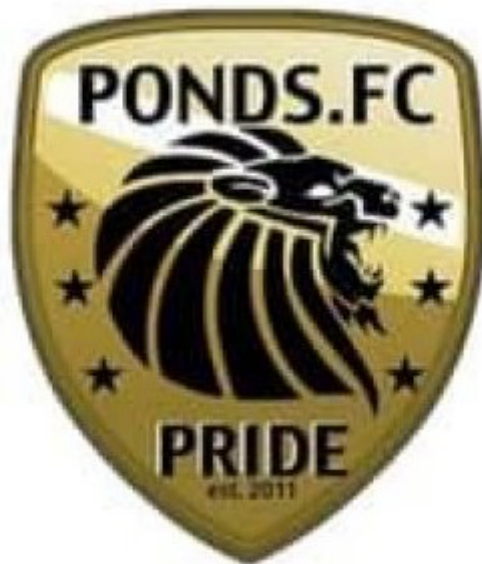


# THE PONDS FOOTBALL CLUB INC



Incorporated Regulations 2014 Season  
(DATE PUBLISHED 20TH JANUARY 2012) UPDATED 12<sup>TH</sup> OCTOBER 2014 THIS IS AN UNCONTROLLED  
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## **1. GENERAL**

1.1 These Regulations cover the activities of all persons associated with the game of football (soccer) and conduct of matches under the control of the PCF or the BDSFA Inc.

1.2 Penalties may be imposed for any breach of the Constitution, Regulations, By-Laws and policies of the BDSFA and for any matter, which is not expressly mentioned as are categorised by the Board prior to the parties being cited.

1.3 PFC and the BDSFA may, from time to time, adopt policies. Failure to adhere to policies may carry similar consequences to breaching a Rule, Regulation or By Law. All policies must be distributed to Club Members and will appear on the PFC or BDSFA Website.

**2 ELECTED MANAGEMENT POSITIONS** The elected officials of the club are as detailed in the Constitution & By Laws. An elected Management Committee member can hold a position as outlined in the appointed office positions providing there is no conflict of interest and agreed by the

### **Management Committee.**

**3A APPOINTED POSITIONS** Officials and Sub-Committee members that are appointed on a yearly basis after the AGM include the following positions. Minutes Secretary, Competition Secretary, Grading/Coaching Coordinator, Registrar, Equipment Officer, Female Development Officer, Age coordinators, Sponsor & publications officer, Disputes Tribunal Chairperson, Groundsman, Fund Raising Committee, Web Manager, Member Protection Information Officer & Canteen Manager. All Appointed Officials and Sub-Committee members are to be financial members of the PFC. The club may discount the registration fees of immediate family members of committee volunteers in recognition of the unpaid service to the club. The discount will be determined by the EC & be applied at the end of the season Appointed Officials of THE PONDS FOOTBALL Club Incorporated are to conduct themselves in a manner consistent with the Constitution, By Laws Regulations & Policies. Failure to do so could result in instant removal from the appointed position & the club. The duties and functions of the Appointed Office Positions are as follows

**3a. MINUTES SECRETARY** Assisting the Secretary in his/her duties as required. Produce minutes of each meeting, these to be tabled at the next meeting.

**3b. COMPETITION SECRETARY** Responsible for the communication of dates, times & playing fields to all PONDS FC teams in any competition in which they are playing. Communicate the results to the BDSFA or any other Association or competition in which the Club is playing. Organise authorisation of any non BDSFA competition/trial games with the BDSFA

**3c. GRADING/COACHING COORDINATOR** Be responsible for the coordination of all matters involving the grading & coaching of junior teams. The position requires the production of a grading & training plan to be produced & presented for discussion at the first meeting of the new season. It is expected that this position will require age coordinators to assist in the junior age groups.

**3d. REGISTRAR** Responsible for the registration of all players and submitting the nominated teams sheets to the District Association. Keep an accurate record for all players in each team. Forward all money received from registering players to the Treasurer. Advise committee on any unusual registration business.

**3e. EQUIPMENT OFFICER** Responsible for the issuing and maintaining of records of all club Soccer equipment under his/her care. At the end of the soccer season to ensure all equipment is returned before records are signed closed.

**3f. CANTEEN MANAGERS** This position will require managers to cover the days & canteens being used for the season. It is expected that a manager will be required for Saturday & Sunday at the main canteen & Saturday at the RooBall canteen. The managers are to decide & inform the executive on the specific responsibilities of the managers. (i.e. ordering of goods, forwarding of money to the treasurer & reporting at meetings). The position is responsible for the managing of the canteen in a way he/she sees practical, catering for Competition Games, Gala Days and training nights as required. Maintain records of all goods purchased and sold. Provide a roster for canteen duties for each team. Forward all money to the treasurer except nominated float for trading.

**3g. DISPUTES TRIBUNAL CHAIRPERSON** The Chairperson is responsible for calling meetings of the Disputes Tribunal as directed by the Committee as prescribed in the By Laws.

**3.h FEMALE DEVELOPMENT COORDINATOR.** This position is responsible for the development of female soccer at PFC. The position requires attendance at BDSFA FDC club meetings & the implementation of the Association criteria & policies. The FDC will also be the coordinator for the female teams

**. 3.i AGE COORDINATORS.** (Roo-Ball, Junior & Senior) The Club will elect 3 Age coordinators who will be the first line of contact for all matters pertaining to their specific age group. The responsibilities include coaches training, review & assistance, dissemination of information (i.e. newsletters, equipment checks etc.)& reporting any matters to the Committee promptly

**. 3.j SPONSOR & PUBLICATIONS COORDINATOR.** The Sponsor & publications officer is responsible for the setting of sponsorship fee's which will be brought to the EC for acceptance. The position requires the coordination of all dealings with sponsors, giving them what was promised by the club for their sponsorship & informing them of what the club has achieved with their sponsorship. This position also is responsible for arranging for the publication of any news letters or other publications for the club.

**3.k. GROUNDSMAN** Will be responsible for ensuring field marking has been completed prior to games.

**3.m. FUND RAISING COMMITTEE** Will be responsible for organising fund raising & social events for the season .

**3.n. CLUB WEB MANAGER** Will be responsible for developing & maintaining the Club Website and social media platforms

**. 3.o. MEMBER PROTECTION INFORMATION OFFICER** (This position does not report to the management Committee, the position reports to the BDSFA MPIO) Will be responsible for reporting to the Association Child Protection Officer all matters pertaining to child protection. Co-ordinate the clubs response to child protection. Administer the record keeping associated with the Prohibited Employment Declarations. Ensure the Working with Children Check process is followed. Ensure all persons involved in the club are aware of the club's child protection policy and relevant codes of conduct. Promote child protection awareness in the club. Ensures that children and adults in the club have a person to go to if they have a concern or need information on child protection. Assist in maintaining the confidentiality of any child related matters and the privacy of any children or persons involved.

## **MEETINGS**

The order of business at Meetings shall be as follows: Attendance Minutes of previous meeting Correspondence Financial Reports Other Reports General Business A calendar of meetings for the year will be produced at the beginning of the season & placed on the web & in the newsletter.

## **5 COACHES**

5a. Application for the position of Coach shall be submitted to the M.C. whereby after their appointment they will be supplied with a copy of the PFC Regulations which must be adhered to at all times as does the Constitution & By-Laws

5b. Junior team coaches are to liaise with the grading/coaching coordinator.

5c. The coach once appointed shall be the sole selector of his team.

5d. The coach will train their players to the best of their ability.

5e. They must give all players equal opportunity to display their skills of the game in line with BDSFA policy.

5f. The coach is responsible for all soccer training kit provided by the Club.

5g. The club will appoint only one (1) Coach per team

5h. All coaches are to be accredited to the BDSFA requirements for the age group being trained or attend a Course to achieve accreditation as soon as a course is available.

5i. Coaches are to wear their supplied coaches shirt at all times including official duties, whilst preparing, during and after games throughout the full home and away season and any trial games midweek or otherwise.

5j. Coaches are to conduct themselves in a manner consistent with leadership and are to refrain from any form of abuse both verbal and physical, profanities and the like to either spectators, players, team officials, referees and assistants. Failure to do so could result in instant removal from the club.

## **6 MANAGERS**

6a. Application for the position of Manager shall be submitted to the M.C. whereby after their appointment they will be supplied with a copy of the PFC By-Laws which must be adhered to at all times.

6b. The Manager shall be responsible for the team sheets at home and away games.

6c. They must check the opposing team I.D.photo's before the commencement of each game.

6d. The manager is responsible for all team shirts, all shirts must be kept together and players are not permitted to wear their shirts home.

6e. The club will appoint only one (1) Manager per team.

6f. The manager is there to assist the coach.

6g Managers are to wear their supplied coaches shirt at all times whilst preparing during and after games throughout the full home and away season and any trial games midweek or otherwise.

6h. Managers are to conduct themselves in a manner consistent with leadership and are to refrain from any form of abuse both verbal and physical, profanities and the like to either spectators, players, team officials, referees and assistants. Failure to do so could result in instant removal from the club.

## **7 PLAYERS**

7a. Registered players shall be given opportunity to learn the game of soccer, improve their skills, techniques and participate in games while the player is representing PFC.

7b. Every player shall at all times exercise good manners and be courteous to others whether he/she is at training, participating in any games or representing the club in other functions.

7c. Players are expected to fulfil their commitment to attend all training sessions held for his/her team and must inform their coach/manager if unable to attend.

7d. Any player that is found guilty by the M.C. of serious offences relating to the game of soccer, bad language, misbehaviour of any kind, physical abuse etc. while representing PFC will be severely dealt with.

7e. Any player seen wearing the official shirt outside match times will be dealt with by the M.C., together with his/her manager.

7f. Players who have played for PFC for ,10 years service shall be recognised with a service award (subject to funds being available).

7g. No player will be allowed to enter the field of play unless in FULL club strip.

7.h All shirts are to be collected at the end of the game with one person selected by the manager to be responsible to launder & return to manager prior to the next game.

## **8 TEAMS**

8a. Selections are to be held at the beginning of the season for any age group of players wishing to represent PFC

. 8b. Where practical all players must play in their correct age group if a team is available, however any request by players to play in a higher age group team must apply in writing to the Secretary and will be considered by the M.C

. 8c. Players taking the field shall be at the discretion of the coach, however the reserve players on the day will be given an equal opportunity to participate in the game as per the BDSFA policy, otherwise the Coach will be dealt with by the M.C.

8d. The maximum number of players in a team will be set by the BDSFA.

8e. Each team playing within THE PONDS FOOTBALL Club is to be represented by a delegate member (refer to definitions in By Laws under Section 2). That delegate member will be deemed to be the official coach or manager. Only 1 may represent their respective teams. Subject to the Constitution, the team will be represented by the delegate and who shall have the right to receive a notice of a general meeting and to be present/debate and vote on behalf of the club at an Annual General Meeting (AGM). In the absence of a nominee and in accordance with the Constitution, correspondence will be sent to both the coach and manager requesting a nomination. This is to be

done no later than 30 days prior to an AGM At the expiration of 7 days, if there is no response from either coach or manager, the team will be unrepresented at the AGM.

## **9 FINES AND SUSPENSIONS**

9a. Any fines and Bonds imposed on a team or player/s by the Association of which PFC are affiliated in its competition shall be dealt with by the M.C. If strong evidence exists which proves the accused to be in the right then PFC will pay the fine or bond.

9b. Any Teams or Player/s that are fined by the Association and are found to be in the wrong by the M.C. may be asked to pay that fine or risk being expelled from PFC

9c. Players, coaches, managers or members who are fined constantly will be dealt with by the M.C. and risk being expelled from PFC

9d. All players, officials, members or spectator who receive any form of disciplinary action by the BDSFA or other governing bodies may have his or her suspension added to at the discretion of the PFC M.C.

## **10 FEES (Club, Referee & BDSFA)**

10a. Players registration and game fees will be set by the M.C. on a yearly basis.

10b. The collection method of Game Fees will be set by the M.C at the start of each season.

10c. The fees are to be distributed as specified by the Committee each season.

## **11 TEAM ORGANISED FUNCTIONS & COLLECTIONS.**

11a The Club is not responsible for any team social activities or collections outside those organised by the Committee. Team players & there parents/guardians should be advised of any team functions or collections that are not organised by the Club.

## **12 ACHIEVEMENT AWARDS**

12a It is the aim of PFC to award each team playing in a competitive competition (under 9 - All Age) at their attainable level in the following classification.

Competition Winners & Minor Premiers

1. GRAND FINAL WINNERS

2. RUNNER UP

1. CLUB PERSON OF THE YEAR A person who has given outstanding service to the Club, usually from non playing volunteers.

2. SENIOR CLUB PERSON This person is a senior player who coaches or manages a team & provides additional service to the Club.

3. JUNIOR CLUB PERSON - Player nominated by the Team Official for commitment to the team & Club and best performed player for each team

4. BEST PERFORMED FIRST DIVISION TEAM The best performed junior team for the season

12b. The awards will be presented on the presentation day or at the dinner dance, presentations will only be altered due to weather, in the event of the competition being cancelled or due to

circumstances where funds are unavailable. The decision to solve any of the above crisis will be dealt with by the M.C.

### **13 TRAINING RULES**

Teams will follow the following at all times. Please ensure you stay out of the goal mouths at Jonas Bradley Reserve. Teams seen using the goal mouths at Jonas Bradley Reserve for training will face disciplinary action.

1. Any teams seen training on any part of Jonas Bradley Reserve, when they are deemed to be closed, will wear the fines imposed by Council and lose training privileges.
2. Glass Bottles are prohibited at Jonas Bradley Reserve
3. Please place all your rubbish in the bins provided after training and on game days, don't leave it to others to clean up after you.
4. Juniors Training to be finished by 7:30pm.
5. Seniors Training is not to commence until 7:30pm if there are already Junior Teams training on that field.
6. All players must wear boots and shin pads whilst training.
7. Only registered coaches and managers are to train players.
8. Teams must vacate their area asap once their allotted time is finished to make way for the next team. **Breaches of the above rules may result in suspension (for individuals and/or teams) from ground privileges and/or other disciplinary action ,as seen fit by the Management Committee**

### **14 MATCH DAY SUPERVISOR**

The Match Day Supervisor will be responsible for the following.

1. The Match Day Supervisor is the person empowered to ensure all rules; policies and safety issues are adhere to.
2. The Match Day Supervisor MUST be minimum 18 years old.
3. The Match Day Supervisor is to check the following prior to the start of the day, or match, as applicable.
  - a. Ensure the ground is fit for play
  - b. Check for dangerous objects such as syringes, glass and other objects.
  - c. Ensure field is marked and flagged as per the rules
  - d. Ensure match balls are the correct size and suitably inflated.
4. Introduce yourself, and identify the Ground Officials, to the referee prior to the match.
5. Ensure the referee and/or assistants are present and supervise the appointment of Club Referees if not present.



6. Ensure referee payments are made as per the rules.
7. Ensure team sheets are available and that they are completed correctly both by teams' management.
8. That the Team Sheets are returned as per the rules.
9. Ensure the Ground Officials are aware of their duties and perform same.
10. Report any problems, rule violations, injuries etc by completing the Incident Report or reporting to the person responsible for completing reports.

#### **15 GROUND OFFICIAL**

1. It shall be the responsibility of the home Club to control spectators at all times. The away Club will render whatever assistance they can.
2. One Ground Official, suitably identified by Association approved apparel, shall be provided by each team.
3. The Ground Official shall not be under the age of 18 years and shall not be a player noted on the team sheet for that match.
4. The Ground Official will introduce themselves to the referees.
5. The Ground Official will print & sign the match sheet prior to the start of the game.
6. Failure to comply with all of the above Rules will result in a fine.
7. The Ground Official shall stand outside the fence with full view of the clubs spectators where possible. The Ground Official shall not stand within the park with the Team officials.

#### **16 PLAYER/TEAM OFFICIAL SEND OFF PROCEDURE**

The following procedure should be followed for any send off from a field by the referee or Club Official.

1. Once sent from the field, the player or Team Official must remove themselves to a position off the park area immediately (i.e. outside the fence or roped off areas).
2. The incident should be reported to the PFC Secretary on the day so as when contacted by the BDSFA the Secretary is aware of the incident. The BDSFA will normally offer a mandatory punishment within 2-3 days which the offender may accept or decide not to accept & fight the case at a judiciary at a time set by the BDSFA.

#### **17 FIELD DUTIES**

- 17a. On competition days members from the first team taking the field must put up the nets, corner flags, sponsorship flags banners, etc. at least 30 minutes prior to match kick-off time
- 17b. The last team playing on the day shall take nets down, corner flags, sponsorship flags banners etc. and return all equipment to relevant places. A job sheet outlining the role will be available from the canteen & on the web site.

## **18. CANTEEN DUTIES**

18a. When games are being played at PFC home ground it is the responsibility of the team manager of the team rostered for canteen duty to provide parents to assist in the duties as required by the canteen manager.

18b. No person under the age of 16 is to be permitted in the Canteen or BBQ area.

## **19 CODE OF CONDUCT**

19a. All players, officials & supporters are to adhere to the Club "CODE OF CONDUCT".

19b. The use of violence or abuse in any form is strongly condemned. Members face expulsion from the Club and the risk of having legal proceedings against them.

19c. Parents are to observe the rule that no coaching be applied from the sidelines except by the person in charge of the team, instead encourage the team collectively and applaud good play from both teams. A copy of the code will be provided to all players & a second copy signed by all players or their guardians at the start of the season.

## **20 WORKING WITH CHILDREN**

20a. Any person wishing to work with children within the QHJSC must meet the criteria set down by the NSW State Government for working with children.

## **21 PRIVACY POLICY**

21a. NO Coach, Manager or Committee person is to give out any personal or other details of any person involved with the Club without the written permission of that person. All Players, Coaches & Managers should read the PFC Privacy Policy. The club is required to supply information to the BDSFA in order to register Players, Coaches & Managers with the Association. The BDSFA Privacy policy can be found on their website.

## **22 SPONSORSHIP**

22a. Sponsorship for the club will be reviewed & accepted based on the current sponsorship policy document. Sponsorship outside the policy document may be considered by the MC who will have the final acceptance or rejection

## **. 23 CORRESPONDENCE & EMAILS**

23a. All members of the club are to refrain from inappropriate use of electronic media, email or otherwise with the purpose of maligning the club, intimidating, manipulating or violating the privacy of family, parents, grandparents, guardians or the like of The Ponds Football club or any other Club or BDSFA.

23b. All members of the club are to ensure that any correspondence from electronic media or otherwise is to be directed through the Ponds Football Club Secretary for approval. Under no circumstances is the opinion, point of view, or wording to imply or indicate a position of The Ponds Football Club to be forwarded or sent to any other club, association or the like without the sole express consent of the Management Committee of The Ponds Football Club.

23c. All members of the club are to ensure that any correspondence from electronic media or otherwise does not contain profanities, personal attacks, derogatory comments or the like. Correspondence shall be written in such a way that it is legible, clear and concise, and is factual without exception