

St Columba's Soccer Club

Castle Hill

Rules and Guidelines



Introduction

St Columba's Soccer Club is strong and committed to everyone involved in football (soccer). The 201 season will be the commencement of 50 years, playing with the Church's Football Association Sydney. During this time the club has fielded Senior all age sides as well as juniors.

St Columba's Soccer Club has always taken the responsibility to provide the necessary player skill training and education, along with engaging team coaches in coaching clinics. The skills and training have provided valuable benefit to all players and coaches throughout the seasons.

The club welcomes junior boys and girls from the age of 4 years, to play in mixed gender competitions which aids to build communication and social skills amongst the children. Children will gain encouragement and confidence which will assist in their growing years as well as enjoyment from the team activities.

Contact Information

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Club Values

- Respect all members and their families who are engaged with the club.
- Provide help and support to those in need by ensuring the costs to play soccer are not beyond player and family capability.
- Management objective is to ensure all players enjoy the game of soccer. Player and family satisfaction and enjoyment is our optimum goal.
- Provide the younger players opportunities to improve their playing development.

Rules of the game

All games of soccer football played by teams affiliated with St Columbas Soccer Club will be played according to the FIFA Laws of the Game, except where modified by the Association Competition Rules.

Players Code of Fair Play

Play by the rules.

Never argue with a referee or assistant referee. If you disagree, have your captain, coach or manager approach the official on your behalf.

Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour in soccer.

Be a good sport; recognise all good plays whether they are part of your team or the opposition.

Treat all participants in soccer as you like to be treated. Do not bully or take unfair advantage of other competitors.

Cooperate with your coach, team-mates, opponents and officials. Without them there would be no game.

Participate for your own enjoyment and benefit, not just to please parents and coaches.

Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Coaches / Managers Code of Fair Play

Never ridicule or yell at players for making a mistake or not winning.

Be reasonable in your demands on players' time, energy and enthusiasm.

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.

Ensure that 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 your players to do the same.

Show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.

Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players.

Any physical contact with a junior player should be appropriate to the situation and necessary for the player's development.

Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Coaches Roles & Responsibilities

Reports to: President of St Columbas Soccer Club

Coaches should organise Initial team meeting

- Coaches should have a team meeting early in the season where they discuss their expectations of players, parents and themselves
- Review policies involving players and parents
- Let parents know how best to communicate with them
- Outline the schedule for the year
- Review other team matters

Adhere to the Coaches / Managers code of fair play

Adhere to the working with children guidelines

Encourage team / club spirit & Unity

Organise training /, and hold practices The team practice policy must be suitable for the relative competitive level for the team. Practices should be conducted in a safe and positive playing environment. Each team practice should have a plan within the development framework for the team. It is recommended that practices include segments devoted to physical fitness, individual ball skills and team tactics.

Organise warm up on game day

Coach team paying particular attention to sportsmanship, teamwork, and soccer skills

Organise player positions on the match day

Place the safety and welfare of the athletes above all else.

Ensure quality supervision and instruction for players.

Be accepting of the referee's decisions.

Remain calm; Do not make loud, offensive remarks.

Concentrate on coaching, rather than on the accuracy of the referee's decisions.

Be a role model of fair play. Give constructive and encouraging support to the team.

Be positive; avoid confrontation with any official.

Set high standards, in behaviour.

Teach skills and fair tactics.

Zero tolerance for offensive, insulting or abusive language or behaviour or physical threats

Discourage unfair gamesmanship.

Adhere to the Laws of the Game

Never enter the field of play without the referee's permission

Act as a chaperone to the team, accompanies, supervises and looks after the players

Coaches will provide a fair opportunity for each player to participate in each game.

Write a report and included some photos on your teams performance & experience for the season. This will be included in St Columba's soccer clubs annual report . To be submitted to the secretary of the club

Managers Roles & Responsibilities

Reports to: Coach

The basic function of a Manager is helping to complete, maintain and organize the necessary tasks of scheduling, paperwork and communications to allow the coaches ample time to focus on coaching the players

Communicate key dates, events, and other appropriate communications to players

Completing and submitting all of the necessary paperwork for the team. Eg ensuring players have completed their registration online and uploaded their photo id.

Collect outstanding player fees.

Adhere to the code of fair play

Adhere to the Working with Children Guidelines

Supervise teams at all times

Encourage team / club spirit & unity

On match day complete match card before kick-off.

Assure team compliance with policies and procedures of the Association as they pertain to day-to-day operations of the team.

Be familiar with the rules and regulations of the Association in which the team is competing.

Act as a chaperone to the team, accompanies, supervises and looks after the players

Perform other duties as requested by the Coach

Maintain a relationship of mutual respect and coordination. The Team Manager must work directly with the Coach regarding team disputes or other problems that may arise.

Treat all matters, especially those involving players and parents, in a mature, fair, honest, and confidential manner.

Take To Match:

- Interchange vests
- Match balls, each team is to provide 2 match balls
- Practice balls,
- Bibs (if required)
- Check all players are wearing jerseys, shorts, socks and shin pads. SHINPADS MUST BE WORN AT ALL TIMES.

Ground Official

Each club is to provide a Ground Official at all times, they must be 18 years of age or older. Ground Official will be identified with a fluoro vest.

Parents Responsibilities

Be sure that your child attends all practices and games. Coordinate transportation to ensure that the player is prompt when arriving and departing. If unable to attend a game or practice, notify the coach and/or manager of the team. Persistent, unexcused absences and lateness may affect the future inclusion of a player on the game roster.

Ensure that your child brings all equipment and uniforms to games and practices.

Support your child's coach and help when you can. Disagreements with your coach do not belong on the field. Questions, input and positive suggestions should be voiced to the coach in the absence of players.

Parents are encouraged to come and watch, but should not shout instructions from the sidelines. This causes confusion. Players should listen for coaches and referees instructions only.

Parents and spectators for each team should remain at least six feet behind the sidelines and across the field from players. Parents should not stand behind the goal posts or goal line. Parents should not go on the field before, during, or in-between games.

Parents are expected to set a good example for the children at all times by their positive behaviour, sportsmanship, attitude and language. Abusive language, behaviour or physical assault may result in immediate suspension from the soccer program.

Parents are expected to demonstrate respect for the referees.

Some tips for adults at kids sport:



Keep it fun - don't take it too seriously



Be enthusiastic - but don't scream and shout instructions from the sideline



Emphasise trying hard - not winning



Cheer and acknowledge good play from all sides and teams



Accept decisions from officials. They're human - they make mistakes.



Let coaches do the coaching.



Always remember - volunteers run kids sport.



Understand, uphold and support your club's code of conduct.



Allow your child to play for themselves. Let kids make decisions, on and off the field.



Think before you speak - your words may harm others.

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Working with Children

Only persons who have completed the Working with Children's clearance are permitted to work with children. All coaches, managers & volunteers must submit their working with children clearance numbers to the secretary of St Columba's Soccer Club, before the commencement of each season.

Uniforms and Equipment

Soccer does not require a lot of expensive equipment, but there are a few essential items:

- Your uniform (jersey, shorts, and socks) must be worn at all games.
- Shin guards and soccer shoes are required for games AND practices. These are available at most local sporting goods stores.
- Bring a water bottle to games and practices.
- No jewellery is permitted. If your child wants his/her ears pierced, the day before a soccer game is not the best time. Many referees are also prohibiting regular eyeglasses, particularly at the older age levels. If your child wears glasses, safety glasses or sports goggles are recommended.
- The Club logo will go on the front of the jersey, as per the manner indicated by the club.
- No player names will be allowed on the jerseys.

Player registration fees

- Everyone on a team is expected to participate in tournaments and games, so team fees are not pro-rated if a player is unable to attend an event.
- Non-payment of player registration fees will result in the player not being eligible to play
- Player registration fees are due prior to the commencement of the season

Volunteers

St Columba's Soccer Club is run by volunteers, most of whom are parents. We need your help to run a first-class soccer program for our youngsters. If you have played or coached soccer, consider volunteering as a coach or assistant coach, or become a certified referee. There are also many other jobs which do not require soccer expertise and which can accommodate your time schedules, organizing tryouts, player registration, publicity, fundraising, canteen duty etc. If you can help, contact any of the club officials

Game Day Duties

The team coach and/or manager will manage the following game day duties: •Coordinate availability and setup of required equipment including net, corner flags, gameball, team

jerseys etc. Facilitating card checking procedures and submitting required game documentation.

Manage player substitutions during games, or set a pre-defined arrangement for the players to follow.

Ensure that all team equipment is collected before leaving field after match.

Please help clean up after your team – and the other team, if it's a home game – after all games. Ensure if you are the first or last game of the day, that nets and corner flag are put up or packed away.

Submit any game report information required by the club (eg. web site reporting, email, etc).

Conflict Resolution

Within the club, there are club procedures for resolving a dispute within a team to ensure that all conflicts, problems, concerns and violations are properly and fairly addressed.

An individual can submit a concern or conflict for which they request a satisfactory resolution. The individual should refer to the following line of authority for resolving all disputes within a team.

Until a decision has been rendered by the current level of authority, an individual should not approach the next layer of authority in this conflict resolution process. A decision by any authority level should not take more than 7 days but all club authorities will work with the complainant to address the matter with a timely decision.

Club President & Club Secretary, Team Coach, will be the point of contact for communications with the Club.

All such requests for decision should be documented in communications between the individual and club authorities listed to ensure proper procedures have been followed.

Equality and Harassment Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that the St Columba's Soccer Club is equally accessible to them all.

The Constitution of the St Columba's Soccer Club requires the Club to adhere to the Harassment Policy as published and approved by the Club.

The Harassment Policy shall apply to all Members, , officers, employees, volunteers, coaches, game officials, administrators, players, and registrants of the Club.

The St Columba's Soccer Club is responsible for setting standards and value to apply throughout the Club at every level. Soccer belongs to and should be enjoyed by anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities. This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.

The St Columba's Soccer Club in all its activities will not discriminate or in any way treat anyone less favourably on the grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that the St Columba's Soccer Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

St Columba's Soccer Club will not tolerate harassment, bullying, abuse or victimization of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

St Columba's Soccer Club will work to ensure such behaviour is met with appropriate action in whatever context it occurs.

St Columba's Soccer Club is committed to taking positive action where inequalities exist and to the development of a program of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in soccer.

St Columba's Soccer Club is committed to a policy of equal treatment of all members.

St Columba's Soccer Club commits itself to the immediate investigation of any claims, when it is brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

Club Discipline

The Club will operate a Discipline Committee, this will consist of the President, Secretary, and two appointed members.

Discipline Committee Objectives, The Club Discipline Committee will review all cases of member indiscipline as follows.

Game Discipline including, but not limited to, yellow and red cards. In most cases this is handled by the Association.

Violations of the Club Codes of Conduct as defined in the Club Rules and Guidelines.

The Discipline Committee is expected to uphold members to high levels of sportsmanship and a positive attitude within the club and team environment.

Authority of Club Discipline Committee

The Discipline Committee will review discipline cases of the club and administer corrective actions for each case. These corrective actions shall cover suspension, fine, club membership expulsion, posting of bonds, formal reprimand or any combination of these penalizations.

The Club Discipline Committee will be aware that their disciplinary rulings are in addition to any penalizations of higher authoritative bodies, such as the Association Discipline

The Chairperson of the Discipline Committee is the club President. The Chair person is responsible for ensuring all the committee procedures are suitably carried out for all disciplinary cases. When the chairperson is away for a period of time (more than 7 days), the chair will be taken by the Vice President, to act as committee chair during the appointed chairperson's absence. The two appointed members to the Discipline Committee should attempt to be from two different teams.

The Chairperson will make clear all Discipline Committee procedures to all committee members. Communications, the preferred means of communication between the committee members and other individuals in the club is by email. This provides a documented record of communication and allows simultaneous notification of multiple people.

Incident Reporting

All reportable incidents (as defined below) are reported to the club Secretary to be passed on to the Discipline Committee Chairperson. In some cases this discipline will be handled by the Association.

1# Red Cards - A report of each incident will be sent to the club secretary within 3 days of the match. Reports are expected to include the following information: •date of game •player name •infraction •penalization given by referee (ie. red card) •coach's comments – details must be sufficient for committee members to understand what happened.

#2. Violations of Club Codes of Conduct. Any club member may submit an incident report of a violation of Club Codes of Conduct for another member. The report shall include the following information. •Date/time/location of incident •Code of Conduct violation •Supporting account of incident substantiated by two other club members or an acceptable form of proof of incident.

The committee chairperson will initiate review of each case - where required – within 3 business days of receipt of an incident report. The report will be submitted “as-is” to all Discipline Committee members. This communication begins the deliberation period.

In a discipline case under review, the member under review will NOT be permitted to discuss the incident or case with any committee members unless so requested by the committee Chairperson. All communications in each case must be directed through and with the permission of the club secretary.

Discipline committee members must keep all discipline case discussions confidential. Should a committee member violate this agreement, their future participation in the committee will be subject to review by the committee Chairperson. All members should reach reasonable agreement on player penalization before a decision is considered final. Where reasonable agreement is not achieved by all committee members on an individual case, the Chairperson will follow through with the majority position of the committee.

The deliberation period for a case should not exceed 7 days. A decision on an individual case should be determined by the conclusion of this period. The deliberation period may be extended for a longer period where a committee member is absent for a short period of time (not more than 7 days). If a committee member is absent for an extended period (> 7 days), the remaining members will render a decision.

Cases involving a committee member will be reviewed without that member's participation in the committee deliberations. Committee Judgements The club secretary will report on the committee decision for corrective action(s) to the member involved and will copy the President on the communication.

Appeals Process - The player may appeal the committee decision to the secretary, in writing within 7 days of the communication from the committee secretary. After this date, the committee decision is final and without appeal.

An appeal will include a \$50 bond posted to the club pending final decision on the case by the Club discipline committee , must be accompanied by a brief description of why the Discipline Committee decision is unsatisfactory. The club secretary will notify the Discipline Committee of the appeal who will decide (in not more than 7 days) if there is sufficient reason to conduct an appeal hearing for the individual. If the appeal is rejected for any reason, the bond will be returned in full to the member. If the Discipline Committee chooses to hear the appeal, the club secretary will coordinate an appeal hearing at a time and place acceptable to a majority of Discipline Committee members and the disciplined member. •If the Discipline Committee chooses to downgrade or dismiss the the case, the bond will be refunded. The Discipline Committee may also choose to uphold or increase the penalization of the member, in which case the appeal bond may not be refunded.

The final decision of the Discipline Committee should not exceed 30 days from the date that the appeal was submitted by the penalized member. •When the Discipline Committee has

rejected or reviewed an appeal and rendered a decision, the decision is considered final and without further appeal

Disciplinary actions by other organizations:

The different Associations that our teams play in each have their own disciplinary processes for significant problems such as assault on a referee or major problems between spectators. The club may support the player or team in such hearings, or abstain, depending on the results of our investigation of the incident and the severity of the proposed sanction. Any discipline handed down by those bodies is separate from any sanctions that the club imposes.

Emergency Incident Procedures

If an incident occurs and involves any of the following then the Emergency Incident Procedure should be followed.

- Serious injury of any Player or Supporter or Visitor
- Involvement of any of the Emergency Services
- Any incident, which could involve negative media attention
- A visit to the Hospital

1. Ensure that you and the other team members are safe.
2. Treat the casualty - call the Emergency Services (dial 000) if necessary.
3. Contact the Parent/s Guardian or nominated emergency contact.
4. Contact one of the following Club Officials: Club President, Club Secretary

and provide the person with the following information

- Your Name
- Your contact number from where you are ringing (i.e. to re contact you if necessary).
- The Team age group (i.e. Under 16)
- The name (s) and numbers of people involved
- A description of the incident and /or injuries sustained.
- Location of the incident.
- The name of the hospital where any casualties have been taken
- The name and number of any Police Officer involved with the incident - with their contact telephone number.

Injury Claim Procedures

If an incident occurs and involves an INJURY to a PLAYER or OFFICIAL of the club and medical expenses have been paid or is envisaged, the following procedure is to be followed:

Churches Football Competition:

Your claim needs to be submitted online

Website: <http://www.sportscover.com/>

Hills Football Competition:

Your claim needs to be submitted online website:

http://www.gowgatessport.com.au/football/nsw/?page_id=30

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