

Sporting Football Club



Code of Conduct **Version 1.5**

Introduction:

Sporting Football Club, like any other institution must ensure that discipline and order, on and off the field, is maintained at all times.

This document serves not only as guidelines but also as rules which all players, parents, team coaches, team managers and club officials must abide by.

All club officials, members, parents, coaches, team managers and players are encouraged to notify the club in writing, if they are witness to anyone breaking the Club Rules as specified in this document.

Club Rules:

The club rules are categorized into the following categories:

CAT 1

The violation of any rule in Cat 1 will be considered a serious offense and any member, parent, coach, player or visitor found guilty of violating such a rule may be fined, suspended for a period as decided by the committee, or expelled from the club. Any club official, coach or manager may be released of his / her duties if found guilty of violating any of the rules in this category. Anyone found guilty of damaging or defacing Club property or equipment will be expected to pay for the replacement or repair of the damaged property or equipment. In the case of theft of club property or equipment, the club may initiate a criminal charge against the accused.

1. No ***Swearing*** or ***Abusive Language*** allowed on or off the field. The majority of the members of Sporting Football Club are children between the ages of 4 and 17 and therefore we as responsible adults must be careful in the way we conduct ourselves. Please remember that you as players, parents and team officials are representing the club when your team is playing at home or away and therefore it is in the interest of the club that you conduct yourselves in a responsible manner.
2. No ***Fighting*** allowed, on or off the field, home or away.
3. No ***Stealing***. The club will not be held responsible for any loss or damage, it is the responsibility of each player to ensure the safety of their own possessions.
4. The club does not in any way encourage or accept ***Cheating***. All association bye-laws must be adhered to.
5. No ***Discrimination*** allowed.
6. ***Damaging*** or ***Defacing*** of Club property or equipment will not be tolerated.

The decision as to the action to be taken against an offender of a category 1 rule will be at the discretion of the **Disciplinary Committee**, and may only be appealed in writing, within 2 weeks of the committee's judgment being issued.

CAT 2

The violation of any rule in Cat 2 will be seen as a moderate offense, and only in the case of a repeat offender, and at the discretion of the club committee, may a disciplinary hearing be held. The decision taken at the disciplinary hearing as to the action to be taken against the repeat offender will be at the discretion of the **Disciplinary Committee**, and may only be appealed in writing, within 2 weeks of the committee's judgment being issued.

1. No Spectators, parents, coaches or players who are not training or participating in a match are allowed beyond the railing during matches which are played on the A field.
2. No **smoking** in the clubhouse.
3. No **playing with a ball** is allowed in the clubhouse or around the thatch area.
4. No **littering**.
5. **No alcohol** is allowed on the premises unless purchased at the club bar.
6. All club officials, players, parents, coaches and managers must adhere to their **responsibilities** as identified in this document.
7. All club officials, players, parents, coaches and managers must respect the permanent staff members of **Sporting Football Club**. They have a job to perform and are required to carry out their duties to the best of their ability. Grievances arising from any **Sporting Football Club** staff member should be lodged with a club official.

CAT 3

Other Rules.

1. All **kits and training equipment** remain the property of **Sporting Football Club** and must be returned to the club at the end of each season. Any kit or equipment not returned will be deemed to have been stolen and will be treated as a serious offense.
2. **Right of admission**, to the club is reserved. This includes the clubhouse, its surrounding area, the soccer fields as well as the parking area.
3. The club will not be held responsible for any **Injuries** sustained during training, matches or while players are being transported.

4. The club will not be held responsible for any *Injuries* sustained to players, parents, coaches, managers, club officials or visitors whilst on the club premises.
5. Any *Fines* imposed on the club by the association/s due to misconduct of coaches, managers, parents, supporters or players are for the account of those persons responsible for the misconduct. The club may impose an additional fine on the guilty party if the offense is in violation of any of the *CAT I* rules.
6. All players must pay *subs*, unless specific arrangements have been made. The club has the right to hold back any player's clearance and / or player's card if any subs are outstanding.
7. No training on the A Field, unless permitted by the committee. Coaches to ensure that they train on the training ground as allocated by the club.

All players as well as parents, coaches, managers and club officials have responsibilities to one another and to the club.

Responsibilities of:

1. The Club Official

- 1.1 Ensure that all teams have a designated training area.
- 1.2 Ensure that all teams and players are registered with the respective associations.
- 1.3 Ensure that referees are paid after home games.
- 1.4 Ensure that there is sufficient lighting for training and night games.
- 1.5 Ensure that the clubhouse facilities are available for home games and training sessions.
- 1.6 Ensure that the fields are marked.
- 1.7 Ensure that permanent and temporary staff are paid.
- 1.8 Ensure that all expenses incurred by the club are paid.
- 1.9 Ensure that the club is run in a responsible and professional manner.
- 1.10 Ensure that coaches are supplied with sufficient training equipment.
- 1.11 Ensure that all teams have a match kit.
- 1.12 Maintain the upkeep of the fields and clubhouse.
- 1.13 Allocate a coach and manager to each team.
- 1.14 Maintain proper financial controls and records.
- 1.15 Must not be prejudice.

- 1.16 Must not be discriminative.
- 1.17 Respect all players, parents, referees and visiting teams.
- 1.18 Respect other committee members and staff.
- 1.19 Respect club property and equipment
- 1.20 Respect, abide and promote the rules of the club.
- 1.21 Support club functions, tournaments and fund raisers.
- 1.22 Attend committee and other meeting when required.

2. The Coach

- 2.1 Must be punctual.
- 2.2 Dress appropriately for training sessions and matches.
- 2.3 Encourage players and not shout, scream or use abusive language at training sessions or matches.
- 2.4 Treat own players, parents, opponents and match officials with respect.
- 2.5 Teach and inspire players to love the game and to compete fairly.
- 2.6 Lead by example, in respect to his / her behavior, attitude and discipline.
- 2.7 Have control and command discipline at all times.
- 2.8 Knowledgeable in all the recognized skills and techniques of football.
- 2.9 Knowledgeable in the laws of the game and the by-laws of the association.
- 2.10 Be prepared by planning training sessions before the session starts.
- 2.11 Be fair in team selections.
- 2.12 Must not be discriminative.
- 2.13 Must not show favoritism towards any player or parent.
- 2.14 Respect, abide and promote the rules of the club.
- 2.15 Respect the club officials and staff.
- 2.16 Respect club property and equipment.
- 2.17 Respect the interpretation of rules and judgment of the official.
- 2.18 Responsible for all substitutions.
- 2.19 Responsible for all equipment which has been issued to them.
- 2.20 Responsible for returning all equipment which has been issued to them.
- 2.21 Ensure that the team train within the area allocated to them.

- 2.22 Make an effort to attend coaching courses which may be organized through the club or association.
- 2.23 Support club functions, tournaments and fund raisers.

3. The Team Manager

- 3.1 Liaison between the club, the players and parents.
- 3.2 Liaison between the coach, the players and parents.
- 3.3 Lead by example, in respect to his / her behavior, attitude and discipline.
- 3.4 Treat own players, parents, opponents and match officials with respect.
- 3.5 Record player's and parent's details.
- 3.6 Collect outstanding subs where necessary and hand them to the respective convener / club official.
- 3.7 Liaise with other club managers.
- 3.8 Organize friendlies with other teams.
- 3.9 Reschedule fixtures when required.
- 3.10 Respect, abide and promote the rules of the club.
- 3.11 Respect the club officials and staff
- 3.12 Respect club property and equipment
- 3.13 Respect the interpretation of rules and judgment of the match officials.
- 3.14 Knowledgeable in the laws of the game and the by-laws of the association.
- 3.15 Keep the parents updated with club and team news - communicate regularly with parents via letters and / or meetings.
- 3.16 Motivate players and parents.
- 3.17 Assist the coach, if required, with team selection.
- 3.18 Organize sponsorships, fund raisers and donations.
- 3.19 Register teams into pre-season tournaments and fun days.
- 3.20 Support club functions, tournaments and fund raisers.
- 3.21 Arrange and coordinate the ordering of team kits when necessary.

It is possible that both coach and manager responsibilities could over-lap. Where coaches are performing both coach and manager duties, or vice versa, both codes of conduct must be adhered to.

4. The Player

- 4.1 Treat teammates, opponents and coaches with respect.
- 4.2 Must be punctual for all practices and matches.
- 4.3 Must notify the team coach or manager if unable to attend training or a match.
- 4.3 Must dress appropriately for training and games. Club colours must be worn on match days.
- 4.4 Respect, abide and promote the rules of the club.
- 4.5 Respect all coaches, managers, club officials and staff.
- 4.6 Respect match officials and accept their decisions without arguments and gestures.
- 4.7 Respect club property and equipment.
- 4.8 Play hard but play within the laws of the game.
- 4.9 Demonstrate self control.
- 4.10 Win without boasting, loose without excuses and never give up.
- 4.11 Remember that it is a privilege to represents ***Sporting Football Club***.
- 4.12 Do not swear at teammates, opponents, coaches, officials or spectators.
- 4.13 Support club functions, tournaments and fund raisers.
- 4.14 Support all Sporting Football Club teams.
- 4.15 Can not play for any other club while registered with Sporting Football Club.
- 4.16 Must return all kit to his coach / manager at the end of each season.

5. The Parents

- 5.1 Do not coach from the sideline, leave this to the coaches.
- 5.2 Get to know your committee.
- 5.3 Do not criticize the coaches and officials in front of the players.
- 5.4 Keep away from the training session and let the coach do the coaching.
- 5.5 Show more interested in the development of the player than winning at all costs – parents should show empathy for young developing players.
- 5.6 Understand the risks. A soccer game is full of mistakes; the team who makes fewer mistakes generally wins the game. Playing soccer gives you the willingness to chance failure.
- 5.7 Communicate with the coach and create a positive, supportive working relationship.
- 5.8 Understand and respect the different roles of parents and coaches.

- 5.9 Control negative emotions and think positively.
- 5.10 Do not force children to play the game if they do not enjoy it
- 5.11 Assist the coach and manager with fund raising.
- 5.12 If your child is carrying an injury, ill or on medication please report this to the coach or manager.
- 5.13 Encourage and support your children and other members of the team.
- 5.14 Ensure that your child has transport to the games and training sessions.
- 5.15 Know the rules of the game and bylaws of the associations
- 5.16 Respect, abide and promote the rules of the club.
- 5.17 Respect all coaches, managers, club officials and staff.
- 5.18 Respect match officials and accept their decisions.
- 5.19 Respect club property and equipment.
- 5.20 Do not undermine the coach's decision.
- 5.21 Support club functions, tournaments and fund raisers.
- 5.22 Promote the club when talking to other parents and players.
- 5.23 The coaches and managers are **NOT** taxi drivers or baby sitters. It is the responsibility of the parents to ensure that the player get to games and training on time. Also ensure that they are collected promptly, it is unfair to expect a coach or manager to wait with the child until he is collected.
- 5.24 Ensure that subs are paid timeously.

6. **Coaching Procedures And Objectives**

- 6.1 The coach is responsible for all team selection, if any parent feels that the coach is being unfair, please bring this up with the **head coach, director of football or league convener**.
- 6.2 Team selection will be based on the player's skill, performance, commitment, attitude and attendance at training.
- 6.3 The A team takes preference to any other team in the age group. If the A team is short of a player or players the A team coach may call on any player or players from the B team to play. This also applies to B and C teams. Players may be moved up or down within the respective teams within their relevant age groups, based on the player's performance and improvement. This will be done in consultation with the relevant coaches. The Bye Laws of the association must be taken into consideration when players are promoted or demoted.
- 6.4 **The committee and / or director of football will appoint a head coach within each age group.**

- 6.5 The head coach will be assisted within his / her respective age group by a minimum of one coach per team, and will be responsible to ensure that training sessions are prepared and conducted in line with the training program guidelines issued by the director of football.
- 6.6 In order to optimize the head coaches skill and experience, he / she will remain within their respective age groups for a minimum period of 3 years before being moved to another age group.
- 6.7 Field allocations for both training and games may be predetermined and set at the discretion of the director of football or any other person nominated to do so by the club's committee.
- 6.8 The coach **is responsible** to teach and improve the player's skills and knowledge of the game but can only do so if they get the parent's cooperation, **and so** no parent is to interfere with the coaches during training or matches. Should a parent have any matters they want to discuss with the coach or team manager please do so directly with the responsible person. Failing resolve then the matter should be brought to the attention of the respective **head coach, director of football or convener**.
- 6.9 Any player who does not co-operate with instructions given by the coach or does not give full commitment at training may be asked to leave the training session.
- 6.10 The club will ask any player, coach, manager or parent to pay any fines imposed by the association due to their misconduct. The club will impose a club ban on anyone who refuses to pay these fines.

7. Donations and Sponsorships

As a 'not for profit organization', the club relies extensively on donations and sponsorships for its survival and growth. All donations and sponsorships whether cash, equipment or other form, must be recorded and will be dealt with as follows:

- 7.1 It may be directed at an individual player, individual team, or to the club in general.
- 7.2 Donations / sponsorships directed at an individual team must be:
 - 7.2.1 Handed to the respective team's manager.
 - 7.2.2 The team's manager is to ensure that the donation / sponsorship is used according to the joint discretion of the manager, the coach and the person / organization making the donation / sponsorship.
 - 7.2.3 The team manager is also responsible for recording all team donations / sponsorships with the club's secretary, within 7 days of such donation / sponsorship being received.
 - 7.2.4 The club treasurer must issue a receipt for any money donation / sponsorship received.

- 7.3** Donations / sponsorships directed at the club in general:
- 7.3.1** May be handed to any main committee member.
 - 7.3.2** The recipient committee member is then responsible to record the donation / sponsorship with the club secretary, within 7 days of such donation / sponsorship being received.
 - 7.3.3** Money donations / sponsorships must be handed to the club treasurer within 7 days and the treasurer must issue a receipt for the money donation / sponsorship.
 - 7.3.4** Club donations / sponsorships are to be used at the joint discretion of the person / organization making the donation / sponsorship and the club committee.
- 7.4** In the event of a training kit or advertising board sponsorship, such training kit or advertising board will only be ordered once the full payment has been received by the club treasurer.
- 7.5** Any training kit sponsorship will cover the sponsor's advertising on the kit only and the kit itself will remain the property of Sporting Football Club and / or the individual players.

8. Fund Raising

As a 'not for profit organization', the club relies extensively on fund raising for its survival and growth. Typical fund raising initiatives may include fund raiser events, raffles or functions.

- 8.1** All fund raising will be for the benefit of the club in general and funds will be utilized in line with the club's constitution.
- 8.2** Each team is required to plan and conduct at least one fund raising initiative per year, or to secure a donation or sponsorship for the club of a similar value to that of a typical fund raising initiative.
- 8.3** No fund raising initiatives may be conducted for the benefit of an individual team, unless in special circumstances and with the prior approval of the club committee.
- 8.4** Fund raising initiatives requiring the use of the club's facilities must be booked timeously with the club's secretary.