FRENCHVILLE JUNIOR FOOTBALL HANDBOOK

FRENCHVILLE SPORTS CLUB

FOOTBALL FEDERATION AUSTRALIA

NATIONAL CLUB ACCREDITATION SCHEME

FFA ACCREDITED CLUB

Version 5 – 2020

Contents

The Club 4
Frenchville Sports Club 4
Frenchville Junior Committee 4
Our Vision 4
Our Mission 4
Our History 4
FJFC Code of Behaviour 5
Player Behaviour Management 5
Committee Operations 6
Communication 6
Duty of Care 7
Blue Cards 7
Fundraising 7
Volunteering 7
Sponsorship 7
Registration 7
Insurance 7
Media Consent 8
Team Photos 8
The Competition 8
Junior Competitions 8
Carnivals 8
The Game 8
Referees 8
Training 8
Wet Weather Procedure – Training 9
Wet Weather Procedure – Match Day 9
Emergency Procedure 9
Playing / Training Gear 9
Hydration 9
National Football Curriculum 9
Team Coaches 10
Role of the Coach 10
Authority of Coaches 10
Role of the Team Managers 10

Role of the Player 10
Role of the Parent 11
Team Formation and Grading 11
Player Grading 11
Requests 12
Breakup /Presentation Day 12
Complaints 12
Useful Websites 12
Appendix I - Emergency Procedure 13

The Club

Frenchville Sports Club

The Frenchville Sports Club (FSC) is one of the largest multi-sports clubs in Queensland. With 13 separate sporting sub-committees, the FSC proudly regards sports as our number one business. Since the clubs auspicious beginning in 1948 our dedicated staff and volunteers have worked tirelessly to extend our membership base beyond 13,000 men and women. The club would certainly not be the professional unit it is today without the help of both past and present office bearers, board members, staff and volunteers.

The FSC is a very important facet in the Rockhampton community. It continually provides growth and support at the 'grass-roots' level of Australian sport. Clubs such as the FSC provide the connection to encourage our society to interact and strive together for purposes other than purely commercial gain. The production of this policy and procedures manual is to effectively assist our members and volunteers in achieving the goals of creating a better society through positive and active involvement in sport.

Frenchville Junior Committee

The Frenchville Junior Football committee would like to introduce you to the Frenchville Junior Football Club (FJFC), a sub-committee of the Frenchville Sports Club. Frenchville Football Club (FFC)has been running since 1948, and has established itself as an inclusive club built on integrity, diligence and unity. We are very proud of our achievements and the hard work of the people connected with the club. This has led to both on and off field successes.

Our Vision

FJFC's vision is to be a respected leader in the promotion and development of football players, coaches and officials in Central Queensland.

Our Mission

FJFC's mission is to develop the sport of football in line with the initiatives set out in the National Football Development Plan.

We aim to achieve our mission by:

- Valuing our volunteers, investing in them and recognising them as an asset.
- Foster an inclusive environment for all participants and encourage positive attitudes and values on and off the pitch.
- Promote our club through football participation inside and outside our region.
- Develop, create and implement best practices for our junior football programs.

Our History

The FSC was originally started by our first senior football (soccer) team back in 1948, playing their games on what is now North Rockhampton High School. In 1950, our 1st division football (soccer) team won their first Wesley Hall Cup.

In 1956, we began our junior football (soccer) program and since then we have continued to foster our juniors and invest in their development. Amongst other things this has included subsidising junior registration fees, paying for coaches to attend all relevant licences and seminars and sending our youth teams on tours of Japan. In recent years we have been selected as a host club for Arsenal Football (soccer) Schools.

Our players have gone on to represent FSC at regional, state and national level with Queensland Youth teams, the Capricorn Cougars, CQ Energy, CQ Mariners, the Australian Paralympic Team, the Olyroos and the Young Matildas.

FJFC Code of Behaviour

Players and parents are required to acknowledge on the online registration that they will abide by the FJFC Code of Behaviour. The code includes the following:

PLAYERS/OFFICIALS

- Play by the rules.
- Never argue with the referee or referee's assistant.
- If you disagree, have your captain, coach or manager approach the official on your behalf.
- Control your temper. Verbal abuse of officials, sledging other players is not acceptable or permitted behaviours in football.
- Work equally hard for yourself and our team. Your team will benefit and so will you.
- Be good sports, recognise all good plays whether they are part of your team or the opposition.
- Treat all participants in football as you like to be treated. Do not bully or take unfair advantage of other competitors.
- Cooperate with officials, coach, team mates and opponents. 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.

SPECTATORS/PARENTS

- Remember officials and players participate for their own enjoyment, not yours.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and encourage players to do the same.
- Never ridicule a player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents, without them there would be no game.
- Encourage players to follow the rules and officials' decisions.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

FRENCHVILLE SPORTS CLUB

- As a member of this club SWEARING and VERBAL ABUSE of staff or patrons is not permitted, within the club or sporting grounds.
- Club Code of Conduct rules apply.

Player Behaviour Management

When a player exhibits minor and infrequent problem behaviour, the first response of coaches would be to remind the player of expected behaviour. However persistent problem behaviour or serious misconduct will be escalated further i.e. contacting parent, involving committee.

For major behaviour issues and persistent moderate behaviour issues, consequences could be:
Level One: Warning regarding future consequence for repeated offence.
Level Two: Parent contacted. Committee informed.
Level Three: Players who engage in very serious or persistent problem behaviours after repeated warnings will be asked to leave the club.

Committee Operations

GOVERNANCE

The FJFC is managed by the Frenchville Junior Football Club Committee (Junior Committee). It is a subcommittee of the FSC and is adheres to the FSC Constitution. The Junior Committee operates year round and is made up of a group of dedicated individuals who volunteer their time to ensure the successful operation of Frenchville Junior Football Club both on and off the field.

MEMBERSHIP

The Junior Committee calls for committee nominations at the AGM at the end of each season. The Junior Committee has five (5) executive members, President, Vice-President, Treasurer, Secretary and Registrar. The Junior Committee may appoint sub-committee members to assist with its operations.

Please consider giving up a little of your time, it is your child you will be helping. If you are interested please contact the Junior Committee. We always welcome interested parents – many hands make light work.

MEETINGS

Regular meetings are held on the 3rd Monday of each month (unless otherwise advised), commencing at 6:30pm and run for 1-2 hours. Meetings are held at the Frenchville Sports Club. Agenda items are welcome and can be submitted to the Junior Committee secretary via the club email. All parents are welcome.

Communication

COMMUNICATION & GENERAL CLUB CONTACTS

If you have any issues at all throughout the season you are asked in the first instance to discuss the issue with your coach or team manager. If you need further information to your enquiry please contact a Committee member.

Club email:	frenchvilljuniorfootball@outlook.com
Club website:	www.frenchvillesportsclub.com.au
Facebook:	https://www.facebook.com/FrenchvilleJuniorFootball
Mail:	Att: FSC Junior Football Club – Secretary C/- The Frenchville Sports Club PO Box 5049, Red Hill Rockhampton 4701
Home ground and Physical address:	Ryan Park: Frenchville Sports Club 105 Clifton Street, North Rockhampton

SMS/ TEXT MESSAGING

This service is used for keeping you up to date with what is going on, e.g.: training/fixtures cancelled due to wet weather. Please let us know if you change details so we can keep your information up to date.

WEBSITE

The Junior Committee manages a webpage on the FSC website. This webpage includes the following information:

- Junior Committee Contact details
- History
- Registration Details
- Fixture Links
- Sponsorship Details
- Coaching Resources

FACEBOOK

The Junior Committee distributes information and updates via a Facebook page.

Duty of Care

In accordance with the *Commission for Children and Young People and Child Guardian Act 2000*, FSC has a duty of care to provide and maintain a safe environment for all children and young people to participate in the game of football. Further, there are a number of specific items that apply to both junior and senior players as well as supporters. These are summarised and grouped here for your convenience.

Blue Cards

It is the policy of the club to ensure that all persons over the age of 18 years who are involved with the junior players in any way to retain, a Suitability Card for Child Related Employment, generally known as a Blue card, from the *Commission for Children and Young People*.

Fundraising

FSC RAFFLES

The FSC conducts raffles weekly on Friday nights and lunch-time Saturdays. The FSC sub-committees run the raffles and proceeds are credited to individual sporting sub-committees.

It is a great opportunity to make it a team event, book a table in the Bistro and get to know the parents and children from your age group. A Junior Committee member will be at all raffle sessions to help. Without the continued support of the FSC our fees would be less affordable. The dates and team are advertised via the Junior newsletter.

OTHER FUNDRAISING

Throughout the year the Junior Committee may hold additional fund raising events such as sausage sizzles etc. to help support carnival involvement and supply resources such as bucket hats. The Junior Committee appreciates any and all support.

Volunteering

Parents and supporters are an essential part of any junior sport. Without volunteer support we would not be able to function. Football is run by volunteers at Frenchville as well as other clubs. So, your volunteer commitment is paramount to the quality of your child's experience.

Sponsorship

Please support our sponsors as they support us.

FRENCHVILLE SPORTS CLUB

SARGENT SIGNS

Registration

Each year the Junior Committee develop a Player Registration Package which outlines the fees for the year and the registration process. The Fees for the current year are available on the website.

Insurance

Once a player has registered and financial they are covered by insurance against any injury they receive either at training or during a football game. If a player is injured they need to notify the Secretary as soon as possible so that the appropriate forms can be completed. There is a time limit after the injury by which the Insurance Company must be notified.

Media Consent

As part of the registration process players are required to sign a media consent section. Every effort will be taken to fulfil your expressed wishes. However, should a third party beyond the effective control and without the knowledge of (a) the team management, (b) Frenchville Sports Club Inc., (c) Football Central Queensland Inc., (d) the officiating body, acts outside of your expressed wishes, neither any member of the team management or Frenchville Sports Club Inc. cannot be held responsible. It should also be noted that the media (including press / TV) might be invited by Football Federation Australian Ltd or one of its affiliates to use both action shots and action footage of the events proceedings for promotional purposes. In any official event apart from the team photo, every effort will be taken to protect the player's identity should they become exposed.

Team Photos

Each year team photos are taken mid season – details are distributed closer to the date. Players receive a copy of the team photos two weeks prior to the close of the season.

The Competition

Junior Competitions/ Fixtures

FOOTBALL CENTRAL QUEENSLAND (CQ)

Teams registered with FSC play in a competition overseen by Football Central Queensland (CQ) and as such adhere to their guiding By-Laws, Principles and Policies. Football CQ is in turn governed by the state governing body (Football Queensland) as well as the national body, Football Federation Australia (FFA). Football CQ is responsible for organising details of the draw for both junior players and the senior competitions. It also is responsible for player insurance. A component of our fees is set by Football CQ and is taken into account when considering our annual player registration fees. The Competition dates and age groups are set by FCQ and available on their website.

Carnivals

Carnivals are heaps of fun for kids. They are an opportunity to play against clubs that you wouldn't normally. And if travel is involved, experience another locality. They are also great for fostering club spirit. The Junior Committee will endeavour to provide opportunities for teams to participate in carnivals. Information regarding carnivals is distributed via email and the facebook page.

The Game

Referees

The Junior Committee encourages interested players to become qualified referees. Training courses are advertised via email and the Facebook page.

Training

The training dates are set by the Junior Committee and advertised on the FSC Junior Facebook page.

Time (unless otherwise notified by coach)

*Competitive:	Tuesday and Thursday 5:00pm – 6:00pm all teams
*Miniroos:	Wednesday 5:00pm – 6:00pm
FFP	Wednesday 5:15pm – 6:00pm
Squirts:	Wednesday 5:15pm – 6:00pm

*Please Note: Training days and times may vary slightly depending on Coach's availability.

Venue

North Rockhampton High School, Simpson Street North Rockhampton.

Wet Weather Procedure – Training

In the event of weather affecting training, the Sports Manager will notify Squirts, FFP and Miniroos parents via SMS. A notice will also be put up on the FSC Junior Football Facebook page. Competitive trainings will be at the discretion of team coaches, however the Sports Managers decision takes precedence. As a rule, always assume training is on.

Wet Weather Procedure – Match Day

Rockhampton Junior (Competitive and Miniroos) Fixtures Norbridge Park:
Football Rockhampton will make a decision on Saturday by 6:30am if fixtures will be played at Norbridge Park and will advise the Competitions and Club Coordinator, Rockhampton. The Club President or Vice President will ring the Competition and Club Coordinator between 6.30am and 7:00am and he/she will advise their Club's coaches. The Competitions and Club Coordinator is responsible for advising the referees.
ALL CANCELLATIONS/POSTPONEMENTS WILL BE POSTED ON THE FCQ WEBSITE.

Emergency Procedure

In a case of an emergency please refer to Appendix I for a map of North Rockhampton High School with locations of gates and street names should an ambulance be called.

Playing / Training Gear

It is compulsory for junior players to wear boots, shin pads and socks to all trainings and games. For official games, if electrical tape or shin guard straps are worn, they must be the same colour as the dominant sock colour. For example, if wearing green socks, then only green electrical tape can be used. Not white or black etc. Skins/compression gear need to be the same colour as playing shorts.

SPECTACLES/ CONTACT LENSES
If spectacles are required to be worn by players, please ensure that they are made with plastic lenses and soft frames and that they are suitably restrained with a sports band or adjustable strap.
If players wear contact lenses, please to take a spare set to games.

JEWELLERY
Both male and female players should be aware that a match referee is entitled to request that jewellery, including chains, watches, bracelets and body piercing such as earrings, nose rings and eyebrow studs be removed prior to a player taking the field for a match.

HATS & SUN SMART POLICY
FSC and Football CQ endorse Football Queensland's and the Cancer Council Queensland's Sun Smart Policy. At Football CQ sanctioned fixtures and at club training junior players may wear hats and caps with soft brims only. All players should remember or be encouraged to apply sunscreen.

Hydration

All players require adequate fuel to be able to perform – even junior athletes. It is important all players bring plenty of water to training and to their games. Hydration is important before, during and after exercise.

National Football Curriculum

Late 2013 saw the rollout of version 2 of the National Curriculum. The National Curriculum will provide a consistent approach to the development of our players and coaches. The Curriculum draws on the best practices used by major footballing countries as well as recognising the strengths of our existing football culture.

The Curriculum is of critical importance if we are to realise a major improvement in the quality and performance of Australia's best players, coaches and teams, as well as fostering a lifelong support of the game amongst its participants.

At Frenchville, our junior training content will be based on the National Curriculum with coaches being supplied with age appropriate content and guidelines for trainings. More information regarding football development will be passed on throughout the year, so that parents can be involved and have an understanding of the age group objectives and training content being given to their child's team.

Team Coaches

Our Coaches are volunteers who dedicate their time to provide a football education for our players. They are not babysitters. The Club supports the development of its Coaches as that in turn aids the development of its players. The Committee shall endeavour to appoint a Coach for each team while each team must appoint its own Manager. If the club is unable to source a coach, we will ask parents from that particular team to volunteer. If anyone is interested in coaching, the FJFC calls for expressions of interest at the end of each season for the upcoming year.

If there is ever a problem with a child, parent or anyone around the fields, please feel free to talk to the coach. That is the right place to start. If you have a problem with the coach, discuss the matter with the coach if possible. If the issue is not resolved contact the Coaching Coordinator/President with the Sports Manager as the final contact point.

Role of the Coach

- The coach is responsible to meet the goals of the Frenchville Junior Football Vision.
- The coach will adhere to the Frenchville Junior Football Code of Behaviour
- The coach is to be on time for all meetings, training sessions and games.
- The coach is responsible for the training session and the game lineups.
- The coach will make all playing time decisions.
- The coach is responsible for communicating with the manager and the team any issues that may arise with the respective team.
- The coach is responsible for calling and presiding over team meetings.
- Competitive coaches are to provide trophy nominations at the end of the season.

Authority of Coaches

Coaches have the authority to exclude players from training activities in response to inappropriate behaviour. Coaches of junior teams may remove players from the field of play during games in response to inappropriate behaviour from the player or the player's parent.

Role of the Team Managers

It is beneficial for each team to have a manager. The role of the manager depends on the requirements of the coach, however some tasks might include assisting the coach with supervision; administration duties e.g. ensuring all players have signed on before the game; arranging kit to be washed; raffles; ensuring players are dressed appropriately; recording playing time of players etc. If you are interested in helping your child's team please contact the Junior Committee or Coaching Coordinator.

Role of the Player

THE FRENCHVILLE JUNIOR FOOTBALL CLUB PLAYER WILL BE ACCOUNTABLE FOR HIS/HER ACTIONS.

- All players will be required to attend all practice sessions, to arrive on time and be properly attired.
- All players will be required to arrive 45 minutes (Competitive) <u>and 30 minutes (MiniRoos)</u> prior to game kickoff for team warm-up unless advised otherwise by the coach.
- All players will be required to notify their respective coach if they will miss or be late for a training session or game.

- All players will be required to be prepared for all training sessions and games.
  - Proper uniform for games
  - Proper shoes and shin guards (covered fully by socks)
  - Water Bottle
  - Hat if applicable
- FSC Uniforms cannot be altered or changed.
- Maintain and uphold the Frenchville Junior Football Code of Behaviour.
- Players may be disciplined for poor conduct at any Frenchville Junior Football Club event.

Role of the Parent

- The role of the parent is very simple. Abide by the Frenchville Junior Football Code of Behaviour at games, functions and tournaments.
- Help make sure your child is on time for training and games.
- Keep player registrations up to date with current home addresses, phone numbers and email addresses.
- For football training or coaching issues, contact your teams Coach first. If the matter is not resolved contact the Coaching Coordinator/President with the Sports Manager as the final contact point.
- Any breach of the Frenchville Junior Football Code of Behaviour could lead to disciplinary proceedings by the Frenchville Sports Club Board including, being reprimanded, suspended or expelled from the Club.
- At Frenchville Junior Football Club, the player is the future of the club. This future depends a great deal on the growth of every Frenchville Junior Football Club player, both on the field and at home. We encourage all parents to enjoy this time with their child/ren during their development at Frenchville Junior Football Club.

Team Formation and Grading

MINIROOS TEAMS

It is the objective of the club, where possible, for all players to play in a team for their age and in a team best suited to their ability. New players will be placed into teams where vacancies occur and best suited to their ability.

COMPETITIVE TEAMS

It is the objective of the club, where possible, for all players to play in a team for their age and in a division best suited to their ability. The committee will nominate teams for age group competitions provided by the competition administrator, Football CQ.

The preferred maximum number of player registrations accepted per team, for all teams will be as follows:

Squirts (3-5 years old)	30 players total
FFP (Under 6-Under 7)	6-7 players per team
Miniroos (Under 8-Under 9)	10 players per team
Miniroos (Under 10-Under 11)	12 players per team
Competitive (Under 12-Under 16)	16 players per team

Player Grading

Grading is seen as an important step in their football development, and their ultimate enjoyment of the game.

Grading of players will:
1. Arrange players of similar skill level into appropriate teams (This relates to the Competitive age group (Under 12-Under 16)
2. Define teams into the Division according to player strength,
3. Enhance player's enjoyment of the game,
4. Challenge their ability and
5. Provide opportunity for club to develop coaching techniques.

The grading of players will be initiated by the Coaching Coordinator if required and performed independently with the assistance of the Regional Director of Coaching (RDC).

The grading of players aged 15 and above for Frenchville Senior teams will be:
1. Initiated by the Coaching Coordinator/Senior Coaches
2. Female – must be turning 15 years of age this calendar year
3. Male – must be turning 16 years of age this calendar year
    a. Players who do not meet the minimum age requirements will be graded by Football CQ.

Requests

Parents may make requests for players to be placed with certain other players based on individual requirements. These requests MUST be made when the player registers and must be entered by the Registrar into the clubs records. Requests will only be accepted from the players and/or their parents/carer, not from coaches, friends etc. (Requests are just that, a request. There is no guarantee that each and every request can or will be granted).

Breakup /Presentation Day

At the end of each season the club holds breakup/presentation day. Squirts and FFP breakup is usually held at the last training session. The Miniroos and Competitive breakup is held at the end of the season and each player receives a trophy (or equivalent).

Complaints

Informal

Wherever possible, grievances should be raised directly with the person concerned (unless the person is a child, in which case, it is more appropriate to contact the relevant coach, Coaching Coordinator or Club President). Approaching the person who may be the cause of the grievance and letting them know the impact of their actions may be the most appropriate action. This provides the person with an opportunity to stop or change what they are doing and /or explain their actions. Informal grievances may be received in a number of ways, including face-to-face contact (preferable), email, letter or phone.

Formal

If the complainant is not satisfied with the outcome of informal attempts to resolve their concern, they should proceed to addressing their grievance using a formal process. A formal complaint may be made when:
1. A complaint cannot be resolved informally;
2. Where you cannot approach the person directly or remain dissatisfied with their response;
3. The seriousness of the issue warrants a higher level of formality.

Formal complaints must be made in writing to the Junior Football Committee or the Sports Manager.

Useful Websites

http://frenchvillesportsclub.com.au/
www.footballcq.com.au
http://www.footballqueensland.com.au/index.php
http://www.footballaustralia.com.au/
https://www.playfootball.com.au/

Appendix I - Emergency Procedure