



Policies, Procedures, Roles & Responsibilities

*This policy has been adopted by the Tea Tree Gully City Soccer Club committee on **05 / 02/ 2014** and will be reviewed within three years.*

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Introduction

The Tea Tree Gully City Soccer Club (TTGCSC) is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, team managers, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. TTGCSC is committed to providing a safe structured environment for all its members where children can learn and enjoy the game of Soccer regardless of ability, race or gender.

As a member club of the

- South Australian Amateur League (SAASL)
- Elizabeth and Districts Junior Soccer Association (EDJSA) and
- Football Federation South Australia (FFSA)

we are bound by their policies and by laws. We encourage all members of the TTGCSC visit the SAASL and EDJSA website and familiarise yourself with their current policies.

- ❖ <http://www.saasl.com.au/>
- ❖ <http://www.elizdists.com.au/>
- ❖ http://www.foxsportspulse.com/assoc_page.cgi?client=1-8365-0-0-0#

Outlined in this document are policies, roles and responsibilities of our volunteers and code of behavior for all our members' parents and spectators. As a member of the TTGCSC you have agreed to follow all policies and procedures set down by the clubs committee including, by not limited to our related policies.

- Tea Tree Gully City Soccer Club Constitution
- Member & Child protection policy
- Selection Team Policy
- TTGCSC Long Term Player Development plan (LTPD)
- OHS & Risk management
- Privacy and confidentiality policy
- Alcohol, Drug and Unacceptable behavior policy
- Succession Planning

These policies are located on our website and the club encourages all members to take the time to read and understand these policies and if you have any issue please contact a committee member to assist.

- ❖ <http://ttgsoccer.com.au/wordpress/>

TTGCSC also endorse the Play by the Rule web site encourage all members, coaches, team managers, administrators and parents to visit this site for useful information to assist in creating the a safe environment for all members of the club.

- ❖ <http://www.playbytherules.net.au/>

1. Induction and Training

TTGCSC recognises the importance of developing its volunteers and will support volunteers with their training needs.

Support may be in the form of:

- Promotion of training opportunities
- Part or full subsidy of training costs
- Mentoring
- On the job training (Upon request to the Coaches Coordinator)

Volunteers are may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the TTGCSC. This reimbursement is subject to Committee approval and prior approval must be sought from Committee for any major expenditure.

2. Uniform

The TTGCSC will provide your child with a club playing strip which is to be worn on game day only. under no circumstances shall the club playing strips be distributed to each individual player for the season and/or **worn outside of the club** for any other purpose than an official TTGCSC game day match unless permission is granted by the TTGCSC committee. Exception to this will be in the event of a female player who will be granted permission to retain the club playing strip for the season. It is the team manager's responsibility to ensure that the strips are washed each week, returned and ready for your next game. This is normally done by a roster of parents. It will also be the team managers responsibility to ensure that any playing strip issued to a female player is returned on completion of the season.

In addition to the playing strip, each player is responsible to supply:

- Black football shorts for home and away games
- Black football socks
- Clean football boots and shin guards for training and games
- Drink bottle

It is a mandatory requirement that all players wear soccer boots and shin guards to play and train in. If a player is not wearing soccer boots and shin guards they will not be permitted to play on game day or participate at training **No Exceptions**. The clubs game day uniform requires black socks and shorts (preferably TTGCSC socks & shorts) to play. Socks and shorts can be purchased from our uniform shop. Times for the uniform shop can be obtained from your registrar.

Care for the Game Day strip

We ask that you follow these instructions on caring for the clubs game day strip:

- Hand washing is recommended in warm water. Any stains can be removed by scrubbing with soap or spray.
- **Please do not iron the game day strip.**

3. Training and Weekly game

Training and game fixture will vary from season to season. Notification will be via your team coach or team manager as to the training night(s), pitch location and times. Game fixtures are set by EDJSA at the start of each season. This information will be distributed to you by your team manager. If you have any issues please contact the TTGCSC age group registrar

It is the responsibility of the players/parents or caregivers to attend weekly training and games at the designated times. Parents must collect their child from training and games on time for reasons of courtesy and safety. TTGCSC Coaches are not to be used as a child care facility. Our coaches volunteer their time to for the purposes of teaching children the game of soccer.

In some case players are **consistently** not attending training without a valid and reasonable reasons or communication. If this is the case a player may receive less game playing time at the coaches discretion

TTGCSC does encourage that all players be given as equal playing time - exception to this will be in the event of a player **consistently** not attending training without a valid and reasonable reasons or communication then the amount of playing time will be at the discretion of the coach(es).

It will not be accepted by the TTGCSC committee to give a player less playing time based on their ability, gender or race and any complaints to this fact will be addresses on a case by case basis. If a child is sick one or two weeks this is not a valid reason to enforce less playing time.

TTGCSC recognise that our members also participate in other sports that may conflict with training or in the older age groups often players can't make training as they have study, work or both. If this is the case then it is the responsibility of the players/parents or caregivers to notify the team Coach(es)/Team Manager of the situation. If a resolution cannot be agreed upon please contact your age group registrar.

3.1 Enforcing less playing time due to consistent non-attendance of a player

It is a **requirement** of all coaches intending to enforce less playing time due to consistent non-attendance of a player then the below process must be followed

Notification must be given prior to the game to

- The players parents/caregiver of the reasoning's
- Both the Club Chairperson and Coaching Coordinator, with the following information
 - The players full name.
 - Parent's names and contact detail – in particular email address.
 - You're reasoning as to why?
 - Permission must be granted by the committee

Note: for the purpose of this section the term consistently is defined as a player absent to 3 or more consecutive training sessions or game day matches

If the committee is not informed then the standard investigation practise will take place.

4. Fair Play Policy

This policy will be binding upon all member club of the EDJSA. Listed below is a set of guidelines felt to be of benefit to all parties when dealing with children participating in EDJSA sanctioned sport.

1. It is suggested that all club officials and coaches make every effort to ensuring only enough players are registered to form a squad in a particular age group i.e. 15 players per team in the higher age groups, and 12 players for modified rules. Excess players should be directed to the nearest neighboring club as soon as possible.
2. Players from the immediate local area should always be given priority of registration over players from other areas irrespective of their ability.
3. All children registered in an age group, should remain within that age group at all times, unless a parent/guardian or the child request to be moved to another age group. Such a request for a move to another age group can only be approved by the association registrar, who will receive such a request in writing from the affected club's registrar.
4. Coaches will not maneuver a child out of their squad in order to accommodate a player with a higher skill level. The sole aim of the coach being to develop a "Super Team", rather than develop a team of talent through the coaches own skill and ability.
5. Whenever any child's skill level or conduct is being discussed, such discussions will take place away from the hearing of the said child, or any other children/adults who may be within hearing distance.
6. If any child, parent, or guardian becomes dissatisfied with any club official or coaches handing of the child's interest's and they cannot resolve the matter within seven days, then the complainant's shall have the right to appeal to a "complaints subcommittee", formed by three members clubs of the association, selected by the Association General Secretary, PO Box 888 Salisbury 5108, through the complainant's own club Secretary
7. The Association General Secretary will be the only person authorised to convey the findings of the complaint subcommittee to the parties involved.
8. The only avenue of appeal against the sub committee's decision will be through the Council of Clubs. The results of this appeal will be final and binding on all parties.
9. Player Responsibilities

5. Extreme Weather Policy

SAASL & EDJSA and all affiliated clubs need to ensure that a reasonable duty of care is provided to all players, officials and spectators.

This policy has been developed to assist club officials, parents and other individuals to identify the actions that need to be undertaken in cases of extreme hot weather.

In implementing this policy, club officials and parents should also be considerate of the individual needs. The heat will affect not all participants in the same manner. Outlined below the SAASL & EDJSA has implemented the following policy.

Risks Associated with Hot Weather

High intensity exercise in a hot environment can lead to:

- Dehydration
- Heat Exhaustion
- Heat Stroke

Dehydration

During exercise fluid loss occurs. If adequate fluid is not replaced this may lead to heat exhaustion and heat stroke.

Heat Exhaustion

A lack of fluid replacement may lead to heat exhaustion. Heat exhaustion is characterised by:

- High heart rate
- Dizziness
- Headache
- Loss of endurance/skill/confusion
- Nausea
- Clammy skin, pale in colour
- Cramps

Heat Stroke

Severe dehydration may lead to heat stroke. This is characterised similar to heat exhaustion but with a dry skin, confusion and player collapsing.

This is a potentially fatal condition and must be treated immediately by a medical professional.

Factors Affecting Participants in Hot Weather

There are a number of factors that will affect participants during days of extreme heat. These include the following:

- **Humidity** The greater the humidity, the harder it is for the body to cool off through the evaporation of sweat.
- **Duration/Intensity** The greater the duration and intensity of the activity, the greater the risk of heat related symptoms.
- **Fitness Level** Participants who may be overweight and unconditioned for the activity will be more susceptible to heat stress.
- **Age and Gender** Young children are especially at risk. Children have poorly developed sweating mechanism, essential for cooling the body, prior to puberty. Children also take longer to acclimatise to participating in hot conditions than adults. Coaches need to ensure that children do not over- exert themselves especially when undertaking exercise for 30 minutes or greater. Veteran participants may also not cope well when undertaking activity in the heat.

5.1 Hot Weather Policy (EDJSA League Teams)

Hot Weather

Any outdoor activities shall be cancelled if the temperature is 32 degrees Celsius or greater at the training and/or game location.

Notes:

1. No outdoor training is to take place if the estimated temperature is to be greater than that stated in the policy above. The estimated temperature is that given by the Australian Bureau of Meteorology www.bom.gov.au
2. The League Secretary will advise of cancellation for League or Cup games. Notwithstanding that the Referees may abandon the game if they feel that the players are at risk due to the heat.
3. This policy applies to any out-of-season approved activities.
4. Clubs are all permanent members of this association and so should use this policy as a guide when conducting any out-of-season friendly games and/or training sessions.
5. Actual training ground temperatures shall be determined by the Australian Bureau of Meteorology www.bom.gov.au current forecast temperature
6. When friendly games or training are conducted in temperatures over 25 degrees Celsius adequate drink and rest breaks should be considered and scheduled where necessary during the activity.

5.2 Hail & Thunder and Lightning Storms

Any games, trials or training sanctioned by EDJSA will not continue or be played whilst there is hail falling onto the ground or there are thunder and lightning storms in the immediate vicinity.

5.3 Extreme Wet Weather - Modified Rules U/6 & U/7

If the forecast for the game day is extreme wet weather the TTGCSC coach's coordinator will contact the EDJSA League Secretary before 6:30 pm the day before. With his concurrence the game can be cancelled and will not be replayed. You must then contact the other coach immediately and advise him of the cancellation. Games can only be forfeit on game day by the referee and may result in the offending club being fined.

Note:

- Any league game abandoned under the EDJSA Weather Policy will be rescheduled at the discretion of the League Secretary; this also includes the possibility that the game may not be rescheduled.
- At all times it's the referee's decision, and his alone, to abandon or delay any game (not cancelled by EDJSA) due to current weather or ground conditions. It is hoped that all referees how-ever-so appointed will consider this policy when necessary and if deciding to let play continue in direct contradiction to this policy realise they may be held liable for any resultant player injuries.
- Any games abandoned by the association or the referee under this policy cannot be played as 'friendlies' with a parent or coach referee. The extreme weather or ground conditions are still present and continue to be considered hazardous to the player's health.

5.4 Hot Weather Policy (SAASL Teams)

Minimise risk associated with extreme heat by all clubs participating within SAASL competition implementing the following procedures during dates of extreme heat.

5.4.1 If the Temperature is forecasted below 33 degrees:

- Club officials and/or players will ensure that there is an adequate supply of fluid. Water should be available not only for drinking but also for wetting the face, clothes and hair.
- Water bottles should be made accessible to players. Bottles are not to be thrown on to the field of play. Players may come to the side of the field and a water bottle can be passed to the player.
- Team officials may approach the match official prior to the start of the game to consider a short hydration break during the game. If the match official and the two teams are in agreement, a short break may be implemented; the timing is at the sole discretion of the referee.

5.4.2 If the temperature is forecasted 33 degrees or greater:

- If the temperature is forecasted to be **33 degrees or greater** in the **Advertiser Newspaper** on the Friday prior to a Sunday game or the day before a midweek game, the game must be re-scheduled as follows:
Played and completed by 11.00am on the scheduled day or played after 5.00pm
- SAASL will contact all clubs to ensure that they are aware of the forecasted temperature. If the game can be played between the two times recommended, clubs will notify SAASL of the time change. SAASL will notify the referee co-ordinator.
- If the game is played team officials/players should ensure that the guidelines outlined above for days when the temperature is 33 degrees or less are followed.
- If the game cannot be re-scheduled within these times, the game will need to be postponed. SAASL will notify the referee coordinator of all postponements
- If the game is postponed, the game will need to be re-scheduled and played **within 14 days** of the game being postponed.
- Both teams are responsible for the re-scheduling of the game. A time and venue will need to be decided between the two teams. A club official from both teams must notify SAASL within 5 days of the game being played. SAASL will arrange a referee for the game.

5.5 Hot Weather Policy (FFSA Teams)

5.5.1 Competitions in Hot Weather

Clubs shall check the temperature forecast 2 days prior to every competition, as published by the Australian Bureau of Meteorology. Information is to be obtained from www.bom.gov.au at 9.00am.

If the temperature in Adelaide, Elizabeth, Noarlunga or if located in a regional area, the regional forecast, is forecasted to be 36 Degrees Celsius or greater for senior competitions, the competition shall be rescheduled.

- The rescheduled competition shall be played and completed by 11 am or commenced after 5pm on the scheduled day if the weather is 36 Degrees Celsius or greater for senior competitions, as approved by the FFSA Competition Administrator. No games or training activity is to be undertaken between 11.00am and 5.00pm during the highlighted temperatures. If the competition cannot be rescheduled within these times the competition or training session shall be postponed.
- If the temperature is scheduled to be 36 Degrees Celsius or greater for Senior Competitions, a drink break must be held in each half of a game. The drink break should be a maximum of 2 minutes in duration. The timing of the drink break is at the discretion of the match official but should occur, where possible, at the half way point of each half.

- In some circumstances, the match official, in consultation with the team officials, may permit two drink breaks per half. If this is implemented, the drink breaks are to be held, where possible, every 15 minutes.
- If the temperature is scheduled to be 40 Degrees Celsius or greater, all senior competition games are to be cancelled.

5.5.2 Training in Hot Weather

- If the temperature is scheduled to be 36 Degrees Celsius or greater for seniors at 9.00am on the day, all outdoor training sessions are to be undertaken and completed by 11.00am or after 5.00pm. No outdoor training activities are to occur between 11.00am and 5.00pm. Training sessions that are conducted in an air conditioned venue may continue.
- If the temperature is scheduled to be 40 Degrees Celsius or greater, all outdoor training activities are to be postponed for all adult participants. Training sessions that are conducted in an air conditioned venue may continue.

6. Grievance Procedure

All communication must be referred to your Team Manager in the first instance. Most problems can be resolved quickly and easily this way.

If the problem persists, or is not resolved to your satisfaction, please submit your complaint in writing to the age groups Registrar, who will address your issue at a forthcoming committee meeting. You will be advised of the outcome.

Please note that under no circumstances is ANY individual from our club permitted to complain in writing or verbally to any other club, EDJSA and/or SAASL. Every complaint of this nature MUST be brought to the attention of the committee via your age groups Registrar who will assist you.

7. Ground Marshall Role and Responsibilities

These persons are the Club Liaison Officers and are empowered by EDJSA to direct any and all spectators, coaches on the side lines, players not involved in the field play and teams waiting to play in order that they abide by the Constitution and By-Laws laid down by EDJSA and/or their Club. Any continual disregard of these directives should be reported in detail to their Club who will in turn report to the EDJSA Executive.

Each club team shall appoint a Ground Marshall. The team Ground Marshall shall be present at all club team's home and away games whether on the Mini Pitch or the Large Pitch.

1. Each teams Marshall shall wear a distinctive florescent vest or white coat with Ground Marshal printed with large bold letters on the back of the garment.
2. Elizabeth & Districts may supply clubs with some vests, but any additional vests\coats required to cover all teams will need to be supplied by the clubs

The Club Ground Marshall designated for home games shall

1. Make themselves known to the referee before the commencement of the game and assist with all duties of their home game.
2. Ensure honor lines are clearly marked on the club ground being used.
3. Continually police honor lines on the pitch in use at the home ground.
4. Advise spectators of all appropriate viewing areas if required.
5. Report unruly club spectator behavior to the Club secretary for possible forwarding to the Association.
6. Be one focus point for club information and directions to visitors.
7. Advise spectators, players and officials if necessary that it is not permissible to approach a Referee immediately prior to any match except for the purpose of ascertaining that the Referee is the person properly appointed or for the purpose of electing a Referee in accordance with the constitution, nor is it permissible for any Club Official, Parent, Spectator or Players to approach a Referee during the course of any match or after the match, howsoever appointed. Coaches or Managers will be asked to sign the Match Cards after the game in the presence of the Referee. It is not permissible for anyone to alter or add to the match card after the card has been signed.
8. Give assistance to the Referee where required or requested.
9. Report spectators who abuse or dissent the referee, or cause a disturbance to others.
10. Include the protection of any official appointed to regulate the match.
11. Assist the Referee if requested to identify and quell unruly or unacceptable spectator behavior.
12. Act as the Referees point of contact with the club.

The away team's Ground Marshall's sole purpose to be in control of their own spectators, and report any offenders to their club Secretary.

- Items 3, 4, 5, 6, 7 and 8 above are applicable to the away team Marshall.

NOTE:

- Under no circumstances is this person to act as Referees or Referees Assistant in any game whilst acting as Club Ground Marshall.
- The Club Ground Marshall must continually make rounds of the ground in use and will not be based inside the Club House e.g. Not the Canteen Manager/Manageress.
- Under EDJSA policy alcohol can only be consumed inside licensed clubrooms and therefore shall not be permitted or consumed on the sidelines of any EDJSA junior games.

8. Smoke-Free Policy

TTGCSC recognises that passive smoking is hazardous to health. Non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke this includes the use of any type of electronic cigarettes also known as 'e cigarettes'.

Accordingly, the following will apply to all members, officials, players and club visitors.

For the purpose of the following 'smoke free' will include all forms of tobacco smoke and electronic cigarettes

We will ensure a smoke free environment by:

- Ensuring, including the change rooms, the canteen veranda area and all club functions are smoke free.
- Prominently displaying non-smoking signage.
- No smoking around the children that are training or at the playground.
- Must stand at least 10 meters back from the sidelines at all games and trainings held at Tilley Reserve

8.1 Facilities

All club facilities are to be completely smoke free and shall include:

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage areas, and
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room.
- Cigarettes will not be sold (including vending machines) at any time at or by the club

8.2 Players, Officials & Coaches

Coaches, players, trainers, volunteers and officials will refrain from smoking and remain smoke free while involved in an official capacity for the club, on and off the field.

8.3 Functions

All club functions including social and fund raising events and meetings are to be completely smoke free:

- Ashtrays are to be removed from all club facilities,
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ reentering smoke free areas at club facilities, and
- Smokers leaving the designated licensed area of the clubs social rooms will not be permitted to take alcohol from that
- All club functions held away from the club facilities are to be completely smoke free and shall require an assurance from the venue management of compliance with the club policy before a booking is confirmed by:
- Removing all ashtrays from venue where function is to be held,
- Enforcing a smoke free policy during the function, and
- Not selling cigarettes (including vending machines) at any time during the function.
- Invitations and advertising for all functions, meetings and events will be promoted as smoke free.

8.4 Non-Compliance

All club Committee Members and Ground Marshalls (EDJSA sanctioned games) will enforce the smoke free policy and any non-compliance will be handled according to the following process:

1. Explanation of the club policy to the person/people concerned.
2. Continued non-compliance with the policy should be handled by a representative of the TTGCSC Committee who will use their discretion as to the action taken, which may include asking the person(s) to leave the club facilities or function.

Note: In the event that a Committee Member is not available a TTGCSC Ground Marshall may act as a representative of the Committee.

All Breaches of this policy must be reported addressed through the Club Committee.

9. EDJSA Disciplinary Player Policy

9.1 The Send-off Offences (Red Card)

<u>Send Off Offence</u>	<u>Automatic Suspension Extra Matches</u>	
Violent Conduct	1	1
Serious Foul Play	1	1
Offensive Insulting or Abusive Language	1	1
Deny a Goal by Deliberate Foul	1	1
Deny a Goal by Deliberate Handball	1	0
Persistent Misconduct (2 Yellow)	1	0

9.2 Yellow Cards and Players

<u>Yellow Card Accumulation</u>	<u>Automatic Suspension Extra Matches</u>	
3 Yellow Cards	1	0
Any Subsequent 2 Yellow Cards	1	0

9.3 Players & Clubs

All players booked by referees and who's name and/or number are written on the match card will receive the mandatory punishment as stated above unless;

- (a) The player is pleading innocent; or
- (b) The club has decided to prove the booking of the wrong player.

In both the above cases the **Club must forward a written report stating reasons to EDJSA**. Clubs should remember that the automatic suspension of any booked players will occur, so with this in mind reports should be received in accordance with EDJSA By-Law 26(e). Note the TTGCSC will notify EDJSA, parents and coaches are to liaise with the TTGCSC do not contact EDJSA direct.

Any player appearing before a DC hearing on disciplinary charges can expect to receive punishment as seen fit to be laid down by that DC hearing, and by default that punishment will be greater than those defined above.

The DC Chairman will officially notify clubs of player suspensions, notwithstanding that any player receiving a red card is not eligible to play in the next competitive game.

9.4 Other Penalties

- Please refer to EDJSA year book for specific penalties imposed. Including:
- Weather policy
- Coaches Policy
- Parent/Spectators Policy
- General EDJSA DC Policy

10. Technical Area

In any games and/or age group designated by EDJSA that technical areas are to be used any/all coaching is to be done from inside this technical area. The technical area shall be marked out in accordance to the current EDJSA directive

Notes:

- Any/all coaching is to be performed by fully qualified coaches only.
- Lines persons are not permitted to coach.
- Interchange players are to sit adjacent to technical area.
- Technical areas are to be marked on one side of the ground only.
- Technical areas apply to all age groups during the Challenge cup finals.
- Technical areas are not to be used as general storage areas; they are for team coaches and team players only.

11. Match Card

EDJSA utilise three colours for the official Match card.

Yellow – U/6 to U/9
Blue – U/10 to Colts
Orange - Challenge Cup Rounds only

Match Cards are provided by the home team these will be distributed by your Registrar.

Use of the card –

1. Your Goalkeeper is always in position 1. If you rotate your goalkeeper at half time notify the referee via your Ground Marshal of the change.
2. All names are to be listed by First initial followed by surname
Example J Smith
Do not write the players entire first name
Do not enter a player's name twice
3. You must correctly filling
 - Home ground – Tilley Reserve (not Tea Tree Gully)
 - Team name, age group and division
4. The team Manager is to complete the Match Card for the game but the coach must sign the card at the completion of the game and take note of any statements or reports by the referee.
5. List ALL your players' names on the match card. If a player turns up after the game has started they will not be able to play.
 - You cannot enter their name on the card after the game has started.
6. At home games the match card must be submitted with the club via the canteen at the end of your game.

Any mistakes on the match card will result in TTGCSC receiving a fine from EDJSA or SAASL
Example of fines -

- Not correctly filling in Home ground, team name, age group and division
- Filling in the player entire first name instead of initial
- Entering a player's name twice

PLEASE ENSURE YOU TAKE CARE IN FILLING IN THE MATCH CARD AT BOTH HOME AND AWAY GAMES

If you require any assistance with the match card please ensure you speak to your registrar or a committee member

Coaches should check the match card for any referees statements or notes of player bookings before signing the match card. The act of signing the match card merely indicates that the coaches are satisfied with the content of the card, player names and final scores as well as having taking note of any relevant player bookings.

If a coach disagrees with the booking of a player as it appears on the match card he should then contact the TTGCSC Coaches Coordinator who will in turn submit to the DC Chairman a written report outlining the incident details including names and numbers of any players concerned.

Note: Any statement along the lines of "The player named on the match card didn't do it and we don't know who did" will not be an acceptable defense.

12. Vision Correction Equipment

Elizabeth and Districts has developed a policy covering the wearing of vision correction equipment by players. This policy provides an acceptable safe environment for vision correction equipment wearing players as well as relevant, other players and Referees involved in the game.

12.1 Player Responsibilities

- All official documentation required under this policy must be made available for each and every referee to verify before the player concerned will be able to play in any EDJSA authorised game.
- At the discretion of the referee some frames may need to have tape placed around protruding or hinged areas.
- Failure to comply with the policy or if the referee does not accept that the style of the spectacle frame or lens is safe will result in the player NOT PLAYING.

12.2 Contact lenses

- These are the preferred vision correction equipment, and then preferably lenses made specifically for sports.

12.3 Spectacles

- Preferred spectacle option - Sports-specific spectacles with frames made from either Polycarbonate or Nylon in one piece with no hinges or separate sides to fracture under impact (readily available within Australia). These frames normally have an elastic strap attached to the ends which fits around the back of the head to retain the frames on the head during strenuous movements or impact and are normally used for just the sports activity.
- Acceptable alternate spectacle option - Players will be able to wear their conventional "street-wear" frame, provided that they are fitted with prescription lenses made from suitable safety materials. The frames must be made of a suitable material, have no excessive protruding features and must be restrained behind the head by some kind of strapping that will retain the frames on the head during strenuous movement.

12.4 All players who must wear glasses whilst playing

- You or your parent/guardian is required to obtain a signed statement from your/an optometrist indicating the material from which the lenses and the frames are made. This documentation must be available for the referee to review prior to each and every game played.
- A list of materials for both frames and lenses is given below; only some of these materials are acceptable for sport.
 - Lenses
 - Polycarbonate
 - CR39
 - Glass
 - Toughened glass - etc.
 - Frames
 - Plastic
 - Flexicom
 - Metal – etc.
- Any players having a problem with this policy should contact Elizabeth & Districts Junior Soccer Association by phone, fax or email for further guidance.
- Parents should keep this policy in mind when renewing their child's glasses ensuring that the correct design and types of materials are used in the manufacture.

13. National Jewellery Policy

Policy Guidelines for Match Officials

- A player must not use equipment or wear anything that is a danger to himself or other players (including any kind of jeweler). In summary all players must remove all items of jeweler prior to entering the field of play. This includes anti-discrimination bands, leather necklaces and any other loose wristbands.
- The taping of wedding rings is no longer permitted.
- Sweatbands may be worn.

Other Details

- Earrings: - No earrings are acceptable. The practice of taping earrings is not acceptable.
- Facial rings: - Any kind of jeweler around the eyes must be removed. Jewelry in any other part of the face must be removed.
- Necklaces: - All necklaces must be removed Medical alert necklaces only may be worn but they must be taped securely to the chest.
- Bracelets: - All bracelets [including metal, rope, fabric, etc.] must be removed. Medical alert bracelets only may be worn but must have all but the medical information covered by tape.
- Body Piercing: - Any Piercing not visible to the referee is not of concern. Should the piercing become visible the referee will ensure it is removed.
- Tongue Piercing: - Rings/studs through the tongue are discouraged for the players' own safety. Should the referee detect a tongue piercing, the referee will ensure it is removed.
- Rings: - No rings may be worn.
- Watches: - Players [but not match officials] must remove all watches.
- Beaded Hair: - If a player is wearing hair beads the hair must be tied in a bun or covered by a hair net. Loose beaded hair should not be allowed.

Any player not complying with this Policy should not be allowed to play.

14. Communication Policy

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

TTGCSC use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

14.1 Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

14.2 SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

14.3 Social media websites

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

14.4 What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club. Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

14.5 Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

15. Payment of Fees

A minimum of \$70 Non-refundable deposit is required to be paid by no later than Oct 1st the year of the completed season to secure your child's position for the following season, with remainder of the balance to be paid in full by Round 3 unless an arrangement is made with the Junior Registrar.

15.1 Refund Policy

TTGCSC recognise that situations change and a member may require ceasing their involvement with the club prior to the completion of the season. TTGCSC's refund policy ensures that a member will receive a refund on the fee's paid upon written request by either the member, parent or care giver. The amount to be refunded will be determined by the committee, deducting costs that have been incurred by the club up until the point of request

Factors considered in the refund amount will be:

- \$70 deposit is non-refundable
- member being registered with EDJSA, SAASL or FFSA
- Amount of games and/or trainings that have pasted prior to request.

16. Hardship Policy

It is the responsibility of all members, parents or guardians to ensure that their fees are paid by the allocated due date of payment. TTGCSC recognises that families with multiple children and other external influences may be placed in financial hardship by making these payments by the allocated due date. TTGCSC are committed to its members and can provide assistance by negotiating a financial payment plan to suit both parties. For further information or to access this assistance please contact the TTGCSC registrar.

Note: As situations, can change each agreement is seasonal based and therefore agreements will need to source at the start of each season. All applications will be considered on individual case by case bases.

16.1 Termination of agreement (Hardship Policy)

TTGCSC reserve the right to terminate any financial payment agreement in the event that the members, parents or guardians fails to adhere to the terms of their agreement with the TTGCSC and fails to make contact with the club to re-negotiate these terms.

Note: The Club will take reasonable steps to contact the affected member before any action is taken.

17. Involving young volunteers

Young people can benefit greatly from becoming involved in voluntary work and if they have a positive experience, it can lead to a commitment to volunteering which will be sustained throughout their lives. TTGCSC encourage the involvement of young volunteers where ever possible and ensure they receive recognition for their contribution. TTGCSC will take all reasonable steps to ensure that young volunteers are properly supervised and supported to ensure their volunteering is balanced with their school and lifestyle commitments

18. Confidentiality

During the course of their voluntary activity, volunteers may have access to confidential information. Volunteers are expected to use their discretion and maintain confidentiality in line with relevant policies such as the Data Protection Act 1998 and the TTGCSC Member and Child Protection Policy.

19. Conflict of interest

In cases where the TTGCSC is partly supported through public funds, care should be taken to avoid situations that could be interpreted adversely for the TTGCSC.

No person who has a conflict of interest with any activity or program of the TTGCSC, whether personal, philosophical, or financial shall be accepted or serve as a volunteer with the TTGCSC unless prior approval is sourced from the Committee.

When a potential conflict of interest does arise, volunteers must declare their interest. The Committee reserves the right to assess each situation based on its merits.

20. Ground Duty (Committee members only)

Each committee member is expected to perform ground duty as required, except for the Canteen Coordinator.

Saturday/Sunday Morning:

1. Arrive at park no later than 7.45am
2. All areas need to be alarmed and locked at the end of the day inc:
 - Change Rooms/Toilets
 - First Aid room
 - Equipment Shed
 - Any other areas that may have been utilised

Canteen Manager is responsible for the Closing of the Canteen and Alarming building

3. Ensure pitch net bins are accessible by coaches
4. Ground sheet/pitch allocation is to be pinned onto notice board
5. Ensure all sponsor sign are set out in view of all playing areas
6. Rubbish bins to set out around all playing areas
7. Ensure that the BBQ is set up near the canteen
8. Canteen Manager is responsible for making sure the canteen and BBQ is manned for each session

Saturday/Sunday Afternoon:

1. Ensure that all net bins have been returned to the equipment shed by the relevant coach
2. Collect bins and return to the equipment shed. Empty bins in the large Council bin provided
1. All areas need to be alarmed and locked at the end of the day inc:
 - Change Rooms/Toilets
 - First Aid room
 - Equipment Shed
 - Any other areas that may have been utilised

Canteen Manager is responsible for the Closing of the Canteen and Alarming building

2. Grounds need to be clean, no rubbish to be visible.
3. BBQ is stored in the Equipment shed in the assigned location
4. Ground duty officials need to stay until the canteen is locked up and all moneys safely in the car of the designated care taker of the money.

Attachment 1: DUTY STATEMENTS

Chairperson

- Responsible for overseeing all activities of the club
- Act/manage the club in accordance with the TTGCSC Constitution and policies
- Ensure effective communication throughout the club
- Responsible for the effective resolution of all issues at all levels
- Chair Committee, General and AGM's
- Chairperson will have the casting vote upon a tie vote of the Committee
- Sign off on all minutes of all club meetings attended
- Act as the Selection Team coordinator as per the selection team policy
- Represent TTGCSC at functions / events organised
- Review and update the clubs policy and procedures to ensure there validity
- Ensure all people involved with TTGCSC are aware of our child protection policy and relevant codes of conduct
- Assist / advise all other committee members as required.
- Perform ground duty as required
- Assist other committee members as directed by the Club Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Secretary

- Responsible for all correspondence in and out of the club
- Maintain an accurate record of all correspondence in and out of the club
- Maintain accurate records of all official documents/records of the TTGCSC
- Responsible for keeping minutes of all club meetings attended
- Distribute minutes of meetings in a timely manner
- Ensure that all legal matters relating to the club activities are fulfilled
- Prepare an agenda for all Executive, Committee, General and Annual general meeting
- Perform ground duty as required
- Assist other committee members as directed by the Club Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Treasurer

- Responsible for all financial matters of the club, ensuring total control over the club funds
- Prepare Annual Budget in liaison with the Committee
- Prepare and report on monthly financial statements for Committee and General and AGM's
- Liaise with and monitor expenditure of club equipment by Equipment Officer
- Pay all TTGCSC accounts within approved limit or as approved by the Committee
- Ensure that all club insurance policies are current and effective
- Prepare financial reports for Annual Audit
- Collection, counting and banking of all monies from Canteen, Bar and Fundraising functions
- Prepare referees fees payment at club house on a weekly basis
- Liaise with and monitor expenditure re purchase of goods for Canteen, Bar and equipment purchased by Equipment Officer
- Prepare float for canteen and any functions held by the club for club members and visitors
- Ensure all TTGCSC reports required by Government agencies are submitted inc. Tax Return etc.
- Perform ground duty as required
- Assist other committee members as directed by the Club Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Head Junior Registrar

- Responsible for all matters relating to the registration of all players
- Maintain a register of “Years of Service”
- Liaise with treasurer re collection of registration monies
- Organise roster of committee members to assist with registration
- In conjunction with Club Treasurer maintain an accurate record of all financial members of the club
- Attend committee and club meetings and have a report ready for the members
- Assist Coaches/Parents with resolution of issues that may arise
- Ensure all people involved with TTGCSC are aware of our child protection policy and relevant codes of conduct
- Point of contact for all children and adults if they have a concern or need information on child protection
- Liaise with the Secretary with any complaints (strictly confidential)
- Perform ground duty as required
- Assist other committee members as directed by the Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Assistant Registrar

- Is a non- executive position. No requirements to attend committee meetings
- Regular reporting to Head Registrar
- Responsible for all matters relating to the registration of all players in allocated age groups
- Responsible for all paperwork pertaining to registration of players to E&D
- Informing treasurer of any new players registered throughout the season
- Liaise with treasurer re collection of registration monies
- Replying to all enquiries in a timely manner
- Attendance to committee and club meetings is not compulsory
- Sending a report to Head Registrar for presentation at committee meetings
- Assist Coaches/Parents with resolution of issues that may arise
- Ensure all people involved with TTGCSC are aware of our child protection policy and relevant codes of conduct
- Point of contact for all children and adults if they have a concern or need information on child protection
- Liaise with the Secretary with any complaints (strictly confidential)

Registrar – Seniors (Men's/Woman's Teams)

- Responsible for all matters relating to the registration of all Senior players both Men and Woman's team
- ☐ Liaise with treasurer regarding Senior Team financial inc:
 - Collection of all players registration Fee's
 - Ensure the weekly referee fees are available (one week in advance)
 - Distribute/pay referee fees on game day – ensure an accurate tally is maintained
- Organise referee's for Senior games when required
- ☐ Maintain strong communication with Club Chairperson, Coach Coordinator and Senior Coaches
- ☐ Maintain an accurate record of all financial members of the club
- ☐ Attend committee and club meetings and have a report ready for the members
- Maintain 'lines of communication' with SAASL (mens teams) FFSA (Woman's teams) as the TTGCSC club delegate inc:
 - Attended all SAASL and FFSA meetings were required
 - Registration of all Senior Player with the SAASL and FFSA.
 - Any other SAASL and FFSA requirement as needed
- ☐ Assist Coaches/Players and Parents with resolution of issues that may arise
- Ensure the BBQ is ready for service each senior's game day Inc. setting up the BBQ and returning back to the equipment shed at the end of the day.
- ☐ Liaise with Canteen Manager in Ordering and purchasing of all required stock for the seniors game day BBQ
- ☐ Organise a weekly roster of volunteers to perform BBQ duties on Senior game day
- ☐ Liaise with the Secretary with any complaints (strictly confidential)
- ☐ Perform ground duty as required
- ☐ Assist other committee members as directed by the Committee
- ☐ Perform other duties as required by the Committee
- ☐ Maintain a high standard of communication
- ☐ Maintain confidentiality and integrity
- ☐ Adhere to the rules of TTGCSC

Coaching Coordinator

- Assist and advise club coaches on training techniques
- Responsible for allocations of training areas for all teams
- Liaise with the Club Registrar
- Liaise with the Club Registrar and assist to recruit and manage Coaches, Team Managers and other volunteers as necessary
- Ensure all coaches are aware and have received a copy of the TTGCSC long term player development plan – extract applicable to the age group they are coaching.
- Ensure all coaches have structure training sessions and games as per the TTGCSC long term player development plan
- Assist the Selection Team Coordinator in getting the completed player assessment form on all players from the required coaches for the requirements of the Selection Team process (age U/10 to Colts)
- Attend committee and club meetings and have a report ready for the members
- To manage problems and issues arising from Coaches, parents and spectators
- To constantly review the activities of soccer through feedback and evaluation
- Maintain 'lines of communication' with EDJSA as the TTGCSC club delegate inc:
 - Attended all EDJSA monthly meetings
 - Arrange coaches to attend EDJSA coaches course and any other course approved by the committee
- To ensure that Coaches and Team Managers have the required tools to ensure that our junior players enjoy their Soccer in a safe, structured, caring, supportive environment
- Arrange all required Coaches and Team Managers Courses.
- Ensure that all Coaches and Team Managers are aware and have read all of the TTGCSC Policies and Procedures
- Perform ground duty as required
- Assist other committee members as directed by the Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Special Events and Sponsorship Coordinator

- Responsible and main point of contact for all matters relating to Fundraising, special events and sponsorship for the Club
- Approach businesses, local or otherwise to secure sponsorship for the Club
- Source and apply for any Grant funding were applicable in conjunction with the club treasurer
- Maintain an accurate list of all club sponsors
- Maintain strong 'lines of communication' with all sponsors
- Liaise with treasurer re the collection of all fund raising monies and submit receipts for all expenses
- Ensure that events are advertised
- Ensure venue(s) are booked with the TTG Council or relevant venue provider
- Booking and organising photographer for team photos
- Ensure all existing sponsors are contacted 6 months in advance to renew their sponsorship
- Ensure all club sponsors are receiving all entitlements due under their agreement and sponsorship pack
- Ensure sponsors are updated on club activities as per agreed method
- Complete and submit any application to Council for any require approvals i.e. Banners on the fences
- Maintain and review Club sponsorship pack as required
- Attend committee and club meetings and have a report ready for the members
- Perform ground duty as required
- Assist other committee members as directed by the Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity

Canteen Manager

- Ordering and purchasing of all stock required for the canteen and BBQ
- Organise roster for teams to do canteen duty – Liaise with Club Registrar
- Liaise with treasurer re collection of all monies
- Communicate all update reports to the Club Secretary prior to Committee Meeting
- Distribute/pay referee fees on game day – ensure an accurate tally is maintained
- Collect all game day match cards from Team Managers.
- Liaise with Fundraising Co-ordinator re provision of items for special events
- Ensure the canteen and BBQ is ready for service each game day inc. setting up the BBQ and returning back to the equipment shed at the end of the day.
- No ground duty required
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Equipment Officer

- Responsible for the control of all club equipment
- Purchasing and distribution of club equipment authorised by club Committee
- Maintain all equipment, repair if necessary
- Oversee line marking machine and order required material when required
- Maintain uniform stock levels and ensure equipment sales is available to members at pre-arranged opening times
- Report back to Committee before purchasing any equipment
- Negotiate with suppliers for the best price on all club equipment
- Liaise with Special Events and Sponsorship Coordinator to ensure that the needs of all club sponsors are met in regards to their equipment and ground signage
- Attend committee and club meetings and have a report ready for the members
- Perform ground duty as required
- Assist other committee members as directed by the Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Committee Members

Other committee members not listed above are expected to:

- Attend Committee and club meetings and have a report ready for the members
- Perform ground duty as required
- Assist other committee members as directed by the Committee
- Perform other duties as required by the Committee
- Maintain a high standard of communication
- Maintain confidentiality and integrity
- Adhere to the rules of TTGCSC

Ground Manager

- Responsible for Unlocking and locking all ground facilities on game days (Saturday & Sunday)
- Responsible for ground inspection at the start of each game day and advise the Club Chairman and Coaches Coordinator of any significant damage.
- Responsible to rectify any small pot holes etc. to ensure a safe playing area for the members.
- Ensure that all bins are placed around the grounds at the start of both Game Days and locked back in the shed and the close of play. (empty rubbish into Council bin as required)
- Ensure that the relevant coaches get access to the goal nets for installation at the start of Game Days.
- Ensure all nets are returned to the shed at the close of play.
- Maintain regular reports to the Club Chairman

Club Coaches

- To take full responsibility for the junior coaching program for their team.
- To hold a minimum of Level 1 coaching certificate.
- To prepare all coaching sessions beforehand.
- Structure training sessions and games as per the TTGCSC long term player development plan
- Complete a player assessment form on all players for the requirements of the Selection Team process (age U/10 to Colts)
- Be able to communicate clear instructions to all players
- To ensure that no child is left alone before leaving any game or training session.
- To offer the club feedback on the organisation and degree of success of junior coaching and recommend changes.
- To ensure that the playing conditions of the club are carried out. Including putting nets up/down on game day if required.
- To travel to game venues and arrive at a time to meet with players and ensure that all pre-game activities are organised.
- Be available for all training sessions and games.
- To inform the Coaching Coordinator in advance of any sessions that cannot be attended.
- Return all club equipment utilized at training or game day to the assigned area in the equipment shed.
- Be able to assist parents to resolve any issues/complaints. Refer any unresolved or serious complaints to the Registrar or Coaches Coordinator.

Club Team Managers

- To work with the Team Coach or Coaches.
- To take responsibility for the team kit.
- Liaise with the Registrar to ensure that junior membership fees are paid.
- To ensure that there is a medical kit at all games for our players.
- To complete all relevant EDJSA and/or SAASL paperwork i.e. match card. Home game match cards must be returned to the canteen at the completion of the match.
- U/10 and up ensure the Best and Fairest votes are completed each week and submitted to the Registrar upon the completion of the last game of the season.
- Collect and distribute to the parents any information contained in the team pigeon hole.
- Ensure that at all games the team supplies a Ground Marshall. In age groups U/9 and above the team must supply a Lines person.
- Arrange that the team strips are washed each week and half time fruit is provided. We recommend a rotation list amongst the parents for this.
- Arrange a parent roster for canteen and BBQ duties for the day nominated by the Registrar.
- Fill in the match card each week and ensure that it is correct i.e. No spelling mistakes (fines apply from EDJSA to the club for incorrect match cards).
- Be able to assist parents to resolve any issues/complaints. Refer any unresolved or serious complaints to the Registrar or Coaches Coordinator.

Attachment 2: CODES OF BEHAVIOUR

Coaches Code of Behaviour

- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Teach your players that rules of the game are mutual agreements, which no one should evade or break.
- Remember that young people participate for pleasure - winning is only part of the fun.
- Listen to your players - ensure that the time they spend with you is a positive experience.
- Ensure that the EDJSA fair play policy is inherited to. All players need and deserve equal playing time.
- Give young people the chance to try out different playing positions.
- Relate to officials in a courteous and polite way.
- Be a role model and set the highest standard possible. Never man-handle or touch players in an inappropriate way during your supervision.
- Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at the children making mistakes or losing a competition.
- Promote a culturally tolerant environment.
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- Develop team respect for the ability of opponents as well as for the judgement of the officials and opposing coaches.
- Keep up to date with coaching practices and qualifications –ensure you understand the principles of physical growth and development
- Ensure you are aware of your club's child safe policy – ensure you are aware of your mandated responsibility to report suspicion of child abuse and neglect. Complete the online training on www.playbytherules.net.au
- Ensure that any physical contact with a young person is appropriate –is it necessary for the player's skill development?
- Avoid developing any 'special' relationships with children – ensure that you show no favouritism such as the offering of gifts or special treatment. This includes intimate relationships and personal online social networking with team members.
- Non-compliance with the code of behaviour may result in disciplinary action by the Club.
- Remember your behaviour reflects on the entire club.

Officials Code of Behaviour

- Be a role model and set the highest standard possible.
- Condemn unsporting behaviour and promote respect for all opponents.
- Never man-handle or touch players in an inappropriate way, especially players from the opposing team.
- Use common sense to ensure that the “spirit of the game” for children is not lost by over- emphasising errors.
- Actions speak louder than words. Ensure that your behaviour is consistent with the principles of good sporting behaviour. You are a role model.
- Compliment and encourage all participants— you are a role model and a source of a young person’s confidence building.
- Accept responsibility for the safety and welfare of players, umpires and officials above all else.
- Be consistent, objective and courteous when making decisions.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young people
- Be familiar with relevant policies and procedures relating to a child safe environment.
- Give all people a “fair go” regardless of their gender, ability, rural background or religion.
- Non-compliance with the code of behaviour may result in disciplinary action by the Club.
- Remember your behaviour reflects on the entire club.
- Ensure you are aware of your mandated responsibility to report suspicion of child abuse and neglect - complete the online training on www.playbytherules.net.au
- Parents Code of Behaviour
- If children are interested, encourage them to play sport. However, if a child is not willing to play, do not force them.
- Focus upon the child’s efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis on winning.
- Teach children that honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- Encourage children to always play according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best from example. Applaud good plays by both teams.
- If you disagree with an official, raise the issue through the appropriate channels rather than question the official’s judgement and honesty in public. Remember, most officials volunteer their time and effort for your child’s involvement.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for the children and deserve your support.
- Non-compliance with the code of behaviour may result in disciplinary action by the Club.
- Remember your behaviour reflects on the entire club.

Spectators Code of Behaviour

- Children play organised sports for fun. They are not playing for the entertainment of spectators nor are they miniature professionals.
- Applaud good performance and efforts by your team and their opponents. Congratulate both teams upon their performance regardless of the game's outcome.
- Respect the officials' decision. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise.
- Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to play according to the rules and the officials' decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials
- Respect the rights, dignity and worth of every young person -regardless of their gender, ability, cultural background or religion.
- Ensure you are aware and follow the correct processes to follow if you have an issue or complaint – do not perpetuate issues with gossip or general criticism.
- Spectators are also subject to report by EDJSA and/or SAASL.
- Non-compliance with the code of behaviour may result in disciplinary action by the Club, EDJSA and/or SAASL.
- Remember your behaviour reflects on the entire club.

Players Code of Behaviour

- Play for the "fun of it" and not just to please parents and coaches.
- Play by the rules.
- Never argue with an official. If you disagree, discuss this with your team coach during a break or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent or throwing equipment is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Be a good sport. Cheer all good plays whether they are by your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Co-operate with your coach, team mates and opponents. Without them there would be no game
- Learn the rules of the game and play by them at all times
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background or religion.
- Do not expect or accept "special" favours from a coach or person involved in team or club management.
- Speak to an adult you trust if you have an issue, feel unsafe or are concerned about someone else.
- Non-compliance with the code of behaviour may result in disciplinary action by the Club.
- Remember your behaviour reflects on the entire club.

Attachment 3: INJURY POLICY

If a player is unable to pick themselves up off the ground the game must stop. Under no circumstances are parents or team officials to move any player that has a serious injury.

If the injury is not serious, or life threatening, i.e. twisted ankle, broken arm etc., the stretcher will be used to remove the player safely from the ground, otherwise an ambulance will be called.

Players who leave the field with a head injury involving concussion will not be able to play the following week unless the club receives a medical certificate from a doctor stating the player is fit to play.

The safety of each and every player is paramount. Each team has a trained first aid person to assist with minor bumps, scratches and abrasions. Anything requiring more attention than the resources available in the kit will be referred to a parent or guardian for further action.

Head injury

1. Monitor breathing and pulse:

- casualty unconscious, follow DRSABCD
- keep casualty's airway open with fingers (if face badly injured).

2. Support head and neck:

- support casualty's head and neck during movement in case the spine is injured.

3. Control bleeding:

- place sterile pad or dressing over wound
- apply direct pressure to wound **unless** you suspect a skull fracture
- if blood or fluid comes from ear, secure a sterile dressing lightly in place and allow to drain.

4. Lie casualty down:

- place casualty in comfortable position with head and shoulders slightly raised
- be prepared to turn casualty onto side if they vomit
- clear the airway quickly after vomiting.

5. Call 000 or 112 on a mobile for an ambulance.

All players receiving a hard knock to the head (including the face) will be given a head injury report.

Players who have stopped play due to a head/face injury will be deemed as having concussion and will not return to training or games unless they have a medical clearance from a doctor.

Blood policy

When attending to an injury where blood and other body fluids are present, all volunteers are to wear protective latex gloves

Asthma

The Tea Tree Gully City Soccer Club will adopt the Asthma Emergency Plan detailed in the attached Sports Medicine Australia/ Smart Play brochure.

ASTHMA ATTACK

<p>If casualty is unconscious:</p> <ul style="list-style-type: none"> • Follow DRABCD • call 000 for an ambulance. <p>If casualty is conscious:</p> <p>1. Make casualty comfortable:</p> <ul style="list-style-type: none"> • help casualty into comfortable position—usually sitting upright and leaning forward • ensure adequate fresh air • tell casualty to take slow, deep breaths. <p>2. Help with administration of casualty’s medication:</p> <ul style="list-style-type: none"> • give 4 puffs of a blue reliever inhaler—casualty takes a breath with each puff • use a spacer if available: give 4 puffs, one at a time—casualty takes 4 breaths after each puff • wait 4 minutes • if no improvement, give another 4 puffs. 	<p>3. If attack continues:</p> <ul style="list-style-type: none"> • call 000 for an ambulance • for a severe attack, until the ambulance arrives, keep giving: children 4 puffs every 4 minutes adults 6–8 puffs every 5 minutes
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Initial management of soft tissue injuries policy

The Tea Tree Gully City Soccer Club will implement the Injury Management as details in the Sports medicine Australia/mart play brochure attached

The types of soft tissue injuries covered under this policy are

- Any joint injuries- e.g. Ankle Sprain
- Any muscle injury tears- e.g. Hamstring strain.
- Any muscle bruise- e.g. ‘corky’

The aims of this policy is to implement RICER and NO HARM which will,

- Minimise tissue damage
- Minimise inflammation
- Prevent further tissue damage
- Early and effective removal of blood clots and tissue swelling
- Minimize scarring of damaged tissue
- Enable health care professionals to make early diagnosis because the swelling is less.
- Reduces time out from sport.

RICER and NO HARM

- | | |
|---------------|--------------------------|
| • Rest | *NO Heat |
| • Ice | *NO Alcohol |
| • Compression | *NO Running |
| • Elevation | *NO Massage |
| • Referral | for the first 48-72 hrs. |

Joint Reduction

Coaches and Team Managers acting on behalf of the Tea Tree Gully City Soccer Club are recommended not to reduce joint dislocations.
Refer to a health care professional to avoid further damage.

Stretcher

The TTGCSC advises Coaches to use the stretcher when an injury has occurred, that the Coaches deems appropriate, rather than carry a younger player and risk further injury,

Players First Aid Responsibilities

It is the responsibility of the player to correctly fill out the medical history forms at the commencement of each season.

Team managers First aid responsibilities

Maintaining a list of contact numbers
Notifying the next of kin of referral to emergency services

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p> <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other </p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	