



Westside Football Club
"Friendship through sport"

Club Handbook

2012

January 2012

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Welcome to Westside FC

Dear Valued Members,

Westside FC continues to grow from strength to strength. Last season was extremely successful – our 3 Junior Competition teams all made the final series. Our U12s won the Championship, and our U14s were both Premiers and Championship winners having completed the entire season undefeated. In the SSF ranks, we entered a team into the Komodo Dragons for the first time and they held their own. During the finals, some of the Westside Firsts & Ressesies came to watch and show their support which was greatly appreciated by the juniors and showed true club spirit.

During 2011, Westside fielded teams in Metro 1 and Reserves and Metro 5 competitions. Metro 1's finished in 6th position, the Reserves in 9th and the Metro 5's in 2nd and qualifying for the semi finals.

The Metro 1's progressed to the last 16 of the Metro Cup being defeated by Souths United (eventual Cup finalists and Metro 1 Competition runners-up).

We would like to thank all the members who turned out for our final fixture last season, there were in excess of 100 spectators in attendance, it would be great to see if a few could attend the Metro 1 home fixtures this season.

In 2012 we are looking to further establish strong teams in all competitions in which we nominate, the Metro 5's have asked to be promoted to Metro 4. We are looking towards the commencement in 2013 of the **NEW** City Leagues Competitions and therefore need to perform to the best of our capabilities thus enabling Westside gaining a position as high as possible in 2013 - having Club members support at fixtures will go a long way to achieving this.

This year, we have formed a partnership with the Brisbane Paralympic Football Program (BPFP) to be the first sporting club in Queensland to offer a paralympic football program for footballers with a physical disability. This exciting new venture also includes support from Sporting Wheelies and Disabled Association.

Westside FC has always been an inclusive club, and this partnership creates more opportunities for anyone to enjoy football.

Next year sees the 50th anniversary of the Club so stay tuned for more news as we prepare for a year of celebration in 2013.

This handbook is designed as a primary guide to Club information and I encourage all members to read it then consult the Club website for further information if required. We use the website as our main communication vehicle so please consult it regularly. If you have any articles of interest for members to be included on the website these are welcomed for consideration.

The Club also has a vibrant Facebook page and we encourage all members to "Like" the page and be an active contributor.

The Club is highly reliant on the generous support of our sponsors so I encourage you to consider using their services where possible.

Westside is a not-for-profit organisation run by volunteers, who are either players or parents (or both). We provide a family atmosphere and our emphasis is on club spirit and partnerships with the community. It is expected that families who are members of the Club contribute some time towards Club activities.

Our motto of 'friendship through sport' remains paramount as we enjoy sustained growth throughout the Club that is generated by ethos. I wish all members an enjoyable and successful season.

Regards

Shane Downey
President

Playing Fields	Grovely Sports Ground 32 Hanran Street Keperra 4035 UBD 138 D2
Postal address	P.O Box 104 Ferry Hills DC 4055
Phone number (club house)	(07) 3354 3517
Website	www.westsidesports.com.au
Facebook	https://www.facebook.com/#!/groups/58592596768/
Email	enquiries@westsidesports.com.au
Wet Weather	www.westsidesports.com.au/wetweather.html
Field Bookings	calendar@westsidesports.com.au

Club details

Management Committee

President	Shane Downey	0414 687 906
Vice President – Men	Peter Bromley	3351 2430 or 0411 385 811
Vice President – Women	Shane Downey	0414 687 906
Vice President – Junior/SSF/Squirts	Wayne Gittins	3855 8697
Vice President – BFPF	TBA	
Treasurer	VACANT	
Assistant Treasurer	Ros Francis	
Secretary	Matt Anson	0421 044 283mattanson89@gmail.com

Office Bearers

Registrar – Juniors	Kelly Moss	0434 979 913
Registrar – Men’s	Peter Bromley	0411 385 811
Registrar – Women	Shane Downey	0414 687 906
Men’s Firsts Coach	Michael Gooda	0415 333 635
Men’s Reserves Coach	Steve Keegan	0434 401 623 mailto:stevekeegan@westnet.com.au
Over 35’s Coordinator	Peter Hodgkin	0401 142 902
BFPF Manager	Lauren Hall	
BFPF Coach	Jay Larkins	
Junior Coaching Development Program	Barry McErlean	0428 235 870
Club Development Officer	Barry McErlean	0428 235 870
Equipment Officer	Peter Thew	0416 056 443
Club House Manager	VACANT	
Website Coordinator	Barry McErlean	0428 235 870
Sponsorship Coordinator	Barry McErlean	0428 235 870
Arana Sports Delegate	James Yeo	33511218 mailto:jim.leigh@bigpond.com

Football Brisbane Delegates	Jon Cunz & Adrian Ferrell	0431 674 318 0432 620 931 mailto:theanti_jabba@hotmail.com mailto:booze_guzzling
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Committee meetings

Currently these meetings are held at the Westside FC Club House on the third (3rd) Monday of the Month at 7.00pm.

All members are welcome, and are encouraged to attend. This is a great opportunity to discuss any issues or ideas you may have.

Hire of facilities

Members of the Club may hire the Clubhouse for private functions. A donation is requested to cover costs.

The Club has two BBQs which may be used at no additional cost.

A fee may be charged if the facilities used (including the fields) are not left clean and tidy. Cooking utensils are available from the canteen. For bookings please email calendar@westsidesports.com.au

Registration fees

Age Group	2011 Fee	Additional Information
Squirts 3-5 yrs	\$30	Includes: Club Membership, insurance and end of year participation trophy or medallion. Club playing t-shirt is optional and costs \$12 <i>Weekly session fee of \$5.00 applies.</i>
Under 6-11 yrs	\$220	Includes: Club Membership, Football Brisbane, Football Qld and FFA affiliation fees, insurance, team photo, trophy, and Club training shirt. <i>No additional weekly match fees.</i>
Under 12-17 yrs	\$220	Includes: Club Membership, Football Brisbane, Football Qld and FFA affiliation fees, insurance, team photo, trophy, and Club training shirt. <i>Weekly match fees apply.</i>
Youth	\$330	Includes: Club Membership, Football Brisbane, Football Qld and FFA affiliation fees, insurance, and 2 pairs of Club socks. Also includes first-aid consumables. <i>No additional weekly match fees.</i>
Women	\$345	Includes: Club Membership, Football Brisbane, Football Qld and FFA affiliation fees, insurance, and 2 pairs of Club socks. Also includes first-aid consumables. <i>No additional weekly match fees..</i>
Men's Metro	\$400	Includes: Club Membership, Football Brisbane, Football Qld and FFA affiliation fees, insurance, and 2 pairs of Club socks. Also includes first-aid consumables. <i>No additional weekly match fees..</i>
Men's Firsts & Reserves	\$450	Includes: Club Membership, Football Brisbane, Football Qld and FFA affiliation fees, and insurance, 2 pairs of Club socks, and training shorts and shirt. Also includes first-aid consumables. <i>No additional weekly match fees.</i>
Over 35's	\$260	Includes: Club Membership, Brisbane Lions, Mitchelton Over 35's affiliation fees, and 2 pairs of socks. <i>No additional weekly match fees.</i> <i>Does not include player insurance. Players are advised to arrange their own.</i> <i>Additional team fee to be advised to cover regularly used items such as tape and first-aid consumables.</i>
BFPF	\$50	Includes: Club Membership, participation in the BFPF inclusive program.

Match fees

Match fees help cover the costs associated with equipment, lighting for training and night games, and Match Officials where applicable.

U6 to U11, Youth, Over 35's and Senior Men's and Women's team registration fees are inclusive of all match fees.

Family discount

A family discount of \$25 applies for additional family members who play for Westside FC. Family is defined as a direct relative (e.g. sibling) who resides in the same household.

Payment options

Payment can be via Eftpos, Visa or MasterCard, cash or cheque. All cheques are to be made payable to Westside Sports Club Inc.

The Club has a strict policy of "No Pay – No Play". We require full payment of fees prior to submitting each player's registration. Fee payment plans for financial hardship may be available. Requests for payment plans must be submitted in writing to the Club President.

Cancellations & refunds

All requests for cancellations and refunds of registration fees must be submitted in writing to the Club Secretary. Requests will be considered by the Management Committee, and a refund amount will be determined based upon the stage in the season the refund was requested. A \$50 administration fee will be deducted from any amount refunded.

There are no refunds on purchased clothing. This is a health & safety requirement.

Absolutely no refunds for fees will be given after May 1. This is also the Football Brisbane cut-off time for refunds.

Fund raising

Westside FC no longer requires teams to find a sponsor as there is a substantial Club sponsorship program underway. Instead, each team will be rostered to run a raffle at the Arana Leagues Club. The Arana Leagues Club provides the prizes and raffle tickets – all that is required is for someone to sell them! The process is usually completed within 2 hours and requires only two people. Why not take the opportunity to get to know your team better by inviting the team to dinner at the same time.

During the course of the season there will be fund raising initiatives including raffles and it is expected that all teams will be supportive and assist in these initiatives. Fund raising helps lower the costs associated with playing and Club development.

Team Allocation

Coach & Manager Nominations

Nominations for the positions of Manager and Coach for each team will be called for at the commencement of the playing season. The Management Committee will appoint these positions, taking under consideration nominated suitable candidates.

Team structure

U6 – U7 teams - 20m x 30m field	The Under 6s consist of 4 players and maximum of 2 reserves. The Under 7s consist of 5 players and maximum of 2 reserves. 2x20 minute halves. Small Sided Games (SSF) rules as per Football Queensland apply. Small portable goals are used and there are no Goal Keepers.
U8 – U9 teams – 30m x 40m field	The Under 8s and 9s consist of 7 players including Goal Keepers. Portable 3m x 2m goals are used. There is Maximum of 3 reserves.
U10 – U11 teams - 40m x 60m field	The Under 10s consist of 9 players including Goal Keepers. Portable 3m x 2m goals are used. There is Maximum of 3 reserves.
U12 – U17 Youth Senior Men, Women & Over 35s	Full size field, full FIFA rules. 11 players including Goal Keepers, with a maximum of 5 reserves.

Team selection

Small Sided Football (SSF)

SSF covers the U6 to U11 age groups and is non-competitive.

In the **U6 to U9** age groups we endeavor to construct teams of varied skills, so that players feel confident, and all teams within the “playing hub” are of similar level, and players will benefit from greater enjoyment of the game.

In **U10 and U11** age groups, there are three different playing hubs for teams to be entered into:

- Komodo Dragons (most experienced players)
- Goannas (mixed experienced players)
- Geckos (least experienced players)

Westside will enter teams in the most appropriate hub. If there is more than one team for the age group, the players will be sorted into teams based on prior experience. This is done so the team is entered into the appropriate hub of teams and players will benefit from greater enjoyment of the game.

The Management Committee will determine which level teams will be fielded.

U12 to U17 are competition teams. Where there is more than one team for an age group, the grading of players within the club will be the responsibility of the Management committee in consultation with the appropriate officials, and may be determined following trial games, at a date to be arranged.

Grading policy- Junior competition players

The aim of grading is to place all players from the age groups Under 12 through to and including Under 17 competition teams into 'like skilled' teams or groups where they can compete at a level of enjoyment and be competitive in a broad social environment.

Although parent's opinions are welcome and appreciated they may not always influence the outcome. All decisions made by the Grading Committee will be final.

Parents are welcome to attend each grading session.

Grading & skills assessment - Junior competition teams

If there is only one (1) team in each age group, trial matches will be arranged where possible with other clubs to assess both player and team ability. This will greatly assist the club in placing the team in the correct division where each player can play to his/her best ability and be both competitive and able to enjoy the game of football.

Teams wishing to play in the ‘top’ division (i.e. 1st or 2nd division), at least 2 trial matches will be arranged where possible. The Grading Committee and each Coach will attend to observe and discuss the placement of these teams into the higher divisions knowing they will be competitive.

If a situation arises where there are additional players from consecutive age groups, they may be ‘grouped’ together to form a team. Players will be graded accordingly to allow for suitable distribution of numbers to make up even teams. *Players can only play up an age group subject to a player assessment by the Grading Committee and team Coach, and must be approved by the parent of the player.*

A number of core skills will be assessed to determine each player’s ability. The skills are to be performed in small groups of players, short small sided games and also in a full sided game. Participation by each player in the team will also form part of the assessment.

Training

Pre-Season training will commence as follows:

SSF U6 – U11	Week commencing Monday 20 th Feb
U12 and over	Week commencing Monday 2 nd Feb

Regular weekly training sessions will be conducted at the following times (any alterations to this will be advised):

	1.30-4.30 pm	Field	5.00-6.00 pm	Field	6.00-7.00 pm	Field	7.00-9:00 pm	Field
Sun	BFPF	2						
Mon							Metro 1 & Reserves	2
Tues	U6 / U7	2	U6 / U7	2	U12 / U13	2	Women	2
Wed	U8 / U9	2	U8 / U9	2	U14	2	Metro 1 & Reserves Other Metro Over 35's	1 2 2
Thurs	U10 / U11	2	U10 / U11	2	U15 / U17	2	Youth	2

All teams **MUST** train at the allocated time, ensuring no other teams are

inconvenienced. Should your team have a legitimate reason why you are unable to train at the designated time; you may make a written request to the Management Committee who will decide the issue.

Field Etiquette

Please respect other teams' use of the fields during training – stay off when it's not your turn, and clear the field on time.

SSF fixtures

This will be supplied prior to the season start, and takes in teams within the local area.

For U6 to U7 teams, Westside FC and Mitchelton FC have combined to create a local hub. Games will either be held at the Club or at Mitchelton as per the draw (yet to be finalized).

For U8 and U9 teams, the hub is extended to include Samford and Dayboro and games will be held at the Club, Mitchelton, Samford or Dayboro as per the draw (yet to be finalized).

U10 and U11 games are scheduled by Football Brisbane and cover additional local clubs.

Junior fixtures

Fixture games (U12-U17) are drawn up by Football Brisbane. Generally these follow the rule of one game at home and one away. Players are required to report to the Coach/Manager at nominated playing fields, not less than sixty minutes prior to kick off time.

In normal circumstances games will proceed in accordance with details shown on the draw, however, some rescheduling of matches may be necessary from time to time due to inclement weather or other unforeseen circumstances. Please visit the website regularly.

BFPF

The BFPF inclusive program operates on set dates as listed below. The program

focuses on skill, agility, and fitness drills and games for people of all ages regardless of their ability and skill or experience. All Club members can participate in this program as part of their membership.

Attendance

Parents are responsible for the attendance of their children at training and all matches in which the players are selected to play, or to inform the team manager or coach of the player's inability to attend with as much notice as possible. Parents are encouraged to attend as many games as possible to support your child's team.

Playing time

It is club policy that all junior players in their team be given an equal amount of playing time during the season, as far as practicable, allowing for holidays and illness.

Competition structure

Premiership

Each competition team will play other teams in their respective division twice during the season – as a HOME team and as an AWAY team.

Points are awarded as follows:

WIN = 3 points. DRAW = 1 point. LOSS = 0 points.

The team with the highest points recorded for the season, following the last fixture game, is deemed the Premiership winners.

Points are not awarded in SSF (Under 6s through to and including U11s) as these age groups are regarded as introductory and learning periods and against the official rules for SSF.

Championship

The final series follows immediately after completion of the Premiership round, except for Under 15's and Under 17's, which commence a week later. It is a knockout competition between the top four teams in each division from Under

12s to Under 17s.

Field preparation

Nets will need to be put up by the First Team on the field prior to the first game on Home Field and then taken down by the Last team on the field. Parents will be asked to help put up and take down the nets.

Uniform & equipment

The wearing of uniforms by all players is compulsory and no player will be permitted to take the field unless he / she are in full uniform. It is the responsibility of players to provide their own shorts, socks, shin-guards and boots. Shorts and socks must be purchased from the club, as they bear the mandatory "Q" Logo. Club jerseys will be provided, and issued to players for the duration of the match only.

- Shin-guards are mandatory for all age groups except Squirts. Players will not be permitted to play or train without them.
- Mouth guards are optional.
- Floppy brimmed hats only may be worn during the game, other than the Goal Keeper who may wear a peaked cap.
- Skins may only be worn if they match the colour of the playing shorts. Referees have been instructed to inspect these.
- All visible jewelry must be removed prior to the start of play. Jewelry should likewise not be worn to training.
- Sunscreen is highly recommended for day play.

Jerseys

The team Manager is responsible for drawing up a roster for weekly washing of the team jerseys.

Team jerseys are to be worn for the game only and are not to be worn to and from matches or for training.

Club Shirts are included in Junior registration fees, and are appropriate for this purpose. Should you wish to purchase additional club shirts they are available through the club.

Washing instructions

Please wash Jerseys in cold water, inside out, and on a gentle cycle. **NO** fabric softener and **DO NOT** put in a clothes dryer.

Canteen roster

Each family is expected to assist at least once during the season in the canteen. It's easy and a great way to meet other members of the Club.

During SSF games Parents will be required to assist more regularly, however they will only be rostered for 15 minutes before **or** 15 minutes after the game. Please ensure you are on time.

Competition games require parents to run the canteen for the entirety of the game. With the number of parents per team and the number of home games this should ensure you only need to assist once a season if everyone takes their turn.

Canteen volunteer workers must "sign in" before commencing work in the canteen.

Wet weather procedures

Match day

Each club will make a ground inspection to determine if a field is playable, and advise Football Brisbane of their status by 7am on match day. Also a referee just prior to kick off can declare a field unplayable even if the home club wants to play.

Information on cancelled games will be posted on the Club website, and also via email where possible. Alternatively, team Managers are encouraged to monitor the Football Brisbane website in times of inclement weather.

Training

All players are to contact their own team Manager in order to determine whether training has been cancelled due to wet weather. Only team Managers are then

to phone the clubhouse (or committee members) for a report on whether the fields have been closed for training. Field closure notices may be posted on the website and via email where possible.

Player safety is paramount and training may be called off by the team Coach if the weather turns foul or there is visible lightning.

Always presume training is on unless otherwise notified.

Club Recognition

Junior club trophies

Squirts	Encouragement Trophy or Medallion
Under 6s to 11s	Encouragement Trophy
Under 12s and Up	Encouragement Trophy
Under 12s and Up	Most Improved Trophy (team perpetual)
Under 12s and Up	Most Successful Trophy (team perpetual)
Under 12 – 17	Player's Player

Medallions

Our Club has a system where it recognizes years of continual membership. This is set as follows:

- 5 years continual membership – BRONZE medallion
- 8 years continual membership – SILVER medallion
- 10 years continual membership – PLAQUE

For players who have broken his / her membership record for any other reason than transferring to another club, they may submit a request in writing for consideration to the Management Committee. These medallions are presented to players on Presentation Day at the end of the season.

Life Members

The following individuals have been awarded Life Membership for their dedication and level of service to the Club.

- ❖ Peter Bromley
- ❖ Bruno Raffa
- ❖ Peter Hodgkin
- ❖ Cathy Bromley
- ❖ Michael Gooda
- ❖ Shane Stevenson
- ❖ James Yeo

Code of Conduct

The basis of these codes has been adopted by many sporting bodies. We must appreciate that adults have a responsibility to show a proper example to the kids who have chosen to play the sport.

People who break any of these ethics may be subject to disciplinary action as determined by the Management Committee with consequences including but not limited to fines, suspension from games, and suspension from the premises, and expulsion from the Club.

Coaches code

1. Be reasonable in your demands on young player's time, energy and enthusiasm as they also have other interests.
2. Teach your players that rules of the game are mutual agreements and that no one should deliberately evade or break.
3. Avoid over-playing the talented players. The "just – average" players need and deserve equal time, if not more.
4. Remember that children play for fun and enjoyment and that winning is just part of it.
5. Never ridicule or yell at children for making mistakes or losing a game.
6. Be safety conscious at all times.
7. Develop team respect for the ability of opponents, as well as for the judgment of Officials and Opposing Coaches.
8. Remember that children need a Coach they can respect. Be generous with your praise when it is deserved, and set a good example.

Players code

1. Be on your best behavior, don't use bad language or harass other Players, Coaches, Referees, Assistant Referees, or Spectators.
2. Applaud good plays by your team **AND** the opposition.
3. Show respect for your teams opponents. Without them there would be no game.
4. Condemn the use of violence in all forms at all times.
5. Respect official decisions, encourage your team players to always play in accordance with the rules.
6. REMEMBER the Management Committee has the authority to take disciplinary action against ANY player and / or member, as they see fit, depending on the incident that may occur.

Parents & spectators code

1. Do not force an unwilling child to participate.
2. Remember, children are involved in sport for THEIR enjoyment, not yours.
3. Encourage your child to play in accordance with the rules.
4. Teach your child that honest effort is as important as victory.
5. The result of each game should be accepted without undue disappointment.
6. Never ridicule or yell at your child for making a mistake.
7. Remember that children learn best by example. Applaud good play by members of both teams.
8. Do not publicly question any Referees decision and never his/her honesty.
9. Recognise the value and importance of **VOLUNTEER** Coaches, Managers, and Officials; they give their time and resources to provide recreational activities for **YOUR** child.

Westside FC – Issue Resolution Plan

Purpose

The purpose of this guideline is to set out the expectations of the Club, being the Committee and members, as to how coaches, managers, parents and players will seek to resolve issues that may arise within a team during the course of a season.

These guidelines are to be read in conjunction with the various codes of conduct which are set out within this handbook.

Background

The main aim of the Westside Football Club (“Westside”) is to provide the environment and facilities for football players of all ages and abilities to learn more about the game of football, to be active and become involved in a wonderful team sport.

Westside is run by a dedicated and enthusiastic group of volunteer committee members who give generously of their private time so that the operations of the club can be undertaken efficiently and effectively.

On occasions, issues are experienced within a team which involves disagreements between the coach, manager and/or parents. In the past individuals have sought to have committee members become involved in the resolution of their issues without first having attempted to talk through their concerns with the relevant person(s).

Guidelines

- The expectation is that each team will have a coach and manager who will be supported by the parents of children involved in each team, and that all of these parties will work together to organise and run the team with respect to coaching and playing of games.
- All parties involved in the running of a team are adults and are expected to act in a mature and co-operative manner.

- Where issues arise within a team it is expected that the persons involved will discuss the concerns between themselves and seek a resolution which will minimise any adverse impact on the team with which they are involved as well as the club generally.
- If it occurs that the parties are unable to resolve the issue that has arisen, after they have made a genuine attempt to do so, they can seek the assistance of a specific committee member. A committee member will be assigned this responsibility for each category of team ie Squirts, SSG, Juniors, Seniors and Girls/Ladies.
- The role of a committee member will be to facilitate an outcome and not adjudicate on the unresolved issues.
- Under no circumstances should a person with an issue relating to the running or management of a team, contact a committee member other than the person who has been allocated the responsibility of assisting a particular team or make contact without first trying to resolve their concern(s) with the relevant person(s) within the team.
- When contact is made with a committee member it must be made by all of the parties involved in the unresolved issue that is to be considered. If this does not occur the committee member will not become involved in the unresolved issue.

Conclusion

Westside will continue to provide the support necessary at all levels so that the club will continue to develop and provide the required support to all ages of players and their families and friends.

It is recognised that team issues will arise but it is primarily the responsibility of the adults involved in the running of their team or their child's team to act in a responsible manner in order to seek a resolution and to ensure that the football experience at Westside is a positive one.

This guideline and the codes of conduct are critical part of ensuring that this occurs.

Field Map

