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## **Club Handbook**

V3 – December 2018

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The Bribie Island Soccer Football Club would like to acknowledge our sponsors and major supporter who provide valuable support to the operations of the club.





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## **1. INTRODUCTION**

Welcome to the Bribie Island Soccer Football Club Inc.

This handbook is one component of the club's Governance Framework and is to be read in conjunction with the [Rules of Association](#), [role statements](#) and operational policies and guidelines (all available on our [website](#) at [www.bribieislandfc.com.au](http://www.bribieislandfc.com.au)). In all instances, where there is variance between the handbook and the *Rules of Association*, the *Rules of Association* take precedence. In all instances, where there is a variance between the handbook and the *Club Policies*, the *Club Policies* take precedence.

This document sets out what you can expect when you register yourself or your child to play football and what the club expects from you in return. Together we can provide a safe, inclusive, and fulfilling football experience that is free from discrimination, harassment and bullying.

Our game has a number of benefits that go beyond being fit and healthy. We encourage our players to learn and develop new skills in a supportive environment that values good sportsmanship, fair play and team spirit. Regular and active participation in training sessions is the key for players to get the most out of the game.

Our club boasts all the benefits of a small club, such as a strong sense of community and an approachable committee so if you need help or have any questions please see your child's Coach, Team Manager or a member of the Management Committee. The committee can be reached by email at [committee@bribieislandfc.com.au](mailto:committee@bribieislandfc.com.au)

## 1.1 Vision, Mission, Values and Goals

Our [Strategic Plan](#) plays an integral role in leading and managing the Bribie Island Soccer Football Club. Each year the club reviews this plan to ensure our priorities and direction meet the needs and expectations of our members, the Bribie Island sporting community and the broader football community.

- Vision
  - Recognition by the local community as an ambitious football club.
- Mission
  - Attain recognition and respect from Sunshine Coast/Moreton Bay communities for excellence in developing players, coaches and teams.
  - Provide a family atmosphere with all coaches, players, parents and administrators working together for the integrity and future of our club.
  - Engage with the community on Bribie Island and surrounding districts.
  - Attract new volunteers, supporters, and players ensuring growth, continued success and viability of our club.
- Values
  - **Support** – Those who support the club in particular our sponsors and members, attracting the support and respect of the local community.
  - **Excellence** – Strive to support the greatest level of achievement for members, players and volunteers.
  - **Leadership** – Facilitating successful performance in sport and progressive in our actions.
  - **Fair Play** - Follow the principles of fair play both on and off the field.
  - **Integrity** - Conduct business in an honest, ethical and trustworthy manner.
  - **Engagement** - Listening and informing with external and internal communications.
  - **Stewardship** – Continuous improvement in accountability standards and business practices.

- Goals
  - **Operations** – To build our facility and support the participation of our members to achieve the best possible outcome in our competition.
  - **Marketing** – To increase support from and strengthen our place in the Bribie Island sporting community including improving connections with our supporters.
  - **Football Operations** – To help our players fulfil their potential at whatever level that may be.
  - **Finance/Administration** – To provide stability and growth for our club through effective governance and transparent decision-making.

## 1.2 Rules and Regulations

The rules of football are determined by the sport's world governing body – [Fédération Internationale de Football Association \(FIFA\)](#).

The [Football Federation Australia \(FFA\)](#) sets the broad rules for the way football is played in Australia, within the laws of the game. These philosophies cascade down through [Football Queensland](#) to [Sunshine Coast Football](#), which sets local rules of competition for both small-sided and competition football.

Check out the laws of the game at <https://laws.myfootballclub.com.au/>



## **2. CLUB STRUCTURE**

### **2.1. Bribie Island Soccer Club**

The Club was established in 1977 to offer the community's youth the opportunity to learn and play football at a local field. The clubhouse adjoins the Island's Recreation Hall and was constructed in 1990. Facility grants established the change rooms in 2005, Field 1 lighting in 2016 which reflects the club's current infrastructure. We are currently finalising our Storage Shed and lighting for Fields 2 & 3 from grants awarded in 2018.

The club played in the Brisbane League before switching to the Sunshine Coast Football Zone in 1999. Over the last 40 years, the club has won many trophies and awards including fair play awards, please refer to appendix A for further details.

The club had grown from a very small number of teams to having a membership base exceeding 200 across senior men's, senior women's, juniors, miniroo's and a miniroo's kickoff program.

In 2018, four out of our five competition teams made it to the finals. Our Over 35s team also came first in the competition, were crowned season premiers and became grand final champions. Additionally, Colm Hand from the Over 35s and Hannah Bulley from the Senior Women won the golden boot award for most goals scored in the season.

<b>2018 RESULTS</b>	
Over 35s (2)	<ul style="list-style-type: none"> <li>• <b>Season Premiers</b></li> <li>• Played 18 games (W-14 / D-2 / L-2 / B-3); Goals Scored-75; Goals Conceded-26</li> <li>• <b>Grand Final Champions</b> defeating Woombye Snakes FC White 2-1</li> </ul>
Senior Men Div 4 Sth	<ul style="list-style-type: none"> <li>• The team retired from the 2018 season due to a high number of injuries</li> </ul>

2018 RESULTS	
Senior Women Div 3	<ul style="list-style-type: none"> <li>Finished 2<sup>nd</sup> on the ladder</li> <li>Played 21 games (W-13 / D-4 / L-4 / B-0); Goals Scored-67; Goals Conceded-19</li> <li>Runner up in the Grand Final to Caloundra FC 1-2</li> </ul>
Under 14(2) Boys	<ul style="list-style-type: none"> <li>Finished 4<sup>th</sup> on the ladder</li> <li>Played 19 games (W-11 / D-2 / L-6 / B-1); Goals Scored-62; Goals Conceded-46</li> <li>Runner up in the Semi Final to Grammar FC Lions 2 1-2</li> </ul>
Under 13(3) Boys	<ul style="list-style-type: none"> <li>Finished 2<sup>nd</sup> on the ladder</li> <li>Played 20 games (W-10 / D-4 / L-6 / B-0); Goals Scored-58; Goals Conceded-36</li> <li>Runner up in the Preliminary Final to Maroochydore FC 2-3</li> </ul>

## 2.2. Management Committee

The general business of our club is overseen by the Management Committee – who are all volunteers and they meet monthly. This committee sets the broad direction for the club. They coordinate volunteers, grant applications, ground maintenance, the running of the canteen and clubhouse, grounds and facilities improvements, the operations, administration and the overall rules by which the club is run.

The Management Committee is elected at an annual general meeting (AGM) held in July/August each year. Club members, volunteers and members of the community are encouraged to stand for [committee positions](#).

The conduct of the committee is governed by the club's [Rules of Association](#).

The committee values the voice of the members and encourages players, parents and supporters to raise issues and provide feedback to the committee. The email address is [committee@bribieislandfc.com.au](mailto:committee@bribieislandfc.com.au)



### **3. SELECTION PROCESS**

#### **3.1. Coaches**

Coaching positions will be advertised, as required, via the club's communication channels (Website and Facebook).

Applicants may be subject to an interview with a selection panel and asked to demonstrate their practical coaching abilities in an accessible training session. The selection panel when formed, will consist of a chairperson (usually the club President) and at least two other panelists, one of which will be another member of the management committee (usually the Director of Football/Junior Director of Coaching), the other must be independent of the management committee (can be another coach, a life member of the club or a respected member of the Bribie Island community).

All coaches will be appointed for a term of one year and must make themselves available for, training sessions, games, carnivals and coaches meetings.

#### **Note**

- It is mandatory that a coach complies with [Queensland's Blue Card System - Working with Children Check](#).
- It is desirable that a coach has completed the [Play by the Rules – Child Protection and Harassment and Discrimination free online training](#).
- It is desirable that applicants will have completed an appropriate Football Federation of Australia coaching course. Check out the [courses currently available](#).
- It is desirable that applicants have worked through the [Play by the Rules – Interactive Scenarios](#).

### **3.2. Managers**

Manager positions will be advertised, as required, via the club's communication channels (Website and Facebook).

Applicants will be subject to approval by the Coach and the club's Director of Football/Junior Director of Coaching.

All managers will be appointed for a term of one year and must make themselves available for, training sessions, games, carnivals and meetings.

#### **Note**

- It is mandatory that a manager complies with [Queensland's Blue Card System - Working with Children Check](#).
- It is desirable that a manager has completed the [Play by the Rules – Child Protection and Harassment and Discrimination free online training](#).
- It is desirable that applicants have worked through the [Play by the Rules – Interactive Scenarios](#).

## **4. DUTIES AND RESPONSIBILITIES**

### **4.1 Coaches**

All Coaches are under the direct supervision of the Director of Football/Junior Director of Coaching. They have responsibilities across four areas:

- Players
  - Delivering player coaching programs on allocated training days that ensure training sessions meet with the concept of Maximum Participation – Maximum Fun.
  - Scheduling training outside of [peak UV times](#), especially between 10am and 2pm. The [Sunsmart app](#) is recommended to determine UV.
  - The development of players ensuring they have a clear understanding of their role and position in the game.
  - Assessing the physical condition of players to ensure they are not carrying any injuries or require treatment before, during and post-game.
  - Reporting any player injuries to the Director of Football.
  - Ensuring the behaviour of players meets the code of conduct (when present).
  - Ensuring players are properly prepared for games (adequate warm-up/preparation routines) and that they meet the appropriate participation guidelines.
  - Ensuring that every player under their control is eligible for participation in trials, pre-season and competition games and are not under suspension for any reason, or are unregistered.
  - Ensuring that players remain in their company until someone arrives to collect them (the club has a 'duty of care' to ensure the safety and security of players both on and off the field).
  - Ensuring the safety, protection and welfare of players (when present) occurs above other considerations.

- Equipment
  - Set up and/or pack down your field of play including moving and securing goals.
  - Overseeing all club equipment issued to the team.
  - Returning the club equipment and playing jersey's at the end of the season.
- Administration
  - Registering as a coach with the Club on [FFA's Play Football site](#).
  - Familiarising themselves with all information contained within the club handbook, the operational policies and guidelines contained on our website and the [position statements](#).
  - Completing a club induction confirming that they have read and understood the club documents, [Sunshine Coast Football's Competition Rules](#) and comply with Blue Card requirements (If working with players under 18).
  - Maintaining accurate records of player participation.
  - Ensuring the privacy of personal information that they receive.
  - Communicating with parents, players and the club.
  - Communicating to the committee, any information related to complicated family situations or related legal arrangements, including custody arrangements or domestic violence orders.
  - Refer sponsor enquiries to the club committee
- Self-Management
  - Acting in accordance with the Code of Conduct and any other club or competition documents and rules.
  - Attending all training sessions, prepared and on time. Where unavailable arranging for another coach to take the team training.
  - Attending coach education opportunities as required.
  - Modelling sun safe behaviours, such as wearing hats and sunscreen
  - Downloading and using the [Sunsmart app](#)
  - Attending club meetings as required.

## 4.2 Managers

All Managers are under the direct supervision of the relevant Coach. They have responsibilities across four areas:

- Players
  - Being a point of communication between the club and the team
  - Contacting players (or parents) with times and venues for games and in situations of bad weather when the fields may be closed and training or games are cancelled.
  - Abiding by the decision of the team coach at all times in matters relating to the team.
  - Ensuring that if any player leaves the team or club, the Director of Football/Junior Director of Coaching is advised as soon as possible.
  - Ensuring the behaviour of players meets the code of conduct (when present).
  - Ensuring that players remain in their company until someone arrives to collect them (the club has a 'duty of care' to ensure the safety and security of players both on and off the field).
  - Ensuring the safety, protection and welfare of players (when present) occurs above other considerations.
- Equipment
  - Ensuring there is adequate water available for rehydrating players and ice / ice packs in case of potential injuries.
- Administration
  - Registering as a manager/volunteer with the Club on [FFA's Play Football site](#).
  - Familiarising themselves with all information contained within the club handbook, the operational policies and guidelines contained on our website and the [position statements](#).
  - Obtaining a list containing the names, addresses and telephone numbers of all players in the team.
  - Being familiar with the [venues and locations of games](#).

- Completing a club induction confirming that they have read and understood the club documents, [Sunshine Coast Football's Competition Rules](#) and comply with Blue Card requirements (If working with players under 18).
- Each week, appointing a suitable game official/ground official from within the team's parents/caregivers. Game Official vests are included in each team kit bag (orange for home games, yellow for away games).
- Ensuring that the team sheet is completed and lodged as required – with referee prior to kick off and then with the canteen immediately after the game has concluded.
- Maintaining accurate records of player participation and ensuring player registration.
- Ensuring the privacy of personal information that they receive.
- Self-Management
  - Acting in accordance with the Code of Conduct and any other club or competition documents and rules.
  - Modelling sun safe behaviours, such as wearing hats and sunscreen
  - Downloading and using the [Sunsmart app](#)
  - Attending club meetings as required

#### **4.3 Parents/Guardians**

Parents and/or Guardians have responsibilities across two areas:

- Players
  - Ensuring that their player is registered.
  - Ensuring that their player is properly attired in the approved club outfit.
  - Notifying the coach or manager within reasonable timeframes if their player cannot attend training or the game.
  - Ensuring that their player arrives at the ground in good time for training and games (times are at the direction of the team coach).
  - Not expecting the coach or manager to transport your player anywhere.

- Instilling in your player the need for respect for coach, manager, team-mates, opposing players, other officials and visitors.
- Meeting the cost of any fines your player receives.
- Self-Management
  - Acting in accordance with the Code of Conduct and any other club or competition documents and rules.
  - Supporting the team and not just individual players.
  - Promoting good sportsmanship and treating the game as enjoyment for your player.
  - Volunteering to assist at the club.
  - Volunteering to act as the game official. Each team is required to appoint a game official for each game played (both home and away).
  - Promoting sun safety by downloading the [Sunsafety app](#) and bringing sunscreen, hats, umbrellas and shade tents when watching games and training sessions.

#### **4.4 Ground Official**

A Ground Official will be at the club each weekend to work with team game officials and to patrol fields being used throughout the day. They will ensure:

- The referees are escorted on and off the field.
- Assistant referees are appointed where an official assistant referee has not arrived or is not available seek assistance from parents to run the lines.
- That prohibited areas are clear of spectators, such as too close to sidelines, on player benches or behind goals.
- That spectator behaviour is acceptable.

The Sunshine Coast Competition Rules detail the duties of the Ground Official and can be [found here](#).

## **5. CODE OF BEHAVIOUR**

Did you know that football is the most popular team sport in Australia, with almost two million participants and outnumbering the other football codes combined?

At the national level our sport is unique for the atmosphere that is created and the sense of pride that fans display. The popularity of the game is a tribute to the passion and commitment of players, parents and spectators. As part of demonstrating our commitment, it is important to understand the standards of behaviour we can all expect when we are involved in this great sport.

We all have a responsibility to promote high standards of behaviour at games, training sessions, carnivals, and club social events, which is why the Bribie Island Soccer Football Club operates consistently with the national and local frameworks that describe how we are to conduct ourselves:

- [Football Federation Australia – Code of Conduct](#)

This document aims to promote and strengthen the reputation of football in Australia by establishing a standard of performance, behaviour and professionalism for its participants and stakeholders. In addition, it seeks to deter conduct that could impair public confidence in the honest and professional conduct of matches or in the integrity and good character of its participants. There are one page factsheets available to assist understanding:

- [Respect – Code of Conduct – Junior Players, Parents, Coaches and Managers](#)
- [Respect – Code of Conduct – Senior Players](#)
- [Respect – Code of Conduct – Match Officials](#)

It is expected that our players, parents, spectators, coaches, officials and committee behave appropriately. The management committee will review all forms of poor behaviour including abuse, harassment, homophobic slurs, racial or religious vilification, ridicule, bullying and drug use.



- [Football Federation Australia – Spectator Code of Conduct](#)

Spectators are an integral feature of the game of football, our parents and fans provide much needed encouragement and support to our players.

However, it is important to understand how an individual's passion may affect others around them. Our players like to be encouraged, so regardless of what is happening on the field it is important to remain positive and reassuring – remember our coaches, team managers and ground officials are volunteers.

It is understood that there will be times when something happens that an individual will disagree with; this is why Bribie Island Soccer Football Club provides a Ground Official. If you have any concerns you should raise them with the Ground Official or by contacting the club by email at [committee@bribieislandfc.com.au](mailto:committee@bribieislandfc.com.au)

- [Sunshine Coast Football Competition Rules – Players and Officials Code of Conduct](#)

This document focuses on media comment and sponsorship arrangements for players and officials of affiliate clubs. Bribie Island Soccer Football Club is affiliated to the Sunshine Coast Football Competition.

As part of demonstrating our commitment to uphold these standards of behaviour, we need to identify and report conduct that is not consistent with this information. Our management committee has a responsibility to make fair, transparent and consistent decisions regarding any allegations of behaviour that do not uphold these standards – contact the committee by email at [committee@bribieislandfc.com.au](mailto:committee@bribieislandfc.com.au)

## **6. CODE OF PRACTICE**

### **6.1 Uniforms**

The Playing Uniform consists of:

- Jersey – the Coach and Manager provides players with game shirts. All game shirts remain the property of the club.
- Black Shorts
- Black Long Socks
- Shin Pads
- Football boots

At times the club makes available an additional club training shirt for purchase.

### **6.2 Training**

Training is a valuable activity that helps players to achieve their individual goals and the goals of the team, including:

- Improving their technique
- Playing together as a team
- Adopting a disciplined approach
- Enhancing their focus on the field
- Building team spirit
- Learning about a healthy approach to their sport

Training times and locations are determined to ensure all teams have access to training fields and equipment. If you cannot make a scheduled training session, please advise your coach or your team manager.

### **6.3 Player Safety**

The Bribie Island Soccer Football Club is committed to creating a safe and positive environment for all players, coaches, managers, officials and visitors.

Player safety is a shared responsibility that is built on good preparation, correct techniques, appropriate equipment, safety gear, modified rules and a well-maintained environment.

All players are required to have appropriate and properly fitted protective equipment, clothing and footwear including wearing shin pads, long socks and football boots during training and games, without exception. Any player (up to the age of 17) not wearing these will not be allowed to participate. Players over the age of 18 are able to make their own safety decisions, however as the coach has a duty of care for player safety, they may implement their own individual team policy regarding the use of protective equipment.

If a player wears glasses/spectacles we recommend that they 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 also not permitted to play in a peaked cap, bucket hats are able to be worn as sun protection. Additionally, a player must not use equipment or wear anything that is dangerous to themselves or another player this includes any kind of jewellery.

If unsure, please check with your team Coach.

Further information is available from the Sports Medicine Australia [Football \(Soccer\) Fact Sheet](#), the Sunsmart [UV exposure and Health Illness](#) guide or the [Queensland Cancer Council](#) website.

#### **6.4 Player Injury**

Parent/guardian consent is required before minor injuries are treated, including the application of Band-Aids. Further information about the prevention and management of common sporting injuries can be found in the [Injury Fact Sheet Series](#) produced by Sports Medicine Australia.

In the case of a serious injury, an ambulance is called. Match officials will take control of player care while waiting for the ambulance, however if officials are youngsters, parents may be asked to step in. Under no circumstances is a seriously injured player to be moved, even if it means holding up play for an extended period.

The Bribie Island Soccer Football Club defines a serious injury as one that prevents a player from participating in or completing training and/or games.

Serious injuries are to be recorded using [Injury Report Forms](#).

Coaches of injured players will make themselves aware of the recovery of the player during their treatment. The Coach will require a medical clearance for the player before they can participate in training or games.

#### **6.5 Team Dug Out / Change Rooms**

Only players, coaches, managers and officials are permitted in the team's dug out and change rooms unless otherwise authorised. This allows players to focus on their preparation and the game.

#### **6.6 Instructions to Players**

Parents are not permitted to give instructions to any player while in the care of the coach or manager. It is not acceptable for a parent to provide coaching instructions to their children before, during or after games or training; this is the coach's job. It is important to ensure that our players are not given conflicting information.



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Please discuss any ideas you have with the coach in the first instance. Our Director of Football/Junior Director of Coaching is also available to hear your suggestions. Parents are encouraged to provide positive vocal support from the sidelines to the team.

This is further supported by the Sunshine Coast Football's Silent Saturday initiative, which occurs a number of times throughout the season.

### **6.7 Information and Enquiries**

If further information is required, refer the matter to the [Management Committee](#). All contact with Sunshine Coast Football is maintained through the club's Management Committee.

Sunshine Coast Football should only be contacted where you are dissatisfied with an outcome from the Management Committee. Refer to section 8 of this booklet for our complaints process.

## **7. PLAYER PARTICIPATION**

### **7.1 Eligibility**

For players in all competitive age groups to be considered for the starting line-up of a competition match they must have attended at least one of the last two training sessions and be injury free prior to the match, at the discretion of the coach. The only exemption to this is when a player has been accepted into a Football Queensland / Queensland Academy of Sport / Football Federation Australia identified player program which clashes with club training, or with prior advice and arrangement between the parent/guardian and the coach/manager.

Players will not play where:

- The player has an injury.
- The player cannot perform due to health restrictions.
- There are disciplinary reasons or a current suspension.
- They are unavailable due to personal reasons.
- The player requests to be taken off or left out of a particular match.

### **7.2 Match Time**

All players contribute to a team's performance and development, however a coach needs to have enough flexibility to choose teams best able to compete with the opposition and to make tactical changes during games.

- Small Sided Football – Miniroos Kickoff (under 3 to under 5 year olds) and Miniroos (under 6 to under 11 year olds)

The Coach will aim to give all players equal time on the field in all games taking into account player health and any injuries.

- Juniors (under 12 to under 18 year olds)

At this level teams are competing in [Sunshine Coast Football Competition](#).

Each player should receive a fair amount of playing time however it is at the discretion of the coach to field the team that they want. Coaches are encouraged to make every effort to include the entire squad even during

finals, however players should expect that they will not have equal amount of field time. Attendance at games and training and attitudes both on-field and at training may be contributing factors in deciding the amount of individual game time. Issues related to field time should be taken up with the coach in the first instance before progressing to the Director of Football/Junior Director of Coaching.

- Seniors

Coaches of senior playing squads are in a competitive playing environment and as such expect to field teams that are perceived as the strongest competitive squad. With this in mind the coach is responsible for the harmonious atmosphere within his / her side and will establish expectations that align with the team's philosophy. Additional to this is the necessity for providing development pathways for younger players and the management of the process to ensure that enthusiasm is maintained.

### **7.3 Record Keeping**

All records are kept in accordance with competition rules and other regulations. Coaches and managers maintain all game and training records including a record of player participation time.

### **7.4 Grading**

There may be a time where the club has the numbers for more than one team in an age group. Should this occur the following grading process would occur:

- Grading would be carried out by a team of coaches appointed by the club with at least one independent assessor with the emphasis on consensus of opinion on the best players.
- Grading decisions would apply for one season, there would be no ongoing automatic qualification, encouraging players to work hard at developing their skills.
- Grading would be finalised as early as possible ahead of the season.

- The club management committee would be the arbiter on the final formation of teams.
- Children aged 8 and under will not be graded.
- Children aged 9 and up may be graded where there are enough players to form more than one team. The most skilled players would then form teams. Under 10 and under 11 teams play in the Sunshine Coast Football Kangaroos competition and the remaining players would form a team to play in the Sunshine Coast Football Wallabies competition. These competitions are determined by the Sunshine Coast Football zone and are based on the team's overall ability.
- For the junior and the senior competition, the same process would be followed with the most skilled team playing in the higher division.

Where possible a coach with the most experience and/or more advanced coaching qualification would coach the more skilled team. A coach will be able to reject a proposal to coach the more skilled team if for example he/she has a child who does not make the team.

### **7.5 Fines**

- Players in the senior competition will meet the cost of fines for player discipline, including yellow and red cards.
- The club reserves the right to recover fines from players in the junior competition where a deliberate breach of the rules has occurred.

### **7.6 External Competitions**

For any additional competitions outside of the regular competition season, players can expect the same rate of participation as indicated for the season proper. Additional player costs may be incurred if participating outside of the season competition. Permission is required from the management committee if a team wishes to register in an external competition as the Bribie Island Tigers.

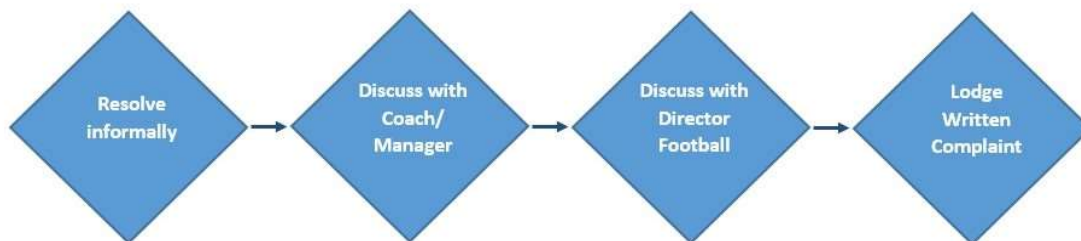


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## **8. COMPLAINTS**

From time to time, a player or parent/guardian will want to raise an issue or complaint.

The Bribie Island Soccer Football Club expects that all reasonable attempts to resolve the matter informally occur as a first step. Informal resolution would include discussing the issue between the parties involved. Where this does not result in a satisfactory resolution, a more formal process can be pursued where you would raise concerns with your coach or manager, then the Director of Football and finally where it is required, lodging a written complaint in accordance with the club's [complaints handling policy](#), available on our website.



A written complaint is to be lodged with the club president or secretary – [contact details are here](#).

A written complaint will be acknowledged within five (5) calendar days and a written decision will be provided within twenty-one (21) calendar days unless all parties agree to an extended time.

Under no circumstances should a minor be involved in any dispute discussion unless their parent/guardian is present. Sunshine Coast Football should only be contacted where you are dissatisfied with an outcome from the Management Committee. Any complaints submitted direct to Sunshine Coast Football will be redirected back to the Bribie Island Soccer Football Club to address as a first step.



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## **9. HOME GROUNDS**

### **9.1 Facility Map**

The home grounds are located at Entrance Two of the Bribie Island Sports Fields, First Avenue, Bongaree, Bribie Island.

The [map on our website](#) depicts the field layout for regular season games. There may be variations to the field layout for special events, such as carnivals. Please check our website and Facebook page for any event changes.

### **9.2 Dogs at Fields**

The Moreton Bay Regional Council regulates dogs at the fields. Please refer to signs at the grounds. Should you have any questions, please contact the MBRC customer service centre on 3205 0555 (Mon-Fri – 8.30am to 5pm).

### **9.3 Smoking**

Queensland has some of the nation's toughest [non-smoking laws](#).

From 1 September 2016 it is an offence to smoke at children's sporting events. Smoking is restricted in all areas except the public car park and the roadway.

Consistent with this determination, Ground Officials will ask smokers to move to the car park or the edge of the roadway.

## **10. GENERAL INFORMATION**

### **10.1 Wet Weather or Hot Weather Notification**

Your coach and/or manager will let you know if games or training sessions are affected by Wet Weather or Hot Weather.

The club will also advertise field closures on the [website](#) and [Facebook page](#).

Additional information including rules for rescheduling is detailed in the [Sunshine Coast Football Competition Rules](#) and on the [Sunshine Coast Wet Weather Advice](#) page.

### **10.2 Insurance**

The club, its players and officials are covered by a [compulsory insurance policy](#) which is administered by Football Queensland. The Insurance premium is included in the registration fee. For a volunteer to be covered by the insurance it is a requirement that they are registered with the club as a volunteer.

For information relating to the insurance policy please refer to ["What is Covered"](#). It is important to note that spectators are not "insured persons" for the purposes of this policy and the club strongly encourages our senior players to also take out some form of income protection insurance.

### **10.3 Start of Season Information**

Start of season information is available during the club sign-on activities or on our website and Facebook page.

### **10.4 Volunteers**

Our volunteers are an important part of the success of our club and they do everything from coaching and team management to field set up to food preparation and administration.

It is understood that there are many things that impact on the modern family. For many people, finding time to help out at the local club is just not possible.

To meet our competition requirements, the committee provides paid staff to service the canteen each Friday night and Saturday. These costs are being partially funded via the canteen levy contained in the registration fees. The Trading Coordinator remains as a volunteer.

Each team also works to support our club by providing a:

- Volunteer to act as the game official for each game (both home and away).

The club needs other volunteers to operate and individuals do not need to have children participating to help-out. In addition to the Management Committee positions there are also other ways to help out such as:

- Ground Official who works at home with the game officials and patrols the grounds each game day – this can be a different individual each weekend.
- Helping each weekend with set-up and pull-down of goals and nets.
- Assisting in fundraising and at our events, such as sign-on activities, carnivals and presentation day.
- Participating on our sub-committees or supporting our management committee with specific tasks.
- Or just generally helping-out. After-all, there is always something that we need help with.

### **10.5 Fundraising and Sponsorship**

The club operates on a tight budget, with registration and other fees covering only the basics. We actively seek, external funding to support club improvements, like facility upgrades or development programs.



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From 2018, the junior fundraising levy was replaced with the canteen levy. This means that fundraising activities will be scheduled right across the club (both juniors and seniors), including raffles and other activities. The club will also engage in fundraising activities at home carnivals and across the community and any individuals wishing to assist would be very welcome.

We do actively seek sponsors. Any businesses or individuals who wish to sponsor the club should refer to our [2019 Sponsorship](#) information on our website or contact the president – [contact details are available here](#).

#### **10.6 End of Season Function**

The Club holds a junior presentation day at the end of each season. Junior fees cover the cost of the day and is free for players, parents and other relatives to attend. Details will be advertised on the [website](#) and [Facebook page](#).

The end of the season Senior presentation is a ticketed event and is not covered by registrations fees. Individuals will need to purchase tickets to attend. Juniors playing in Senior competition teams will qualify for a ticket price reduction equivalent to the amount included in their junior registration fee. Details will be advertised on the [website](#) and [Facebook page](#).

## **APPENDIX A – CLUB HALL OF FAME**

<b>Grand Final Champions</b>	<b>Season Premiers</b>	<b>Golden Boot</b>
<ul style="list-style-type: none"> <li>• 2018 – Over 35s</li> <li>• 2017 – Senior Men Div 4 Sth</li> <li>• 2015 – Under 16(2) Girls</li> <li>• 2013 – Senior Women</li> <li>• 2010 – Over 35s</li> <li>• 1999 – Under 12 Div 2 Nth, Under 12 Div 4 Nth and Under 11 Div 3 Nth</li> <li>• 1998 – Senior Women Div 5 and Under 12 Div 5 Nth</li> <li>• 1996 – Under 11 Div 6 Nth</li> <li>• 1994 – Under 12 Div 5 Nth and Under 11 Div 5 Nth</li> <li>• 1991 – Under 13 Div 3 Nth</li> <li>• 1989 – Under 10 Div 3 Nth and Under 9 Div 4 Nth</li> <li>• 1988 – Under 9</li> <li>• 1984 – Under 13 Div 4 Nth</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 – Over 35s</li> <li>• 2017 – Senior Men Div 4 Sth and Under 12(3) Boys</li> <li>• 2014 – Under 15(2) Girls</li> <li>• 2013 – Senior Women</li> <li>• 2010 – Over 35s</li> <li>• 2004 – Under 15 Div 2 and Under 14 Div 2</li> <li>• 2002 – Under 13 Div 2</li> <li>• 2000 – Under 13 Div 1, Under 12 Div 2 and Under 11 Div 2</li> <li>• 1999 – Under 11 Div 3 Nth</li> <li>• 1998 – Under 12 Div 5 Nth (undefeated)</li> <li>• 1997 – Under 12 Div 5 Nth</li> <li>• 1996 – Under 15 Div 4 and Under 11 Div 6 Nth</li> <li>• 1995 – Under 13 Div 4 Nth</li> <li>• 1993 – Under 15 Div 3</li> </ul>	<ul style="list-style-type: none"> <li>• 2018 – Colm Hand – Over 35s and Hannah Bulley – Senior Women Div 3</li> <li>• 2017 – Ben Stone – Senior Men Div 4 Sth</li> <li>• 2010 – Gary Hutt – Over 35s</li> <li>• 2008 – Brett Gray – Over 35s</li> </ul>

Grand Final Champions	Season Premiers	Golden Boot
	<ul style="list-style-type: none"> <li>• 1992 – Under 13 Div 2 Nth</li> <li>• 1989 – Under 10 Div 3 Nth</li> <li>• 1986 – Under 9 Div 4 Nth</li> <li>• 1984 – Under 13 Div 4 Nth</li> <li>• 1980 – Under 12 Div 4 Nth and Under 10 Div 4C Nth</li> <li>• 1978 – Under 7 Div 3 Nth (East)</li> </ul>	

### **Other Awards**

- 2018 - Jacob and Jessenia Hernandez - Longman Sport Volunteer of the Year Award
- 2017 – Kyra Brunt - Longman Youth Volunteer of the Year Award (Senior Women Div 3)
- 2016 – Management Committee - Longman Award
- 2009 – SCF Fair Play Award
- 2005 – Over 35s – Golden Valley Invitational Cup Plate
- 2003 – SCF Referees Cooperation Award
- 2002 – SCF Administration Award
- 2002 – Over 35s - Appreciation Award from Supa Oldies Tournament
- 1994 – Brisbane North & Districts Junior Soccer Assoc Award for Conduct Hospitality and Good Sportsmanship
- 1994 – Brisbane North & Districts Junior Soccer Assoc Award Most Outstanding Club of the Year



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- 1991 – Senior Men – Northside Soccer League Most Improved Team
  - 1991 – Senior Men – Northside Soccer League 3rd place
  - 1989 – Brisbane North & Districts Junior Soccer Assoc
  - 1978 to 1989 Affiliation Plaque