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REGISTRATION OF PLAYERS

- Registration of players shall be held on Saturday following the resumption of the N.S.W Public School term after Christmas holidays
- A player may not register in an age group more than two year above the lowest age group for which he/she is eligible, up to and including Under 16.
- A player applying for registration after the closure of registration on Registration Day shall have his/her name recorded by the Registrar as a late applicant and shall be advised as soon as possible whether his/her registration is accepted
- Following a review of players registered on Registration Day, the Committee shall advise the Registrar of the number of players required to complete each age group. These will be made up from the late applicants in the order in which they applied to the Registrar
- The Committee may accept registration as it deems necessary to maintain strength up to a time the association with which the club is affiliated will no longer register players
- It shall be the responsibility of players (or parent/guardian) to obtain clearances from previous clubs or Associations if such are required.
- Player Registration Fees shall be as prescribed by the Committee.
- Player Registration Fees shall be payable in full, as one lump sum amount, at the time of applying for registration with the Club.
- A player who then does not complete his/her registration payment prior to commencement of the first competition round will have his/her player identity card withdrawn from the team book and will not be able to play until the Registration fee is paid in full.
- Further information refer to IJFA By-Laws

TEAM SELECTION

- Team selection trails shall commence on the week following last registration day.
- Appointment of team selectors will be made through the Port Kembla Senior Football Club
- Subject to PKJFC's rules, players in Under 6, 7, 8 & 9 Teams shall not be graded, and as far as possible will be placed into teams according to friends they wish to play with and schools they are attending.
- Players in the Under 10-18 age groups shall be graded, and as far as possible shall be placed into teams with players of similar skill and ability. Players will be placed into teams according to the following criteria and Procedures:
 - Game observation by the Selector
 - Discussion and decision by the Committee.
 - All players to the Club will be required to complete a skills test, and shall be graded accordingly.
 - Junior players with PKJFC are expected to play in their own age groups, unless there are exceptional circumstances approved by the Committee.
 - Bibs with elastic side and numbers on bibs will be used during trails
- The club expects all players in the team in which they have been selected if any player objects to playing in the team in which he/she is selected, the player (or his/he parent/guardian) may submit an objection in writing to the Secretary. The committee will then review this matter.
- For the 10 to 18 age groups where 24 or more players are registered in each age group, the following will apply.
 - Each graded team must have a minimum of 12 players.

COACHES

- The appointment of Team Coaches is at all times subject to the approval of the Committee/Director of Football.
- Formal soccer coaching qualifications
- Coaching experience and previous record
- Management and human relations skills appropriate to the age group to be coached
- Commitment to the Club, and participation in its broader activities.
- Coaches will need to be formally registered with the Illawarra Junior Football Association, and this will include completion of the Working With Children Check Form.
- Coaches shall be responsible for notifying parents/guardians of practice and game schedules, any changes with these schedules.
- Prior to the start of any playing season, coaches shall meet with the parents/guardians of their respective players and explain the commitment (practice, games, conduct, fundraising, etc.)
- Coaches are directly responsible for the conduct and sportsmanship of his/her players, assistant coaches and spectators before, during and directly after every game.
- Coaches shall ensure that players, assistant coaches and spectators do not interfere with the playing of the game.
- Coaches shall ensure that players, assistant coaches and parents/guardians are aware of any code of conduct, written or implied, set forth by the PKJFC and any other organisation that governs the conduct of the PKJFC.
- The midfield handshake at the end of each game is mandatory for all players and coaches, and the coaches shall see that it is conducted in an orderly fashion.
- Coaches should make every effort to ensure the safety of his/her players during games. A coach should forfeit any game, which in his/her opinion does not promote the safety of his/her players.
- Coaches shall make an effort to play each player in each game. A coach may make a decision not to allow a player to play or to reduce his/her playing time if:
 - The player has excessively missed practice sessions and/or games.
 - The player possesses an attitude that in the opinion of the coach is detrimental to the team and/or individual development.
 - The player's physical condition limits his/her ability to play.
- Questionable conducts of a coach may result in warnings, suspensions or revocation of coaching privileges, which will be decided by the Committee
- Coaches are directly responsible for reasonably safeguarding any Club property issued to his/her and are responsible for returning such property at the end of the playing season.
- Under no circumstances shall a coach verbally or physically abuse a player, a coach, a referee or a spectator. Any infraction to this rule or any other questionable conduct of a coach should be reported to the Committee.
- Coaches shall be expected to be conversant with IJFA by-laws and any other by-laws where applicable

MANGAGERS DUTIES

- Each team is expected to arrange for a responsible person to act as Team Manager, but all such appointments are subject to the approval of the Committee/Director of Football.
- All Managers will need to be formally registered with the Illawarra Junior Football Association, and this will include completion of the Working with Children Check Form.
- Assist Coaches as required in any of his/her duties.

PLAYER COMMITMENT

- Once selected into a team at Port Kembla Junior Football Club, all players are expected to be committed to training and playing soccer for their teams. Dual registration in other winter sports which may interfere with this is discouraged.
- Player Expectations
 - Where possible, attend all training sessions and team meetings of the club.
 - Notify Coach/Manager as soon as possible if unable to attend training or are unavailable for selection.
 - Obey all reasonable directions from the Committee, Coach/Manager
 - Obtain and maintain the best possible physical condition so as to render the most efficient service to the club.
 - Enjoy team-mates company and help bond the club together through encouragement, enthusiasm and maintaining a positive approach to administration, training and games.

SPONSORSHIP

- Sponsorship of individual teams of the club shall be permitted subject to written approval by the Committee.
- All proposals for sponsorship must be submitted in writing to the Committee.

PLAYER SERVICE AWARDS

- Long term service by players with Port Kembla Junior Football Club will be recognised by awards as follows:
 - Five Years Service
 - Ten Years Service
 - Twelve Years Service
- Continuity of service will not be interrupted in circumstances where a player returns to play with the Club after:
 - Being away from club soccer to play representative soccer.
 - Being unable to play because of injury / health / medical reasons.
 - Being unable to play because the Club did not have a place or team available.
 - Or other special circumstances approved by the Committee

CHILD PROTECTION PROCEDURES

The following procedures have been implemented in an effort to protect children from Child Abuse and Club Members from Child Abuse Allegations.

- Prohibited Employment Declaration (PED)
 - All coaches, managers, committee members, coaching assistants and any other persons in charge of children, must sign the FED. Signed copies of PEDs are to be returned to the Child Protection This process must be carried out on an annual basis. Failure to sign the FED negates involvement in any capacity with the children.
- Maintain a High Degree of Confidentiality and Sensitivity
 - Any club member, should they become aware of an allegation being investigated, must maintain strict confidentiality in an effort to help avoid inappropriate treatment of the alleged abuser from others. Some allegations can be false, vexatious or misconceived. As such, we must try and ensure the alleged abuser is not unfairly treated and the person is not labelled as guilty.
- Raise General Awareness of Child Abuse Initiatives and Provide Guidelines on How to Reduce the Risks of Being Accused of Child Abuse the Club will:
 - Provide a commitment to child protection that is understood and supported across the Club by officials, coaches, children and parents (via a Club 'Child Protection Policy Statement')-
 - Help educate those most at risk of allegations - at the first Coaches' and Managers' nights give a brief outline on the legislation and hold an open question time.

- Encourage policies and practices that minimise the risk of child abuse.
- Response to Child Abuse Allegations
 - Where there is an allegation of child abuse, we must immediately contact the peak body (Soccer NSW or its successors) to seek advice and refer the management of the incident/ complaint to them.
 - All three CPOs will liaise immediately on any Child Abuse allegation raised within the Club. While we are not allowed to investigate the allegation ourselves, it may be appropriate to clarify the allegation to enable proper briefing to the peak body prior to reporting the allegation. The three CPOs should all be well versed in the Child Abuse Legislation and be able to make a judgement/commonsense call on whether or not the allegation falls within the Child Abuse Allegation Legislation. When in doubt, the allegation must be referred to the peak body.
 - Any allegation not referred to the peak body will be brought to the committee's attention for appropriate action if required.
- Risk Assessment and Interim Action
 - If an allegation is reported, it is important that we ensure the safety of the child and other children at all times. This may involve supervising the person who has allegations against him/her, notifying the person that his/her code of conduct has offended someone, or removing them from further involvement with the children where the incident is more serious. This will protect him/her from further allegations or inappropriate treatment from others. Sensitivity and confidentiality are paramount in this situation and must be exhibited by all concerned.
- Disciplinary Action If Required
 - The peak body will recommend what action is to be taken if necessary.
 - If the accused is found guilty of the allegation, a report must be made to the Commission for Children and Young People (CCYP) and the offender's name will be submitted for inclusion on the CCYP database for child-related offences. The peak body will carry out such notification

TEAM PHOTOS

- All players, coaches and managers must participate in the taking of Team Photos as arranged by the Committee.
- In this regard it should be noted that:
 - The primary reason for taking team photos is to ensure a complete record and worthwhile standard of Club Year Book which is issued free to all players at the end of the season.
 - Whilst many players / parents value the opportunity to acquire team and individual photos, there is no compulsion for anyone to purchase these photos.

CANTEEN AND BARBEQUE DUTY

- Every team shall be required to staff the canteen and barbecue for the full day whilst games are being played at Darcy Wentworth Park or Wetheral Park, at least once during the season.
- This duty is essential to the successful running of the Club.
- The Canteen Co-ordinator will advise Team Coaches/Managers as to what day their teams are scheduled to staff the Canteen and barbecue.
- The Team Manager will roster his/her team's parents, players or supporters to work behind the Canteen counter and to operate the barbecue for the full day, from 30 minutes before commencement of the first game until 15 minutes after the finish of the last game. At least two people should be rostered on duty at any one time, usually for one/two hour periods.
- Children under the age of 16 years are not allowed to work in the Canteen or on the barbecue. This is a legal requirement and has insurance implications.

NETS UP AND NETS DOWN DUTY

- ‘Nets Up’ work shall be the responsibility of every team scheduled for the first game of the day at the Club’s home grounds, which includes Darcy Wentworth Park or Wetheral Park.
- ‘Nets Down’ work shall be the responsibility of every team scheduled for the last game of the day at the Club’s home grounds, which includes Darcy Wentworth Park or Wetheral Park.
- The last teams must also assist the Ground Marshall to collect any litter on the ground into the rubbish bins.

JUDICARY APPEAL FEES

- Any aggrieved person or team appeal a decision of the association to which the Club is affiliated. The payment of the fee required to have the appeal heard shall be responsibility of the person or team making appeal, not the club.
- Upon written request from the aggrieved party, the Club may exercise its discretion to fund the appeal. This decision must be agreed to by a majority of members of the Club Committee.
- Players and teams shall reimburse the Club for any fines incurred by them with the Illawarra Junior Football Association. Such fines are normally required to be paid by the Club in the first instance. Where they are not reimbursed to the Club within 7 days of notification by the Treasurer, the player’s identity card and teams will be withdrawn from future competition until the fine is paid in full.

REGISTRATION DISCOUNT AND REFUND PROCEDURES

The fees are approved by the Committee each year

- Registration is discounted for two or more children families
- Refund for Injury-Caused De-Registration
 - The Committee shall have the discretion to refund a portion of the registration fee if a player incurs a serious injury as a result of playing for the Club.

USE CONTROL AND MAINTENANCE OF CLUB EQUIPMENT

- A Register (Equipment Register) of all club equipment is to be established and maintained, recording:
 - type of equipment (description)
 - equipment details (model, etc.)
 - quantity
 - serial number (if applicable)
 - purchase date (if known)
 - current condition
- The Equipment Register shall be updated by an annual stocktake to be completed in the first half of September. This will be compared with the previous stocktake and all discrepancies will be reported at the next General Committee meeting and prior to the Annual General Meeting.
- All equipment shall be securely stored in the appropriate location (ie, canteen, store rooms, clubhouse, change rooms, etc.).
- The responsibility for completing the tasks outlined in paragraphs 1 to 3 above will rest with the Committee officer in charge of that area:
 - Soccer equipment (Equipment Officer) - soccer shirts, bibs, balls, cones, equipment bags, hand pumps, etc.
 - Canteen equipment (Canteen Manager) - all canteen equipment plus barbecue equipment, trolley, chip machine, etc.
 - Grounds equipment (Grounds Officer) - soccer nets, corner flags, benches, signs, ground marking equipment, goal posts, goal post padding, wheelbarrow, tools, etc.
 - Clubhouse equipment (Canteen Manager) — appliances, photocopier, riling cabinets, tables, chairs, etc.
- If the equipment is returned in a damaged condition and it can be shown that the damage was suffered as a result of the borrowing, the costs of repair and/or replacement are to be borne by the borrower. The estimated cost of the repair, replacement or refilling (in the specific case of barbecue gas bottles) will be deducted from the deposit (if made) and the balance then becomes due to the borrower. It is preferred that barbecue gas bottles be returned full.
- Any Committee member found to have lent equipment for 'non-Club' use without the prior approval of the Committee or receiving financial remuneration or any other consideration for the use of that equipment (whether it be 'Club' or 'non-Club' in nature) may face disciplinary action in accordance with the Clubs Constitution.