

# **BY-LAWS AND POLICIES OF BLAXLAND SOCCER CLUB INCORPORATED**

These By-Laws and Policies were adopted by the Special General Meeting of Blaxland Soccer Club Incorporated held on 16 October 2002.

This document provides a consolidated statement of the Club's By-Laws and Policies so that they will become better known throughout the Club and assist the conduct of our affairs.

These By-Laws and Policies can be amended, deleted or added to as may be decided from time to time by General Meetings of Blaxland Soccer Club Incorporated.

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## **1. RESPONSIBILITY TO CONTRIBUTE TO RUNNING OF THE CLUB**

Blaxland Soccer Club is a community facility established to promote, foster, encourage and participate in the sport of soccer football, and the enjoyment thereof.

As a community organisation the Club relies on the voluntary efforts of its players, parents and supporters. It follows that all who participate in and enjoy the benefits of the Club have a responsibility to contribute to the running of the Club. This can be done in many different ways, including :

- Working as Coaches and Team Managers
- Being supportive to Coaches and Managers with the running of their teams
- Helping out as Unofficial Referees, Marshals and Linesmen
- Assisting with “nets up” and “nets down” work
- Participating in Canteen and Barbecue duty rosters
- Contributing to the Club’s fundraising efforts
- Helping to arrange financial sponsorships and supporting the Club’s sponsors
- Volunteering specialist services and participating in working bees
- Attending the Club’s General Meetings and Annual General Meeting
- Running for office and taking on Management Committee responsibilities

To emphasise the fundamental importance of such support and participation, when seeking registration parents and players shall be asked to acknowledge and commit to this in whatever ways they can.

## **2. CODES OF BEHAVIOUR**

Blaxland Soccer Club has adopted the document “Codes of Behaviour” developed and published by the Australian Sports Commission. Copies of that that document are available from the Clubhouse.

It describes the key principles on which our Club will seek to promote good sportsmanship from the various perspectives of:

- Players
- Parents
- Coaches
- Teachers
- Administrators
- Officials
- Media
- Spectators

All who participate in the Club’s activities are expected to adhere to the principles of good sportsmanship as outlined in the Codes of Behaviour document.

## **3. GRADING OF PLAYERS & FORMATION OF TEAMS**

Subject to NDSFA’s rules, players in Under 6, 7 & 8 Teams shall not be graded, and as far as possible will be placed into teams according to friends they wish to play with and schools they are attending.

Players in the Under 9 age group shall be graded, and as far as possible shall be placed into teams with players of similar skill and ability. Players will be placed into teams according to the following criteria and procedures:

- A skills test at the end their Under 8 season
- Player profiles completed by their Under 8 Coaches
- Game observation by the Grading Committee
- Discussion and decision by the Grading Committee.

Players in the Under 10 to 18 age groups shall be graded, and as far as possible shall be placed into teams with players of similar skill and ability. Players will be placed into teams according to the following criteria and procedures:

- Player profiles completed by their Coaches at end of the previous season
- Game observation by the Grading Committee

- Discussion and decision by the Grading Committee.

All new players to the Club will be required to complete a skills test, and shall be graded accordingly.

Junior players with Blaxland Soccer Club are expected to play in their own age groups, unless there are exceptional circumstances approved by the Grading Committee.

Players in the Premier League squads shall be selected by the Director of Coaching, Head Coach, and Assistant Coach or experienced player.

Any player who is dissatisfied with his / her grading and team placement as decided by the Grading Committee shall have the right to appeal. This should be in writing, addressed to the Management Committee via their Age Co-ordinator. The Management Committee's decision in this regard shall be final.

#### **4. GRADING CO-ORDINATOR & GRADING COMMITTEE**

A Grading Co-ordinator and Grading Committee shall be appointed by the Management Committee as soon as possible prior to commencement of the soccer season. These people should be selected on the basis of their expertise in soccer and capacity to make objective judgements, and do not necessarily need to be Management Committee members. The Grading Committee shall include the Director of Coaching.

The role of the Grading Committee, under the chairmanship of the Grading Co-ordinator, shall be to grade players and as far as possible place them into teams with players of similar skill and ability, in accordance with the procedures specified at 3. above.

#### **5. DIRECTOR OF COACHING**

The role of the Director of Coaching is to arrange the appointment of Team Coaches, to facilitate the training and development of Coaches, and to assist them with any coaching and team management issues. The Director of Coaching shall also have a responsibility to participate in the grading of players.

#### **6. TEAM COACHES**

The appointment of Team Coaches is at all times subject to the approval of the Management Committee. However, Coaches will normally be appointed by the Director of Coaching in consultation with the Grading Committee.

The following criteria shall apply for the selection of Coaches:

1. Formal soccer coaching qualifications
2. Coaching experience and previous record
3. Management and human relations skills appropriate to the age group to be coached
4. Commitment to the Club, and participation in its broader activities.

All Coaches of Under 6 to All Age Teams must hold the junior coaching level or higher. However, in special cases exceptions may be considered by the Director of Coaching in consultation with the Grading Committee.

Premier League Coaches, for both men's and ladies' teams, should hold a current intermediate coaching level or higher.

Premier League coaching positions, for both men's and ladies' teams, for the next season may be advertised at the end of each season, subject to the Management Committee's discretion.

Nominations for all other coaching positions (Under 6 to All Age Teams) will be received during the pre-season registration period.

All coaching appointments will be for one season only, and positions will then again be open.

All Coaches will need to be formally registered with the Nepean District Soccer Football Association, and this will include completion of the Working With Children Check Form.

## **7. TEAM MANAGERS**

Each team is expected to arrange for a responsible person to act as Team Manager, but all such appointments are subject to the approval of the Management Committee.

All Managers will need to be formally registered with the Nepean District Soccer Football Association, and this will include completion of the Working With Children Check Form.

## **8. AGE CO-ORDINATORS**

Age Co-ordinators shall be appointed by the Management Committee, and will normally be members of the Management Committee.

The role of Age Co-ordinators is:

- To assist and support Coaches, Managers and their teams.
- To facilitate good communications within the Club, especially between the Management Committee and Coaches, Managers, and players & parents of their designated teams.
- To assist the work of the Grading Committee and the Registrar in the placement of players into teams. This includes helping to resolve any difficult situations where teams are over or under subscribed.
- To be available to help resolve problems or issues which players & parents or coaches & managers may wish to raise. In this regard the line of communication should be : player / parent < to > coach / manager < to > age co-ordinator < to > management committee.

## **9. GROUND DUTY OFFICERS**

The Management Committee shall nominate a Ground Duty Officer to be in charge of the Club's home grounds whenever home games are scheduled there.

The Ground Duty Officer's role is essentially to help facilitate the smooth running of games and to help resolve any problems or issues which may arise. A detailed Ground Duty Checklist is available.

## **10. MARSHALS**

Each team shall provide a Marshal at every game, at both home and away games. Marshals shall be recorded on the Team Sheet, must be clearly identifiable by wearing a Marshal's Vest, and should be introduced to the Referee prior to commencement of the game.

All Marshals shall be responsible persons who are at least 18 years of age.

The Marshal's role is to see that spectators, coaches and managers do not encroach on the pitch, and to help ensure that good order is maintained off the field of play.

Should any incidents arise out of a match, Marshals may be asked to provide written reports and may be required to appear as neutral witnesses before any enquiry.

## **11. REFEREES**

Teams are required to provide an Unofficial Referee in circumstances where an official Referee appointed by the Nepean District Soccer Referees Association is not available.

Normally the home team is expected to provide the Unofficial Referee if required, but this must be by mutual agreement between the Team Managers or Captains of the two opposing teams, who shall endorse the Team Sheet accordingly before the game commences. If the Team Managers or Captains fail to come to an agreement in this regard then they will be required to appear before the NDSFA Management Committee.

Once appointed, the Unofficial Referee must complete the match unless sickness or injury prevents him/her from doing so.

An Unofficial Referee shall have the same powers and duties as an official Referee.

## **12. WORKING WITH CHILDREN REQUIREMENTS**

All persons taking on positions of responsibility within the Club are required to complete a Working With Children Check Form at the commencement of each season. This specifically includes all Coaches, Managers, Management Committee members, and others.

The Management Committee will appoint a Working With Children Co-ordinator to ensure that this is done, and to deal with any related issues which may arise during the season.

It is compulsory by law that all persons working with children (under age 18) in any capacity, whether paid or unpaid, must complete the Working With Children Check Form. The Nepean District Soccer Football Association require this to be done by all coaches and managers, regardless of what age group they are dealing with, because most will have some contact with players under the age of 18 years at some time during the season.

## **13. PLAYER COMMITMENT**

Once selected into a team at Blaxland Soccer Club, all players are expected to be committed to training and playing soccer for their teams. Dual registration in other winter sports which may interfere with this is discouraged.

## **14. PLAYER SERVICE AWARDS**

Long term service by players with Blaxland Soccer Club will be recognised by awards as follows:

- Five Years Service
- Eight Years Service
- Ten Years Service
- Twelve Years Service
- Fifteen Years Service

Continuity of service will not be interrupted in circumstances where a player returns to play with the Club after:

- Being away from club soccer to play representative soccer.
- Being unable to play because of injury / health / medical reasons.
- Being unable to play because the Club did not have a place or team available.
- Or other special circumstances approved by the Management Committee.

Blaxland Soccer Club and Blue Mountains Soccer Club, as neighbouring clubs with a common base area, experience a fair degree of player interchangeability. In recognition of this special relationship, Blaxland Soccer Club is seeking to establish a "service alliance" whereby, when presenting service awards, each club recognises the years of service that a player may have accumulated at the other club.

## **15. PLAYER REGISTRATION FEES**

Player Registration Fees shall be as prescribed by the Management Committee.

Player Registration Fees shall be payable in full, as one lump sum amount, at the time of applying for registration with the Club.

However, in special circumstances where it is not possible to adhere to this norm, special arrangements may be made with the Treasurer to pay 50% of the registration fee at the time of registration, on the undertaking that the balance will be paid in full prior to commencement of the first competition game. A player who then does not complete his/her registration payment prior to commencement of the first competition round will have his/her player identity card withdrawn from the team book and will not be able to play until the registration fee is paid in full.

In circumstances of exceptional hardship, a more accommodating arrangement may be made through discussion with the Treasurer.

Family discounts are available where two or more family members are playing at Blaxland Soccer Club. Such discounts will be deducted from the older players' registration fees.

#### **16. PAYMENT OF PLAYERS' FINES**

Players and teams shall reimburse the Club for any fines incurred by them with the Nepean District Soccer Football Association.

Such fines are normally required to be paid by the Club in the first instance. Where they are not reimbursed to the Club within 7 days of notification by the Treasurer, the player's identity card will be withdrawn from the team book and he/she will not be able to play until the fine is paid in full.

#### **17. TEAM PHOTOS**

All players, coaches and managers must participate in the taking of Team Photos as arranged by the Management Committee.

In this regard it should be noted that:

- The primary reason for taking team photos is to ensure a complete record and worthwhile standard of Club Year Book which is issued free to all players at the end of the season.
- Whilst many players / parents value the opportunity to acquire team and individual photos, there is no compulsion for anyone to purchase these photos.

#### **18. CANTEEN & BARBECUE DUTY**

Every team shall be required to staff the canteen and barbecue for the full day whilst games are being played at Blaxland Oval, at least once during the season. This duty is essential to the successful running of the Club.

The Canteen Co-ordinator will advise Team Managers as to what day their teams are scheduled to staff the Canteen and barbecue.

The Team Manager will roster his / her team's parents, players or supporters to work behind the Canteen counter and to operate the barbecue for the full day, from 30 minutes before commencement of the first game until 15 minutes after the finish of the last game. At least two people should be rostered on duty at any one time, usually for one hour periods.

Children under the age of 16 years are not allowed to work in the Canteen or on the barbecue. This is a legal requirement and has insurance implications.

#### **19. 'NETS UP' & 'NETS DOWN' DUTY**

'Nets up' work shall be the responsibility of every team scheduled for the first game of the day at the Club's home grounds, which includes Blaxland High School Oval as well as Blaxland Oval (St Johns).

'Nets down' work shall be the responsibility of every team scheduled for the last game of the day at the Club's home grounds. The last teams must also assist the Ground Duty Officer to collect any litter on the ground into the rubbish bins.

Parents setting up and removing the modified goals used for the Under 9 & 10 games must take special care to ensure that these heavy structures are handled safely and are properly secured. The modified goals require at least 2 (and ideally 4) strong adults to move them, and children must be kept clear until the goals are secured in position.