



CLUB MISSION STATEMENT

Mullumbimby Brunswick Valley FC is an inclusive environment, committed to fostering a sense of **purpose, empowerment** and **belonging** through involvement in the game of football.

It is a progressive and development focused club dedicated to enhancing the physical, social and emotional wellbeing of all members.

OVERVIEW

Our club is governed by FFNC and FFA

Most of the rules are handed to us by these bodies who oversee our competition. We pay to be involved in this competition in return for administration, regulation and insurance.

Our club committee are all volunteers. In some instances, due to a lack of volunteers, multiple roles are designated to the same volunteers.

Our PRESIDENT represents club to the governing bodies.

Our SECRETARY liaises with the governing bodies and all members of the club, club committee, parents, coaches and volunteers.

Our Secretary is generally the first point of communication for all club related matters.

Our REGISTRAR administers all registrations, teams, coaches, and volunteers. Our Registrar will attempt to assist all teams in finding the right balance of players, coaches and managers, and then maintain communication with coaches to ensure all team organization matters are resolved.

Our TREASURER is responsible for clearing, processing and documenting all financial transactions to assist the Registrar, Secretary, and Canteen co-ordinators in fulfilling their duties.

Our CANTEEN CO-ORDINATOR oversees the running of the club canteen, facilitates the purchase of stock, supervises and co-ordinates a roster of volunteers from all team parents

Our COUNCIL LIAISON OFFICER ensures that our Club is compliant with all Council directives and in return is supported with necessary infrastructure management

Our GRANTS and SPONSORSHIP OFFICER sources and applies for a range of financial instruments and support for the club in order to continue upgrading and managing our facilities and equipment.

Our GEAR STEWARD manages all training and playing kit for all teams and players, and ensures that either the Club or Stewarts Menswear is stocked with shorts and socks for use in competition.

Our GROUND KEEPING Volunteers maintain and manage our fields with the assistance of council. They are responsible for watering, mowing and marking our fields, and determining whether the fields are open or closed due to weather conditions.

Our COACHING COORDINATOR oversees the appointment, development and mentoring of all coaches and maintains communication with them to provide support throughout the season.

Our SOCIAL MEDIA AND WEBSITE Volunteers work together with the rest of the committee to ensure that all necessary content is made available online to help with management, engagement, and promotion of the club.

Our MEMBER PROTECTION OFFICER ensures that all coaches are compliant with WWCC regulations and provides support for any member who has any concerns for their wellbeing.

Our FEMALE PARTICIPATION OFFICER ensures that Female representation within the club is fully supported and Female teams are assisted with appropriate management and facilities.

CLUB ADMINISTRATION

The committee is tasked with meeting regularly to ensure the smooth running of the club. Decisions will be made on a regular basis related to how the Facilities are managed, how the teams and coaches are appointed, how the canteen is operated, how financial matters are resolved, and how compliance is ensured in order to meet Governing Body expectations.

All members are welcome and encouraged to attend these meetings in order to have their voice heard.

FACILITIES ADMINISTRATION

As a community club, this is the responsibility of ALL MEMBERS.

Players and parents are encouraged to familiarize themselves with all Training and Matchday Procedures, to ensure that as a club, we are all giving and getting in equal measure.

REGISTRATION AND TEAM ORGANIZATION

Players are encouraged to register and pay online via **Playfootball** in the February window in order to best secure a place in a team. Late registrations will be accepted but not prioritized, and team nominations will be decided between the Registrar and available coaches on the information available at the end of February.

Teams without appointed coaches will then be consulted by the Registrar who will help to facilitate a parent coach from amongst the team group.

Players and Coaches are reminded that the primary form of communication from the club on all participation matters will be via email from

info@mbvfc.com.au

registrar@mbvfc.com.au

Other sources include the club website

www.mbvfc.com.au

And the club social media pages on Facebook and Instagram.

OTHER ESSENTIAL VOLUNTARY ROLES

The training and conduct of teams, the operation of the canteen, and the conduct of spectators are all our collective responsibility as a club.

Positions have been created to ensure that this is all carried out by each participating club, and in order to meet the minimum safety requirements of participation, the Governing Bodies impose fines on clubs who do not comply with regulations regarding these positions

Parents and experienced players are encouraged to participate in all of these roles.

TEAM OFFICIALS

Coaches and Managers are deemed Team Officials and are required to be both registered on the Playfootball website as a Team Official and also have a current voluntary Working With Children Check certificate. This information *must* be provided to the club Member Protection Officer.

COACHES are typically tasked with preparing the teams for matches, while MANAGERS generally focus on organizational matters such as rostering of parents for canteen, laundry, Duty Officer etc

Both are expected to communicate Club directives to their players and both are expected to ensure Game Day procedures are adhered to.

DUTY OFFICERS

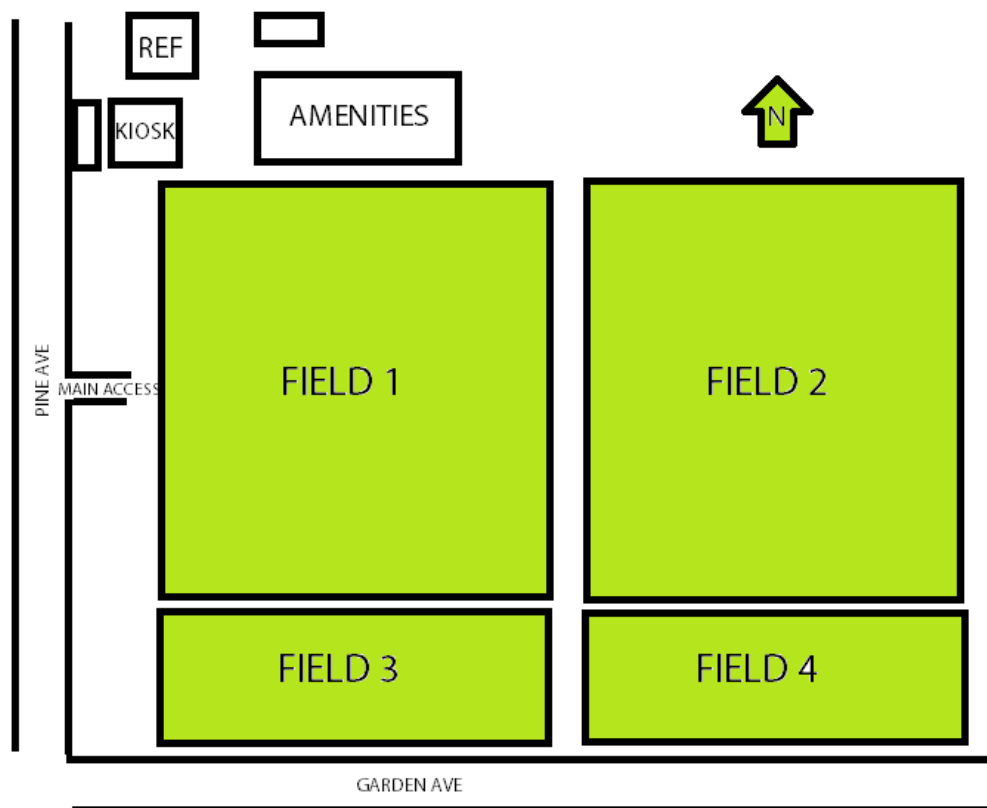
The Duty officer is tasked with ensuring that Spectators at all home games remain respectful of players and referees, and asks any person displaying persistently antisocial behaviour towards the players or referee to leave the grounds. Each team must appoint their own Duty Officer, and they must be registered on PlayFootball as a Volunteer

CANTEEN HELPERS

The Canteen is both a first point of contact for visitors and guests, and a primary source of revenue for the Club. All teams with Home games are encouraged to provide the Canteen Coordinator with assistance in manning the canteen on Match Days. The Team Managers should liaise with the Canteen Coordinator in order to assist with the facilitation of this.

FIELD ALLOCATIONS

Teams are encouraged to train on the fields that they also play on, wherever possible. The fields at Pine Ave are numbered as below



Field 1 is the “Main Field” on which Junior and Senior competitive teams play matches. It is currently the only field that satisfies night game lighting requirements, and therefore receives more traffic.

Teams are encouraged to preserve field 1 as best they can in order to keep it in good shape for actual matchdays. Coaches are encouraged to continually reinforce this message with their players, particularly outside of training.

Field 2 is the secondary field for Junior and Senior competitive teams, and is also where ages 10 and 11 play. The miniroos teams are given priority on these fields for training, and then Junior and Senior teams are encouraged to utilize this field as much as possible for training.

Field 3 is where 8s and 9s train and play.

Field 4 is where 6s and 7s train and play.

GOALS AND NETS

The club owns all goals and nets thanks to the support of our main sponsors and government grants. With the exception of fixed goals on field 2 and 3, all other goals at the club are Portable goals.

The larger 11aside and 9aside goals are on wheels. The wheels can be engaged by lifting the goal up and rotating the wheel down, which ensures that the fields are not damaged and the wheels are not broken from dragging the goals along the ground.

The smaller 6aside goals have no wheels. Most of them are made of plastic parts which can break or disassemble, and care is required to ensure that all parts are in place.

All nets are fixed with clips, many of which come off easily, and will often be found scattered around the goals after training. Please take the time to look for these clips and replace them to the nets as a part of your training or match preparation.

The purpose of portable goals is to help preserve areas of the pitch getting overuse. This is mostly the goal mouths but also can be any other part of the field, particularly the central channels.

Please try to help keep the fields green by moving the goals around and using them on healthier patches of grass, or moving them away from worn out areas after your training or game.

TRAINING AND MATCH EQUIPMENT

Our Gear Steward will ensure that each team is notified in preseason when their playing and training equipment are ready for collection.

These remain the property of the club, and as such, it is asked that Match shirts are not distributed for the entire season to individuals, as this results in many lost shirts each season.

Team managers are instead encouraged to delegate all parents with the responsibility of washing the shirts from week to week. This keeps the shirts together so that they may be returned at end of season as a full complement of numbers.

Coaches should check their kit to ensure they have enough shirts for their squad and enough balls, bibs and cones.

Coaches should also ALL request their own generic club key which will allow them access to the TOILETS, CHANGEROOMS, REFS SHED and LIGHTS.

This is essential, as coaches are personally responsible for opening and closing all of these on Match Day as needed.

For Competitive Teams, a Duty Officer who is a registered volunteer must also be appointed at all home games. Please encourage as many team parents as possible to register for this role, as failure to appoint a Duty Officer also results in a fine for the club.

MATCHDAY PROCEDURES – MINIROOS COACHES

Please ensure if you are a coach of 6s or 7s that you have been provided with PopUp Goals, as they will be required on matchday. At all home games, please arrive early enough to put goals in place, ensure the field is free of hazards and distribute shirts.

Fixtures are available online once scheduled via

[THE SPORTSTG WEBSITE LINK HERE](#)

If field conditions do not allow games to go ahead, you will be notified by the Club Secretary in advance or on the morning of the game.

Encourage parents to be spectators rather than coaches or commentators.

Be prepared to be the “Game Leader” at all home games. This involves making sure the game is played in an orderly and friendly manner and that all children are given fair game time. An understanding of the complexity of game rules is not required. The game leader is there to make sure that everyone has fun, not to educate children in the complexity of football.

Scores are not recorded in Minirooms and restrictions on players are not enforced, so use your discretion on intervention if games are getting lopsided and some children maybe look like they aren’t having a great time.

Don’t be afraid to share your players with your team opponents if it will lead to a more enjoyable outcome.

At the end of the game, please ensure that rubbish is removed from the area and the field is free of hazards for the next team.

MATCHDAY PROCEDURES – JUNIORS AND SENIORS

Coaches are recommended to arrive 1 hr before their games. Fixtures are available online once scheduled via

[THE SPORTSTG WEBSITE LINK HERE](#)

If you are unable to field a team for a match, you are required to notify the club secretary a minimum of 24hrs before the fixture so they can inform the Governing Body. Failure to do this will result in fines for the club.

At all home games, the Coach needs to ensure that all Amenities and Refs sheds are open, and a field inspection has been performed. Padlocks should be left on latches but closed again to avoid them being lost or stolen.

Flags from the refs shed should be put out, match-balls should be available, the refs shed should be suitably free of obstructions for use by the refs, and first aid and ice should be accessible in the refs shed.

Bins should be placed near the spectator area.

In the event of night fixtures, lights should be put on.

Matchesheets should be completed as per guidelines and submitted to the Referee. These will be returned at the end of each game for signing, and an original copy will be placed in the letterbox in the refs shed for collection and filing.

At the end of each game please ensure that the Technical Area is left free of equipment or rubbish for the next team.

At the end of the last game on Match Day, the team who has been playing is also tasked with the following duties:

The flags should be returned to the Refs shed, the bins should be emptied into the skip and returned to storage, the Portable Goals should be moved away from the goalmouths. All toilets and changerooms should be inspected and locked. The refs shed should be locked. The lights should be switched off and locked.

MATCH SHEETS

Fines are imposed on the club for incorrectly completed Matchsheets, so coaches and managers are encouraged to take care in filling these correctly each week. Please ask another coach for guidance on this, as there are many nuances to remember. The Key Information is as follows:

FIRST AND LAST NAMES MUST BE INCLUDED

SHIRT NUMBERS MUST BE ACCURATE AND IF A NUMBER IS NOT ON THE SHEET, AMEND AN UNUSED NUMBER

SQUAD SIZE CANNOT EXCEED THE DESIGNATED MAXIMUM PROVIDED

A REGISTERED DUTY OFFICER FOR ALL HOME GAMES MUST BE INCLUDED

ONLY REGISTERED MATCH OFFICIALS CAN BE INCLUDED

SUSPENDED PLAYERS SERVING A BAN MUST BE NOTED

ANY PLAYER WHO IS PLAYING UP AN AGE OR GRADE MUST HAVE THEIR OFFICIAL TEAM NOTED NEXT TO THEIR NAME

RISK MANAGEMENT

The Member Protection Officer is responsible for ensuring the club is compliant with the safety and wellbeing regulations of all, however it is our collective responsibility of all members to ensure that appropriate procedures are enforced.

Appropriate Behaviour

All members should ensure that young players and referees are not exposed to inappropriate behaviour of any kind. Please report any breaches to any Club Representative.

Field Condition

All Team Officials and Duty Officers should visually inspect the pitch to ensure it is hazard free before commencement of games.

In the event of unsatisfactory conditions, please notify the Secretary or another club representative immediately of a need for pitch closure.

First Aid

A Duty Officer should be present to ensure that club First Aid protocols are followed in the event of all injuries. Before each game ensure that the Refs shed or canteen are open for access to First Aid and the main entrance is free of vehicles.

For minor injuries, a First Aid officer or other person should be available to clean wounds, apply ice or compression bandages, remove the player from the field with a stretcher if necessary, and provide a safe area to rest the player and elevate the wound.

For serious injuries, the Duty Officer should ensure that the player is kept immobile, that emergency services are called immediately, that a clear access path is available via the main entrance, and that bystanders are kept away from the player.

Spectator Behaviour

The Duty Officer should remain a visible presence to encourage good and sportsmanlike behaviour on and around the fields. The Duty Officer should ensure that all Spectator Codes of Conduct, Smoking and Alcohol guidelines are adhered to. At the referees request, a Duty Officer may be asked to facilitate the removal of any spectator unwilling to refrain from antisocial behaviour towards the referee or players.

Weather Conditions

Until a game has commenced it is the responsibility of the Club and Team officials to deem suitability of play.

Guidelines for weather include:

No playing for Junior teams in Temperatures above 32 degrees

No playing for Senior teams in Temperatures above 37 degrees

No playing in the event of Lightning within 10km (30 second thunder delay)