

# Altona Magic Junior Soccer Club



Information Handbook

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## Our Mission

The mission of Altona Magic Soccer Club is to work in conjunction with the local council, government bodies, the wider community as well as corporate businesses in order to continue the development of Australian sports and the promotion of a healthy and more active youth. The club will continue to promote football in the local area, starting with grassroots junior development through to the youth and senior level's with the goal of continuing to create future Australian football stars.

## 1. Aims and Philosophy

The key aims and philosophy of the Altona Magic Soccer Club are:

To provide an opportunity for as many children as possible, regardless of their ethnic, religious or socio-economic background, to experience the positive aspects of participation in a team sport through playing soccer.

- To provide a high quality training and development environment
- To participate in football and experience the positive aspects of the game.
- To develop and promote social, health and wellbeing aspects of the game and environment
- To create football pathways through the junior structure too senior levels
- To promote sportsmanship and fair play.

## 2. General Information

### 2.1 Football Federation Victoria (FFV)

Altona Magic Soccer Club is affiliated with Football Federation Victoria (FFV) and operates under the regulations of that body (and by extension, Football Federation Australia and FIFA).

Football Federation Victoria's website provides further general information on soccer in Victoria. Their website address is: <http://www.footballfedvic.com.au>. The site is quite large and encompasses such things as fixtures, results, addresses of other soccer clubs, rules of the game, etc. The Altona Magic Soccer Club is usually classified under the "Western Region" when looking for fixtures.

## 3. Club Structure

### 3.1 Junior Club

The juniors are affiliated with the Altona Magic Soccer Club, which was established in 1968. The junior operations is managed independently of the senior club committee it is made up of committed parents that have their children registered with the club.

### 3.2 Junior Committee and Contacts

The Junior Committee for 2016 consists of the following parents:

Office	Name	Phone	Email
Club President	Igor Georgieski		altonamagic@hotmail.com
Vice President	Rubin Todorovski		altonamagic@hotmail.com
Secretary	Tony Stojcevski		altonamagic@hotmail.com
Treasurer			
Junior President	Nick Taseski		nick.t@altonamagic.com.au
Junior Secretary			

The following email address can also be used for general enquires or you can submit an enquiry form: [altonamagic@hotmail.com](mailto:altonamagic@hotmail.com)

### 3.3 Frequency of Junior Committee Meetings

The Junior Committee aims to meet once a month (minimum) during the season and as required (weekly or fortnightly) during pre-season preparation period. If you would like the committee to discuss or place an issue on their agenda please send an email to the Junior Committee Chairperson at [altonamagic@hotmail.com](mailto:altonamagic@hotmail.com).

### 3.4 Role of Junior Committee

- ☐ Develop and set Junior Policy
- ☐ Appointment of Team Coaches and Managers
- ☐ Preparation of Junior Fees
- ☐ Organise Registration Days
- ☐ Registration & Renewal of Player Passports
- ☐ General Dissemination of Information to teams
- ☐ Organising of training nights
- ☐ Settlement of disputes and disciplinary matters
- ☐ Distribution and Registration of all equipment to teams
- ☐ Organise team photographs
- ☐ Organise presentation days
- ☐ Ensure that appropriate character checks are carried out.

### 3.5 Role of the Club Committee

The club executive committee can veto the junior policy should issues arise that impact the club and do not represent the interest of Altona Magic Soccer Club.

## 4. Team Structure

### 4.1 Sub Junior Small Sided Games (Under 7 to Under 11)

The club has the following age groups

- U7 comprises of children aged 5 – 7
- U8 comprises of children aged 7-8
- U9 comprises of children aged 8 - 9
- U10 comprises of children aged 9 - 10
- U11 comprises of children aged 10-11
- U12 comprises of children aged 11-12
- U14 comprises of children aged 13-14

Small sided games are soccer games with fewer players competing on a smaller-sized field. They are fun games that encourage players to have more contact with the ball because fewer players are playing in a smaller playing area.

SSG games have a definite developmental impact on younger football players. It makes the game of soccer a better experience for children. More touches on the ball, more opportunities to make decisions, more actual play. Players will be more active due to playing both attacking and defensive roles within a match and will understand the importance of teammates and playing and working together.

More information on small sided games can be found at <http://www.footballfedvic.com.au/development/ssg/> or from the club.

### 4.2 Juniors (Under 12 to Under 18)

Juniors refer to players from under 12 to under 18 years of age. The club may register more than one team in the same junior age group, but this will depend on the number of players registering, availability of grounds and coaches.

The format of all junior teams will continue as in previous years with the 11 v 11 format with FFV fixtured games, official match referees and official ladder.

### 4.3 Number of Junior Teams

In 2016 we anticipate fielding 5 junior teams (U11 to U18) and 8 sub junior teams (U7 to U11) in small-sided games (SSG). The club endeavours to determine and finalise teams during the pre-season period and before March 31<sup>st</sup>.

In determining the number of teams to be registered, account is taken of the number of eligible and registered players in each age group, availability of coaches and grounds for training and match day. Our aim is to try and accept all those who wish to play, however, the club is limited in the number of players it can accept into the club.

The club reserves the right to move registered players from one team to another before the start of the season, subject to the Team Selection Policy and issues that might arise during the season.

#### 4.4 Team Size

The junior committee, team coach and coaching director will decide on the squad numbers for each age group, the club will encourage teams to have 3 substitutes in each squad.

#### 4.5 Team Selection

Our 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 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.

The club also gives first consideration to players that have registered and paid their fees on time.

#### Team Selection Policy

The Club's policies relating to team selection and match playing time have been developed from the Club's philosophy that junior soccer should be based on the principles of fun & enjoyment, fair play, good sportsmanship, and skill & fitness development.

#### General

- All players will play in their own age group unless deemed otherwise by the Junior Committee, Coaching Director, Team Coach).
- If there is more than one team in a specific age group, players will be grouped in accordance with ability and level of competition.
- If a player is deemed by the Club to be advanced for his age group and ready for a tougher challenge, he/she may be moved up to a higher age group with the parents' consent, junior committee, coach and coaching director.
- Prior to any player being moved above their age for any significant period, the Club will consider both the benefits to the individual in question balanced with the impact on the player's current team. The ultimate decision will rest with the Club's Junior Committee.
- From time to time coaches from the higher age teams may ask for assistance from younger interested players if there are vacancies due to injury, illness etc. This will be a one off or short term move only.

#### 4.6 Limiting the Size of Squads

Players are initially placed in a team in their age division and whenever possible, friendship groups will be placed together. Exceptions include:

1. if the player is considered by both the Coach, junior committee, coaching director and Parent to be suited to play in an older age division;
2. if no other suitable and appropriate team is available (too many players in the one age group, but not enough to make two teams in that age group).

Where an age group has above the maximum number of players recommended, the team shall be reduced to appropriate size by March 31 thereby allowing a player sufficient time to find another club. Some players may be invited to remain as a Train on Player. All fees shall be refunded in full to any players omitted from a junior team and leaving the club.

If it is necessary to reduce squad sizes, a recommendation on players who are to be omitted shall be the responsibility of the Team Coach in conjunction with the Junior Committee.

#### 4.7. Train on Junior Players (U11 - U18)

Although limited to a maximum number of players per team, the Team Coach may identify players with future potential that are unable to be included in the final team. Rather than turn such players away, these players may be invited and encouraged to remain as Train On players to develop their fitness and skill. Train On players receive the same level of training and development as selected team players, but will not play matches during the competitive season.

#### 4.8 Players Playing in Older Age Groups

Players already registered with the club and playing in an age group above their current age will be allowed to continue to play in that age group if so desired.

New players to the club will be placed in their correct age group.

Where a player exhibits a level of skill and physical aptitude to play above his age group the Coach shall submit his recommendations to the Junior Committee for such players to participate at a higher level. This recommendation must be approved by the Junior Committee after discussion between the:

- Player's current coach
- Player's prospective coach
- Player
- Player's parents
- Junior Coaching Director

### 5. Insurance

Whilst it is not club policy to insure junior players the club will adhere to any directive as set down by Football Federation Victoria (FFV).

The FFV has compulsory player personal accident insurance (covered by registration fees) which covers all registered Altona Magic Soccer Club players while training or playing for Altona Magic Junior Soccer Club. Details of this insurance cover can be obtained from the FFV website. However the Club strongly recommends that each player is covered by private health insurance. The Club will not be liable for any cost not covered by the FFV insurance.

All claims for injury must be made to the FFV insurer as detailed on the FFV website at

<http://www.footballfedvic.com.au>

### 6. Registration

#### 6.1 Registration Process

Every child must be registered to play and train with the club and FFV competition. A club registration form including the club Medical Consent needs to be completed for each registered player.

In addition, all NEW players wishing to join the club in 2016, from U7-U18, must also complete a separate Football Federation Australia registration form so that they can be registered nationally with the FFA, and provide a copy of their birth certificate or passport and passport sized photos.

As demand for places is high and increases every year it is important that all necessary registration forms and fees are completed and submitted before March 31<sup>st</sup>.

## 6.2 Registration Fees 2016

The club reviews registration fees every year and fees are calculated to cover player and club running costs. It is not the clubs intention to make a profit from player registration fees.

**See package on website or email club.**

Registration fees also cover:

- Team registration with FFV & FFA
- Hobsons Bay City Council charges
- Referees fees for every home game
- Purchase of club training equipment
- Coaches education (Please note that our junior coaches do not get paid)
- Statutory licenses (e.g. supply of food and drink)
- Purchase of safety/first aid equipment
- Utilities (electricity, telephones, line marking of grounds, upgrading and repairs of lights)

All fees must be finalised within 4 weeks of the start of the season and no later than March 31. No player shall be allowed to participate in any game for the club if their fees are not paid by this above date - no exceptions.

If any family or player has difficulty with fees they should contact the Junior Committee to discuss various arrangements for payment of fees in confidence.

## 7. Coaches and Team Managers

### 7.1 Appointments & Qualifications

The club makes every attempt to have Coaches and Team Managers appointed in place during the off season and prior to the commencement of pre-season training.

The Club adopts identical coaching guidelines and policy developed by the FFV. These coaching guidelines are in place to ensure a high standard of quality coaching practices throughout clubs in Victoria. It is essential that coaches be provided with the latest techniques and strategies, rule changes, risk management and responsibilities (duty of care to their players).

The Club strives to ensure our coaches hold a current Coaching Licence within each respective accreditation.

### 7.2 Police Checks & Working with Children Checks

All club officials and coaches who come in contact with junior players are subject to Police Checks and are required to comply with working with children requirements and provide a copy of their approved WWC documentation to the Junior Committee Chairperson. More information regarding WWC can be obtained from the Victorian Government website at <http://www.justice.vic.gov.au/workingwithchildren>

## **8. Parents**

### **8.1 Parent Participation**

Altona Magic Soccer Club relies on parent participation, which can vary from canteen duties to field duties. We ask you to be proactive and offer your assistance. We have calculated that each family needs to donate approximately 4 hours approx. of their time over the entire season. It is vital for parents to participate so that the club can run effectively.

Team managers will roster parents for their duties for home games.

The Club depends on its funds from the canteen takings to pay for council rates, equipment, etc. The canteen will be operational during most training and home games whereby each parent from a team will be rostered accordingly for home junior games.

Emphasis is on helping the club therefore your input is essential. So again, team managers will advise you on your roster times.

The club may ask parents to assist in any of the following tasks:

**Team Manager** provides a contact point for team members, compiling team lists and match fixtures (day/location/time), providing first aid support, providing administrative support to ensure the coach is fully aware of a team member's availability, rosters for provision of oranges, canteen duties, ground marshal and linesperson duty.

**Group Leaders** are required to oversee and coach the Small Sided Games in the U7, U9, U10 and U11 groups.

**Linesman**- Parents maybe rostered to take a turn as Linesperson, unless one or two parents from the team volunteer to take on the job every week.

For home games the team manager may require assistance in preparing the ground. This includes putting up and taking down goal nets, corner posts, and spectator lines. Parents are also expected to take turns as Ground Marshals.

Parents can share driving to and from matches and also provide positive moral (and vocal!) support to their children's team. Carpooling for "away" matches is a positive way our parents can contribute to conserving energy!

Volunteers to undertake line marking or setting cones are always needed and rosters may be drawn up to ensure this task is completed.

Parents can also assist in the canteen as rostered by your team manager. This is an important function required to assist the club to continue to provide premier facilities for junior players.

## 8.2 Parents Responsibility

Parents MUST ensure that they report to the Coach or Team Manager with their child prior to training and not leave their child and belongings unattended. They should arrive in adequate time to pick up their child at the cessation 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 their membership of the club may be cancelled. The Club is not responsible for:

- ☐ Transportation of junior players to and from games and training
- ☐ The security of players' belongings
- ☐ Children left unattended by parents or guardian

## 9. Training

Pre-season training begins at the start of February. All junior teams typically train twice a week on Tuesdays and Thursday's 6:00 to 7:30 pm approx during day light savings hours and 6:00 to 7:30 pm after daylight hours. Days and times are subject to change depending on the number of players and teams to be registered and the availability of grounds.

Attendance at training each week is compulsory. Training together as a team is the most important aspect of developing team skills and efficient functioning of the team as a unit.

Regular attendance at training is also fundamental in developing team unity and commitment. The club recognizes however that on occasion players will have problems attending training due to other commitments. If a player cannot attend due to illness, injury, or a school commitment, they must advise the Coach or Team Manager in advance.

Players who do not attend training without notifying the Coach or Team Manager may find they are "benched" for part of the next match; this is entirely at the discretion of the Coach.

All players MUST WEAR SHIN GUARDS AT EVERY TRAINING SESSION & MATCH. NO SHIN GUARDS NO PLAY.

## 10. 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 and are available while training or playing in home or away matches. Parents/Guardians are reminded that they are responsible for any medications that a child might require. Parents should discuss their child's special needs with the coach at the beginning of the season.

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

Asthma is a very common disorder. Sport Medicine Australia stresses the need for correct use of inhalers for both the treatment and prevention of asthma attacks and also to prevent exercise induced asthma.

Players with asthma will benefit from a thorough warm up and correct use of inhalers as an effective way of preventing asthma occurring during competition.

## **11. Social Events**

Each year the club organises a number of social events that allows parents and children to socialise and continue to build the warm atmosphere that already exists at the club.

### **11.1 End of Season Awards**

At the end of every season the club organises a Presentation Night function to celebrate and recognise the players, parents and sponsors contribution to the season. Each player receives a participation trophy. and each team also presents the following team awards:

## **12. Harassment & Discrimination**

Altona Magic Soccer Club is committed to providing a sporting environment where each participant is a valued member of the club, where they are treated fairly, and are given recognition for their contribution to the club's success.

The club also aim's to provide an environment that is pleasant for participants to train and play in and that is conducive to good sportsmanship.

At Altona Magic Soccer Club, harassment or discrimination whether verbal, physical or environmental is unacceptable and will not be tolerated.

## **13. Code of Conduct**

Altona Magic Soccer Club aims to develop and improve the skills, game play, and team spirit of its players and teams. The Club requires its players, parents and officials to be uncompromising in aspects of fair play and good sportsmanship. Please read and adhere to the following Codes of Conduct.

### **13.1 Players**

- Play by the rules of the game.
- Never argue with an official.
- If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit so will you
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **13.2 Coaches, Team Managers and Other Club Officials**

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
  
- Encourage and promote rule changes, which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.

- Keep up to date with the latest trends in officiating and the principles of growth and development of young people.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Give all young people a 'fair go' regardless of their gender, ability, cultural background or religion.

### 13.3 Parents and Carers

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### 13.4 Spectators

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams.
- Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### 13.5 Breaches of Codes of Conduct

Any breaches of the code of conduct will be referred to the committee for an appropriate course of action. Breaches may result in a caution or formal letter of warning being issued. Continuous infringements of the same nature will result in match bans and ultimately exclusion from the club.

Severe breaches such as violent or threatening behaviour to players/coaches/parents etc. will result in expulsion from the club and potentially from the FFV/FFA. Inappropriate parental behaviour will adversely affect the children as the entire family may be asked to leave the club.