



## Policy 01

# Policy Statements

## Duty Statement Canteen Manager

The following is the Duty Statement of the Mt Annan Football Club Inc Canteen Manager:

- a. To ensure the efficient function of the canteen facilities located at both Wandarah Reserve and Birriwa Reserve.
- b. Ensure that both facilities are fully functional and appropriate stock is provided.
- c. Ensure that the canteen float is collected from the treasurer.
- d. To purchase enough stock for sale at both facilities.
- e. To produce a team roster for all teams to man both facilities.
- f. To instruct on the use of canteen equipment i.e. cash register and use of the canteen safe.
- g. Produce a detailed list of stock prices and display in appropriate area.
- h. Attend the canteen 45 minutes prior to opening on Saturdays and Sundays when games are programmed.
- i. Purchase any additional stock that may be required when needed.
- j. Attend the facility 30 minutes prior to the completion of the day's activities.
- k. Collect all monies received from the day's takings and forward to the Treasurer.
- l. Restock the canteens for next day of trading.
- m. Secure the canteen.

## **Policy 02**

### ***Duty Statement of the Coaching Coordinator***

The following is the Duty Statement of the Mt Annan Football Club Inc Coaching Coordinator:

- a. To provide appropriate assistance and advice to coaches appointed by the Mt Annan Mustangs Soccer Club committee.
- b. To provide and distribute all forms of training aids as provided by Mt Annan Football Club Inc.
- c. Form a grading committee when required; Grading Committee to consist of the Coaching Coordinator (Chairman) Register to provide team and player numbers, 3 members plus coach of the teams to be graded. Coach to provide input only.
- d. Coaching Coordinator to produce a matrix as a guide for the Grading Committee to assess player's skills and abilities.
- e. Coaching Coordinator to organise an appropriate day and time for all players and parents to attend grading.
- f. Coaching Coordinator to submit final grading to the committee, Grading Committee decision is final.

Note: Wandarrah Reserve to be used for all gradings.

## **Policy 03**

# **Duty Statement of the Club Committee Ground Official**

The following is the Duty Statement of the Mt Annan Football Club Inc Club Ground Committee Official:

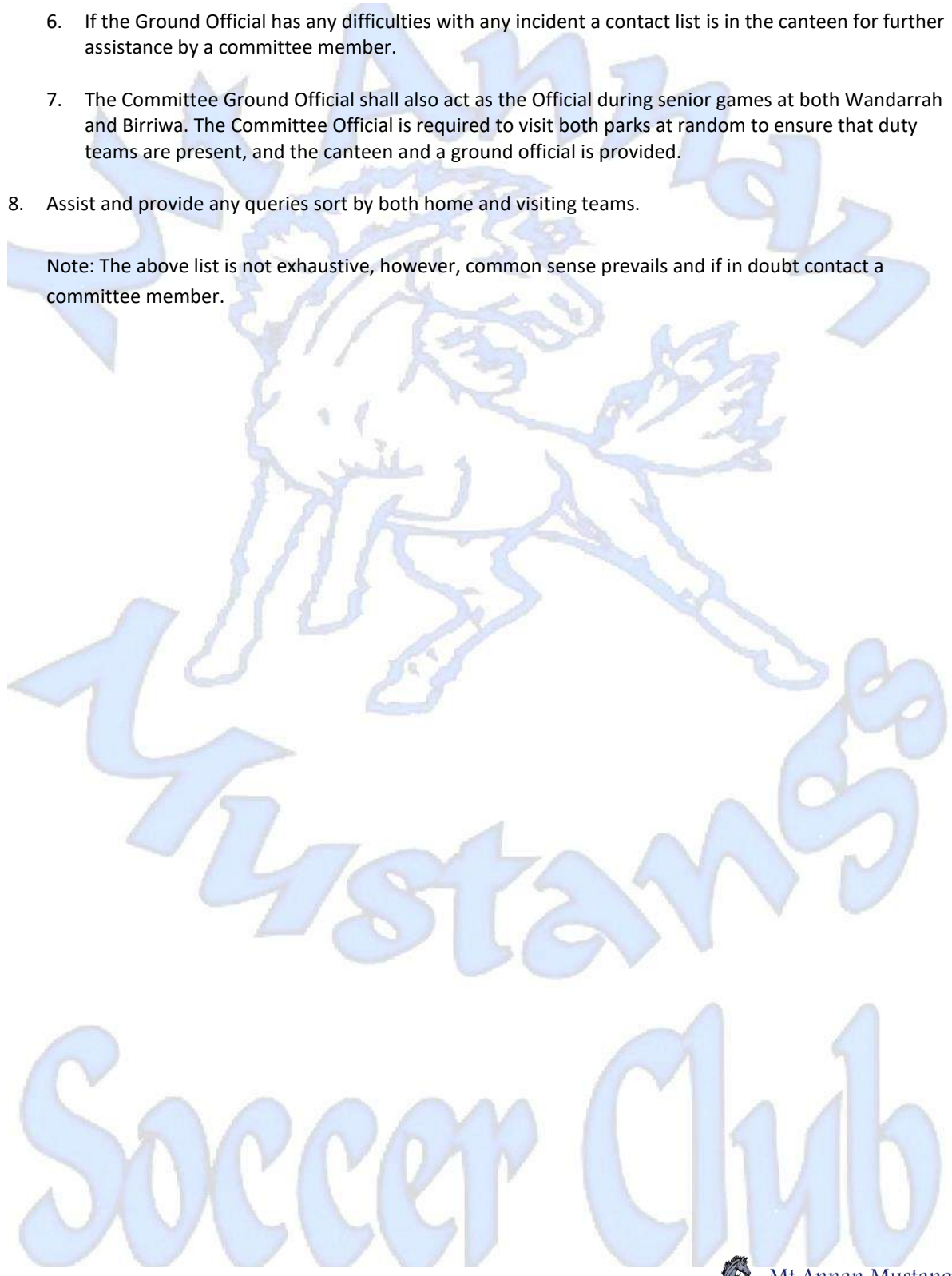
1. Act as the second ground official.
2. Ensure that both the canteen and BBQ are adequately serviced by the rostered teams.
3. Assist with all enquiries by both club and visiting teams to both Wandarrah and Birriwa Reserves.
4. The following are additional responsibilities to be performed by the Committee Ground Official:
  - a. Ensure all match cards are collected.
  - b. Aid all referees assigned to the ground.
  - c. Ensure that referees are paid for services rendered.
  - d. Receipt all monies from visiting clubs for match fees.
  - e. Aid teams for setup and pull down and general clean-up of the playing fields.
  - f. Ensure that the BBQ area is secured and locked.
  - g. Ensure crowd behaviour is maintained if parents continue to misbehaviour conduct the following:
    - aa. Approach the team official of the offending parent and advise the team official to speak to the parent.
    - bb. If the parent does not comply with the team official and continues to conduct themselves in an inappropriate manner approach the parent and advise that they will be asked to leave the field.
    - cc. If the parent stills fail to comply than advise that parent that the police will be called.
    - dd. If the parent stills fail to comply ring the police, do not involve yourself in any form of confrontation.
    - ee. Report all incidents to the club secretary who will advise of what action you may need to take.
5. Ground Official to ensure that from the ages of u9's to u16's that the coach is the only member to leave the technical areas, all players and managers are to remain in the technical. If teams do not comply the following action is to be taken by the Ground Official:
  - a. Advise the coach of the team that the players and manager are to return to the technical areas.



**Policy's Mount Annan Football Club Mustangs Inc**

- b. If there is no compliance by any of the team members than advice the coach the referee may not continue with the game until all parties comply.
6. If the Ground Official has any difficulties with any incident a contact list is in the canteen for further assistance by a committee member.
7. The Committee Ground Official shall also act as the Official during senior games at both Wandarrah and Birriwa. The Committee Official is required to visit both parks at random to ensure that duty teams are present, and the canteen and a ground official is provided.
8. Assist and provide any queries sort by both home and visiting teams.

Note: The above list is not exhaustive, however, common sense prevails and if in doubt contact a committee member.



Mt Annan Mustangs  
Football Club

## Policy 04

# Duty Statement of the Grounds Maintenance Officer

The following is the Duty Statement of the Mt Annan Football Club Inc Club Ground Maintenance Officer:

- a. Ensure that the grounds at both Wandarrah and Birriwa are prepared for pre-season games and competition games.
- b. Inspect the grounds on a regular basis for any maintenance required.
- c. Identify any maintenance/repairs that may be required and contact Camden Council via email – [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)
- d. During wet periods inspect fields for suitability and conduct the following:
  1. Determine whether the grounds are to be closed.
  2. Notify the Club Secretary of condition of fields prior to 7am on the morning of scheduled games if surface is unplayable.
- e. Ensure that the area around the amenities is cleared of any debris to include the playing surface.
- f. Ensure sufficient marking material is available and the line marker is always serviceable.
- g. Ensure that the charging units are always serviceable and fully charged.
- h. Advise the committee of any issues that may require attention which may need council support.



## **Parents Code of Conduct**

1. Parents are to always have good manners and be courteous to others whether at training or at games.
2. Be a positive role model and a good sport as players' copy their parents.
3. Parents should give encouragement and positive reinforcement regardless of the game situation or score.
4. Do not thrust your goals and expectations onto your children as they have their own reasons for playing (usually for fun).
5. Foster your child's self-image. Encourage them to give their best and make them winners for doing so regardless of game results.
6. Mistakes are often a part of learning. Enable your child to realize this in themselves and others. Encourage them to try things without fear of failure.
7. Always be open and honest with the coach concerning any previous or current injury and illness that can affect your child's ability to compete and train.
8. Allow players to concentrate on their game. Barracking for the team and your child is acceptable. Being overzealous barracking involving screaming and using abusive language at other parents, referees, players, coaches, managers, and club officials shall not be tolerated.
9. Parents are not to approach the Coach regarding issues associated with a team make up or training technique. Discuss any issues in the first instance with the team  
  
Manager. If this issue/s cannot be resolved, then the manager must make the necessary arrangements with the club committee. It is the clubs committee responsibility to endeavour to resolve such issues in an amicable manner.
10. Never engage in any form of harassment and avoid negative discussions with other parents about any player, coach, manager, club official or another parent in the presence of your child or other players. This may cause disharmony within the team and club.
11. Always promote the interests of football and your club and encourage others to watch it or play it fairly.
12. Honour all those who defend your club and football's good reputation with honesty and fairness and others to act in the same way. Denounce all who attempt to discredit your club and our sport.
13. Remember Football is just a game. In the correct environment it can develop character in children.



**Note: COACHING FROM THE SIDELINES IS UNACCEPTABLE AND WILL NOT BE TOLERATED.**

Your signatures is required as confirmation that you have received, read and understood the content of this Document and agree to accept, as a parent of a registered player of Mt Annan Football Club Mustangs Inc. Failure to abide by this code of conduct shall result in possible expulsion IAW Rule 13 of the club constitution.

**Parents Code of Conduct**

Name: .....

Signed: ..... Date: / / 201

Father / Guardian

Name: .....

Signed: ..... Date: / / 201

Mother/Guardian

**Photography and Players Images – Disclaimer**

Throughout the season players at Mt Annan Football Club Mustangs Inc may be photographed. These images may be published in the club's newsletter, used in promotional activities and for training instruction sessions and possibly published on the club Facebook or website. If you agree that this is acceptable, please sign below.

Signed: ..... Date: / / 201

Father/Mother/Guardian\_\_



## **Policy 06**

### **Managers Code of Conduct**

1. The managers are responsible for all administrative duties including:
  - ✚ Filling in Team Sheets
  - ✚ Referees Caution Reports
  - ✚ Checking I.D. Cards
  - ✚ Always assist Coaches with anything you can whenever possible (within reason)
  - ✚ Ensuring that you assist in disposal of tape left on the main field and surrounding areas.

As a Mt Annan Team Manager, wherever possible, attend all training sessions and matches.

2. Ensure that as the manager that there is No smoking or consumption of alcohol before, during or whilst at training sessions and matches.
3. Always remain active and alert at training sessions to ensure players brothers, sisters etc are not accessing the main field at training or match games.
4. Never argue with or degrade another Coach, Manager, Official or Player in the present of players.
5. Only use positive comments in coaching at training and matches. Always try to create an enjoyable pleasant environment for the players.
6. Avoid all Disciplinary actions.
7. Account for all equipment utilised before you leave the ground after training and matches, this includes the collection of players shirts for cleaning and allocation to a parent. If parents are unwilling to wash the shirts, then it is the coaches and managers responsibility that the shirts a wash and clean prior to the next competition match.
8. Ensure that the pre-match, half time, and post-match dressing room (or area) is only occupied by the players, Coach and Manager only.
9. Establish and maintain a good relationship with your team Coach.
10. You must adhere to the referee's instructions on match days and you are restricted to remaining in the Technical area.
11. Once you have established contact with the players on match day and until the team is dismissed the only people to have contact with the players are the Coach and Manager. Additionally, the only persons permitted to advise players before and during a match are the team Coach and/or club committee member.
12. You must insist that parents provide support and encouragement **ONLY** – no coaching.
13. You must refrain from actively coaching from the sidelines during a match.



**Policy's Mount Annan Football Club Mustangs Inc**

14. You must arrive and meet the players at least 45 minutes before kick-off on match days, except when the team is required to setup and this must be 1 hour prior to match kick-off. Additionally, if last team to play on the day it is the team's responsibility to pack-up all equipment and store appropriately, this is also to include to general clean-up of the playing fields and surrounding area.
15. You are to be the first contact for any player and/or parental problems. Do not allow parents or players to raise issues directly with coach on match days or immediately before or after training sessions. Encourage parents and players to discuss problems and issues with you, then discuss with the coach or have the matter referred to the club committee.
16. All complaints and incidents will not be acted upon unless presented in writing. An incident report is available on the club website. Please ensure you are familiar and knowledgeable of the requirements of the incident report and Managers Code of Conduct. Ensure parents and players understand the incident report requirement.
17. Roster parents for both ground and canteen duties on scheduled game days at home. When rostering or allocating people for Ground Official Duties or canteen please consider their suitability to do this function properly, if necessary, consult a club committee member who is available at the ground.
18. You are required to support other club teams whenever possible and to encourage your players to do.
19. Maintain a team contact list, which must include an emergency contact telephone number in case of or accident etc.
20. You must not arbitrarily give out contact details of players, parents, and officials without their permission.
21. Players returning from injury must have a clearance to train and/or play from a Doctor or an accredited Physiotherapist.
22. Always treat opposing players, parents, coaches, club officials' referees and their assistants with respect.
23. Ensure that players contact you if they cannot attend training or if there is inclement weather that may affect training or matches. View club website site if fields are either closed or opened.

**Soccer Club**

## **Policy 07**

### *Players Code of Conduct*

1. Always adopt a professional appearance relating to language, manner, temper, and punctuality before, during and after games and training.
2. Always work equally hard for yourself and your team to gain the benefits of improved performance for your team, club, and yourself.
3. Play by the rules, play fair to earn respect and understand the spirit of the game. Be a good sport and applaud all good plays whether by your team or your opponents.
4. Play to win and never set out to lose.
5. Never give up against stronger opponents and never relent against weaker ones.
6. Never argue with an official, coach, manager or team captain who is there to maintain discipline and fair play. Control your temper and avoid verbal abuse, sledging or deliberately distracting or provoking opponents and spectators.
7. Always be open and honest with the coach concerning injury and illness that can affect your ability to compete and train.
8. Accept defeat with dignity and professionalism and do not seek excuses for defeat or blame the referees or anyone else.
9. Always co-operate with and respect the rights, dignity and worth of your coach, teammates, and officials. Treat all participants equally and reject corruption, cheating, drugs, racism, violence and other dangers to our sport and club.
10. Always promote the interests of football and your club and encourage others to watch it or play it fairly. Participate for your own enjoyment and benefit.
11. Honour all those who defend your club and football's good reputation with honesty and fairness and encourage others to act in the same way.
12. All players are required to support the next age group after their own game.
13. On game day all players must wear the appropriate attire designated by the club and present themselves in a neat and tidy manner.

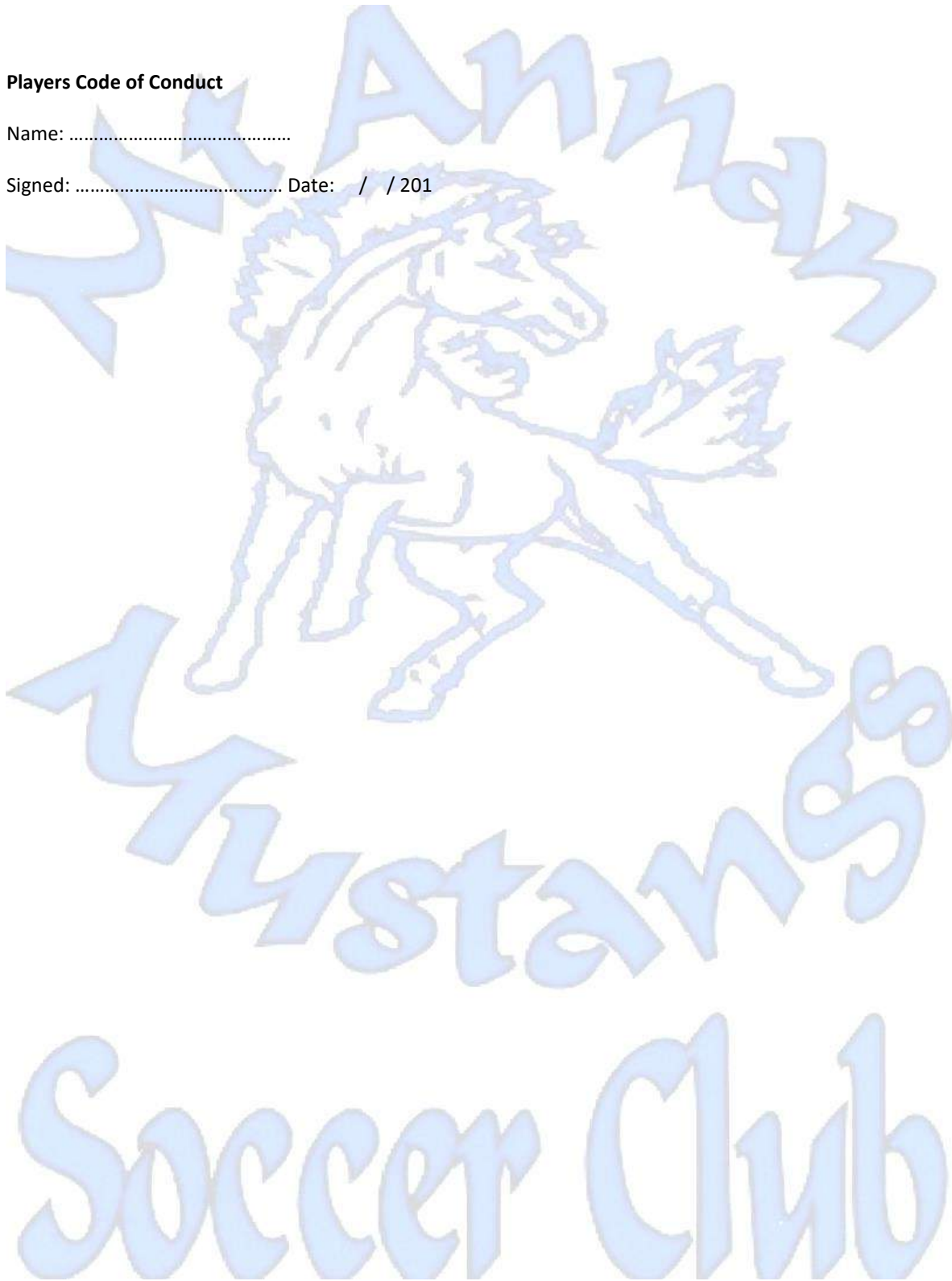
Policy's Mount Annan Football Club Mustangs Inc

Your signature is required, as confirmation, that you have received, read and understood the content of this Document and agree to accept, as a registered player of Mt Annan Football Club Mustangs Inc. Failure to abide by this code of conduct shall result in possible expulsion by the offender from the club.

**Players Code of Conduct**

Name: .....

Signed: ..... Date: / / 201





## **Policy 08**

### *Liaison/Project Officer*

1. The role of the Liaison/Project Officer is to liaison with the local council regarding upgrades to club to include but not limited to repairs or malicious damage to facilities.
2. All notifications of damages are to be reported to the Sports and Recreation via the council email address [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)
3. As the Projects Officer the member deals with all proposed upgrades and submission for approval to the local council for their support. This can be achieved by:
  - a. Submissions in writing to council of the proposed upgrade/s
  - b. Applying for appropriate grants either through local, state, or federal government grants.
  - c. Any other grants that may be appropriate for example
    - i. grants for equipment
    - ii. media equipment/software for the management of the club
4. Prior to any application the officer must first seek approval to ensure sufficient club funding is available and whether council are prepared to provide in kind funding.