



**GRACEMERE REDBACKS
FOOTBALL CLUB**

2015 HANDBOOK

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FORWARD

WELCOME

Welcome to Gracemere Redbacks FC. The information contained in this booklet is intended to ensure each player enjoys a safe, interactive and fulfilling football experience. Please take time to read the information. If you have any questions see your child's Coach, Team Manager or a member of the Club Committee.

CLUB HISTORY

Gracemere Redbacks FC originally the Gracemere Soccer Club was formed in October 1997 and used various homes around town before finding its home at the Gracemere Sports Club. The name Redbacks was chosen by the Gracemere Club junior players in 2006.

SPORTING CULTURE

The Gracemere Redbacks Football Club is a community based and spirited organisation.

The club strives to provide a fun, safe, fair and inclusive environment for everyone involved so that an enjoyable, positive and satisfying experience free from discrimination, harassment or bullying is had by all members and participants in club activities.

Gracemere Redbacks FC has an Inclusion Policy that states "that all players are to receive equal time on the field regardless of ability, skill or experience whether one player is thought to have less or more ability than another player".

CONTACTS

CLUB CONTACT DETAILS

Club Name:	Gracemere Redbacks Football Club Inc.
ABN:	39 752 849 278
Address:	Corner of Armstrong and Victoria Street, Gracemere Qld 4702
Postal Address:	PO Box 216, Gracemere Qld 4702
Phone:	0419 790 865
Email:	gracemere_redbacks@hotmail.com
Website:	www.gracemereredbacks.com

2015 CLUB MANAGEMENT COMMITTEE

Executive Management Committee

Position	Name	Phone Number	Email
President	Rob Law	0428 425 465	president@gracemereredbacks.com.au
Vice President	Steve Tully	0400 657 092	vicepresident@gracemereredbacks.com.au
A/Secretary	Jeff McAuther	0400 704 289	secretary@gracemereredbacks.com.au
Treasurer	Meredith Law	0428 721 456	treasurer@gracemereredbacks.com.au
Registrar	Christie Tully	0407 339 012	registrar@gracemereredbacks.com.au

Extended Management Group (Sub- Committees) Coordinators

Position	Name	Phone Number	Email
Assistant Registrar	<i>Currently Vacant</i>		
Coaching Coordinator	<i>Currently Vacant</i>		
Compliance	<i>Currently Vacant</i>		
Equipment	Jeff McArthur		
Facilities	Rob Law		
Fundraising	<i>Currently Vacant</i>		
Grants	<i>Currently Vacant</i>		
Grounds	Jeff McArthur		
Promotion	<i>Currently Vacant</i>		
Property	<i>Currently Vacant</i>		
Publicity	Kerry Clarke		
Uniforms	Meredith Law	0428 721 456	
Website	Meredith Law		

MEMBERSHIP

Senior Players and Parent or Guardian of Junior Players is required to become Member or have Membership of both the Gracemere Sports Club and the Gracemere Redbacks Football Club.

The Membership Fees are to cover Public Liability costs and assist in club administration costs.

MEMBERSHIP FEES

1. Membership of the Gracemere Sports Club shall cost \$11.00 for Family Membership Subscription Fee (annual renewal date of 1st of September).
2. Membership of the Gracemere Redbacks Football Club shall cost \$5.00 for Ordinary Membership Subscription Fee of (annual renewal date of 1st of February) this covers all of the intermediate family who join as players.

MEMBERSHIP ENTITLEMENTS

Membership entitles you to have a say in how the Club is run and you to vote as an ordinary member at the Club General Meetings. Also share the benefits the Club provides such as the use of Facilities and Grounds to play and participate in your chosen Sport in a safe environment as well as be involved in club social activities.

MEMBERSHIP RESPONSIBILITY

Both the Gracemere Sports Club and the Gracemere Redbacks Football Club are a non profit and volunteer organisation which exists to provide a service to members and the community.

Because of the on going running costs of our Club, assistance is required from our members to a keep these costs at a minimum. There are many and varied jobs which need doing at the Facilities and Grounds of the Club. As well as assisting the Management Committee with administrative tasks and Club Endeavour's.

So please contact one the members of the Executive Management Committee if you can assist or volunteer in any way to help the Club, "Remember many hands make light work".

Every member is expected assist with club fundraising activities and help on a Working Bee project day which are usually kept to the minimum of once or twice a year.

REGISTRATION PROCEDURE

FOOTBALL REGISTRATION PROCEDURE

Registration Procedures for players, team officials and volunteers are determined by Football Federation Australia and Football Queensland. Please refer to “My Football Club” documents for full details of the online registration process.

REGISTRATION SIGN ON PROCEDURE

All Players or Parents and Guardians of Junior Players aged 5 to 17 years are required at the Registration Sign On to do the following:

- Fill out online registration through <http://www.myfootballclub.com.au>
- Provide a copy of the Players Birth certificate.
- Fill out and complete Medical Information Forms.
- Ensure full payment of Membership Fees and Player Registration Fees.

DE-REGISTRATION

A player wishing to de-register or transfer from the club will need to obtain a “De-Registration” form. The form is available from the Club Secretary, or the Queensland Football website. A refund of fees are conditional upon the timing of the De-Registration or transfer.

1. **If a withdrawal or transfer occurs within two weeks of the Club’s Registration/Sign On day** a refund will be given minus the non-refundable \$20.00 deposit which will be retained by the Club for administration costs.
2. **If a withdrawal or transfer occurs prior to the competition commencing** a refund will be issued minus the \$20.00 non-refundable deposit in addition to a \$50 fee to cover fees paid to the Competition Administrators Football Central Queensland.
3. **As soon as a player takes the field for their first Game, in the event of injury rendering a player inactive for the remainder of the season and whereby a doctor’s certificate is provided confirming such**, the player is required to pay sufficient fees to recoup payment to Football CQ only.
4. **In the event of any other circumstance, if a withdrawal of transfer occurs after competition has commenced** and a player has not played in any competition a refund in whole or part will be at the discretion of the Gracemere Redbacks FC committee.

If a transfer is requested from Gracemere Redbacks FC to another club it must be done before 30th June.

PLAYER REGISTRATION FEES

2015 REGISTRATION FEES

Junior Non-CompetitiveUnder 6 to Under 11 years of age \$165.00

Junior Competitive.....Under 12 to Under 15 years of age \$225.00

Junior Competitive.....Under 16 to Under 18 years of age \$250.00

Senior Competitive.....Community Men & Women..... \$350.00

Note a complete breakdown list of player registration fees is available upon request.

Squirts Program Participant...Under 3 to Under 5 years of age\$30.00

PAYMENT OF FEES

It is preferred that payment of fees is made in full at the time of registration.

Gracemere Redbacks FC has an inclusive policy for player participation whether an adult or child and no person or parent / guardian of a child will be discriminated against for financial reasons.

Should a person or parent need to lessen the impact of the registration fee the committee will use its discretion within reason and offer a Payment Plan upon application by contacting the President or the Treasurer of the Club this is to ensure privacy.

REGISTRATION FEE PAYMENT PLAN

The Gracemere Redbacks FC Payment Plan requirement consists of the following steps;

1. The player or parent / guardian of the child sign a written agreement agreeing to the following Terms:-

- (a) A one third deposit of the applicable player registration fee shall be paid by the player or parent / guardian of the child before commencement of training. The final payment shall be paid within 4 weeks from the commencement of a Club payment Plan.
- (b) The final payment of the Players Agreement Payment Plan and the full amount of the applicable player registration fee shall be paid and shall be receipted by the Treasurer or an appointee prior to the player taking the field for any pre-season or fixture games.

COMMUNICATION PROCEDURES

TEAM COMMUNICATION PROCEDURE

To ensure the smooth running of training and match days, parents and players wishing to discuss any issue, problem or concern that may arise should follow the lines of communication as listed below:

Firstly - Manager and/or Coach

Your first point of contact should always be the Team Manager or Coach, preferably consult with both to discuss the issue or your concern. Coaches and Managers are responsive to players needs, and are there to help, encourage and develop each player.

Secondly - Coaching co-ordinator

The Coaching Co-ordinator ensures that all team coaching runs smoothly and is to the benefit of club and players. If an issue/concern is unable to be resolved with a player's Team Manager or Coach then the Coaching Co-ordinator is to arbitrate a mutual beneficial resolution.

Thirdly – A member of the Executive management Committee

If in the unusual circumstance that an issue/concern is not able to be resolved with the Coaching Co-ordinator, the next step is to contact a member of the Executive Management Committee. The club will inform all players or their parent's or guardian of cancellations.

WET WEATHER CANCELLATION PROCEDURE

Football normal season is a winter sport in Queensland we are fortunate that our winters are dry which limits disruption. It is important to keep in mind that Training and Matches regarding ground unsuitability are cancelled when the grounds are unplayable – not just because it is or has been raining.

Training

Junior training session if cancelled, parents or guardian will be contacted by the Coach or Team Manager at least 1 hour prior to the scheduled times.

Senior training session if cancelled, players will be contacted by the Coach or Team Manager at least 2 hour prior to the scheduled times. Unless there are extenuating circumstances.

Games

Junior Games cancellation is made if possible the night prior to matches or by 7.00am on Saturday so that adequate notice is given via Team Managers. If parents are uncertain, please contact Team Manager or Coach.

Senior Games cancellation, players will be contacted by the Coach or Team Manager at least 2 hour prior to the scheduled times. Unless there are extenuating circumstances.

TEAM OFFICIAL REQUIREMENTS

COACHING COORDINATOR ROLE

Gracemere Redbacks FC ensures the smooth operation of teams through the appointment of a Coaching Coordinator. The Coach Coordinator is a highly qualified and accredited Coach with many years experience in the game of Football.

The Coach Co-ordinator is to:

- Assist and support Coaches, Team Managers and their teams.
- To facilitate good communication and relations within the Club, particularly between Coaches, Players and Parent.
- To resolve coaching difficulties that may arise.
- To assist implementation player development plans or programs.
- To ensure that coaches check the safety of grounds and equipment prior to training or games
- To ensure that coaches check the safety of toilets before and after training
- To ensure that coaches stow training aids equipment and lock the Equipment Storage Building if they are the last Coach finishing at the time.

CLUB COACHES

Gracemere Redbacks FC is passionate in their support of Coaches and future Coaches. Experience and enthusiasm is equally highly regarded and dedication to the improvement of players is rewarded through The Club's Coach Accreditation Program and Incentive Scheme.

All Coaches of and over 18 years of age shall hold a "Blue Card".

All Club Coaches are accredited or working to gain their accreditation or to the next Level.

Under 5 to 9..... FFA – Grassroots Football Certificate.

Under 9 to 13..... FFA –Skill Training Certificate (Junior License).

Under 13 to 17.....FFA – Game Training Certificate (Youth License).

Community Senior... FFA – Senior Coaching Certificate (Senior License).

New Category.....FFA -- Goal Keeping Certificate

TEAM MANAGERS

Each team is expected to have a responsible person to act as Team Manager and if over the age of 18 years shall hold a "Blue Card".

Team Managers are responsible for passing on emails and messages to their team members and ensuring the washing of the team's strip each week.

As part of a Team Managers duties they are expected to attend General Meetings held every 3 months or ask another member or Parent/ Guardian of their team to attend the meeting in their place.

Note we please ask that the Playing Strips be washed in cold water and returned prior to commencement of the fixture game.

PLAYER EXPECTATION

CLUB TEAM ATTIRE

The official Club uniform symbolizes team spirit and public appearance. For the purpose of promoting a professional and team-based appearance the Club expects players to adhere to the Club Uniform Policy.

The Club provides all players with a free training / travel shirt to be worn at training and to and from games. All junior players are provided with a free wide, soft-brimmed hat which the Club encourage to be worn at all times during training and games.

Players shall only wear Gracemere Redbacks FC official apparel during club fixtures. Official Club socks, shorts and track suits are available for a nominal fee throughout the season. Uniform apparel and merchandise are available from the Club uniform Officer.

In adherence to Football Queensland regulations if a player chooses to wear so called "Skins". Under garments must be the same basic colour as per the playing strip. Those worn under the jersey have to match the colour of the jersey, while those worn under the shorts must match the colour of the shorts.

TRAINING AND MATCH GAME TEAM PROTOCOL

Training and games have set times that players should allow reasonable time to attend promptly, if unsure check with the team Coach on what time to arrive at the field.

If a player expects to be late or away prior notice should be given to the Team Coach or Manager by a phone call, text or email for both training and games.

Specified times are given for Training sessions and players should be aware that these times are when training starts. Players must be ready for the appointed times not just arrive by the designated time and if so see the Coach prior to commencement.

Game Fixtures may vary on a weekly basis so therefore priority is to be given to allow time for pre-game activities. All teams are to arrive at the Game venue approximately 30 minutes prior to the game to be properly attired, to warm up correctly and take part in game plan instruction.

The Team Coach has authority to start players from the Reserve bench that are in breach of Team Protocol or remove players that maybe sick or injured during training or the game. Players may also be removed for poor or bad Behaviour as per the Club Team Discipline Procedure.

To help develop players the practice of Playing Up is encouraged whereby players may be asked to occasionally 'play up' in the next age level by the team Coach. This ensures players can experience, and are ready, for the next level in the following season.

SAFETY REQUIREMENTS

PLAYER SAFETY

The Club shall ensure all standards of safety are adhered to in order for safe training and conduct on the grounds whereby the Coaching Co-ordinator or other appointee will ensure on a weekly basis the safe playing and training surfaces at the Club Grounds.

Gracemere Redbacks FC has a duty of care to all its players during training and games. **ALL CHILDREN MUST WEAR SHIN PADS, CLUB SOCKS AND FOOTBALL BOOTS** during training and games. Any child not wearing these will not be allowed to participate.

If a player wears glasses/spectacles they are to have plastic lenses, soft frames and have suitable restraint of a sports band or adjustable strap so that they cannot be dislodged during training or games.

Players are not permitted to play in a peaked cap, Bucket hats are allowed to be worn.

A player must not use equipment or wear anything that is dangerous to them selves or another player this shall including any kind of jewellery. If unsure, please check with your team Coach.

BLUE CARDS

Gracemere Redbacks FC policy is to provide a safe and secure football participation experience for all of our players and ensure that all persons of and over the age of 18 years involved as a Club Official with junior players have a current "Blue Card".

The Suitability Card for Child Related Volunteer Employment from the Government Commission for Children and Young people, this ensures that all Coaches, Committee members and Team Managers are of sound and good character.

The Club's "Child & Youth Risk Management Strategy" is available on request.

WATER HYDRATION

The Club provides a free water bottle for every player. Each player is responsible for bringing their own water bottle to training and games. Dehydration is a real concern particularly during training and matches. Players are encouraged to drink plenty of water before, during and after the game.

The most body responsive substance for re-hydration is Water and is the only liquid necessary for body recovery in sports participation.
Soft drinks or 'sports' drinks offer less benefit than water and are not recommended.

Each Team Manager supplies an esky of cold water for during and after games.

MEDICAL and FIRST AID REQUIREMENTS

HEALTH AND MEDICATION

Gracemere Redbacks FC strives to provide an inclusive environment for all who wish to play football regard of an illness, condition or disability. Team Officials need to be aware of any such occurrences to provide a safe and inclusive environment.

All players must complete a medical information form before commencement of training or playing. If a player has an illness or medical condition the Team Coach must be informed and recorded with the Team Manager.

Players who regularly take medication such as Ventolin shall have their medication with them at training or games. Players who use an asthma puffer during a game must leave the field while medication is being administered.

Players who may need medication during the game shall inform and have the game card marked accordingly in order that so the referee does not refuse any such request.

ILLNESS OR INJURY

Players who have a sudden onset of an illness or injury as well as an ongoing injury should inform the Team Coach or Manager prior to commencing or during training or playing a game.

FIRST AID

All teams are issued with full and comprehensive First Aid kits and the Club endeavors to provide or arrange for First Aid Courses for Club Officials and members to attend.

Players who are injured and/or bleeding should be removed where possible if able to and is in the best care of the injured from the field of play with direction of the game referee.

The Team Coach or Manager shall ensure the player or person injured is treated or arrange for an Ambulance to be called to provide medical care. The Team Officials shall ensure that first aid assistance is provided to the injured player until the arrival of an emergency ambulance.

BEHAVIOR AND DISCIPLINE

BEHAVIOR MANAGEMENT

To ensure the enjoyment of participation of player and spectators at training or games the Club expects a high standard of behaviour from Coaches, Team Managers and All Club Officials as well as Players and Parents during both training sessions and matches.

Swearing, teasing, name-calling and other forms of verbal harassment are not tolerated. Match officials, opposition players, coaches, parents and spectators should be respected at all times.

Appointed Referees and Game Leaders have full control of the game and may send players from the field for serious infringements. We ask that Gracemere Redbacks FC Coaches, Team Managers, parents and players as well Club supporters play an active role in setting a high standard of behaviour.

Under no circumstances are Players or Team Officials to argue or address any disagreements or comment directly to a Referee. But Team Officials are able to enquire and ask questions politely.

BEHAVIOR COMPLAINT

If you have wish to make a complaint about inappropriate behaviour of a player or person Involved in a club activity please follow the TEAM COMMUNICATION PROCEDURE. Any complaints of Opposing Teams or their officials shall be directed to our Club Team Manager or to the Club Coach Co-ordinator or a member of the Executive Management Committee in order to liaise with Football Central Queensland.

CLUB TEAM DISCIPLINE PROCEDURE

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

In addition, the Coach may "bench" players when they consistently miss training, are late or miss games without good reason as per Team Protocol. If a player is to miss training or games, or experience difficulties getting to training and games, player or parents of junior players shall communicate with their Team Coach or Team Manager.

RESOLVING COMPLAINTS

The Club Complaints Procedure is that if you have a complaint involving your team; please follow the TEAM COMMUNICATION PROCEDURE. If it is a serious and urgent problem contact a member of the Executive Management Committee in order to resolve the issue or problem.

INCIDENT REPORTING PROCEDURE

CODES OF BEHAVIOUR

All Small Sided, junior or senior players, coaches, club officials and referees associated with Football CQ Competitions are subject to the Football Federation Australia National Code of Conduct and FIFA Fair Play Code.

All spectators attending Small Sided, Junior or Senior games within Football CQ Competitions are subject to the Football Federation Australia National Spectator Code of Behaviour

Please see the Australian Government and Australian Sports Commission “Junior Sport CODES OF BEHAVIOUR” and “Play by the Rules” this information is available online.

BEHAVIOUR INCIDENT REPORTING PROCESS

Significant or continuous instances of inappropriate behaviour by players, parents, Coaches and Team Managers should be reported to a member of the Executive Committee in writing (letter or email) giving a full description of the incident/behaviour. Enquiries will then be made.

All incidents are deal with by the Club as per FFA Member Protection Policy.

BEHAVIOUR INCIDENT DISCIPLINE PROCEDURE

- In the case of a first report the GRFC committee may issue a formal warning to the person/s concerned.
- In the case of a second report the GRFC committee may suspend the person/s involved from participating in football activities for up to two weeks.
- In the case of a third report the GRFC committee may withdraw membership from the person/s concerned.
- In the case of an incident involving physical abuse the GRFC committee may on a first report suspend the person or persons involved or withdraw their membership.

INJURY INCIDENT REPORT PROCEDURE

A serious injury incident occurring at the training grounds, the Team Coach or Manager shall record the incident and report the incident to the Club Secretary.

A serous injury incident occurring at the game venue the team Coach or Manager shall notify the host Club Safety Officer or Ground Official at the Game Venue and record the incident and report the incident to the Club Secretary.

INSURANCE

All registered players are covered by insurance taken out through Football Queensland. Contact the Club Secretary for details or if you need to make a claim prior to applying online.

SPECIFIC REQUIREMENTS

FRIENDLIES, PRE-SEASON GAMES CARNIVALS

Whilst the Club encourages friendlies between other clubs, pre-season game fixtures and participation in Carnivals, no Club team is to participate in either without the Club Executive Management Committee's permission.

ALTERNATIVE TEAM COMMUNICATION

Teams may use an alternative means of internal communication by mutual agreement and consent of Team Officials also the Executive management Committee is to be notified of the team arrangement.

APPENDIX

**Welcome once again
To the Gracemere Redbacks FC!**

"Redbacks Rock"