

FC BIRRARUNG



2015 Handbook
fcbirrarung.com

Message from the Committee

Welcome to FC Birrarung.

We are an inclusive junior football (soccer) club that welcomes players from all backgrounds and of all abilities.

As committee members, we are focused on creating an enjoyable environment for both players and parents, and ensuring the financial sustainability of the club.

From a playing perspective, the club's aim is to improve the skills and fitness of every player as they progress up through the age groups. We also aim to develop leadership qualities in young people as well as a sense of community and camaraderie.

We are a volunteer organisation that relies on the active support of parents. Without this support the club could not function effectively. We encourage you to get involved.

Thank you for joining FC Birrarung. If you have any questions or suggestions, please do not hesitate to speak to any one of us.

Yours in football,
FC Birrarung Committee

President	Ross McGravie
Vice President	TBD
Secretary	Eddy Addicks
Treasurer	Lisa Williamson
Registrar	Samantha Lawry
Coaching & Publicity Co-ordinator	Simon Pase
Canteen Co-ordinator	Cristina Pase
Equipment Officer	Angelo Marchetti
Parent Liaison	George DiScala
Committee Member	Tom Beslagic
Committee Member	Scott Miller
Sponsorship & Community Co-ordinator	Julianna Green

FC Birrarung is a registered team with Football Federation Victoria (FFV) and adopts the codes of behaviour as outlined by the FFV (more details below).

General inquiries can be sent to fcbirrarung@hotmail.com
More information can be found at www.fcbirrarung.com

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Why we exist – FC Birrarung mission

The purpose of FC Birrarung is to:

- Provide an inclusive social and learning environment for children of all ages and from all backgrounds
- Provide an enjoyable and safe environment for children and young adults to play and learn the skills of football
- Promote the game of football in the local community
- Foster friendly relations among officials, players and parents at the club and with the clubs we compete against
- Ensure the effective management of football competitions, tournaments and games under the control of, or authorised by, the club
- Act in the best interests of the club, its members and the game of football

Supporting all players in the community

As part of the club's policy of inclusion, since its inception, FC Birrarung has subsidised the fees of some children from disadvantaged backgrounds as part of our policy of inclusion. Almost all of these subsidies have been provided to children who are from, or born to parents from the Horn of Africa countries. Support has also been provided to players, by parents assisting with transport to training and on match days.

The club's committee decides on a season-by-season basis what subsidies may be made available, depending on applications made. The number and extent of subsidies will be reported in the club's end-of-year financial statement.

Information about the club

Role of the FCB Committee

The FCB Committee is made up of volunteer parents and community members (such as coaches), and plays a governing role, as set out in the FCB Constitution. It meets monthly and all club members are encouraged to attend the annual general meeting (AGM).

Communication

Email is the preferred method of communication at the club. Team managers communicate directly with their teams, to provide information about training and matches, and rostering of parents to undertake referee or other roles on match days. If you have any inquiries about your team, please contact your team manager.

If you have any inquiries regarding the club, please do not hesitate to speak with a committee member or email the club at fcbirrarung@hotmail.com. Contact details for committee members are included at the back of this handbook.

The club also provides regular updates via the FC Birrarung Facebook page, and on the club website at www.fcbirrarung.com

You can find the fixtures for the Sunday morning matches on the FCB website.

Parental involvement and volunteering

FC Birrarung relies significantly on parental involvement. This support helps keep member fees low and contributes to the sense of community at the club, and is valued by the club. Parents of players are expected to contribute to the club in a voluntary capacity. This can include coaching, team management, refereeing, game day set-up and pack-up, and helping with the canteen.

Our canteen

The canteen is run at home games, and is a significant generator of revenue that helps pay for things such as equipment, coaching support and presentation day.

We need parents to work on the canteen and also contribute by baking goods for sale.

Safe food handling instructions will be provided to canteen volunteers.

FC Birrarung coaching philosophy

FC Birrarung's coaching philosophy is centred on inclusion – we accept and encourage players of any ability – and the belief that all players, given the right coaching environment, can improve their skills and fitness over time.

On the field the club's aim is to play a style of football that is fun, positive, attacking and based on possession. The FCB aim is for players to:

- control and manipulate the ball with skill
- maintain possession individually and collectively, and
- intelligently construct an attack and respond well in defence.

Coaches are required to have (or be in the process of attaining) the Football Federation of Australia (FFA) coaching certifications. Coaches are encouraged to obtain further qualifications, which the club will fund.

All FC Birrarung coaches are expected to adhere to the club's curriculum, which has been developed with the support of expert external advisors.

The National Curriculum

The Football Federation of Australia has developed a national curriculum to ensure that Australia plays a successful style of football and develops the next generation of players at all levels. The national curriculum complements the FCB style of play and the club acknowledges its role in supporting the success of football in Australia.

Support of coaches

The club is very supportive of the role of coaches, appreciating their importance in skills and team development, and will provide as much assistance as it can, by providing information, mentoring and suggestions on coaching skills development where possible, through the coaching committee.

Nearly all the FCB coaches are parent volunteers. Where appropriate, we pay external providers to either coach for the season or provide sessional 'coach the coach' programs. In recognition of the commitment required, fee discounts are offered to children of parent coaches.

If you would like to know more, or want to become a coach, assistant coach or join the coaching committee, please contact Simon Pase (simon.pase@gmail.com) or Ross McGravie (rossmcgravie@hotmail.com).

Coaching support, refereeing, linespeople and marshals

For teams U12 and above, FFV provides trained referees. For younger age groups, volunteer referees are sought for each game.

For U12 and up teams, for each home and away game FC Birrarung must nominate a linesman and a marshall. Each family will be rostered on once as linesman and once as marshall during the season.

We run training on the role of linesmen and marshals at the start of the season, but **Appendix B** contains a summary of what is required.

Refereeing policy

If you have any feedback about particular referees, please let the team manager and/or committee know – FFV is interested to collect feedback and encourage quality refereeing. FFV has provided a feedback form for clubs to use to comment directly on the referees of particular matches. FFV is also strongly encouraging all clubs to promote the following reminder, which accords with the FC Birrarung club values.

REMEMBER

1. THE PLAYERS ARE **KIDS**
2. THIS IS A **GAME**
3. THE COACHES ARE **VOLUNTEERS**
4. THE REFEREES ARE **HUMAN**
5. THIS IS **NOT THE A-LEAGUE**

Instruction policy – training and matches

Only the coaches and the team managers are allowed to instruct and give advice to players during training and matches. Parents are not allowed onto the pitch during training or match games unless requested by the coach or the team manager.

Any requests, complaints or concerns should be addressed to the team managers and not the coach.

Game time playing policy

The FCB aim is for all players to enjoy their involvement in soccer, so we try to give all players in a team an equal opportunity to play and develop their skills. Team sizes will be greater than the number of players required on the pitch at one time. Coaches will therefore try to ensure that all players get an approximately equal amount of playing time across the season.

Parents and players should note, however, that this does not necessarily mean 'equal playing time' for all players in every match, nor does it mean that the better players get more game time. If a player does not attend training, they will not receive equal game time.

The FCB coaches are encouraged to emphasise the enjoyment and participation side of the game rather than focusing on results. As such, aspects such as match and training attendance, appropriate behaviour and general team focused attitude are viewed as important factors for game time.

Registration process

Players self-register online each year using their FFV assigned number. Instructions can be found at www.myfootballclub.com

Fee payment is separate from registration and is made directly to the club. Once registered is approved, players receive an email with instructions on how to pay fees.

Registration must be active and approved (even if fee payment is not yet due) before players can train, to satisfy insurance requirements.

How teams are composed

To manage team oversubscription (and to allow players sufficient playing time), the number of players per team is capped. Spaces in teams will be allocated based on timing of registrations – first in, first to secure a spot in a team.

As FC Birrarung continues to grow, we have had a significant increase in registrations, particularly in the U11s, U10s and below, resulting in the creation of multiple teams in some age groups.

The council has limits on the number of teams that can be registered per age group, and the other major constraint to running multiple teams is finding a coach and team manager for each team. Each team requires a coach, to ensure quality of training and consistency. The club therefore encourages and supports parents to volunteer to take on coaching roles.

The FCB primary rule, consistent with other clubs, is to have players play in the age group that corresponds with their birth year. There may be some exceptions, including for players who have played for the club in previous years, and have 'played up' (in a team in the age group above their birth year).

'Playing up' policy - playing in teams outside the FCB age group

Registrations from returning players will have priority until the end of the first registration period. After this, places will be open to new players. Registrations from new players received during the first registration period will be waitlisted pending the availability of places.

All players will initially be allocated to a team based on birth date. If capacity is available, 'playing up' will be considered in line with Club policy and processes – please refer to **Appendix A** at the back of this handbook.

Training

All players must attend training to be eligible to play on game days. We understand that at times it can be difficult to get to training. Training helps players to learn and practise skills and strategy, learn to play as a team and learn the value of commitment and regular training.

Day	Team
Tuesdays	U12, U13, U14/5, U16 U11 Girls
Thursdays	U8, U9, U10, U11 boys U12, U13, U14/5, U16

Wet weather training policy

It is a player's choice to attend training in periods of wet weather. Unless the FCB coach has specifically informed you otherwise, training will be on. The coaches are volunteers, and most do not have time to check or respond to emails and text messages whilst at work.

Times when we would not advise coming to training are during severe storms (lightning/gale-force winds). Occasionally, training could be cancelled due to the Melbourne City Council closure of the playing grounds. If this occurs, the club will provide notice via email and Facebook.

Training during wet weather is essential for athletes that will be expected to compete on game days in wet weather.

Tips for training in wet weather:

1. Wear synthetic training gear as it dries faster.
2. Bring a coat and a beach towel for drying off after training.
3. Parents can take shelter in the change rooms (ask Ross or Simon for a key).

Team kits and gear exchange

Registered players each receive a playing strip and training kit. Other FCB merchandise including windcheaters is available at www.fcbirrarung.com

If you have any boots that no longer fit, please bring them to training. FC Birrarung has a boot swap shop in the FCB clubrooms, so you may be lucky enough to get another pair in return. The same applies to shin guards. Previous season club tracksuit tops and playing tops in good condition are also appreciated.

Health and safety

Shin-pads are a compulsory piece of equipment for ALL players (even at senior level) and players are not permitted to play without them.

First aid kits are provided by the club, carried by the team manager and are available while training or playing in home or away matches. Parents and guardians are reminded that they are responsible for any medications that a child might require. Parents and guardians should discuss their child's special needs with the coach at the beginning of the season.

For the safety of all players, players must not wear jewellery such as rings, earrings, bracelets or necklaces during games. Earrings can only be worn if they are covered over with tape.

Smoking is banned at any FC Birrarung organised training session or social event, and on match days. It is an offence (and has been since 2014) under Victorian law to smoke within 10 metres of a children's sporting match.

It is Melbourne City Council policy that all dogs must be on a lead within 50 meters of children playing sport. This includes occasions when games and training are being played in 'off leash' areas.

Parental supervision policy

Parents MUST ensure that they report to the coach or team manager with their child prior to training and matches and not leave their child and belongings at the ground unattended. They should arrive in adequate time to pick up their child at the end of both training and games.

Parents who do not pick up their children after training or matches will be cautioned and advised that if the practice continues **then the player's membership of the club may be cancelled**. This is to ensure the safety of children.

FC Birrarung insurance policy

Full insurance details available at:

<http://www.jltsport.com.au/ffv/cover.aspx>

FC Birrarung codes of conduct

FC Birrarung complies with and expects its members and volunteers to comply with codes of conduct, particularly the Football Federation Victoria [2015 Rules of Competition and Junior Regulations](#).

Schedule 2 of those rules and regulations sets out that the following codes are deemed to be incorporated into the Rules of Competition:

- [Australian Sports Commission Junior Sport Codes of Behaviour](#)
- [FFA National Spectator Code of Behaviour](#)
- [FFA National Code of Conduct](#)
- [Victorian Code of Conduct for Community Sport](#).

It is vital that everyone involved in sporting activities, whether they are athletes, coaches, parents, officials or supporters, understand their responsibilities to ensure that all participants enjoy the sport.

PLAYERS' CODE OF BEHAVIOUR

- (a) Play by the rules and within the spirit of the game
- (b) Do not argue with the match official. If you disagree, have the FCB captain or coach approach the official during a break in play or after the match is concluded
- (c) Control your temper. Verbal abuse of officials or players, deliberately distracting or provoking another person is not acceptable or permitted in any sport
- (d) Maintain your focus and work hard for yourself and your team
- (e) Be a good sport and be prepared to acknowledge good play whether it is from your team or the opposition
- (f) Treat all players, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player
- (g) Co-operate with your coach, teammates and opponents. Without them, there would be no competition
- (h) Play for your own enjoyment, and not just to please parents and coaches
- (i) Remove all jewellery before training and matches, as it is a hazard to you and those around you
- (j) Do not accept or use any banned or unauthorised drug(s), including the consumption of alcohol at any time.

COACHES' CODE OF BEHAVIOUR

- (a) Remember that players participate for the fun of it and that winning is not everything
- (b) Be reasonable in your demands on younger players time, energy and enthusiasm
- (c) Teach the players to abide by the Rules and Laws of the Game
- (d) Ensure that equipment and facilities meet a reasonable safety standard and are appropriate to the age and ability of the players
- (e) Modify your approach to suit the skill levels and needs of players
- (f) Develop and enhance respect between players, opposition coaches and the decisions of the match official
- (g) Follow the advice of a physician when determining the extent of a player's injury and beyond that, when players are returning from injury to training and match play
- (h) Keep up to date with the latest practices (refer to Coach Accreditation Criteria)
- (i) Take time out to teach players (and others) the laws of the game, raising their awareness
- (j) Remind all players to play within the spirit of the game at all times
- (k) Ensure players are good sports and ensure each team member shakes the hand of their opponents at the conclusion of every match
- (l) Remember the actions of yourself and your team is reflective on the perception others take away with them

PARENTS' CODE OF BEHAVITHE FCB

- (a) Remember that children play the sport for their enjoyment, and not yours
- (b) Encourage children to play according to the rules and spirit of the game
- (c) Encourage all children to participate, do not force them
- (d) Focus on the child's efforts and performance rather than the result of the activity (that is, winning or losing)
- (e) Encourage children to always participate according to the rules
- (f) Never ridicule, yell at a child for making a mistake or losing a game
- (g) Remember children learn best by example, so applaud good play by both teams
- (h) Support all efforts to remove racial and religious vilification, verbal and physical abuse from sporting activities
- (i) Respect the match official's decisions and teach your child to do likewise
- (j) Show respect and appreciation to club officials, including coaches, officials and administrators. Ensure any issues are raised through the correct channels
- (k) 'Smart Supporting' – not loud and intense but calm, relaxed and positive

- (l) Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion
- (m) Do not smoke or consume alcohol near the bench (technical area) or sideline

ADMINISTRATORS' CODE OF BEHAVIOUR

- (a) Help coaches and officials highlight appropriate behaviour and skill development, and assist in raising the standards of coaching and officiating
- (b) Ensure everyone involved in football emphasises fair play, and not winning at all costs
- (c) Be tolerant and calm under pressure and approach problem solving in a supportive manner as members and players will expect you to set an example for others
- (d) Make every effort to educate persons who breach these guidelines from time to time

SPECTATORS' CODE OF BEHAVIOUR

- (a) Applaud good play and performances from both teams, and be forward in congratulating all participants on their performance regardless of the final outcome
- (b) Respect the match official's decisions on the day
- (c) Condemn the use of violence in any form, be it by spectators, coaches, officials or players
- (d) Show respect for both teams when watching matches, because without them there would be no game
- (e) Encourage players to follow rules and accept the decision of the match official
- (f) Do not intimidate, harass or use foul language towards, players, match officials, club officials or spectators.

COMMITTEE CONTACTS

Position	Name	Contact
President	Ross McGravie	0419 330 039
Secretary	Eddy Addicks	0411 013 450
Coaching & Publicity	Simon Pase	0402 289 542
Treasurer	Lisa Williamson	0404 090 974
Registrar	Sam Lawry	0418 533 541
Sponsorship	Julianna Green	0408 393 705
Parent Liaison	George DiScala	0409 383 616
Canteen	Cristina Pase	0409 781 240
Equipment	Angelo Marchetti	0403 025 513
General	Scott Miller	0438 853 022
General	Tom Beslagic	0401 096 036

General inquiries can be sent to fbirrarung@hotmail.com

Appendix A: Playing up application

Application & Assessment

for players seeking to
play in the next age level



Criteria to proceed to assessment

A minimum of two of the following criteria must be met to qualify for assessment

Player details

Name	
D.O.B	
Current team	
Prospective team	

Space available in prospective team (check with coach)	
Has friend(s) in prospective team	
Was born Jan/Feb/Mar of year following prospective age group	
Has played at prospective age group at another club	
Meets 2/4 above criteria?	

Player is to be placed in a 4x4 or 3x3 training game with peers from prospective age group (to be chosen by independent coach). 10-15 minute duration.

Assessment 1 (to be completed by all ages)

Assessment criteria	Needs improvement/not observed (0pt)	Good (1pt)	Excellent (2pt)
First touch			
Striking/passing			
Running with the ball			
1 v 1			
TOTAL SCORE (requires 4 or more points)			

Assessment 2 (to be completed by prospective Under 12s and higher)

Assessment criteria	Seldom (-1pt)	Frequently (1pt)	Always (2pt)
Possession play (creates triangles, moves to receive ball, passes to players in space)			
Attacking play (plays forward, creates goal assists, uses passing lanes)			
Transition play (changes position and focus quickly when losing/regaining possession)			
Defensive play (uses position on field and body position to slow/block opponents' attack)			
TOTAL SCORE (requires 4 or more points)			

Assessment feedback:

Appendix B: Linespeople, marshals and referees

How to be a linesman (U12 and above)

- When the referee enters your field of play before the kick-off make yourself known as the team's linesman
- The referee will tell you what side of the ground they want you on and will give you a flag
- Go to the side indicated (swap in the second half), to the halfway mark, and wait for kick-off
- You will more than likely be expected to:
 - put your flag up when the ball has gone out
 - indicate with your flag which team gets the throw in
 - put your flag up if you think there has been an off side infringement.
 - the ref can wave the offside flag and continue play if they think it appropriate
- Once play has started you must keep yourself in line with the second last defender on the field (the goal keeper being the last defender), so you need to run up and down quite a bit following that line
- Also don't go past the halfway mark, which is your boundary.

Visit the following for a simple animation explaining the offside rule:

<http://www.dynamic-thought.com/OffsideClicketteLo.html>

How to be a marshal

- Got to the clubroom 30 minutes before kick-off and ask for a fluoro marshal's vest.
- Let the relevant referee know that you are their marshal for the day.
- The referee will then give you instructions as to what they want you to do.
- Walk the referee to the ground in time for kick-off, walk them back to the rooms/sidelines at half time, then back to the ground for the second half and finally back to their rooms/sideline at the end of the game.