

# *Baxter Soccer Club Inc.*

## *Information Handbook*

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[www.baxtersoccerclub.org.au](http://www.baxtersoccerclub.org.au)

# **Baxter Soccer Club Incorporated**

## **“Fun For All Through Football”**

The mission statement reflects values that Baxter Soccer Club Inc (BSC Inc), hold in the highest regard. Our mission statement is

- To promote a family-oriented, volunteer club providing players, supporters and their families with the opportunity to enjoy the fun associated with football and community activities.
- To promote and celebrate the absolute highest ideals of fair play, sportsmanship and personal growth.
- To offer soccer to as many people as possible with no regard for gender, age, religion or cultural background

### **Commitments of the stakeholders:**

#### **Club**

To provide an excellent environment, coaching and mentoring for players and supporters to meet their football associated goals and needs.

To provide guidance and mentoring through both social and competitive sport which will enable the individual to develop success oriented skills which are transferable to aspects of life outside of sport.

The Club will strive to teach our players correct fundamentals of football avoiding unnecessary injuries while enabling each child to develop and play the game to the best of their ability.

#### **Players**

Pursuing the ideal of commitment and excellence with excellence being the drive to work on our skills and develop to the best of our capacity whatever that capacity may be.

Committing to the concept of team and camaraderie.

To commit to the team and club goals through attending all training sessions possible.

To make personal commitments to develop the skill necessary to reach personal potential.

To train and play in the spirit of sportsmanship and ethical principles. To attend all club functions and events possible.

#### **Coaches**

To provide a safe and challenging football program where knowledge, skills and attitudes are developed to enable each player to play to their best of their ability.

Our "senior coaching" goal is to teach the strategy of football - foster an understanding of true commitment to the team - develop great self discipline and sportsmanship - stress the importance of athleticism - develop a rigorous routine in order to continually push players to improve individual football skills through constant repetitive physical conditioning as players strive to master football fundamentals.

**Conduct:** BSC Inc expects and encourages our players, officials, coaches and spectators to show courtesy and respect to club members, visitors and officials at all times. We are committed to promoting the highest level of sportsmanship and fair play both at home and away.

**Participation:** BSC Inc will strive to provide high quality opportunities for players of all ages and abilities from recreational/social players to those players wishing to play at the highest levels of competition.

**Performance:** BSC Inc will encourage their players to strive for excellence both on and off the field and will help them to develop their full potential by building skills, confidence, fitness, initiative, and a sense of teamwork.

The Baxter Soccer Club has “Codes of Conduct” which are required to be understood and adhered to by all registered players and officials, of the club. Our members are required to adhere to this code of conduct as part of their club registration procedure.

These codes of conduct reflect the highest standards of public behaviour and the expectations of the club administration. The club is under no obligation to accept applicants as members, and past behaviour may be taken into account when an application for membership is received. Membership must be renewed on a yearly basis.

The Baxter Soccer Club expects that all those associated with the club, at all times, conduct themselves in the best interests of the club with special importance placed on our good standing within both the football community and most importantly, within our local social community.

The club is made up of a large collection of male and female players and all groups may be represented at any of our games. We endeavour to include those who have made an effort to be part of our club and we expect all members to contribute to this environment.

The code of conduct is not designed to suppress passion or commitment for the club or the team, but rather, is designed to ensure that club participants understand that there is a line which divides passion and offensive behaviour.

The club will not be responsible for fines imposed by the Football Federation Victoria (FFV) or Bayside Football Association (BFA) for violent conduct. Members who cause the club to be fined by the FFV or BFA will be expected to pay the fine and may face additional disciplinary action as decided by the club’s disciplinary committee. Other situations whereby the club is fined due to on-field behaviour are addressed elsewhere in this document.

In particular, the following behaviours are not tolerated and we ask everyone to be mindful of their personal conduct in the vicinity of the club-rooms before, during and after games and training.

**• Violent and/or aggressive conduct.**

There is no place for violence in our club. Abuse of opponent spectators or players either verbally or physically is not tolerated. Players or supporters who are red-carded for violent behaviour will be expected to pay the fine, and will face disciplinary action from the disciplinary committee.

**• Foul and abusive language.**

The club does not tolerate foul language, nor does it condone abusive language directed towards opponents, officials and spectators. Players who are red-carded as a result of language on the field will be asked to pay the fine. We ask that players accept responsibility for their demeanour both on and off the field.

**• Racial Vilification.**

Our club is a proudly Australian community organisation and our members come from a diverse range of cultural and racial backgrounds. We are here for the common purpose of playing football. If you are unable to accept such differences without disparaging attitudes, then the Baxter Soccer Club is not for you

### • Sexual Vilification.

We will not tolerate any gender based vilification. We are a family friendly club and encourage players to bring along their families and friends. Sexual slurs or innuendo are not part of our culture.

**Respect** should always be present on and off the football field, respect for the referees, for the coaches, for the opposition, for the supporters and for their own team mates.

We are all part of the same BSC Inc family, we are not individual teams. Our common goal is to educate and further equip the young boys and girls with the skills and the right attitudes that will help them achieve their goals in the future.

**Fair Play** is a vital component to keeping an ideal learning environment for the players. Let's not just focus on the results from the games, but rather on the performances and the improvement the players and the teams are making each time they play.

Remember that there is something far more important at stake than the result of a game, which is providing the opportunity for young players to practice good habits, learn from their mistakes and to express themselves.

### **DOGS AND BAXTER PARK**

Baxter Park is obviously a great place to walk your dogs - but not while soccer is being played on it! Many dog walkers are unaware that Baxter Park is **not** an off-leash area when organised training or games are in progress. During winter this means **Tuesday, Wednesday & Thursday evenings Saturday mornings and all day Sundays.**



For those unfamiliar with the Council regulations, they include:

- Dog owners must carry a chain, cord or leash sufficient to restrain the dog should it behave in a threatening manner
- Dog owners must remain within effective hand control distance of the dog at all times
- A person in charge of a dog must not allow the dog to worry, chase or threaten any person or animal
- All dogs must be restrained by means of a chain, cord or leash within 20 metres of an organised sporting event & within 10 metres of the club rooms
- Dog droppings must be immediately picked up and removed in all areas

**Please abide by these regulations!**

## **Codes Of Conduct**

### **Players' Code of Conduct**

#### **"For the Good of the Game"**

This code of conduct shall apply to all participants involved at BSC Inc. Any breach thereof shall be subject to disciplinary action by BSC Inc with possible expulsion from BSC Inc.

- Winning at all costs isn't everything; at this age learning is more important than winning.
- I will only listen to my coaches' instructions during training and games. No one else.
- I will not engage in the use of crude, foul or abusive language that may be deemed offensive or engage in any conduct detrimental to the image of the game when on or off the field.
- I will never argue with the referee and/or assistant referees regarding decisions they make.
- I will treat participants, officials and spectators with respect.
- I will play by the laws of the game.
- I will cooperate with my coach, team mates, referees and officials at all times.
- I will not use any banned substance or drugs of dependence throughout my involvement at BSC Inc.
- I will display good sportsmanship at all times.
- I will play for the fun of it and not just to please parents and coaches.

### **Senior Players' Code of Conduct**

#### **"For the Good of the Game"**

- Never argue with an official. If you disagree, have your captain or coach approach the official during the break or after the game has finished.
- Control your temper. Verbal abuse of officials and sledging of other players, deliberately distracting, or provoking an opponent are not acceptable behaviours in any sport.
- Work equally hard for yourself and your team. Your teams' performance will benefit and so will you.
- Be a good sport. Applaud all good players whether they are your team mates or opposition.
- Treat all participants in your sport, as you would like to be treated. Do not bully or take unfair advantage of another competitor.
- Co- Operate with your coach, team mates and opponents. Without them there would be no competition
- Do not engage in the use of crude, foul or abusive language that may be determined offensive or engage in conduct detrimental to the image of the game when on or off the field
- Do not use any banned substance or drugs of dependence
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Do not consume alcohol near the team bench or sideline
- Show respect for all club property and equipment. Your fees will be increased if they are continually lost or damaged.
- Show respect for our volunteer committee and adhere to all requests and committee decisions
- Above all, remember you are there for the enjoyment of playing soccer and so is everyone else



### **Parents' Code of Conduct**

This code of conduct shall apply to parents and guardians. Any breach thereof shall be subject to disciplinary action by BSC Inc.

- Do not Coach your child during training sessions and games. That's what the coaches are there for; it sends mixed messages to the players creating confusion.
- Do not interfere with training sessions, stay clear of training areas.
- Cheer on and encourage the players at all times, even the opposition, applaud good football all-round.
- Winning at all costs isn't everything, we're here to develop the players, at this age learning is more important than winning.
- Remember that children play sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best by example, applaud good play by all teams.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation of coaches, officials and administrators. Without them, your child could not participate.
- Keep clear from technical areas, benches and change rooms during games. This is the ideal time for coaches to teach players without any interference

### **Coaches' Code of Conduct**

This code of conduct shall apply to BSC Inc staff. Any breach thereof shall be subject to disciplinary action by BSC Inc.

- Remember that players participate for fun and winning is only part of the fun
- Never ridicule or yell at players for making mistakes or for not winning games
- Be reasonable in your demands on a player's time, energy and enthusiasm
- Always operate within the rules and spirit of the game and teach your players to do the same
- Ensure that the time players spend with you is a positive experience. All players are deserving of equal attention and opportunities
- Avoid overplaying the talented player the less developed player need and deserve equal time
- Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage players to do the same
- Show concern and caution towards sick and injured players. Follow the advice of a doctor when determining whether an injured player is ready to recommence training or competition games
- Obtain appropriate coaching qualifications and keep up to date with the latest coaching practices and the principles of growth development and conditioning of junior players
- Any physical contact by the coach with a player should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every player regardless of their gender, ability, cultural background or religion
- Refrain from over coaching during games, let the players play and learn from their own mistakes

## **Committee Code of Conduct & Procedures .**

This code of conduct shall apply to BSC Committee members. Any breach thereof shall be subject to disciplinary action by BSC Inc.

- At all times a committee member should act with the highest standards of personal conduct possible.
- Committee members should only concern themselves with issues that directly affect the operations and aspirations of the BSC Inc. and its membership.
- No committee members should be out of pocket for any expenses incurred due to their acting on behalf of the club.
- Committee members must be fully accountable to the committee and membership as a whole, as members represent the club as whole, not individual teams, or other family members involved in the club. The committee's role is to act fairly in all matters regarding issues at the club, without any individual bias for either people or teams that they are individually affiliated with.
- The views expressed to club members are the committee views not individual ideals or single team issues. It is imperative that the committee and decisions made are portrayed as a single unit with no factional views. Once a decision is made and passed all committee members are to openly accept & abide by then. All members are acting for the club ideals and not their own ideas or agenda.
- In order that committee business is carried out in an efficient manner all agenda items should be emailed to the club secretary prior to the meeting date and any major proposals should be submitted at a committee meeting in writing.
- Wherever possible committee member's reports should be in writing and sufficient copies available for other committee members to have access.
- Committee workload should be shared equally amongst all members.
- Issues discussed at BSC Inc committee meetings should be treated with confidentiality and not discussed generally outside of committee members. At all times committee decisions must be able to clearly identify a benefit to the members.

### **Voting**

- All votes on issues of a serious nature will be done in a secret vote system; the secretary will tally all votes and advise the committee of the result.
- Committee members shall refrain from any vote on issues that they are party to e.g. Disciplinary issues between committee member/s & club member/s
- The President is ineligible to vote on issues except when the vote is tied.

### **Membership**

- All committee members are elected by club members at the Annual General Meeting (A.G.M) held on a yearly basis.
- All committee members shall vacate their positions at the A.G.M.
- All Executive positions are open for nomination prior to the A.G.M
- Nomination for all Executive positions must be in writing
- General Membership Nominations can be taken from the floor.
- Members can nominate themselves for any position on the committee.
- Members may hold the position of Coach, Player or Team Manager.
- Members may be asked to be part of a "Disciplinary Committee".
- Members should not be part of a "Players Committee" as this may be perceived as a "Conflict of Interest"
- Executive positions are President, Vice President/s, Secretary and Treasurer.

## **BAXTER SOCCER CLUB CODE OF HEALTH BEHAVIOUR**

**The following Codes will be strictly enforced.**

**THE BAXTER SOCCER CLUB UNDERSTANDS THE HARMFUL EFFECTS OF SMOKING ON HEALTH, FITNESS, AND PERFORMANCE IN SPORT AND AS A RESULT HAS ADOPTED THE FOLLOWING CODE OF BEHAVIOUR.**

1. **PREMISES AND PLAYING AREAS ARE “SMOKE FREE” ZONES.**
2. **PARTICIPANTS/ATHLETES** are reminded that smoking adversely affects performances and are prohibited from smoking during games, competitions, training, warm-ups and warm-downs.
3. **COACHES AND OFFICIALS** are reminded of their responsibilities as “role models” and are asked to refrain from smoking whilst associated with our sport.
4. **VISITING PARTICIPANTS, COACHES, PARENTS, AND OFFICIALS** are asked to respect our Code of Behaviour.
5. **SPECTATORS** are reminded that smoking is inappropriate behaviour in a sporting environment and are asked to respect our Code of Behaviour.

**PHOTO PUBLISHING POLICIES AND IMAGE AND CAPTURE GUIDELINES**

In the interests of protecting the privacy and rights of all club members and particularly our younger players (under 18yrs), BSC Inc has adopted the following policies and guidelines when publishing images or text on the web.

1. When registering, all members agree to the Terms and Conditions of the Club. One of which states; **“We grant the Club the right to publish photographs and video images of the player for purposes of marketing and/or promotion of club activities provided that these photos/ videos do not include any personal details of any player.”**
2. **Images of minors (under 18yrs):** No personal information (e.g. names, addresses, contact numbers, email addresses) will accompany photographs/images on the Baxter Soccer Club website. Images may be captioned with basic information about the game only (e.g. under 12's Baxter Eagles versus Brighton).
3. **Images of players 18yrs and older:** Name or game information (e.g. Baxter Eagles versus Bayswater) may be used as captions for images. Unless otherwise formally advised, BSC Inc does not endorse or take responsibility for any individual who photographs or captures video footage of players, officials and other members of the public. BSC Inc advises all individuals who intend to take photographs and/or videos of games involving BSC Inc players to obtain consent from the relevant coach/team manager. It is advised that individuals also obtain permission from opposition coaches/team managers.
4. **BSC Inc** does not take responsibility for individuals who fail to adhere to this guideline. Images and photos may not be copied or downloaded without permission of the BSC Inc.
5. **BSC Inc** does not take responsibility for inappropriate use of images or footage obtained during the course of games involving Baxter Soccer Club teams, or for images downloaded from the internet. Permission given to publish images on the Baxter Soccer Club website can only be revoked in writing.

**PLAYING PHILOSOPHY, TEAM COMPOSITION AND MATCH PLAYING TIMES**



## **1. INTRODUCTION**

This Policy-Process document relates to team composition and match playing time and has been developed from the club's foundation philosophy that sub-junior & junior soccer MUST be based on our club's values:

### **CONDUCT, PARTICIPATION and PERFORMANCE.**

The principles of fun & enjoyment, ample participation for all players, fair play & good sportsmanship, skill & fitness development are of the utmost importance. Although the club recognises the importance of winning & the development of excellence, these values must not override the club's commitment to the provision of a positive sporting experience for all players without regard to their perceived levels of ability. It must be remembered that children develop at different rates and in different ways and there are many examples of weaker children who have, with positive and caring encouragement, developed into fine athletes and soccer players over time.

Team composition and match playing time have always been two of the most controversial issues in junior sport. Since this club is in the business of promoting football, the interests of its players must take precedence. To ensure that the club continues to thrive, there must be a defined set of policy and process that govern these issues and it is **expected that all coaches, managers and club officials** will abide by these rules both in letter and in spirit.

## **2. PLAYING PHILOSOPHY**

### **2.1 SUB-JUNIOR TEAMS (Under 6 –Under 11 inclusive)**

At the sub-junior level the emphasis is clearly in favour of fun, participation, social interaction and learning. Since small children do not regard winning with quite the same fervour many of their parents, Sub-junior match results are never recorded and it is expected that team officials and parents will not let their own ambitions spoil the enjoyment that the children obviously gain from playing the game of football. Although these principles dominate our approach to sub-junior sport, the club also recognises that this is the best time for football players of the future to learn the basic skills. For this reason, the club encourages sub-junior coaches to attend recognised coaching courses.

### **2.2 JUNIOR TEAMS(Under 12 – Under 18 inclusive)**

As players progress through their teenage years, the game becomes more competitive and winning assumes a higher priority. To accommodate these changing attitudes junior coaches (U11 +) are progressively allowed greater flexibility in the areas of team composition & playing time although this does not mean that winning should ignore the club's values:

### **CONDUCT, PARTICIPATION, and PERFORMANCE.**

Although the club believes that junior teams (U12+) should be competitive and we endeavour to appoint only experienced, professional coaches, our primary objectives are to encourage and educate rather than winning individual games and producing league champions.

## **3. GRADING/TEAM SELECTION**

### **3.1 SUB-JUNIOR TEAMS**

The U6 to U11 Sub-junior teams are usually formed based on friendship groups and are part of FFV Small Sided Football program.

### **3.2 JUNIOR TEAMS**

FFV competitions from U13 upwards are graded competitions (i.e. A, B, C, teams etc.). In addition, the FFV has requested that U12 teams be informally graded. Therefore from U12 and upwards, BSC Inc teams will be graded if more than one team competes at any age level.

**3.2.1** Grading involves selecting a team with the best ability from the pool of players in any age group.

**3.2.2** Other teams in that age group will also be graded and players will be assigned to teams based on their ability and experience, also taking into account friendship groups.

**3.2.3** Where it applies, team grading will take place pre-season with at least 4 training (grading) sessions occurring before preliminary team assignments are made. The process must involve consultation between age group coaches, managers, and coordinators. All returning players will be invited to attend these sessions and should be encouraged by their coaches to do so.

**3.2.4** Final team assignments will be made as soon as possible after the club registration deadline.

**3.2.5** It is expected that a player may decline the invitation to be on an “A” team if selected. The club recognises that “friendship groups” sometimes play a part in a player’s enjoyment of the game and may determine whether he/she continues to play. Players who decline an “A” team selection will be accommodated, in another team.

### **3.3 GENERAL**

**3.3.1** Once assigned to a team, players will train with their respective coaches.

**3.3.2** Ideally, all teams in an age group will train at the same time to allow interaction between teams as the coaches deem fit.

**3.3.3** Coaches shall meet regularly and are encouraged discuss their teams and players capabilities.

## **4. TEAM COMPOSITION**

### **4.1 AGE GROUPS**

**4.1.1** All players must play in their own age group unless there are valid reasons for playing in an older group. This would need to be ratified by a meeting with the current committee.

**4.1.2** There are **NO** circumstances that will permit any junior player to join a team in a younger age group. This prohibition on the use of over-age players also includes unofficial, practice & ‘friendly’ matches.

**4.1.3** A player may be allowed to join a team playing in a higher age level if the player’s parents, team coaches, and standing committee, deem that it would be in the best interests of the player concerned or if there are excess numbers in the player’s own age group and there are vacancies in the older group.

**4.1.4** A player may occasionally be invited to play in an older age team if the older age team is short of players. Players in an existing team should not be displaced or denied adequate playing time as a result of players being brought in from another team.

### **4.2 TEAM SIZES AND SELECTION**

**4.2.1** The following are the recommended optimum & maximum squad numbers for each age group.

Age Group	Pitch Numbers	Maximum Number
Under 7	4 Vs 4	10 PLAYERS PER SQUAD AS SET BY FFA & FFV
Under 9	5 Vs 5	
Under 11(SSF)	9 Vs 9	12 PLAYERS
Under 11-16	11 + 5 subs	16 PLAYERS
Under 18	11 + 4 subs	15 PLAYERS
Senior Teams	11 + 4(interchange)	15 PLAYERS

**4.2.2** Age group coordinators, coaches and managers must accept correct age group players on a “first come, first served” basis up to the maximum squad size.

**4.2.3** If a squad has less than the maximum number for its age group then players may be accepted from a younger age group. Under no circumstances may a coach or manager directly approach an underage player. Under age players may only be accepted after consultation with the committee and the coaches & managers of the lower age group.

**4.2.4** If there is more than one team in any of the age groups between U/6 & U/10 inclusive, team composition will NOT be determined by ability. Coaches and managers are required to consult with the committee, and other coaches & managers in the same age group, to ensure that all teams in the age group are, as far as possible, equal in terms of squad size and ability

**4.2.5** Each team should have a unique name (e.g. U/10 Eagles). References to teams in hierarchal terms (e.g. A, B etc) should be avoided.

## **5. MATCH PLAYING TIME**

### **5.1 SUB-JUNIOR TEAM PLAYERS (U/6 - U/11)**

**5.1.1** All registered and financial players who regularly attend training sessions must be afforded equal playing time **without regard to ability**. If necessary, team managers should request help from parents to manage equal playing time. This allows the coach to review opportunities for players to improve. The coach should not have to manage interchange in normal club matches.

**5.1.2** All players must be given the opportunity to play in every position. There is no justification for specialisation at the sub junior level. This also applies to the goalkeeping position

### **5.2 JUNIOR TEAM PLAYERS (U/12 - U/14)**

**5.2.1** Although it is recognised that, in this age group a player's ability may begin to partially determine playing time, all registered and financial players who regularly attend training sessions must be given "ample and fair" playing time. "Ample and fair" playing time is defined as approximately one half of a match. With the continuation of the interchange player rule, there is no reason why players should not have ample playing time in all matches.

**5.2.2** Players should be encouraged to try playing in different positions.

### **5.3 JUNIOR TEAM PLAYERS (U/15 & ABOVE)**

Although selection and playing time may be made on a 'best team' basis, ability should not be the only factor. All registered and financial players who regularly attend training shall be allowed to play as frequently as possible.

### **5.4 GENERAL**

**5.4.1** Unregistered players shall **NOT** be permitted to play in any match under any circumstances. The **"NO PAY - NO PLAY"** policy will be strictly enforced.

**5.4.2** If players from any team are invited to help make up numbers in another team, they shall not displace existing team members. While such invited players will receive some playing time, they should be regarded as reserve players.

## **6. REGISTRATION PROCEDURE**

## 6.1 FFV Registered players

As of 2012 online registration for FFV players will be mandatory. Please read the following to self register

### Guide to Player Self-Registration via MyFootballClub

#### Welcome to MyFootballClub Registration for Baxter Soccer Club

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

#### Retrieving a Password

1. Click on "**Register Now**" and then "**Register**" on the top menu.
2. Click on "**Find your FFA Number**" to find your FFA number. Enter your name and DOB to find your FFA number
3. Click on your name to take you to the login screen
4. Click on "**Need a Password?**" to reset and retrieve a password by entering a matching e-mail address that is currently on the MyFootballClub system
5. If your email address does not match with data in MyFootballClub, contact FFA in order to update your current email address and log into the system.

*Note: Do not create an account if you have been registered within the last 5 years – Contact FFA or FFV for assistance to find your FFA number*

#### Registering for Our Club

**Start Here:** Go to the MyFootballClub website - [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

#### Logging into your own MyFootballClub Account

1. Click on "**Register Now**" and then "**Register**" on the top menu.
2. Click on "**Player Registration**"
3. Select the option that reflects your previous registration history and follow the prompts to login to your MyFootballClub account

#### Registering to Baxter Soccer Club

4. To begin registration, click on "**Register Now**"
5. Click "**Add new Image**", click "**Browse**" and select a photo from your computer.
6. Under "Subject" type your name and then click "**Save and Exit**"
7. Update your Personal and Contact Details, click on "**Proceed with Registration**"
8. Type in our Club name which is **Baxter Soccer Club**



- **Note:** You must select our Clubs name from the drop down menu that appears for packages to be made available.

The screenshot shows the 'Add Registration' form. At the top, it says 'This process takes you through a number of steps to register in 2011.' Below this, it instructs the user to search for a Club by typing its name. A search bar contains 'football federation'. Below the search bar is a dropdown menu showing 'Football Federation Victoria (Club)'. A red arrow points to this dropdown menu. Below the dropdown menu is a 'Details' section. Below that is a 'Roles' section with a table header: 'More', 'Role', 'Level', 'Club', 'Start Date', 'End Date', 'Price (AUS)'. The table body is empty, and it says 'No Records returned.' At the bottom of the form are 'Cancel' and 'Next' buttons.

### ERROR ALERT!

If you see this error, select "OK" and ensure that the correct Club Name is typed in and selected from the drop down box

The screenshot shows a 'Message from webpage' dialog box. It has a yellow warning icon. The text inside says: 'There are no eligible registration packages available for you. This could be due to incorrect personal details in the system or the club may not have setup the package correctly. Please contact your club for assistance.' At the bottom is an 'OK' button.

9. Under "Select Registration", choose the option "**Player**"
10. Select the appropriate Registration Fee that applies to you: Click on "**Add**" and then click on "**Next**"

### Acknowledging Terms and Conditions

11. Read and acknowledge all Terms and Conditions by checking all boxes and then click on "**Next**".

### Payment Options Screen

12. You will only be given the option to "**Invoice Me**" Please select this option
13. You will receive an invoice via email.

### Answer Additional Questions

14. Answer the questions, click on "Save All Answers" or click on "Next".

### Your Online Registration is now complete! What happens next?

15. Your Registration Status is now "**Pending Awaiting Payment**". The Club Registrar will complete the final step of accepting your registration to make you Active and finalise your registration with FFV to make you eligible to play. We will contact you directly to advise the next steps in terms of payment of your registration with the Club.

For more information, please contact **Julie Henderson** via Phone on **0412588661**

or via e-mail **secretary@baxtersoccerclub.org.au**

### Updating your Details

If you wish to update any of your personal details

- Click on "**My Details**" then "**Edit My Details**" to update your Personal and Contact Details. Finalise by clicking "**Save My Details**"

- You may also Change your Password in this section by clicking **“Change Password”** and clicking **“Save”**

## Where do I go for help?

- FFA Support Centre Ph: **(02) 8020 4199** or e-mail [myfootballclub@footballaustralia.com.au](mailto:myfootballclub@footballaustralia.com.au)
- FFV MyFootballClub Support Ph: **(03) 9474 1800 (Press 2)** or e-mail [myfootballclub@footballfedvic.com.au](mailto:myfootballclub@footballfedvic.com.au)
- Player resources (Videos/Manuals) which is available via [www.myfootballclub.com.au](http://www.myfootballclub.com.au) under MyFootballClub/Register Now/Guides
- FAQ's on the MyFootballClub website or FFV Website via [www.footballfedvic.com.au](http://www.footballfedvic.com.au) (under Registrations > MyFootballClub)

## 2 Senior Players (Bayside League)

Players are registered with the Bayside Federation Australia (BFA). All new players must complete the following documents,

1. Baxter registration form
2. Bayside registration form
3. Provide a digital image that can emailed to the BFA to enable a player passport to be produced.

Each season all senior players must accept the “Senior Player Code of Conduct”, as indicated by signing the reverse side of the Player Registration form, no player will be registered until all paperwork is complete.

Please note that the BFA produces Player Passports and these may take up to two weeks to be available, and the BFA has a **“No Card – No Play”** policy. Referees will be following this issue throughout the season.

The FFV is introducing self registration procedures and all players will need to register online. BSC Inc will endeavor to have facilities available for all members to use at allocated times.

These identification documents are required to be lodged with the FFV/ FFA for proof of identity, age and nationality.

All junior & senior FFV players (u12 onwards) must provide **one passport size** photo so that a “player passport” can be produced, as the FFV has issued a **“No Card – No Play”** policy. Referees will be following this issue throughout the season.

Players who have played at other clubs either Victorian or interstate may need to complete transfer papers.

Please read the following steps on Self Registration as provided by FFV

## **7. Selection of Coaches**

### **7.1 Introduction**

This policy sets out how the Club Committee currently selects and appoints a coach or coaches who will be invited to form the Team squad or squads in each year. This policy is subject to revision from time to time, and anyone consulting it should contact a member of the Committee to ensure that this is the most up-to-date version.

Appointment is made by the Club Committee, if necessary by a motion voted upon at a Committee Meeting. Primary responsibility for the selection of coach (es) rests with the Committee.

### **7.2 Selection process**

Selection is based upon criteria such as, but not limited to, suitability and availability, as well as the ability to communicate well and harmoniously with players, other coaches in the year group, parents and the Committee. Team coaches will be expected to pass an approved coaching course at the earliest reasonable opportunity during the season in which they are appointed. All coaches at our Club are required to adhere to our policies of sporting behaviour. In addition they will be required to set a good example to all players, parents and coaches within their year group and beyond, and the Club reserves the right to suspend or reverse the appointment of coaches who do not.

Coaches will be asked to indicate their willingness and availability to take a coaching position, and their reply will inform but not bind the Committee.

The committee will monitor progress of coaches, and if necessary reserves the right to reverse the appointment.

### **7.3 Appeal process**

If a coach believes that his or her abilities have been overlooked and that a coach less well suited to the position has been appointed, or whose appointment is reversed and feels that he or she has been unfairly dealt with, he or she should write in the first instance to the Secretary of the Club, who will respond within two weeks. If the coach wishes, he or she may put his or her case to the next Committee Meeting, and the full Committee will decide on an appropriate next step. The Committee's decision is final.

## **8. Rights, Responsibilities and the Disciplinary Process of the Baxter Soccer Club**

Everyone that comes to the Baxter Soccer Club, including members of the general public, officials, visiting teams and members of the Club community has the right to expect a safe and welcoming environment where the enjoyment of the game can be mutually pursued by all.

These rights are entrenched in the Club's approach to the game and its' philosophy of community involvement and therefore the Club has created a comprehensive set of by-laws to safeguard these rights. (A complete set of the Rules are on display in the Clubrooms.)

It is everyone's responsibility to ensure that these rights are upheld and supported, but in particular it is the duty of all members of the Baxter Soccer Club Inc community to respond to a breach of the by-laws by following the Club's Disciplinary Process.

### **8.1 Misconduct and Disciplinary Policy and Procedure**

#### **Definitions**

*BSC* – Baxter Soccer Club Incorporated

*Club* - Baxter Soccer Club Incorporated

*Committee* – BSC Committee of Management

*Misconduct* – Any act that contravenes the BSC's Constitution or Code of Conduct or in the opinion of the Committee brings the Club and/or the game into disrepute or countermands a clear directive of the Committee.

*Disciplinary Committee* – Consists of members appointed by the Committee and includes at least one member of the Executive Committee but excludes the President.

*Disciplinary Action* – Any punitive actions taken by the Baxter Soccer Club as a result of Misconduct as per the Schedule.

*Schedule* – The Schedule of Disciplinary Actions is a table of punitive responses available to the Disciplinary Committee.

*Annul* – Cancel the original Disciplinary Action

*Downgrade* – Reduce the severity of the original Disciplinary Action

*Confirm* – Validate the original Disciplinary Action

#### **Policy Coverage**

This policy covers all members and associates of Baxter Soccer Club including players, coaches, officials, parents/guardians, family members, partners and invited guests.

This policy is exclusive to and in addition to any disciplinary actions taken by any other external bodies, including, but not limited to, Football Federation of Australia (FFA), Football Federation of Victoria (FFV) and Bayside Football Association (BFA).



## **Policy**

It is the responsibility of all members and associates to report, either verbally or in writing, all acts of misconduct to a representative of the Baxter Soccer Club Committee of Management as soon as practically possible.

All reported acts of alleged misconduct will be presented to the Committee at the earliest possible time and a decision made as to whether the reported act constitutes a breach.

If determined that no breach has occurred then this advice will be passed back to the original reporter of the incidence and no further action will be taken.

If a breach has been determined the report will be passed onto the Disciplinary Committee for processing and possible Disciplinary Action.

All reports and Disciplinary Committee results will be recorded in the relevant Committee minutes.

## **Procedure**

Once a misconduct report is received and deemed by the Committee to be a breach a Disciplinary Committee will then be appointed to investigate and process the report.

The Disciplinary Committee will investigate the report through independent sources and witnesses and decide upon a suitable response as per the Schedule. The level of response is solely the responsibility of the Disciplinary Committee but they can seek guidance from other members of the Committee.

When investigations are complete and a Disciplinary Action has been decided the Disciplinary Committee shall report back to the Committee on its outcome and this shall be reported in the minutes of the meeting.

The President shall advise both the original reporter and the offender of the Disciplinary Action. The offender will also be advised of their right of appeal to the Disciplinary Action.

An initial protest must be made in writing to the Disciplinary Committee and must clearly state the grounds of the protest and specify the relevant rule to which the protest refers. The Disciplinary Committee will arrange a meeting to hear the protest and make a determination. The Disciplinary Committee can determine to Annul, Downgrade or Confirm their original Disciplinary Action. If the Disciplinary Action is Confirmed then the offender has the Right of Appeal as per the Club's constitution.

## **Schedule of Disciplinary Action**

Level 0 –	No action
Level 1 –	Verbal Warning
Level 2 –	Official Written Warning
Level 3 –	1 Week playing Suspension and/or Minor Fine (\$10 - \$50)
Level 4 -	2 - 4 Weeks playing Suspension and or Major Fine (\$51 - \$500)
Level 5 -	Membership Suspension for specified period
Level 6 -	Permanent Expulsion from Club membership

If a member of the Club has been identified as having broken the rules or has acted in a way that is unbecoming a member of the Club then a report will be made to the Committee for disciplinary action.

The matter will be referred to the Disciplinary Committee where a decision will be made as to whether there is a case to answer. If decided to pursue the matter, the member will be officially notified of the possible disciplinary action, that is a fine or a suspension or expulsion, and invited to a meeting with the Disciplinary Committee to present their case.

At this meeting the member has the right to be heard and present any documentation to the Disciplinary Committee. If after due consideration the Disciplinary Committee confirms its' decision to enforce disciplinary action the member has the right to appeal the decision at a General Meeting of the members of the Club.

If at any stage the Club decides not to pursue the matter the member will be advised and no further action will take place. (Current codes of conduct are contained in this publication.)

The above process is a the formal way of handling very serious matters, but most of the issues that arise around the Club can be resolved by simple discussion between the parties to remind them that the reason we are all here is for the enjoyment of the game by everyone.

## **8.2 Red Card offences**

- 8.2.1 The governing bodies, FFV or Bayside League fine players who are sent off by the referee during a match.
- 8.2.2 Players who are sent off by the referee are liable to pay any fines incurred.
- 8.2.3 Players who consider that they should not have to pay the fine can put their case to the club's Disciplinary Committee.
- 8.2.4 The Disciplinary Committee will take into account evidence about whether the sending off was avoidable or not avoidable by the player then make a recommendation to the Club Committee of Management.
- 8.2.5 The Club Committee of Management will make a final decision and reserves the right to increase the fine if considered warranted.

## **9. Member Participation**

All members are asked to contribute to the running of the club. All positions held at the club are voluntary; this includes all positions on the committee, members of coaching staff, canteen manager & team managers. No person at BSC Inc is paid any salary or payment of any type.

To help limit the increase that is passed on to cover playing fees all members are asked to contribute some of their time to help with the everyday running of the club. We need help to keep the club functioning in a smooth manner. Although we have engaged a "Canteen Manager" we will still need volunteers to help with the running of the BBQ. Team Managers will be given specified dates & times that they will be in charge of providing helpers for the BBQ. Team Managers should try to fairly rotate helpers for this job. Please note that sales through the canteen including sausage sizzles during games are a highly profitable fundraiser for the club. All members are asked to help with this as it allows us to subsidise all members' fees and to purchase new equipment so that training can be varied.

Other jobs that volunteers are required to help with are but not limited to and will be allocated on roster devised by the Team Manager

- Setting up pitches ( Goals for Sub Juniors)
- Setting up nets for Junior & Senior games

- Taking down the nets at the conclusion of the last game of the day
- Setting up or dismantling of team benches at the beginning and end of each day, this may include various pitches at various times. Please look at the Pitch Roster for playing allocation when published.
- Washing of playing strip when rostered.
- Providing half time snacks if asked. ( Can be oranges quarters or lollies such as snakes)
- Junior & Seniors games will need a linesperson. (The club will run a workshop with the local referees branch to help people understand the current rules)
- Sweep both Home & Away rooms after each game has finished ensuring that the change rooms are neat & tidy for each age group.
- Act as Club Marshals.

### **Membership & Subscription Fees**

- **Membership to Baxter Soccer Club Inc must be renewed on an Annual basis, and will be reviewed at time of registration application. The Committee of Management reserves the right to refuse any person/s membership.**

### **Membership**

A person who applies and is approved for membership as provided in the Constitution is eligible to be a member of the Association on payment of the entrance fee and annual subscription fee.

- The Secretary must, within 28 days after receipt of the all annual membership fees, enter the applicant's name in the register of members.
- An applicant for membership becomes a member and is entitled to exercise the rights of membership when his or her name is entered in the register of members.
- If the committee rejects an application, the committee must, as soon as practicable, notify the applicant in writing that the application has been rejected.
- A right, privilege, or obligation of a person by reason of membership of the Association-
  - (a) Is not capable of being transferred or transmitted to another person; and
  - (b) Terminates upon the cessation of membership whether by death or resignation.
  - (c) Must be renewed annually.

### **Fees**

Membership fees will be set by the Committee of Management annually, and consist of an annual membership cost and players fees and will include allowances for associated playing costs including but not limited to:-

- FFV/ BFA Player Registration, Insurance, Team registration costs & associated fees.
- FFA Player fees
- FCC Grounds & pavilion rental
- Electricity & gas costs
- Building & equipment maintenance.
- Provision to replace or update training equipment.

- Provision to replace playing strips as required.
- Sundry items such as but not limited to Line marking paint & chalk, goal nets.

Fees also include provision for payment to

- FFV / BFA allocated referees
- Wages to employ canteen staff

The fees set are annually assessed and if required are increased. It is imperative that all members participate in fund raising activities as all profit is used directly for club purposes and is passed onto players via subsidised fees.

### **Fee Payments**

The committee would like to inform everyone of the official policy regarding payment of fees from season 2010 onwards. The club will enforce its current policy of **"NO PAY NO PLAY"**, and the following also applies

- No registration will be accepted unless it is accompanied by a 50% deposit.
- No player/s will be registered with the FFV / BFA until all fees are paid in full.
- Player cards will not be released to coaches until all fees are paid in full.

As a committee we understand that these conditions could cause hardship for some members so please speak to the club president & registrar if you are undergoing financial hardship and the committee will discuss the issue and arrange a suitable payment option for both parties, all information will remain confidential.

### **11. Member Liaison Officers(MLOs)**

Member Liaison Officers are committee members who have volunteered to act as a "Go Between" for members who have concerns with any Official within the club, be they coaches, team managers or committee members, or if you just wish to have an idea heard or a concern or complaint dealt with on an official level. Please approach or contact any of our Member Liaison Officers. Whilst they may not be able to answer all of your questions or concerns on the spot, they will endeavour to reply to you in a timely fashion. **Names & Numbers of MLOs will be displayed on the club notice board once they have been elected.**

### **11. Club Marshals**

- The home team is responsible for supplying two "marshals", these must be easily identified, and as such the club has "club official" jackets in the canteen, please ask at the window. The following is an extract from FFV correspondence
- **Marshals must be provided by club and clearly identified prior to game. They must accompany Match Officials on to the field at the start of the game, off at half time, on after half time and off at the conclusion of the game. Junior members in particular are advised that if no marshals are provided then under no circumstances are they to leave the dressing room or start the game. It is recommended that they ask for marshals on arrival at the ground so that the home team has a chance to select and provide marshals and so avoid confrontation. Minimum of 2 marshals per game.**
- Marshals are also responsible for ensuring that all spectators remain behind the marked or roped area and do not encroach on the sidelines, and if a spectator becomes abusive to remind that that



it is a junior or sub junior game & try & maintain a calm atmosphere, but at no time are they expected to put themselves in harm's way.

- **Please note under FFV& BFA rulings all “Marshals” must be over 16.**

## **12. Communications**

All correspondence by BSC Inc to members shall be deemed to have been received by members

- (a) In the case of email or fax communication immediately;
- (b) In the case of communication sent by mail 2 days after such communication was posted
- (c) All correspondence received by members from BSC Inc must be on Club letterhead.

Correspondence regarding the Annual General Meeting will be delivered by post.

## **13. Privacy Notice**

Baxter Soccer Club (BSC Inc) is committed to abiding by the provisions of the Privacy Act 1988 (as amended) and its principles. BSC Inc will honour its obligations relating to the collection, use and disclosure of personal information. BSC Inc will only collect personal information where it is necessary to enable us to provide our services in running and managing our various teams and coaching courses, and for the purpose of communication of information (for example payment reminders) to club members.

BSC Inc will not disclose personal information to third parties except under limited circumstances. For example, the distribution of mail outs, AGM notices etc. In other circumstances, if an external agency wishes to promote a product/service via BSC Inc's registered players, and BSC Inc agrees to a written request from the organisation, information may be sent out from BSC Inc on behalf of the organisation.

BSC Inc will take the necessary steps to ensure that any third party the club has an association with also complies with the new Privacy Laws.

BSC Inc also takes reasonable steps to ensure that whenever we collect, use or disclose personal information it is accurate, complete and up-to-date.

**To keep up to date with the news and events happening at the club bookmark**

**[www.baxtersoccerclub.org.au](http://www.baxtersoccerclub.org.au)**

Contact Page

**Clubrooms Phone 0359713204**

**Club email address baxtersc@baxtersoccerclub.org.au**

**Coaches Details:-**

**Name** \_\_\_\_\_

**Contact Details**

**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

**Team Manager Details:-**

**Name** \_\_\_\_\_

**Contact Details**

**Phone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_

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