

**SOUTH WEST QUEENSLAND THUNDER
FOOTBALL CLUB**



PS4 NATIONAL PREMIER LEAGUES

COACHES

HANDBOOK

2015

1 OVERVIEW

1.1 CONGRATULATIONS

Congratulations on your appointment as a Coach for a team representing South West Queensland Thunder Football Club and **thank you** for your time. We are sure you will enjoy your time with the Club and find it a rewarding experience in our second year.

Given its geographic area, from Roma in the west, South Burnett region to the north, down to Stanthorpe in the south, this is a Club where distance provides significant constraints on what is possible and practical for development of elite players.

1.2 RESPONSIBILITIES

Coaches, Assistant Coaches, and Team Managers are asked to understand the time and **financial constraints** of travel, the need for planned programs and the importance of clear, regular communication. It is the Team Managers role to manage squad/team communication, which is fundamental in terms of communication with the Club and parents. **We thank you** in advance for your assistance in this. We **strongly recommend that Email is** used as much as possible.

The SWQ Thunder Football Club is responsible for all policies relating to this club & subsequently the teams participating on behalf of the Club in the National Premier Leagues Queensland Competition. The Club supports the Technical Director (TD) in the policy and practices of identification and selection as well as the direction given to Coaches and Assistant Coaches. Team Managers are required to adhere to the policies laid down by the Club, and are responsible to the Club. **Coaches and Assistant Coaches report to and are responsible to** the TD in conjunction with the Club.

While Team Officials are the 'agents' of the Club, they are asked to **be careful and to act with due diligence** when assuming their roles within the authority of SWQ/TFC in regard to any decision/s in the operation of the squad/team, outside the normal function of Team Coach or Assistant.

The Rules of Competition as set down by Football Queensland for the National Premier Leagues Competition, are to be followed completely. <http://www.footballqueensland.com.au> It is the Coaches responsibility to be familiar with these rules. Any questions should be referred to the Club..

1.3 PLAYER ELIGIBILITY

All players are eligible to play for the Club.

It is compulsory for players to attend the Club trials to be eligible for identification/selection into SWQ Thunder Club squads/teams

1.4 PLAYER REGISTRATION

Players identified for selection in SWQ Thunder Club squads/teams **must become registered players**. Registration may be accomplished by online registration through MyFootballClub, and payment either online via credit card, direct bank transfer or by cheque. The Coaches and Team Manager should ensure all selected team members are current, registered players. This means they are actually insured. Unregistered players may not take part in any Club activity.

1.5 PLAYER DRESS REGULATIONS AND STANDARDS DURING SELECTION PROCESS

Whilst participating in any of the identification/selection processes prior to the naming of the team squads, it is preferred that players do not wear Q Skills, QAS, club or State gear. Players are required to be suitably attired at all times.

Players not conforming to this regulation should be 1st cautioned not to do so again and if they persist should be stood down from any training session. More than 2 breaches of this standard must be reported to Management Committee.

1.6 COACHING KIT

Each team will be supplied with a kit consisting of: -

- 1 Bag Training balls x 15

- 1 Set of cones x 20
- 1 Set of bibs x 8

- 1 Set Poles x 6 with pole bag - Optional

- 1 Set of 15 playing strips No's 2-16
- 1 Set of 15 alternative playing strips No's 2-16

It is the Coaches/Manager's responsibility to ensure that this kit is returned in its entirety to the Club Property Officer within 14 days of the completion of their respective competitions. The kit will be signed for by the Coaching Team and if not returned in full after the respective competitions a penalty may be incurred.

1.7 SELECTOR

The Coach as appointed by the TD & the Club, is the sole identifier/selector (in conjunction with the TD) of the Club squad/team. The process for identification/selection will be determined from time to time by the TD in conjunction with the SWQ Thunder Football club Board. **Coaches will provide the details of the identified/selected team and shadow players, to the Club for notification to the players through the General Manager.**

1.8 SUN SAFE POLICY

Team Officials are required to advise players and parents of the FQ Sun Safe policy, and require players to adhere to protection requirements. Full detail is found in the FQ / FFA Risk Management Manual <http://www.footballqueensland.com.au/> Players are to be advised that it is as much their responsibility as it is the team officials, to look after themselves in all conditions.

Hydration is very important – even in cool weather, all players are required to have water with them at all times [their full water bottles] whether training, playing **or even at times of relaxation.**

1.9 TEAM SCHEDULE

Coaches are to submit squad/team lists to the General Manager on the prescribed form within two days of their selection. The General Manager & TD will arrange the training schedule.

1.10 COMMUNICATION

The mailing address for correspondence to the General Manager is:

The General Manager
South West Queensland Thunder Football Club
P.O.Box 963
Dalby Q 4405
Email swqthunderfc@gmail.com

The mailing address for correspondence to the Technical Director is:

Mr Joe Fenech
South West Queensland Thunder Football Club
P.O. Box 963
Dalby Q 4405
Email td.swqthunderfc@gmail.com

1.11 TEAM SELECTION

Participation – the NPL program is about development, based . Players should be offered a balanced opportunity to be in the squad/team with all players managed so as to bring out the best they have to offer. At times this may mean that you provide some players with some extra attention.

Identification – this process will be outlined by the TD. If you have any issues that arise at any time, please refer them as soon as possible to the TD. Players & parents/guardians should be made aware as early as possible that identification does not mean selection.

Selection – is the final process in terms of arriving at the make up of the team which will ultimately become the NPL Team for that age group. Once the team has been selected, the make up will only be altered in cases [as outlined but not limited to] where players are injured, become ill, have a discipline issue and where the performance of a player falls below the desired commitment.

There will be differences in the way you manage players over this time. Within the guidelines provided by the Club, Coaches have the discretion to manage the team they have been put in charge of.

Many things will influence “Time on the park” from behaviour and an “Attack of nerves” to injuries or simply the need to rest. As Coaches you are aware of these matters as well as the need to provide players with opportunity. At times there will be a difference in the ability and stages of development of players. These differences can have a bearing on how much time a player spends on the park playing in some cases. However players do have entitlements as well – there are the requirements for player development and the simple fact that parents have paid for players to participate. For this reason, players are able to ask their Coach about their performances and as a Coach you will need to be able to provide them with answers and guidance. As the Coach, you are encouraged to introduce players to this process as soon as possible and to continue to do so during events. It goes without saying that sensitivity is required in any feedback offered to players. If as Coach, you require any assistance in this matter, please contact the TD.

There is a difference in how players will be managed in games. These will be most obvious between age groups and at times when teams are in different stages on the “Competitive ladder”. However, players are entitled to information on how they are progressing and anything they may be able to work on for their own development.

As a general rule, players most likely to be identified, should be given every chance, but this should not be used as an excuse for overlooking your duty of care to all players – they may need to be rested.

Within reason, as a NPL Coach you should provide the State Selectors with every assistance and co-operation. This may even extend to selection if a player’s prospects are genuinely enhanced.

The Coach (supported by Assistant Coach) is the sole selector of game teams from the players available. The team will be chosen on all occasions without bias.

The Coach is to advise his Assistant Coach and Manager of these selections prior to each game. The Coach will ensure that all players will take part during the competition/carnival.

1.12 SQUAD/TEAM TRAINING

All team training is to be co-ordinated through the General Manager and TD. NPL team training is a compulsory activity for players. Any exemptions are to be authorized by team or Club Management. The GM & TD should be advised of any changes to the training schedule. Reasonable breaks for rehydration should be allowed in each training session etc throughout the session.

1.13 TRAINING

- Managers are required to be at all training sessions to enable them to liaise between the Coach and parents, and to arrange the details of the forthcoming respective competitions or carnivals
- The Manager should call a parents meeting at an early time to ensure major queries are dealt with.

1.14 BEHAVIOUR AND DISCIPLINE

It is probable that from time to time spirited players will get involved in “tom foolery” or simply become unruly – on or off the field. Players should be cautioned, if need be, or ultimately – if there is no improvement in behaviour, report to the General Manager. **Under no circumstances** should any official attempt to deal with a player/s “1-on-1”. In a weekly competition, players who ultimately after caution are still unruly will as a consequence be suspended from game situations, depending on the behaviour. Players & parents will have been advised of this approach during the course of the training and selection process. **If you experience the smallest issue in these matter**, refer them to the General Manager as soon as possible.

It is quite possible that the standards expected of players in the squad/team context, will be different to that which they experience at home. Players will need to **understand clearly**, that it is the standards the Club sets which will apply. **Should any player or parent/s be unable to accept the standards set by the Zone, the alternative is to remove their child from the squad/team.**

The General Manager is to be notified as soon as possible of any serious breach of discipline. They should not take part in football until the Coach and the Manager resolve the matter with the Zone.

The General Manager will notify the Board and the TD of the incident immediately regardless of where they may be. A written report is to be forwarded to the General Manager. If at any time a player brings the game or the team into disrepute, the Coach/Assistant Coach and Manager **MUST** ensure that another official is present when during any and all stages of any process including admonishing a player. The player is to be informed by the Club if they are to be suspended as a consequence of their behaviour.

The Coaches and Managers are responsible for the squad/team with respect to dress and behaviour at all times. Whilst at the event, the Coach, Assistant Coach or Manager is required to be at the grounds from the time the first player arrives until the last player departs with their parent/guardian **even if this means all day**. In the event of the event being played locally, the Coaches and Manager still have the same responsibility for the players.

Exemplary behaviour of all officials and players is expected at all times. **They are ambassadors for the Club**. The Club will not tolerate any official or player entering into arguments or unsportsmanlike like incidents - **included but not limited to**, with referees, opponents or spectators. The Club will remove any official or player for behaviour detrimental to the code of Football. Coaches and Managers are required at all times, to set the highest possible standards both on and off the field. They are required to keep within the rules of the game and the rules for dispute resolution.

Under no circumstances are players to be touched/”man handled” in any way. Additionally, you should note the matters which are expressed in following paragraphs in terms of Child Protection Policies.

1.15 INJURY AND INSURANCE

The Club is required to advise players and parents of the FFA Insurance Program, (This is done on Orientation Night) and make available a copy of the FFA Insurance Summary upon request.

Players are to be advised they must report injuries to the Team Manager, who is required to complete a Injury Report Form **and to submit immediately into the General Manager if a player has a serious injury that sees him/her unable to play.** The General Manager can then follow up if a Claim requires to be submitted. Claim forms are provided through Football Queensland – <http://www.footballqueensland.com.au/>

1.16 TEAM ACCOMMODATION

If any accommodation is required whilst attending away games in a weekly competition it is the responsibility of Players/parents to arrange themselves with the exception of the Open Mens teams travelling to Townsville & Cairns.

1.17 COACHING POLICIES

Coaches and Assistant Coaches will be required to adhere to the Coaching policies laid down by the TD and SWQTFC.. There may be occasions where decisions need to be taken based upon a risk managed situation. Should this arise, the official needs to contact the General Manager as soon as practical.

1.18 RESIGNATION

Any Coach wishing to resign for any reason will submit his/her resignation in writing to the General Manager.

Any Team Manager wishing to resign for any reason will submit his/her resignation in writing to the General Manager. The formalization of such a resignation will be by negotiation with the Club to allow an appropriate hand over of duties.

1.19 COMPLAINTS

Any complaints regarding any aspect within your team should be firstly managed through the Complaints Handling Process attached as Appendix 3 and if no success, then in writing addressed to the General Manager. Such complaint and a recommendation for resolution should be a part of the Report.

1.20 EQUITY AND HARASSMENT

SWQ Thunder Football Club subscribes to the principles of Harassment Free Sport in all senses and forms. Generally these forms are expressed in the Australian Sports Commission's and Play By The Rules guidelines and those guidelines which from time to time are promoted by Football Queensland and Football Federation Australia.

Equity - there are many misconceptions about what constitutes equality. Generally and in terms of the goals of football as a sport, we desire **Substantive Equality of Outcome** for all players at all levels. This suggests that due to players being at differing levels of aptitude and competence in the game, there will be occasions when “treating all players equally” will not deliver substantive equity of outcome. The way in which players are managed on and off the park should be a reflection of the differences between them rather than any common standard which may be thought to apply – so **some players may in fact require additional attention** to obtain the substantive equality of outcome. This will more probably be the case during the identification and selection process in terms of game ability.

These broad principles also apply to officials.

The policy of SWQTFC is that all involved in the code should be entitled to be considered in the light of what they bring to the code and where there may be differences in terms of what participants [players, officials and other volunteers alike] bring those differences must be managed and responded to with sensitivity to achieve substantially, an equitable outcome. Differences between people may include [this list is not definitive]:

- Race
- Gender [football does operate under the provisions of the Sex Discrimination Act 1984 in terms of girls in sport]
- Ethnic/cultural background
- Age [generally players are grouped by age which is based on ASC Junior Sport Policy recommendations]
- Sexual orientation
- Religion

In terms of the broader context of those involved in the code, the following aspects are also for consideration [this list is not definitive]. Those who have:

- Disability
- Family responsibility
- Personality considerations
- Job function
- Education level
- Marital status

Naturally in all matters, SWQTFC will undertake a Risk Management approach when considering how a squad/team is to be supervised.

Harassment – is often confused and limited to matters of a sexual nature. All need to note that there are a number of circumstances which will constitute harassment. A general definition is - **it is offensive, abusive, belittling or threatening behaviour directed at an individual or group of persons because of some real or perceived attribute or difference.**

Harassment may consist of behaviour that is unwelcome, unsolicited, usually unreciprocated and usually, but not always, repeated.

Harassment will be seen as making the code or association with code unpleasant, humiliating or intimidating for the individual or group targeted.

What is bullying? This is of great concern to all levels of the code from the interaction of players with each other as well as interaction between officials and players. Officials includes referees and all off field officials

Bullying is the persistent ill treatment of an individual by one or more persons. The ill treatment is continuous and directed against a particular person. Includes threats, sarcasm, ostracism, sabotage of a person's efforts for example.

In regard to Sexual Harassment and the appropriate Act - Sex Discrimination Act 1984 28A.(1) for the purposes of this manual - **a person sexually harasses another person (the 'person harassed') if:**

- a) The person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- b) Engages in other unwelcome conduct of a sexual nature in relation to the person harassed:

In circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Discrimination is another issue which is of concern. Discrimination may be;

- **Direct** and occurs when an individual or group, in similar circumstances, is treated less favourably, **because of a characteristic or attribute which is irrelevant.**
- **Indirect** and occurs when there is a requirement (rule, policy, practice) that is the same for everyone and;
- Proportionately fewer people with a particular attribute (eg gender, disability, family responsibilities) can meet this requirement and
- The requirement is not reasonable

The matter of bullying can be an issue for Coaches in the way they give instruction to players – albeit unintended, in any form outlined above and is therefore unacceptable. It should be noted that it is unacceptable to berate players on or off the park. Similarly, game officials may not be spoken to or berated in any way that may be interpreted as bullying. This applies to all of the interactions between players, game officials, team officials and spectators.

In terms of discrimination the matter is clear in as much as Coaches are entitled to make choices based on skills and ability when identifying players. The Club has a system of development which is intended to and we believe does, provide the additional support those players have access to.

It should be noted that under no circumstances may players be touched/”man handled” for any reason. You should note the matters which are expressed in following paragraphs in terms of Child Protection Policies.

Should **any issue** arise that may be a matter to be considered in light of any of the above, that matter should be referred to the General Manager immediately. **Additionally, all reports will be treated confidentially.**

2 CHILD PROTECTION POLICIES

2.1 CHILD PROTECTION POLICY

All officials are subject to the regulation of the Child Protection Policy of the Queensland State Government and any other state into which our teams may travel. There are requirements that the Club is obliged to fulfil. If any official has a problem or issue with any aspect of the policy, they should contact the General Manager.

2.2 HARASSMENT, BULLYING & PRANKS

It is a fact of life that what was acceptable in time past is not so to-day. So it is with the relationships that evolve between players, parents, officials/Coaches, bus drivers, game officials and spectators.

Any form of harassment is **not acceptable in the community** & is not acceptable at all in the range of activities undertaken under the governance of the Club.

The more obvious forms of bullying & invasion of any person's privacy are not to be overlooked or not reported. **Any report can be made by calling the General Manager & will be treated confidentially.** Should any incident require other intervention, it will need to occur as promptly as possible.

It should be noted that petulant or unruly behaviour from players will **NOT BE TOLERATED**. Officials need not contend with players who detract from the spirit of the team. Should any official find themselves in a situation of having to discipline a player/s, they should not manage the situation alone. All of the team officials should be involved to obtain a balanced outlook regarding the matter & the people involved. A solution/s should be reached by consensus between the officials. Be aware that managing youth is not easy – overreaction must be avoided – equally, poor behaviour should not be allowed to go on without comment or sanction.

Officials need to be particularly careful as to how they manage discipline within the team in these regards. Where any player displays a lack of discipline of any sort and fails to accept warnings to modify their behaviour, a recommendation should be made by the Coach/Manager to the General Manager.

It should be noted that under no circumstances may players be touched for any reason. You should note the matters which are expressed in paragraphs in terms of Child Protection Policies

Similarly, issues between players need to be managed carefully. Pranks may seem harmless & high-spirited people including officials may well get drawn into what seems like fun. **However, any activity that results in the humiliation of another person in any way is not acceptable – whether it was intended or not.**

This is a very sensitive area. It is not intended to have officials without authority and legislation is such that many interpretations can be drawn on circumstances.

If you have any doubts or concerns as to any issue, please contact the General Manager.

2.3 DRUGS, SMOKING & ALCOHOL

The Club has a 'zero tolerance' policy on each of these issues for players. However, if a player is found to be undertaking any of this activity, the matter needs to be handled carefully & with sensitivity.

Generally, players need to be counselled as to the activity they have indulged and as a rule, they will be removed from the squad/team.

Any incident must be reported to the General Manager immediately. Generally, the Club will rely on the judgement of the team officials "at the scene" in managing any situation.

Officials are asked to refrain from smoking in the company of players. This applies in all Club circumstances.

Any official found to be indulging in drug taking will be dismissed immediately.

It is recognised that officials may have a moment where in the company of other adults and away from players, they will seek to socialise and alcohol may be consumed.

The Club is required to manage the issues of Duty of Care and accordingly, we require that **alcohol is not consumed** in the view of players or in any way or place where players will

become aware of it. It follows that any official consuming alcohol in the presence of players will be dismissed. Alcohol in small amounts can effect your judgement and ability to care for players. Should this occur, officials will be removed from their role as soon as the Club becomes aware.

Managers should seek an area away from players for any socialising of this type. Players must not be left unattended at any time and a designated official or carer from the Club should be available and able to meet players needs at any time on occasions when any official or social occasion is arranged.

3 COMPETITION

3.1 RULES

All Team officials must become familiar with the Competition Rules provided by FQ. These rules should be explained in detail to all players and parents as soon as possible to avoid any misunderstandings. The rules will be distributed to all coaches.

3.2 DISPUTES

The rules of the Competition cover the basic procedures for dispute:

- Carded players and judiciary
- Refereeing decisions
- Pre-match disputes and Club paperwork.

3.3 GOALKEEPER NUMBERS

Numbers for Goalkeepers will be explained in the Competition Rules

3.4 COACH/MANAGER'S MEETING

Coaches, Assistant Coaches and Managers will be required to attend meetings arranged by the Technical Director & General Manager. Questions and problems are to be raised at any of the Coach/Managers meetings. Interpretation questions (e.g. interchange, carded players, extra time, game points, discipline matters) must be clarified by Team Officials at the Coaches & Managers Meeting.

3.5 OFFICIAL FUNCTIONS

All Coaches/Managers/Players are **required to attend ALL official functions** hosted by the Club. These include the Season Launch, Orientation Night & Presentation Night.

3.6 GAME RESULTS

Coaches/Managers are to text/phone all home/away results to the General Manager as soon as practical after they have finished their game. Game results will be available via the FQ/NPL website at <http://www.footballqueensland.com.au/> as soon as practical after the end of each day's play.

3.7 TEAM SHEETS

Team Sheets will be printed through FoxSportingPulse for each team. Team Sheets must be completed as per instructions on the front, and handed in at the Referees Room prior to each game. At the conclusion of the game, the Team Manager/Assistant Coach must ensure that details contained on the team sheets are correct. **SIMPLE ERRORS HAVE SERIOUS RESULTS.** Scorers must be checked, along with Red & yellow Cards. These statistics are entered onto the NPL website. Sheets must be signed & remains with the Referee or Host Centre.

3.8 CLOTHING

- All players are expected to wear their approved training strip to all training sessions.
- Club travel gear is to be worn when travelling to and from home/away games
- The blue playing strip is to be worn at home games and the gold playing strip at away games. If there is a clash in colours between teams, FQ will advise on the combination of which strip to wear.

3.9 TRAVEL & ACCOMMODATION COSTS

All travel and accommodation costs to away games will be at the expense of players and parents, with the exception of the Open Mens Team travelling to Townsville and Cairns

3.10 ALLOWANCES FOR OFFICIALS

The Coach and Assistant Coach will receive an allowance for their time.

4 EXEMPTIONS

4.1 EXEMPTIONS

Any exemption from the procedures laid down in these rules must be applied for in writing to the General Manager.

Coach’s code of ethics

1. <i>Respect the rights, dignity and worth of every human being.</i>	<ul style="list-style-type: none"> ● <i>Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origins or religion.</i>
2. <i>Ensure the athlete’s time spent with you is a positive experience</i>	<ul style="list-style-type: none"> ● <i>All athletes are deserving of equal opportunities.</i>
3. <i>Treat each athlete as an individual.</i>	<ul style="list-style-type: none"> ● <i>Respect the talent, developmental stage and the goals of each individual athlete.</i> ● <i>Help each athlete reach their full potential.</i>
4. <i>Be fair, considerate and honest with athletes.</i>	
5. <i>Be professional and accept responsibility for your actions</i>	<ul style="list-style-type: none"> ● <i>Language, manner, punctuality, preparation and presentation should display high standards.</i> ● <i>Display control, respect, dignity and professionalism to all involved with the sport.- this includes opponents, Coaches, officials, administrators, the media, parents and spectators.</i> ● <i>Encourage your athletes to demonstrate the same qualities.</i>
6. <i>Make a commitment to providing a quality service to your athletes.</i>	<ul style="list-style-type: none"> ● <i>Maintain or improve your current NCAS accreditation.</i> ● <i>Seek continual improvement through performance appraisals and ongoing Coach education.</i> ● <i>Provide a training program, which is planned and sequential.</i> ● <i>Maintain appropriate records.</i>
7. <i>Operate within the rules and spirit of your sport.</i>	<ul style="list-style-type: none"> ● <i>The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, e.g. Anti-doping Policy, selection procedures etc.</i> ● <i>Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)</i>
8. <i>Any physical contact with athletes should be:</i>	
♣ <i>Appropriate to the situation</i>	
♣ <i>Necessary for the athlete’s skill development *</i>	
9. <i>Refrain from any form of personal abuse towards your athletes *</i>	<ul style="list-style-type: none"> ● <i>This includes verbal, physical and emotional abuse.</i> ● <i>Be alert to any forms of abuse directed towards your athletes from other sources whilst in your care</i>
10. <i>Refrain from any form of harassment towards your athletes *</i>	<ul style="list-style-type: none"> ● <i>This includes sexual and racial harassment, racial vilification and harassments on the grounds of disability.</i> ● <i>You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.</i>
11. <i>Provide a safe environment for training and competition.</i>	<ul style="list-style-type: none"> ● <i>Ensure equipment and facilities meet safety standards.</i> ● <i>Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.</i>
12. <i>Show concern and caution towards sick and injured athletes.</i>	<ul style="list-style-type: none"> ● <i>Provide a modified training program where appropriate.</i> ● <i>Allow further participation in training and competition only when appropriate.</i> ● <i>Encourage athletes to seek medical advice when required.</i> ● <i>Maintain the same interests and support towards sick and injured athletes.</i>
13. <i>Be a positive role model for your sport and athletes.</i>	

● *Please refer to the Harassment-Free Sport Guidelines available from Australian Sports Commission. For more information on harassment issues.*

Coaches should...

- *Be treated with respect and openness.*
- *Have access to self-improvement opportunities.*
- *Be matched with a level of Coaching appropriate to their level of competence*

Australian Sports
Commission



CODES OF BEHAVIOUR

Players Code of Behaviour

- *Play by the rules*
- *Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.*
- *Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.*
- *Work equally hard for yourself and/or your team. Your team's performance will benefit, so will you.*
- *Be a good sport. Applaud all good plays whether they are made by your team or the opposition.*
- *Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.*
- *Cooperate with your coach, teammates and opponents. Without them there would be no competition.*
- *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.*
- *Smoking, drinking of alcohol, smoking or taking on non-prescription drugs is strictly forbidden.*
- *Abide by the Club/FQ Sunsafe policy*
- *Advise Team officials of any injury (or treatment) and maintain a personal written log for the Club.*
- *Be a good ambassador for the game, your Club and your family.*

Parents Code of Behaviour

- *Remember that children participate in sport for their enjoyment, not yours.*
- *Encourage children to participate, do not force them.*
- *Focus on the child's efforts and performance rather than winning or losing*
- *Assist in setting realistic personal goals related to his/her ability.*
- *Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.*
- *Encourage players to recognize the value of an honest effort so that the result of each game is accepted with undue disappointment*
- *Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.*
- *Support all efforts to remove verbal and physical abuse from sporting activities.*
- *Respect officials' decisions and teach children to do likewise.*

- *Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.*
- *Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.*
- *Notify Team officials and supervise the maintenance of a written log of any injury or treatment needed by the players as a result of Club activities.*

Coaches Code of Behaviour

- *Remember that young people participate for the fun and enjoyment, and winning is only part of their motivation.*
- *Never ridicule or yell at a young player for making a mistake or losing a game*
- *Be reasonable in your demands on players' time, energy and enthusiasm.*
- *Operate within the rules and spirit of your sport and teach your players to do the same.*
- *Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities.*
- *Avoid overplaying the talented players; the just "average" need and deserve fair time and encouragement.*
- *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 people.*
- *Any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development.*
- *Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.*
- *Implement and support the Club policies*
- *Be a good ambassador for the game and the club*
- *Be a good role model for players and set a good example for them. DO NOT drink alcohol or smoke in the vicinity of the players.*

Administrators Code of Behaviour

- *Involve young people in planning, leadership, evaluation and decision making related to the activity.*
- *Give all young people equal opportunities to participate.*
- *Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.*
- *Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.*
- *Provide quality supervision and instruction for junior players.*
- *Remember that young people participate for their enjoyment and benefit. Do not overemphasise awards.*
- *Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.*
- *Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.*
- *Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.*
- *Remember, you set an example. Your behaviour and comments should be positive and supportive.*
- *Support implementation of the National Junior Sport Policy.*
- *Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.*
- *Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.*

Officials Code of Behaviour

- *Compliment and encourage all participants.*
- *Be consistent, objective and courteous when making decisions.*
- *Condemn unsporting behaviour and promote respect for all opponents.*
- *Emphasise the spirit of the game rather than the errors.*
- *Encourage and promote rule changes, which will make participation more enjoyable.*
- *Be a good sport yourself. Actions speak louder than words.*
- *Keep up to date with the latest trends in officiating and the principles of growth and development of young people.*
- *Remember, you set an example. Your behaviour and comments should be positive and supportive.*
- *Place the safety and welfare of the participants above all else.*
- *Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.*

Media Code of Behaviour

- *Provide coverage of young people's competitive and non-competitive sport as well as reporting adult sport.*
- *Be aware of the differences between adult sport, professional sport and modified sports programs for young people.*
- *Don't highlight isolated incidents of inappropriate sporting behaviour.*
- *Focus upon a young player's fair play and honest effort.*
- *Do not place unfair expectations on young people. They are not miniature professionals.*
- *Describe and report on the problems of young people participating in organised sport.*
- *Focus on the abilities and not the disabilities of young people.*
- *Avoid reinforcing stereotypical views on the involvement of boys/girls in particular sports.*
- *Give equal time and space to reporting boys and girls sports.*
- *Familiarise yourself with the National Junior Sport Policy.*
- *Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.*

Spectators Code of Behaviour –

- *Remember that young people participate in sport for their enjoyment and benefit, 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 teach young people to do the same.*
- *Never ridicule or unduly scold a young 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 the officials' decisions.*
- *Do not use engage in discrimination, harassment or abuse in any form, including the use of obscene or offensive languages or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting.*
- *Consumption of alcohol at junior sporting events is strictly forbidden, other than in clearly marked or approved bar areas.*
- *Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.*

COMPLAINT PROCEDURE

Any person may report a complaint about a member if they reasonably believe that this member has breached or otherwise engaged in unethical or inappropriate conduct or behaviour.

SWQ Thunder FC will

- deal with any complaints seriously, sensitively and confidentially and in accordance with the Complaints Handling procedure.
- keep complaints confidential and will not disclose information to another person, without the complainant's consent, except if required by law or if disclosure is necessary to effectively deal with the complaint.
- recognize that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

Complaints Handling Procedure

1. If a minor disagreement or minor complaint surfaces within the team regarding your son/daughter, another player, Coach or Manager, the complainant shall initially attempt to resolve this situation within your team.

- i.e.-If you have a complaint regarding players - you are required to contact your Manager
- If your complaint is with your Coach - you are required to contact your Manager
 - If your complaint is with your Manager - you are required to contact your Coach

If that attempt does not provide a satisfactory or reasonable outcome, the complainant may notify the SWQ General Manager and make an informal complaint.

2. If the complaint is of a serious or sensitive nature, the complainant shall notify the SWQ General Manager and make an informal complaint.

Any informal complaint must be submitted on the appropriate form and returned signed into the Club with two days of notifying the General Manager.

In the event of an informal complaint, the Club

- a. shall acknowledge the receipt of such complaint.
- b. will assist the complainant to resolve the complaint including the suggestions of possible solutions.
- c. will maintain strict confidentiality.
- d. will notify appropriate authorities or the police if required to do so.

If the Informal process does not resolve the complaint to the Complainant's satisfaction -

The Complainant will submit a formal complaint on the appropriate form and return it signed to the Club.

SWQ Thunder FC will then appoint an appropriate person to investigate the matter.

Such person will attempt to mediate the complaint or if necessary refer the complaint to a disciplinary committee.

SWQ Thunder FC will notify the complainant of the outcome.

CONTRACT South West Queensland Thunder Football Club 2015

Please Print Clearly

- Coach**
- Assistant Coach**

Name: _____

Position: _____

Team: _____

Address: _____

Town & Postcode: _____

Email Address: _____

Contact Phone Numbers: _____

Mobile Number: _____

Bank: _____ **BSB:** _____

Account Number _____

Date Service Begins: October 2014 _____

Date Service Ends: 30th September 2015 _____

I agree to be the Coach / Assistant Coach of the above named team. I understand and accept the roles, responsibilities, and authority of this position as described below and in the position description provided me by the SWQ Thunder FC.

In accepting this position, I further understand:

- 1. That I am responsible and accountable to SWQ Thunder FC, the Technical Director, Parents and Players under my instruction, however for technical matters, responsible to the TD only.*
- 2. That I may act only in those areas in which I have been empowered by the Thunder, subsequent to approval by the Thunder & Technical Director.*
- 3. That I shall not solicit money from any source, in the name of SWQ Thunder FC without approval of the Club.*
- 4. That I will not receive any payment in cash, that I shall provide the Bank details as required and must be paid through approved Club processes.*
- 5. That I shall conduct safe and well-organized practice sessions that will enable Thunder Club players to develop and improve their skills.*
- 6. That I shall give attention to appropriate safety practices, including inspection of sport gear and the reporting of any hazardous facility conditions.*
- 7. That I am responsible for all medical or all other costs arising out of any bodily injury or property damage sustained by me in the performance of my duties.*
- 8. That I shall promote fair play and good sportsmanship. That I shall be familiar with the SWQ Thunder Coaches Manual (provided to you) guidelines and procedures that govern the operation of the Club and its Teams. I am expected to abide by all applicable rules and regulations of the Club.*
- 9. That I shall represent the Club in a positive and professional manner.*
- 10. That I shall adhere to all Club, state and federal laws.*
- 11. That I shall adhere to all Club policies and procedures.*

12. That I must hold a Positive Notice Blue Card for Child Related Employment

Payment Conditions:

COACH - Two Payments will be issued in June and September 2015.

ASSISTANT COACH – Two Payments will be issued in June and September 2015.

Final payments will be made in September once ALL Gear, Strips & Equipment has been returned

Payments will stop if the Coach/Assistant Coach is terminated or resigns from his or her position.

Additional Comments/Benefits:-

Commitment to two nights training – Outdoor sessions
Commitment to game on Saturdays and Sundays

All coaches must renew their contracts every year. As parties to this agreement, the Coach/Assistant understand that either party may terminate this agreement at any time one party feels the obligations assumed by the other party are not being met. Furthermore, the Club has the right to terminate this agreement at any time. Termination must be in writing with the reasons for termination stated, and a copy of the termination must be provided to the Coach/Assistant and TD. This agreement may also be terminated by the Club in the event the Coach/Assistant fails to meet the responsibilities described herein.

This agreement becomes effective when signed by the Coach/Assistant and acknowledged by the Club General Manager

Please indicate your acceptance of this agreement by signing below.

Coach/Assistant Name (please print)

Signature

Date

For Office Use Only:

Received by:

SWQ Thunder FC General Manager

Signature

Date Received

