of links does not amount, expressly or impliedly, to any endorsement by Gwandalan Summerland Point Football Club of the website(s) or the products or services provided there. Your access to those websites and use of their products and services is solely at your own risk.

Disclaimer

Our website and its contents are provided without any representations or warranties of any kind, either express or implied. Gwandalan Summerland Point Football Club disclaims all representations and warranties, including by way of example but not limitation, as to fitness for a particular purpose, to the fullest extent permitted by applicable laws. In addition, Gwandalan Summerland Point Football Club does not represent or warrant that the information and/or facilities accessible via our website are accurate, complete or current, or that our website will be free of defects, including, but not limited to, viruses or other harmful elements. The user of our website assumes all costs arising as a result of the use of our website.

Limitation of Liability

To the fullest extent permitted by applicable laws, Gwandalan Summerland Point Football Club or any of their respective committee members, volunteers, affiliates or other representatives will not be liable for loss or damages arising out of or in connection with the use of, or inability to use, the materials in and/or facilities or services offered through our website, including, but not limited to, indirect or consequential loss or damages, loss of data, income, profit or opportunity, loss of or damage to property and claims of third parties, even if the Gwandalan Summerland Point Football Club have been advised of the possibility of such loss or damages or such loss or damages were reasonably foreseeable.

Gwandalan Summerland Point Football Club may add to, change or remove any part of these Terms and Conditions of Use at any time, without notice. Any changes to these Terms and Conditions of Use or any other terms shown on our website, apply as soon as they are shown. By continuing to use our website after any changes are posted, you are indicating your acceptance of those changes. Gwandalan Summerland Point Football Club may add, change, discontinue, remove or suspend any other content displayed on our website, including features and specifications of products and services described or depicted on our website, temporarily or permanently, at any time, without notice and without liability



SOCIAL MEDIA POLICY

The term "Social Media" is defined as websites and applications that enable users to create and share content or to participate in social networking. E.g. Facebook, Twitter, Snap Chat, Instagram, YouTube etc.

The web is not anonymous. Club members should assume that everything they write/post/send can be traced back to them.

When Committee Members, Players, Coaches, Managers and Parents and Guardians of players of Gwandalan Summerland Point Football Club or any other users are using our social media channels, please ensure that you:

- protect your personal privacy and that of others by not including personal information about yourself or others in your posts to our social media channels (for example, email addresses, private addresses or phone numbers)
- represent your own views and not impersonate or falsely represent any other person
- are not abusive and do not harass or threaten others
- do not make defamatory or libellous comments
- do not use insulting, provocative or hateful language
- do not use obscene or offensive language
- do not post material to our social media channels that infringes the intellectual property rights of others
- do not post multiple versions of the same view to the our social media channels or make excessive postings on a particular issue
- do not promote commercial interests in your posts to our social media channels
- do not include internet addresses or links to websites, or any email addresses in your post to our social media channels.
- Bring Gwandalan Summerland Point Football Club or the sport of football into disrepute
- Encourage others to do any of the above actions

Club members who fail to honour and abide by this Social Media Policy should be aware that such behaviour may result in the sanctions prescribed in the FFA's Code of Conduct/Ethics and/or in the Gwandalan Summerland Point Football Club Codes, Policies, Procedures and Guidelines Manual. . These sanctions include: warnings, fines, suspensions and expulsion from Gwandalan Summerland Point Football Club.

Gwandalan Summerland Point Football Club reserves the right tin those circumstances which it deems to be serious, refer reported instances to the appropriate authorities for further investigation



REGISTRATION TERMS AND CONDITIONS

1. Gwandalan Summerland Point Football Club has the right to change or alter any of these terms and conditions at its discretion.
2. By registering with Gwandalan Summerland Point Football Club you agree to abide by all of the Clubs Codes, Policies, Procedures and Guidelines available from the Club website library.
3. In the event that neither a parent nor a guardian is present, you give permission to the Club to attend to any medical or emergency needs for our child/children, and you agree to meet all resulting medical expenses.
4. We consent to our child/children's contact details be made available to Club officials (ie coach, team manager).
5. Gwandalan Summerland Point Football Club has a strict "opt out" policy in regards to Photos on our website. Should you not wish your child's photos to be published on the Gwandalan Summerland Point Football Club web site you must fill in the document "Cobra Photos on Website (Do Not Give Permission).pdf" available from the website Library and hand it to the Clubs Member Protection Officer.
6. We acknowledge that soccer training and games is a contact sport and accordingly Gwandalan Summerland Point Football Club does not accept any liability for personal injury, property damage or loss sustained by any participant as a result of his or her participation in any authorised Game or Training due to any cause whatsoever.
7. All registered players are covered by Football New South Wales's group personal insurance whilst playing and training. Gwandalan Summerland Point Football Club will not be liable for any injury costs not covered by this insurance.
8. Players accepting membership to Gwandalan Summerland Point Football Club are allocated to a particular team at the discretion of the club, its coaches and its general committee. All positions offered are subject to player numbers and coaching availability requirements to field a squad.
9. Senior Players and Parents/ Guardians of junior teams will be required to assist with a variety of team duties on match days. These are usually based on a team roster system and may include, but are not limited to Putting up and taking down nets, BBQ Duty, Team Sideline Official and laundering of player shirts.
10. Players who decide to cancel their registration during the season are only entitled to 50% refund of their Registration fees if they de-register after teams have been nominated to the CCF (Usually last week of February or first week of March) and before the first full competition round, players are not entitled to any refund after the first scheduled game for your registered team.
11. Players will not be permitted to train or play unless their registration fees have been paid in full. The club reserves the right to withdraw any player or team that has not paid in full all registration fees unless suitable alternate arrangements have been made with the Gwandalan Summerland Point Football Club committee.



PRIVACY POLICY

Any inquiries regarding personal information should be made to the Gwandalan Summerland Point Football Club Registrar whose contact details are available from the clubs website.

Personal information is required by Gwandalan Summerland Point Football Club in order to draw up team lists, register players, provide identification in order to verify identity of players in matches, allow coaches and officials to contact players to organise practice games, matches and other events, contact players with information on our club activities and in the event of a mishap, contact relatives of players.

At sign on day we do collect information on behalf of players for registration with Central Coast Football, Football NSW and Football Federation Australia and this information is passed to them. Information may be passed from Central Coast Football, Football NSW and Football Federation Australia to 3rd Parties.

We do not have control over information collected by Central Coast Football, Football NSW and Football Federation Australia and as such accept no liability for the security of said information.

Gwandalan Summerland Point Football Club does not disclose personal information to any other individual or organisation without the express written approval of said person.

It is your right to refuse to provide personal information, but in that case it may not be possible for players to register and compete in the Central Coast Football competition.

If you have any concerns about specific privacy issues, please contact the clubs Member Protection Officer listed on the club website.



IMAGE ACQUISITION AND USE POLICY

The term “our website” in this document refers to <http://www.gwandalancobras.com.au>

The term “our Facebook page” in this document refers to the clubs Facebook page at <https://www.facebook.com/Cobras-Gwandalan-Summerland-Point-Football-Club-166983716688923/>

From time to time, we would like to include photos of our players, which could be the result of a “player of the match”, or a team photo or the like and place them on our website and/or Facebook page.

Under no circumstances will players under 18 years of age be identified by use of their full personal name or date of birth on our web site and/or Facebook page.

For security reasons, the only personal information we would associate with a photo of a player on our website and/or Facebook page is their first name.

Gwandalan Summerland Point Football Club has a strict opt out policy in regards to photos on our website and/or Facebook page, should you not wish your child’s photos to be published on our website and/or Facebook page you must fill in the document “Cobra Photos on Website (Do Not Give Permission).pdf” available from our website Library and hand it to the Clubs Member Protection Officer.

Gwandalan Summerland Point Football Club acknowledges that we have no control over photos taken by individual players or parents/guardians of players that are posted on 3rd party websites in the public domain.

Gwandalan Summerland Point Football Club acknowledges that we have no control others who may tag or copy particular photo on our Facebook page.



DUTY OF CARE

Gwandalan Summerland Point Football Club has a duty of care to protect to the extent possible the safety and wellbeing of its players, however it should be noted that we do not operate and should not be considered as, or utilised as, a child care agency or facility. The ultimate duty of care lies with the player or parent/guardian of the player and it is the responsibility of the parent/guardian to ensure that they can be contacted at all time while ever there child is at games and/or training.

It is Gwandalan Summerland Point Football Club policy that a Parent/Guardian is responsible for placing their child directly into the care of the coach and/or manager of that player's team upon commencement of training or game time, and is also responsible for collecting their child directly from the care of the coach and/or manager upon the cessation of training or game time. The coach and/or manager will remain with all junior players until they have been picked up by their Parent/Guardian.

In the circumstance of an accident occurring during training and/or game time, if a parent/guardian is not present, a representative for Gwandalan Summerland Point Football Club (namely the coach and/or manager) will attempt to contact the nominated Parent/Guardian, Carer or their representative.

Minor accidents will be dealt with at the grounds with a Parent/Guardian informed about the injury upon pick up.

For serious accidents, when a parent or guardian cannot be contacted, an ambulance will be called and the player taken directly to one of the nearest hospitals.

Children under 9

Parents of children under 9 must remain for the duration of the training session or game or arrange for an alternative care giver (not the coach) to supervise them. This may be also required for older children at the discretion of the coach and team manager.

IMPORTANT: Please note that if the closest hospital is a private hospital, parents and players should be aware that you may incur additional expenses which are not covered by private health insurance and the sport insurance policy. Gwandalan Summerland Point Football Club or its representatives will not be held responsible for additional costs.



TEAM FINES AND PERSONAL FINES

As a member of Gwandalan Summerland Point Football Club and with respect to fines Gwandalan Summerland Point Football Club receives from the CCF for various violations committed by you the player or committed by your team:

Where fines are imposed the Gwandalan Summerland Point Football Club Committee will conduct an investigation regarding fines received and the Committee will determine whether you or your team is to be held responsible and liable for the payment of such fines.

If the Committee determines that you are responsible for the violation or violations, the associated fines will be your responsibility and will be payable by you.

If the Committee determines that your team is responsible for the violation or violations, the associated fines will be the responsibility of the members of the team and will be payable by you and by the members of your team.



MEDICAL INFORMATION POLICY

Gwandalan Summerland Point Football Club Coaches, Team managers and Club Officials are not expected or trained to deal with serious medical situations.

It is the parents' responsibility to provide any relevant medical, dietary or care issue information about their child to the coach and/or team manager.

If children require specialty care during training or games, parents must stay to supervise their child.

Asthma

If your child is asthmatic you must advise the coach and team manager.

The child must carry the relevant puffer and know their action plan.

It is the parents' responsibility to make sure the supervising adult is aware the child is asthmatic if the team manager or coach is not available.

Allergies

If your child has life threatening allergies you must advise the coach and team manager.

They must carry an epipen and know how to self-administer otherwise the parent or guardian must remain at training and games if there is a possibility of contact with the allergen.

It is the parents' responsibility to make sure the supervising adult is aware the child is allergic if the team manager or coach is not available.

Injuries

Parents must inform the coach of training requirements if child has been injured or requires a light session.



VOLUNTEERS APPOINTMENT POLICY

All Committee Members, Coaches and Team Managers are appointed on a strictly non paid volunteer basis.

Committee Members, Coaches, Team Managers and other appointed volunteers may from time to time claim reasonable expenses incurred as a direct result of the performance of their assigned responsibilities, some examples of these would be reimbursement of moneys for Canteen Supplies, Line marking paint, Replacement of club supplied equipment etc.

Committee Members, Coaches, Team Managers and other appointed volunteers are not entitled to reimbursement of moneys spent of non-club supplied equipment, Gala Days entry fees, Tournament entry fees, non-club sponsored Social activities and the like.

Reimbursement of moneys is totally at the discretion of the Gwandalan Summerland Point Football Club committee.

All Committee Members, Coaches, Team Managers and other appointed volunteers are expected to abide by all Policies, Codes and Guidelines adopted by Gwandalan Summerland Point Football Club.

In accordance with the National Member Protection Policy, Football NSW must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

All coaches, managers, referees and any other persons in either a paid or voluntary capacity who are aged over 16 years and are working or volunteering with children (under 18 years) MUST complete the FNSW Member Protection Declaration it to the clubs Member Protection Officer prior to undertaking any activities with the club



CCF Player and Spectator Code of Behaviour / Conduct



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

- Conduct yourself in a manner that enhances the reputation and goodwill of football on the Central Coast.
- Respect the decisions of match officials & teach children to do the same.
- Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national, or ethnic origin.
- Not engage in discrimination, harassment, or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting.
- Not use violence in any form, whether it is against other spectators, Team Officials (including coaches) Match Officials or Players.
- Never ridicule or unduly scold a child for making a mistake - positive comments are motivational, negative comments are harmful.

Any Person who does not comply with this Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future matches.

If you have any concerns about the above, or believe someone at the ground is in breach of the Code of Behaviour, please bring this to the attention of the Vested Ground Official.



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



Gwandalan Summerland Point Football Club



COACHES CODE OF CONDUCT

The FFA Code of Ethics

This code is designed:

- ☛ To emphasise the elements of enjoyment and satisfaction to junior player's and coaches involved in soccer.
- ☛ To make adults including parents and coach's aware that young player's play soccer 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 soccer and making it attractive, safe and enjoyable for all to play.
- ☛ To remind administrator's, coach's, referee's and parents that soccer must be administered, taught and provided, for the good of those young people who wish to play soccer, as ultimately "It is their game".

Coaches 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 player's 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 soccer.
- ✓ 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.





Gwandalan
Summerland Point
Football Club



SPECTATOR CODE OF BEHAVIOUR

A spectator at a Match or otherwise involved in any activity sanctioned or staged by, or held under the auspices of, Football Federation Australia Limited or an affiliated Member Federation 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 recognised 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; and
- (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.



Gwandalan
Summerland Point
Football Club



Players Code of Conduct – Short Version

PLAYERS CODE OF CONDUCT

(This code is available in expanded form – Code of Conduct Full Version)

1. Play by the rules and understand the spirit of the game.
2. Play to win and never set out to lose.
3. Play fair to earn respect and to detest cheats.
4. Refrain from sexual harassment towards fellow players, coaches and officials.
5. Never argue with an official, captain, coach or manager who is there to maintain discipline and fair play.
6. Control your temper and avoid verbal abuse, sledging or deliberately distracting or provoking an opponent,
7. Be honest with the coach concerning illness and injury.
8. Work equally hard for yourself and/or your team.
9. Be a good sport and applaud all good plays.
10. Accept defeat with dignity and don't seek excuses for defeat or blame the referee or anyone else.
11. Promote the interests of football and encourage other people to watch it or play it fairly.
12. Treat all participants equally, and reject corruption, drugs, racism, violence and other dangers to our sport.
13. Help others to resist corrupting pressures and remind them of their commitment to their team and the game.
14. Co-operate with your coach, team-mates and opponents.
15. Participate for your own enjoyment and benefit.
16. Respect the rights, dignity and worth of all participants, coaches and officials.
17. Denounce those who attempt to discredit our sport.
18. Honour those who defend football's good reputation with honesty and fairness and encourage others to act in the same way.

May 2004



MATCH REPORT CODE OF CONDUCT

Please remember the purpose of this Code is to provide your players with an enjoyable and safe sporting environment, where they are able to develop as players, gaining personal fulfillment and satisfaction through friendly competition.

The cobras have a unique web site where managers / coaches can share to the world the fantastic achievements, stories, pride in every game the kids play. It gives them feedback, encouragement and excitement of seeing their name, team mates on the world web.

Please comply with the following when completing a match report. The Club can and have been fined for breaches. If you have any doubts concerns please contact the committee for advice.

The Code of Conduct

- SET a good example for your players. BE POSITIVE - Avoid criticism or ridicule of your players.
- DEVELOP players respect for the rules and authority. NEVER use BAD LANGUAGE or SLEDGING against opposition players, supporters or officials.
- NEVER dispute the decision of a referee or Linesmen. REMEMBER that winning should be strived for but only by using fair means. When the game is lost we must be GOOD SPORTS.
- NEVER let match disappointment cause a loss of control. Sometime it's best to wait till another day to reflect and complete the match report once disappointment has settled. We don't need to blame anyone for defeat.
- The most important part of playing Football is for development, both physical and character of your team (To learn how to be gracious in both victory and defeat).
- DO not use personal information that is, full names, address or contact numbers. Keep the privacy of all players from your match report.
- Do not seek excuses for defeat. Congratulate the winners with good grace. Do not blame the referee or anyone else.
- The coach/manager must advise all parents / guardians at the start of the season to state any objections to team/individual photos being posted on website. This may /may not include child's first name being mentioned also in match reports. If there is a personal objection parents/caregivers can complete a form requesting that their child not be included in match report.

Fair Play has a fundamental role in sport and there is a need to apply it to all sporting activities, especially children's activities. Children need strong values to grow up with, and football, being a team sport, makes them realise how essential discipline, respect, team spirit and fair play are for the game and for life. Play to win, until the final whistle. But remember nobody wins all the time. You win some, you lose some. Learn to lose graciously. Do not seek excuses for defeat. Congratulate the winners with good grace. Do not blame the referee or anyone else. Be determined to do better next time. Good losers earn more respect than bad winners.

Respect opponents, team-mates, referees, officials and spectators

Fair Play means respect. Respect is part of our game. Without opponents there can be no game. Everyone has the same rights, including the right to be respected. Team-mates are colleagues. Form a team in which all members are equal. Referees are there to maintain discipline and Fair Play. Always accept their decisions without arguing, and help them to enable all participants to have a more enjoyable game. Officials are also part of the game and must be respected accordingly. Spectators give the game atmosphere. They want to see the game played fairly, but must also behave fairly and with respect themselves.



SPONSORSHIP GUIDELINES.

Sponsorships form an integral part of any sporting organisation's financial development, they are designed to assist the club in being able to operate and provide the equipment, facilities and rewards necessary for players throughout the course of any given year.

Sponsorships are also a great way for businesses, local or otherwise to promote their services at a relatively minimal expenditure.

The aim of this document is to give some basic guidelines as to the manner in which we handle sponsorships for the club, these guidelines are not designed to be inflexible as sponsorships are often a negotiation process to achieve a result that is beneficial to all parties and protect the interests of authorised sponsors.

- ❖ No sponsorships to be entered into without prior approval of the Gwandalan Summerland Point Football Club Committee
- ❖ Individual persons can organise sponsorships for their respective teams, however these again must be approved by the Gwandalan Summerland Point Football Club Committee
- ❖ No Company Logos or Names are to be placed on any item bearing the Gwandalan Summerland Point Football Club name or logo without prior approval of the committee.

This includes but is not limited to:

- Jerseys
 - Shorts
 - Socks
 - Training Shirts
 - Soccer Balls
- ❖ All sponsorships must be by way of a sponsorship agreement (Attached)
 - ❖ All sponsors must be issued with a formal receipt for any Moneys, Goods or Services supplied.
 - ❖ It should be understood that Gwandalan Summerland Point Football Club colours are Green, Red and White it would therefore be expected that any promotional items bear these as their base colours.



GWANDALAN SUMMERLAND POINT FOOTBALL CLUB **NON-COMP and JUNIOR PLAYER - GRADING GUIDELINES**

This guideline applies to all players registered with Gwandalan Summerland Point Football Club from Under 5 to Under 18

This guideline does not apply to Players registered in the senior competitions.

1. Guideline Purpose

Grading is always a difficult time for sporting clubs as players and parents differ on their opinions of how teams and players should be graded, above all we feel that football should be fun and challenging and to that end this guideline has been designed.

We understand that a firm grading policy can create very rigid and inflexible situations within clubs, leaving no room for compromise or differing opinions, with this in mind this document has been designed as a guideline only.

Some players want to play in teams with their friends or only with players from last year's team, where others want to play in the highest or lowest grades depending on their abilities. While we will attempt to meet these requirements for our Under 5's to Under 7's it's important to remember that as a club we are limited by the number of players we are allowed to register into any given team by the CCF, so depending on player preferences we may not always be able to satisfy everyone.

Once a player reaches Under 8's through Under 11's the grading process begins and teams should be assembled with players of similar ability.

As the players progress into competition football (Under 12's and over) the full grading process is underway and players should be graded according to their ability, as required by the CCF rules and Regulations:

CCF Rules & Regulations 2015 - Clause 2.2.22 - Grading of Nominated Teams

- a. *Under 5's to Under 7's:*
 - i. *As these games are non-competition, no grading will take place.*
- b. *Under 8's, 9's and 10's:*
 - i. *Whilst still being a non-competition division, these players should be graded into teams with other players of similar ability.*
 - ii. *The teams are then to be nominated into grades, on the Team Grading form that is lodged on Team Nomination Day.*
- c. *All other divisions:*
 - i. *All players are to be graded into teams according to their ability.*
 - ii. *CCF may change the grading of teams at their discretion*



Each year over 13,000 people register to play football on the Central Coast and the CCF has the task of placing teams into divisions and organising the draw for the upcoming season, to do this they rely heavily of the team grading nominations submitted by the individual clubs.

CCF Rules & Regulations 2015 - Clause 2.2.20 - Team Nomination Day

- a. *Team Nomination Day will be held as directed by CCF.*
- b. *On that day, clubs will lodge their Team Nomination forms' including requested grading's together with payment for the total amount payable in respect thereto. Clubs must grade players into teams with other players of similar ability. Teams must then be graded by the club into grades commensurate with the overall ability of the teams and its players.*

However they can and do overrule grading requests if they feel that a team has been nominated for a division that is lower or higher than their player's capabilities. At GSPFC we believe that teams should be balanced as much as possible so that every player within the teams can contribute and compete at the same level, this helps to ensure that above all the game remains enjoyable for all competitors.

3. Grading Guidelines

Non - Comp Under 5 to 7

These players are not graded, where possible teams are assembled based on Social Circles (Friends, Schools, Siblings), Geographical to allow carpooling to matches etc. or the previous year's teams may remain unchanged.

However as mentioned earlier, at this age Social groupings change regularly and we are limited by the number of players allowed in each team.

Division	Max Registered Players	Min Players for Match	Maximum Borrowed Players	Max Players on Team Sheet	Max Players on Field
U5 – U7	No Restriction	No Min	No Restriction	N/A	Four (4)

Junior - Comp, Under 8 to 11

Players are graded progressively through these age groups, while in the under 8's and 9's some leeway may be possible, by the time they finish Under 11's they should be graded into teams of similar ability for the step up to full competition.

The grading criteria are based on some or all of the following: Previous year's performances and observations (both individual and team), Previous Coaches reports, Performance at grading days/trial matches and current training reports.

If a player is new to the club, grading will be based upon observations from grading days, trial matches and training. Players may be placed with a team for training to fully assess their abilities.

Division	Max Registered Players	Min Players for Match	Maximum Borrowed Players	Max Players on Team Sheet	Max Players on Field
U8 – U9	No Restriction	No Min	No Restriction	N/A	Seven (7)
U10 - U11	No Restriction	No Min	No Restriction	Twelve (13)	Nine (9)



Junior - Comp, Under 12 to 18

By the time players reach these age groups, they should be fully graded and teams are selected based on ability.

The grading criteria are based on some or all of the following: Previous year's performances and observations (both individual and team), Previous Coaches reports, Performance at grading days/trial matches, current training reports and known player history.

If a player is new to the club, grading will be based upon observations from grading days, trial matches, training reports and known player history. Players may be placed with a team for training to fully assess their abilities.

Division	Max Registered Players	Min Players for Match	Maximum Borrowed Players	Max Players on Team Sheet	Max Players on Field
U12 – M18	No Restriction	Seven (7)	Five (5)	Fourteen (14)	Eleven (11)
W12 - W18	No Restriction	Seven (7)	Five (5)	Fourteen (14)	Eleven (11)

4. Players playing in higher age groups

From time to time players from a lower age group may be placed into teams of a higher age group, this will usually occur when there are insufficient registrations to fill the team in the higher age group.

This will only be permitted if the player is of sufficient Physical and Mental ability to cope with the higher age group. The decision to allow a player to play in a higher age group will be at the discretion of the GSPFC committee and will be in line with the rules and regulations of the CCF.

5. Grading Days

Grading days are the clubs main opportunity to assess players for the coming season.

A players abilities can increase or decrease over the course of the off season due to extra coaching and practice, which could have improved abilities or injuries which may have decreased abilities.

One grading session for each age group (when required) will be scheduled each year, at this time the players will be assessed to confirm or adjust the players current grading accordingly.

6. Trial Matches

In addition to the grading days further assessment may take place during trial matches which may be organised each year prior to the season start.

7. Assessment

Throughout all of the grading players will be assessed on some or all of the criteria show below:

<u>Physical Attributes</u>	Acceleration	Balance	Endurance	Power	Speed
<u>Tactical Awareness</u>	Communication	Movement	Positioning	Reading the Game	Team player
<u>Technical Skills</u>	Receiving/Control	Passing 10m	Passing Long Drives	Heading	Dribbling



8. Attendance at Grading

Should a player be unable to attend a grading day, their grading will be based on previous year's performances and observations (both individual and team) and Previous Coaches reports and known player history.

Alternatively another method may be implemented or additional grading days added if required.

9. Committee

Grading days will be conducted by the committee with assistance from Coaches and selected club members, at the completion of the grading sessions players will be tentatively placed into teams.

Should further assessment be needed in the form of Trial matches, training sessions etc, they will be organised as required.

Teams will be finalised once the committee is satisfied that all players have been graded correctly.

The committee reserves the right to alter this guideline without notice.



LONG SERVICE AWARDS

Each year the club will hand out awards to eligible players/volunteers for long service to the club, these awards will recognise continuous long service at intervals of 5 years (5 Year, 10 Year, 15 Year etc.)

The term continuous means unbroken, so in order to be eligible the player must have been registered with the club and served the years consecutively without break

The club recognises that some circumstances may prevent a player from returning for consecutive seasons, in which case an exemption may be given by the committee for the players years of service tally to continue upon their return.

Examples of exemptions may be Selection to recognised Representative teams or Major Injury that prevents the player from playing in a particular year. Should an exemption be approved the year or years that the player has been away from the club will not be taken into account.

I.E: A player plays for 3 years then takes a year off due to selection in Representative teams, the next year the player re-registers with the club this would be considered as their 4th year of service.

Should a player decide to take a year or years off from the game or play for another (Non Representative team), then the players tally will start at zero upon their next registration with the club.



DISCIPLINARY POLICY

This policy applies to all Players, Parents, Guardians, Coaches, Managers, Team Officials, Club Officials, Spectators and any other person acting in an official capacity for the club.

The club reserves the right to take Disciplinary action against any Player, Parent, Team Official, Club Official, Spectator or other person who in the opinion of the club has breached the CCF Code of Conduct or the GSPFC Policies and Procedures, including those items listed in this policy.

It is not the intent of this policy to circumvent the Disciplinary Policy's and Processes as laid down by the CCF, in most cases matters referred to a CCF Judiciary Panel or Disciplinary Tribunal will be left to the judgements handed down by the CCF.

It is the intent of this Policy to deal with serious matters not referred to the CCF or matters that in the opinion of the GSPFC Committee are serious breaches of the CCF, FNSW, FFA or FIFA codes of conduct or the GSPFC Policies and Procedures that bring the game or Club into Disrepute.

Core Requirements

It is incumbent on all members to acknowledge that they are representing the Club when they are:

1. Participating in or attending sanctioned games
2. Participating in or attending Training
3. Participating in or attending Tournaments or Gala Days
4. When journeying to and from club activities and games
5. When attending club social events

Each individual must:

1. Not bring the club or sport in into disrepute
2. Not breach the CCF, FNSW, FFA or FIFA codes of conduct or the GSPFC Policies.

Every Player, Spectator, Club or Team Official, Committee member, Coach and Manager involved with the club should work to ensure:

- Inclusion of every person regardless of their age, gender or sexual orientation
- Inclusion of every person regardless of their race, culture or religion
- Opportunities for people of all abilities to participate in the sport and develop to their full potential
- Respect is shown towards others, the club and the broader community
- Elimination of violent and abusive behaviour
- Protection from sexual harassment or intimidation

Procedure

Upon receipt of an alleged breach the complaint will be referred to the committee which will then decide to do one of the following:

- Take no action if in the opinion of the committee the breach does not warrant further action
- Issue Verbal or Written Warnings
- Convene a Disciplinary Panel to hear the matter



Disciplinary Panel

The Disciplinary panel will consist of no less than Four (4) committee members

Penalties may be issued once a breach has been confirmed through an appropriate process by the Disciplinary Panel.

Breaches

The following behaviours represent some, but not all actions that are considered breaches of the code.

1. Violent or abusive behaviour towards another Team Member, Club or Team Official, Spectator or Game Official.
2. Vilification of any kind towards another person.
3. Discrimination against another person based on their age, gender, sexual orientation, race, culture, religion or any other irrelevant personal characteristic.
4. Sexual Harassment or intimidation of another person.
5. Failure to maintain a safe environment.
6. Bringing the Club into Disrepute.
7. Victimisation of another person for exercising their rights under this Policy.

Verbal or Written Warnings

In the case of Verbal or Written warnings, these will be presented directly to the affected party/s and in the case of minors the warnings must be presented in the presents of the parent or guardian of the affected party/s.

Disciplinary Panel Hearings

Should the matter be referred to a Disciplinary Panel the affected party/s will be notified in writing stating the nature of the alleged breach the date of the alleged breach and the date of the hearing.

When specific individuals are not identified in an incident it is the prerogative of the GSPFC committee to take action against the team instead.

Rights of the affected Party

It is the right of any affected person/s to:

1. Hear all charges brought against them
2. Be heard and present testimony and any evidence in their defense
3. Call witnesses in their defense

Should the affected person/s be a minor they must be accompanied at all hearings by a parent, guardian or other person duly authorised by the Parent or Guardian to act on their behalf.

Should the affected person/s not be able to attend on the nominated date of the hearing, the club reserves the right to hear the matter and make determinations in their absence.



Determinations

Once all testimony and evidence has been heard and presented the Disciplinary Panel will deliberate and hand down any penalty they deem appropriate for the offence.

These may include, but are not limited to:

- Take no action if in the opinion of the committee the breach does not warrant further action
- Issue Verbal or Written Warnings
- Suspension from attending and/or participating in Games and/or Training for a prescribed period of time
- Expulsion from the club

Note: In the event of Expulsion from the club, there will be no refund of any registration monies paid.

Rights of Appeal

Once a determination has been made against an individual/s in accordance with the procedures outlined within this policy there will be no right of appeal.



<u>Revision Number</u>	<u>Revision Date</u>	<u>Alteration/Addition Details</u>	<u>Revised By</u>
Original	01/01/2013		PP
A	07/05/2013	Registration Terms and Conditions Amended	PP
B	13/10/2013	Long Service Awards Policy Added	PP
C	20/01/2014	Volunteers Appointment Policy Amended	PP
D	20/01/2014	Grading Guidelines Amended	PP
E	06/06/2015 06/06/2015	Disciplinary Policy Added CCF Code of Conduct Added	PP
F	01/11/2015	Registration Terms and Conditions Amended Privacy Policy Amended Image Acquisition Policy Amended Social Media Policy Added	PP