



**Kempsey  
Hornets  
Football Club  
Information  
Handbook  
2014**

## Kempsey Hornets Football Club – 2014 Information Handbook

To new players and their families, welcome. To returning players and their families welcome back. The Kempsey Hornets Football Club welcomes boys and girls from the age of four years to join and experience an amiable introduction to team sports, beginning to learn to play the most popular team sport in the world, football!

**KHFC encourages parents to be involved with their children's sport through coaching or managing their teams. As a volunteer run and not-for-profit club, it is essential that parents play an active role.** Of course, being involved and active in the sport with your child is an extremely rewarding and enjoyable part of parenting. It is much better to be with your child as your child enjoys their sport more when a parent takes an interest in the club than the child is playing in. To help you along the way we have made available this information pack that contains;

Club Website address: [www.kempseyhornets.org.au](http://www.kempseyhornets.org.au)

Club Facebook Kempsey Hornets Football Club

Club Postal Address: P O Box 3206, West Kempsey NSW 2440

Club Contact Phone: James Brady 0412 356 559, Liz Watson 0408 656 267

**Club Meetings:** First or Second Wednesday of each month at Kemp Street fields Club at 6.30 pm all welcome to attend.

**Coaches Meetings:** Third Wednesday of each month at Kemp Street fields at 6pm

### Key Dates for 2014

#### Registration Days:

Saturday; 15<sup>th</sup> & 22<sup>nd</sup> February,

from 10:00am to 2:00pm, at Kemp Street Fields.

All must attend either day to be fitted with new playing uniforms.

**ONLY having 2 registration days**

#### Competition Commences:

5 April seniors

25 / 26 April juniors

#### Hornets club Gala Day:

Sunday 3 August

#### Junior Presentation Day:

To Be Advised

#### Club AGM:

Sunday 28 September

#### Senior Presentation:

To Be Advised

Fees can be paid by direct debit  
Account Name: Kempsey Hornets Football Club  
BSB: 704-189 Account # 00003178  
Reference: Players Name

**To help stop the stress of paying  
Registration fees in a lump sum why not  
start now with small weekly or  
fortnightly payments by Direct Debit  
straight into club account, bill paying  
made easy**

*If payment in full has not been received by the club, by the end of March, the player will not be able to take to the field until debt has been cleared.*

## 2014 Registration Fees

The requirement payment for player's registration costs have been clearly outlined as follows.  
It will cover all players, both senior and juniors.

### Juniors (ages 5 – 18)

A \$50 deposit of registration costs are to be paid on registration days.

Outstanding balance must be paid before the end of March.

If payment in full has not been received by the club, by the end of March, the player will not be able to take to the field until debt has been cleared.

### Seniors (Men and Women)

A \$50 deposit of registration costs are to be paid on registration days.

Outstanding balance must be paid before the end of March.

If payment in full has not been received by the club, by the end of March, the player will not be able to take to the field until debt has been cleared.

### Outstanding Debts from Previous Seasons

If any player has an outstanding debt from previous seasons they will be INELIGIBLE to register for the upcoming season until ALL outstanding debts have been paid in full.

### Special Arrangements

If players are facing financial hardship a payment plan can be entered into with direct correspondence with the club Treasurer.

A payment plan will be devised and the payment plan form completed and signed by both player (parent) and Treasurer.

In 2014 the approximate cost to keep a player on the field was approximately \$200 made up of:

- \* FFA fee
- \* NSW Football fee
- \* FMNC fee
- \* Insurance fee
- \* Referees' Fees
- \* Club fee – draws, balls, shirts & other equipment etc.

The 2014 registration fee      Includes Free shorts and sock for every player

REGISTRATION FEES - 2014		Total Fees
SSG	5 yrs to 7 yrs	\$ 110
	8 yrs to 11 yrs	\$ 165
Junior	12 yrs to 18 yrs	\$ 200
Senior	Men's	\$ 250
	Women's	\$ 250

**Kempsey Hornets home ground** is Kemp Street Sporting Complex, Kemp Street fields are where all teams train and play home games.

**Home game field set up and field pack up:**

At home games it is everyone on the team responsibility to help set up and / or pack up the field, not to be left to the same people each week. If your team has first game time on the draw, your team set up field, if your team has last game time on the draw, you pack up field.

**When and Where Teams Play**

6, 7, 8, 9, 10, 11 yrs play Saturday mornings around the Kempsey shire.

12, 13, 14 yrs play Saturday mornings around Kempsey and Hastings area on a home & away basis.

15 yrs – 18 yrs play Friday nights around Kempsey and Hastings area on a home & away basis.

All Age Men & Ladies play Saturday afternoons, around Kempsey and Hastings area on a home & away basis.

**Awards**

Every financial junior player receives a participation trophy.

Competitive teams 12 yrs to 18 yrs receive trophy in the following categories'

4 trophies per team:

Players Player  
Best & Fairest  
Most Improved  
Most Consistent

Player of the Week Award Certificate for ages 6, 7, 8, 9, 10 & 11 years.

## **Wet Weather Information**

### **It's raining! Are the games on?**

What do I do? Who do I contact?

Go to [www.footballmidnorthcoast.com](http://www.footballmidnorthcoast.com)

**Please note:** Rain does not automatically mean games are off.  
It is the state of the ground that determines whether matches proceed.

Referees have final say on the closure of a ground after a visual inspection prior to a match. They may also call off a match if conditions deteriorate during a fixture.

### **What to do: for Parents/Players**

1) If games are OFF then updated accordingly, advising the details.

Only fields that are CLOSED will be mentioned on the website

If fields aren't mentioned then games are ON at those fields

2) Listen to these radio stations:

StarFM 102.3 2MCFM 106.7

Friday evening: 2MCFM: Can only promote ground closures up until 4pm (Fri)  
- after this time no announcements can be made. Local broadcast ceases.

Saturday morning: 2MCFM:  
7.45 to 7.55am - "Boots, Balls and All"

Saturday morning: StarFM  
6.45, 7.45 and 8.45am - local sport segment

3) Contact your club coach/manager/secretary.

**WET WEATHER CLOSURES INFORMATION SHOULD BE ON THE WEBSITE  
BY 4.15pm DURING THE WEEK AND 7.15am ON WEEKENDS**

## **Aims of Kempsey Hornets Football Club**

To foster and promote the sport of football in the Kempsey and Hastings area by creating a SAFE, SKILL BASED PLAYING ENVIRONMENT, where success is judged - but by having FUN, IMPROVING SKILLS AND PARTICIPATING in a team and a club that is active within the community.

To foster and promote INDIVIDUAL DEVELOPMENT comprising

- Self esteem
- Social Skills
- Team Co-operation
- Personal development

## **Club Organisation and Membership**

The Kempsey Hornets Football Club is set up as an incorporated body. To have voting rights within the club, you become a member of the club by a player's registration.

### ***Participation***

KHFC has the high participation rate in our district. We successfully welcome both boys and girls. As a contact sport, the policy of the Football Mid North Coast is that girls and boys can compete together in all facets of the game, only in 6 to 12 years.

As a club we have girls' teams from age groups under 11 and up to and including our women's teams

## **Child Protection**

The club is well aware of the need to provide a safe environment in which children can train, play and enjoy football without fear of abuse or harassment.

To this end the club has put the following in place as part of an overall Child Protection policy.

At registration the registering parent/guardian will be required to complete, sign and return the Club Participation form acknowledging receipt of this book and agreement to abide by the Child Protection policy and Codes of Conduct included in the book.

The club has a Child Protection officer position, whose role is to oversee the development and implementation of policy, ensure it is adhered to and be a contact point for any questions, issues or concerns relating to Child Protection

As part of our Child Protection Kempsey Hornets club has introduced the following:

That a parent / guardian are in attendance at every training session and at every match, by doing so a parent/guardian is fully aware of any problems which may arise. This is a way for all our players to be in a safer environment at all times

## **Photography**

The club has put in place the following rules relating to photographing of juniors.

- \* Any parent/guardian who does not wish their child/children photographed can Tick the No Photography box on club registration form. Once this form is submitted the club will make every reasonable effort to ensure this request is adhered to, but cannot be responsible for any individual who does not comply with club policy.
- \* Any person wishing to photograph a match should advise the coach or manager of both teams of their intention and seek permission to proceed. If permission is not granted that decision should be respected.

### **Photography** continued:

- \* Under no circumstances should photographs be taken of any junior player while they are changing into or out of playing strip.
- \* The club will appoint an official photographer from time to time. Official photography will follow the guidelines set out above. Any photographs taken will be for club use only on either the club web site or in official publications. They will not be made available to any other parties.

## **Sponsorship**

Our major sponsor IGA West Kempsey

**IGA West Kempsey, Community Chest Token Donation.** All customers that purchase items in store (excluding cigarettes due to government regulations) **will receive a token for every \$20 spent to place into the KEMPSEY HORNETS box.** Note that if there is a \$40 sale then two tokens will be issued. If there is a \$60 sale then 3 tokens will be issued and so on. The store will also be running promotions through the year with bonus tokens. IGA West Kempsey will pay to Hornets **10 cents per token placed into their box.** This amount will be paid via cheque on a quarterly basis. Look for **KEMPSEY HORNETS** the box and let's get lots of tokens in there. This is a fundraiser for our club.

**Starchem Pharmacy West Kempsey & Larry Pharmacy** in Medical centre is one of our 2014 – 2016 Silver Sponsors. When you purchase anything from either pharmacy tell the staff that you are from Hornets Football Club to show our club supports our sponsors.

**Tumblegum Bakehouse & Café** is our other Silver sponsor for 2014 – 2016, please also support Tumblegum Bakehouse & Café

### **But there's plenty of room for more sponsors!**

Details of the packages can be obtained from club secretary if you know anyone interested?

To all our players, coaches, managers, parents & friends we ask that you support our sponsors whenever possible.

Let us help them in their continued growth and success. Please visit our sponsor's pages on our site and visit their homepages as well.

## **Canteen**

Kempsey Hornets club runs a canteen every Friday night and Saturday also whenever games being played at Kemp Street Fields.

Parents from participating teams are sometimes required to help in the Canteen

**As the main source of revenue enabling us to keep the costs to player and parents as low as possible it is essential that all families participate,** usually only twice a season at most. This help is essential and appreciated.

## **Small-Sided Games**

In 2014 age groups 6yrs to 11yrs (ages 4 to 10) will be using the Small Sided Game format. Details can be found on the clubs website ([www.kempseyhornets.org.au](http://www.kempseyhornets.org.au)), including brochures published by Football Australia. Small-Sided Games use simplified rules, smaller numbers of players and smaller fields to give players greater opportunity to participate in the game, develop their skills and have fun.

## Club Communications

It is the policy of the club that all communications with the Football Mid North Coast –any other Club and all others outside Kempsey Hornets club, must be done through the Club Secretary. This is essential because it is a requirement of the Football Mid North Coast that all communications within the zone be conducted on a SECRETARY to SECRETARY basis.

This includes communication with any members of the Football Mid North Coast Board.

To keep everyone up to date, the club has also established its own web site at:

[www.kempseyhornets.org.au](http://www.kempseyhornets.org.au)

or our Facebook page: **Kempsey Hornets Football Club** ( All pages remain property of the club)

During the playing season club and zone news, updates to draws and match reports will be posted on the club website and Facebook page. Coaches and managers please remember to send in your teams match reports – send them to [secretary@kempseyhornets.org.au](mailto:secretary@kempseyhornets.org.au)

## Parental Assistance

To ensure that your child enjoys their time with the club all parents are asked to assist as much as possible. Club Officials, Coaches and Managers have a lot to do and your assistance will help make the clubs operations run much smoother and be more enjoyable for everyone.

You can assist in the following ways:

- Be in attendance at every training session and every match
- Staffing the Canteen when required
- Coaching or managing a team – see the sections on Coaches and Managers Responsibility
- Join the committee – as you will see from the listing toward the end of this booklet there are vacancies **A form will be included in the registration pack that will allow you to nominate any assistance you can provide.**
- Helping set up and take down nets at home games – the first and last teams to play are responsible for this.
- Ensuring your child is on time for matches – the coach or manager will advise how long before match time you are required at the field.
- Informing Coach/manager if your child is unable to play or attend training
- Washing shirts when required
- Being prompt when picking your child up after training and matches or ensuring that arrangements have been made for their care and/or transport home.

## Draws

Each player will be given a team draw at start of the season, it's a good idea to stick draw up on your frig for easy access.

**Also please ensure that you check the draw every week, particularly after 4pm Friday prior to your weekend match, as changes may be made and these may not always be announced. At**

**[www.kempseyhornets.org.au](http://www.kempseyhornets.org.au) or [www.footballmidnorthcoast.com](http://www.footballmidnorthcoast.com) or our Facebook page;**

**Kempsey Hornets Football Club**

## Training

All players must be suitably attired to participate in training. Correct footwear, socks and shin-pads are required to be worn throughout training sessions. Failure to comply will result in the coach or manager preventing your participation in the training session, for safety reasons.

Mobile Phones at training and/or games: If a player has a mobile phone, it must be switched off or in silent mode and should be stored in your sports bag during training sessions and on game day.

Players are not to use their phones during training or game day without the consent of the coach or manager.

Team training sessions will be organised by the coach. Typically teams usually train once or twice a week, depending on the age group.

Training times are usually from 4 pm onwards on Mondays and/or Wednesdays and time will be advised by the Coach/Manager.

Older teams may train under lights in the early evening.

**Your Club and team coach requests all players to have a parent stay while training is on, this gives the coach helping hands and you are there if your child misbehaves.**

If for any reason training has to be changed or cancelled the coach or manager will advise players.

Training sessions are essential for both the development of individual skills and teamwork and should not be taken **lightly**; please ensure that your child attends scheduled training.

**Please be prompt when picking your child up after training and matches or ensuring that arrangements have been made for their care and/or transport home as our coaches volunteers their time to coach the players.**

## **Uniform**

The player's uniform consists of:

- Football boots and shin pads
- Blue shorts
- Orange socks
- Orange shirt with blue side markings (**PLAYER'S SHIRTS**)
- Blue shirt with orange side markings (off field)

Players must provide their own shorts and socks available at registration day. These can be purchased from the Canteen during the season.

Details of sizes available and costs can be found on the club website.

**A set of Club Shirts is given to each team for use every weekend. Players must return the club shirt to their team coach/manager or nominated person after each game.**

**No team shirts are to be worn home.**

**Fines will apply to players wearing shirts to or from games.**

Boots are optional for Small Sided Games but are required for players in competitive teams. Second hand boots are available in a box in the storeroom.

Parents are encouraged to pick boots from this box FOR FREE and to donate boots which are no longer need

**Shin pads are COMPULSORY for ALL ages for games and training.**

**Jewellery** is not permitted to be worn during games or at training. Jewellery is defined as any object worn by the player (not part of the football kit) that may harm the player or other players participating in the game or training session. The coach/manager will request the offending item be removed or the player not participate in the session.

## **KEMPSEY HORNETS CLUB VALUES, RESPONSIBILITIES AND CODE OF CONDUCT**

### **CLUB VALUES**

Kempsey Hornets strives to be an inclusive family football club, strong in our sport, healthy in our values, respected in the community through nurturing friendships, growing and continuing the participation in sport through our club.

We will achieve this because:

- We are a community based club – our members are the club.
- We are strong because of collective, productive and co-operative efforts of all members
- We understand our Club is more than a football, and is also an important platform for personal development and learning, for encouraging collective efforts through team work, facilitating social outlets and enabling broader contributions to our community.
- We create a safe environment for members, spectators, officials etc.
- We are proud of our club and its place in the community.
- We respect our history and seek constant improvement in all aspects of our club.
- We respect the sport of football in its own right, as well as for its contribution to our lives and community.
- We seek to build young people of character who value and positively contribute to football, team, community and club.
- We value each player and team equally as important members of our club.

We value and respect the wider football community beyond our own club.

## 1. PLAYERS RESPONSIBILITIES

### a) Turn up to Training on time:

All players must be at training 10 minutes before starting time. All players are expected to fulfil their commitment to attend all training sessions held for their team and must inform coach/manager if unable to attend. All players must be fully geared up with **shin pads, socks, boots, water bottle** and jacket jumper for after training. Training must start and finish on time. Persistent lateness and absence will result in reduction of playing time.

### b) Turn up to games on Time Requested by Coach:

All players will need to be at game 30 minutes before kickoff time at away games and 1 hour before home games or at time coach requests. This so that players can warm up (to help prevent injury) and for team game plan talk. Warming up, pre game team talk and warming up are very important and should be taken seriously by all players.

### c) When the coach/coaches are talking please listen:

You or someone else around you may miss a vital piece of information. Your coach volunteers their time to coach your team, every player must pay attention to the coach when they are speaking and providing instructions on and off the field both in games and at training.

### d) RESPECT your Coach, your Club, your Team, Teammates and Yourself:

Every player shall at all times exercise good manners and be courteous to others whether they are at training, participating in any games or representing the club in other functions.

### e) If you can't make it to training and/ or games you must let your coach know:

All players are expected to fulfil their commitment to attend all training sessions and/or games held for their team and must inform coach/manager if unable to attend. Persistent absence without contacting coach will result in reduction of playing time.

### f) Turning up to training and games without proper playing gear:

FIFA ruling is Shin pads, Socks, and Boots are compulsory playing gear that must be worn on field for games and training. Player Insurance does NOT cover players who are not wearing compulsory playing gear. No player is eligible to play or train without shin pads, socks and boots.

### g) NO Swearing or Inappropriate Behaviour:

Disrespectful behaviour to Coaches, Managers, Referee's, other players, Committee personal **is ZERO tolerance**. Foul language, swearing, racial taunts, sexual harassment or harassment in general **is ZERO tolerance**. Fighting, horseplay, or any physical or verbal abuse **is ZERO tolerance**. Temper tantrums directed at other players, coaches, managers and committee persons **is ZERO tolerance**. Also see FFA guidelines for more information

### h) Home game field set up and field pack up:

At home games it is everyone on the team responsibility to help set up and / or pack up the field, not to be left to the same people each week. If your team has first game time on the draw your team set up field, if your team has last game time on the draw you pack up field.

### i) Mobile Phones at training and/or games:

If a player has a mobile phone, it must be switched off or in silent mode and should be stored in your sports bag during training sessions and on game day. Players are not to use their phones during training or game day without the consent of the coach.

## **2) PARENT / GUARDIAN RESPONSIBILITIES**

- a)** Parents/ Guardian to be present at all training sessions and all games (club, coach is not a child minding service) – the reason for this so that parents/guardians know what has happen during training and game times. Also so you are informed with any problems which may occur.
- b)** Be sure that your player attends all training session and games. Coordinate transportation to ensure that your player is prompt when arriving and departing. If your player is unable to attend a game or training, notify the coach of the team. Persistent unexcused absences and lateness may affect the future inclusion of your player on the game roster.
- c)** Ensure that your player brings all equipment and uniforms to games and training sessions.
- d)** Support your players coach and help you where you can. Disagreements with the coach do not belong on the field. Questions, inputs and positive suggestions should be voiced to the coach in the absence of players.
- e)** Parents/Guardians are encouraged to watch, but should not shout out instructions from the sidelines. This causes confusion. Players should listen for coach's and referee's instructions only.
- f)** Parents / Guardians should not stand behind goal post or goal line.
- g)** Parents/Guardians are expected to set a good example for the players at all times by positive behaviour, sportsmanship, attitude and language. Abusive language, behaviour or physical assault may result in immediate suspension from the club.
- h)** Offer to help with the washing of the playing shirts occasionally.
- i)** Remind your player about their responsibilities as players.

## **Coaches' Responsibilities**

Kempsey Hornets Football Clubs policy is for ALL coaches to have at least a Grassroots Coaching Certificate. For more information about obtaining this important (and enjoyable to achieve) qualification, contact the Club Coach, Club Secretary or another committee member.

The Coaches' Responsibilities are as follows:

- Hold a Grassroots Coaching Certificate or agree to complete the course.
- Train players in appropriate skills and drills
- Care for training equipment (balls, marker hats etc.)
- Direct the conduct of matches from the sideline, and in the spirit of the game.
- Conduct oneself and organise one's team in a manner consistent with the stated philosophy of the Club as set out in this document.

Before the start of the season the coach should:

- Note: You are responsible for the equipment in your care and for acting in a manner consistent with the Values, Aims and Philosophy of Kempsey Hornets club

## **Team Manager's Responsibilities**

The value of a good manager to a team is the freedom given to the Coach to concentrate on player training and on field issues without the distraction of administrative paperwork. The manger and the coach are a team and may share responsibilities as agreed between the two. The following is a guideline only:

Manager's Responsibilities can include:

- Care for shirts and gear

- Notify players when and where they have to be each week
- Correctly complete team sheets on match days.(Competitive Teams Only)
- Communicate with parents and committee members
- Organise match reports for club website
- Every week clear your team's pigeon hole in clubhouse
- **Please ensure several of your team members check the draw every week, particularly after 4pm Friday prior to your weekend match, as changes may be made and these may not always be announced.**

## Codes of Conduct

### FOOTBALL AUSTRALIA OFFICIAL CODES OF CONDUCT

#### My Game is Fair Play

Football Australia in conjunction with the Australian Sport Commission and Active Australia have developed Codes of Behaviour for the promotion of Fair Play in Football.

These codes are fully endorsed by Football NSW and Football Mid North Coast and have been produced to promote fair play and appropriate behaviour by players, coaches, parents, spectators, officials, administrators, teachers and the media. Appropriate sections have been included below. The full document can be found on the club website.

#### ***Player's Code of Conduct***

- Play by the rules.
- 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, sledging other players or deliberately distracting or provoking an opponent is not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your teams performance will benefit and 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 interfere with, 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 your parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

#### ***Official's Code of Conduct***

- Give all children an equal chance to participate.
- Ensure that rules, equipment, length of games and training schedule suit the age, ability and maturity of the players
- Provide quality supervision and instruction for players
- Remember that children participate for enjoyment.
- Don't over emphasise awards
- Help coaches and officials highlight appropriate behaviors and skill development and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasizes fair play, not winning at all costs.
- Give a Code of Conduct sheet to officials, coaches, parents and spectators and encourage them to abide by them.

- Think before you speak. Don't say anything that would disadvantage anyone within your club or association.
- Compliment and encourage all players.

### ***Coach's Code of Conduct***

- Remember that young people participate for pleasure, and winning is only part of the fun.
- Never ridicule or yell at a player for making a mistake or not coming first.
- Be reasonable in your demands on player's time, energy and enthusiasm.
- Teach your players to always follow the rules, which are unbreakable.
- Whenever possible, group your players to ensure that everyone has a reasonable chance of success.
- Avoid overplaying the talented players.
- The "just average" need and deserve equal time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Develop team respect for the ability of opponents and for the judgment of officials and opposing coaches.
- Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Keep up to date with the latest coaching practices and the principles of growth and development of young people.
- Any physical contact with a person should be appropriate to the situation and necessary for the player's skill development.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### ***Parents and Spectators Code of Conduct***

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage players to always participate by the rules and an official's decision.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Positive comments are motivational.
- Remember that children learn best by example.
- Applaud good performance and efforts from each team. Congratulate all participants on their performance regardless of the games' outcome.
- Respect official's decisions and teach children to do likewise. Respect your teams opponents, without them there would be no game.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Support all efforts to remove all verbal and physical abuse from sporting activities.
- Do not use foul or abusive language 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.
- **Condemn the use of violence in any form, be it by spectators, coaches, officials or players.**

### ***Refereeing Code of Fair Play***

Parents may occasionally be asked to referee a Small Sided Game or "run the line" for a graded match, please observe the refereeing code of fair play.

- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behavior and promote respect for all opponents.
- Emphasize the spirit of the game rather than errors.
- Be a good sport yourself. Actions speak louder than words.

#### Full versions of

- **FFA Code of Conduct**
- **FFA Member Protection Policy**
- **FMNC Competition Rules**
- **Insurance Documents**

Can be found on club website [www.kempseyhornets.org.au](http://www.kempseyhornets.org.au)

#### **ZERO TOLERANCE**

Our club Kempsey Hornets Football supports zero tolerance as it relates to all forms of abuse: verbal, physical, emotional, and sexual.

All relationships within the Club context – whether involving members of the Committee, coaches/managers, players parents, volunteers, outside suppliers or referees, must be based on mutual trust and respect. Any act of abuse is a betrayal of that trust.

The club will investigate and act upon all complaints or reports of inappropriate behavior.

This Zero Tolerance attempts to respect diverse individual and cultural viewpoints while protecting individuals from real or perceived abuse.

#### **Definitions of Abuse:**

1. **Verbal Abuse** – Verbal abuse includes remarks that are rude or threatening in nature and that tend to demoralize or demean another person. Words that degrade another person constitute a form of verbal abuse.
  - a) Verbal abuse includes racial or ethnic insults. All complaints of verbal abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent.
2. **Physical Abuse** – Physical abuse refers to inappropriate behaviour such as punching, pushing, slapping, kicking, spitting or pinching another individual. All complaints of physical abuse will be investigated by the Club and may be reported to police with the consent of the victim or, in the case of a minor, a parent.
3. **Emotional Abuse** – Emotional abuse signifies the lack of sensitivity on the part of anyone associated with the Club towards another individual. In particular, Club officials (Board members, coaches, and managers) should be aware of the power that is inherent in such positions and strive for sensitivity in dealing with individuals in positions of supervision (players, Club employees, volunteers) and with parents. Emotional abuse includes racial, physical or ethnic insults. All complaints of emotional abuse will be investigated by the Club.
4. **Sexual Abuse** – Sexual shall be defined as:
  - a) sexual intercourse or other forms of physical sexual relations between at least one individual associated with the Club and another person where the activity is not consensual
  - b) any and all sexual intercourse or other forms of sexual relations with a minor
  - c) touching of a sexual nature and
  - d) behaviour or remarks of a sexual nature

The Club will immediately report all complaints of sexual abuse to the police.

## Application – This Zero Tolerance applies to:

1. All Committee
2. All Club employees – paid and/or unpaid
3. All coaches
4. All managers
5. All players
6. All parents
7. All referees
8. All volunteers
9. All service providers having contact with anyone associated with the Club.

All elected Club officials, volunteers, Club employees, coaches, managers, and referees must sign a form acknowledging their understanding and acceptance of the Zero Tolerance. This Zero Tolerance shall be posted on the Club's website at all times and communicated to parents and players at the beginning of every season. Ignorance of the Zero Tolerance shall not be considered a valid defence against a complaint.



# Respect

## Codes of Conduct

### Junior Players, Parents, Coaches and Managers



#### Young Players

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why Football Federation Australia is asking every player to follow a Respect Code of Conduct.

##### When playing football, I will:

- Always play to the best of my ability
- Play fairly – I won't cheat, complain or waste time
- Respect my team-mates, the other team, the referee or my coach/manager
- Play by the rules, as directed by the referee
- Shake hands with the other team and referee at the end of the game
- Listen and respond to what my coach/team manager tells me
- Talk to someone I trust or the club member protection officer if I'm unhappy about anything at my club.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club or competition administrator. I may:**

- Be required to apologise to my team-mates, the other team and the referee
- Receive a formal warning from the coach or the club committee
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

##### In addition:

My club or competition administrator may make my parent or carer aware of any infringements of the Code of Conduct

The competition administrator could impose a fine, suspension or loss of competition points against my team or club.

#### Parents and Carers

Parents and carers have a responsibility to support your child's football activities in a positive way on and off the field. This includes being a role model and encouraging good behaviour in not only your own child but also their team mates, coach, manager and other spectators.

Supporting your child and their team is natural, but it needs to be done in a positive and supportive way in a harassment-free environment.

##### As a parent I will:

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Encourage children 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 performance and skilful plays 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 volunteer 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.

**I understand that if I do not follow the Code, any/all of the following actions may be taken by my club or competition administrator. I may:**

- Be required to apologise to other parents, the other team and the referee
- Receive a formal warning from the club committee
- Be suspended from attending matches
- My child's registration may be cancelled

## **Guidelines to club Sanctions on Breaches of VALUES, RESPONSIBILITIES AND CODE OF CONDUCT**

Kempsey Hornets Football Club is a community based Club – it is a good as its members. The Club will have a reputation that reflects the behavior of its members and supporters.

The Club therefore has Responsibilities, Codes of Conduct that reflect our values, and the primary means of guiding you in expected levels of conduct to implement the Club values. The Club takes Responsibilities and Codes of Conduct seriously.

This guide provides a summary of the types of sanctions that are available to the Club for breaches of the Responsibilities and Codes of Conduct.

<b>Breach Category</b>	<b>Description</b>	<b>Likely Sanctions</b>
<b>Minor</b>	<p>Considered by disciplinary committee to be relatively trivial.</p> <p>Technical breach of the Responsibilities and Codes of Conduct</p> <p>No long term harm done to Club or its values.</p>	<p>First time: warning verbal or letter</p> <p>Second time: possible suspension from playing, coaching, officiating, or from membership for ONE week</p> <p>Third or more time: suspension or dealing with matter as a serious offence</p>
<b>Serious</b>	<p>Repetitive minor breach</p> <p>Wilful disregard for Club values, Responsibilities and Codes of Conduct or other Club members</p> <p>Some long term harm done to Club or its values</p>	<p>First time: suspension from playing, coaching, officiating or from membership for 2 weeks, or community service*</p> <p>Second time: suspension from playing, coaching, officiating or from membership for 4 weeks, and/or community service*</p> <p>Third time: dealing with the matter as a grave offence</p>
<b>Grave</b>	<p>Repetitive serious breach</p> <p>Any physical violence</p> <p>Racial vilification</p> <p>Significant long term harm done to Club or its values</p>	<p>First time: suspension from playing, coaching, officiating or from membership for any duration, including permanent bans from Club membership</p>

**\*Community Service may Include;**

- a. Setting up and pack up of junior fields
- b. Assisting with ground maintenance (line marking of fields)
- c. Cleaning of grounds after games
- d. Cleaning of The Club's property
- e. Weekly Fundraising activities

## Ground Locations

Club Ground Address    More detail can be found at: [kempseyhornets.org.au](http://kempseyhornets.org.au)

**Camden Haven**    Vince Inmon Field, Lake Street, Laurieton

**Crescent Head**    Birrale Park, Baker Drive, Crescent Head

**Frederickton**    Flanagan Street, Frederickton

**Kempsey Hornets**    Kemp Street Fields, West Kempsey

**Kempsey Saints**    Eden St Playing Fields

**KSaints Friday Night**    Kemp Street Fields, West Kempsey

**Lower Macleay**    Barnard Street, Gladstone

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**Macleay Valley Rangers**    Dangar Street, Kempsey

**Port Macquarie FC**    Tuffins Lane, Port Macquarie. **LEFT hand side**

**Port Saints**    Findlay Park, Findlay Avenue, Port Macquarie

**Port United**    Dixie Park, Hastings River Drive, Port Macquarie.

DIXIE PARK (U12-seniors) **RIGHT hand side**

TUFFINS LANE WEST (U6-U11 plus occasional U12-seniors games) **RIGHT hand side**

**South West Rocks**    Sportsman Way, South West Rocks

**Upper Macleay**    Main Street, Willawarrin

**Wauchope Soccer Club**    Fairmont Gardens, Fairmont Drive, Wauchope

### Field Codes (Northern)

CrHe1 - Crescent Head

Dang1 - Dangar St, Kempsey (MVR)

DixP1 - Dixie Park (Port United)

Eden1 - Eden St, Kempsey (Kempsey Saints)

Fred1 - Frederickton

FinP1 - Findlay Park (Port Saints)

Kemp1 - Kemp St, Kempsey (Kempsey Hornets)

KoS1 - Wayne Richards Park, Port Macquarie

Laur1 - Vince Imon Playing Fields, Laurieton (Camden Haven)

LC1 - Lake Cathie

LoMa1 - Gladstone Fields (Lower Macleay)

PuTL1 - Tuffins Lane (Port United, Western Side)

Swr1 - Sportsman Way, South West Rocks (South West Rocks)

TuLa1 - Tuffins Lane (Port FC Eastern Side)

Umac1 - Main St, Willawarrin (Upper Macleay)

Wau1 - Fairmont Gardens, Wauchope (Wauchope)

Please complete this form and return to Kempsey Hornets Club to complete your child/children registration

## **Codes of Conduct, Zero Tolerance, Responsibilities**

### **KEMPSEY HORNETS FOOTBALL CLUB 2014 FORM**

This form is used to gather additional information in relation to the registration of your child/children with the club.  
Please complete the form and hand to the club official when completing your child/children's registration.  
In line with the club's privacy policy all information collected on this form will be used only by the club and not passed on to any other parties.

Player(s) Name \_\_\_\_\_

***THIS SECTION TO BE COMPLETED - ALL PLAYERS***

**Q1. School You Attend:** \_\_\_\_\_

**Q2. One friend name, of the same age, you wish to play with:-** \_\_\_\_\_

#### **CLUB / TEAM SUPPORT**

By registering with the club it is understood that you will provide basic support by performing canteen duty when requested at least once and no more than twice during the season.

If you can offer further support to the club please tick one or more of the boxes below.

**Coach**

☐

**Assistant Coach**

☐

**Team Manager**

☐

**Ground Marshall**

☐

**Join Committee**

☐

**Referee**

☐

Please note: Minimum requirement for coaching is to hold or agree to obtain a Grassroots Coaching certificate which is free

**Name:** \_\_\_\_\_

**Preferred Contact Method: Telephone/Mobile/E-mail (Circle preference)**

**Contact Details:** \_\_\_\_\_

#### **CODES OF CONDUCT please sign below:**

I ....., player/parent/guardian of the above mentioned player(s) have received, read and agree to comply with the Values, Codes of Conduct, Zero Tolerance, Responsibilities of the Information Booklet. I also understand that the club will make every effort to place all players who register with the club, in the appropriate team.

However, it is not until the registration process is completed that the club can determine if there are enough players available to meet minimum number requirements for teams. Should the club be unable to find a place for any player it will attempt to find a place at an adjoining club?

Signature..... Date: ...../...../.....

## Kempsey Hornets Football Club Committee for 2014

All committee people listed can be contacted via email - [secretary@kempseyhornets.org.au](mailto:secretary@kempseyhornets.org.au)

POSITION	NAME
President	James Brady 0412 356 559
Vice President	Barry Jamieson 0402 725 565
Junior Vice President	Leeton Smith
Secretary	Liz Watson 0408 656 267 <a href="mailto:secretary@kempseyhornets.org.au">secretary@kempseyhornets.org.au</a>
Treasurer	Carrie Brady
Registrar	Liz Watson 0408 656 267
Canteen Coordinator	Barry Jamieson 0402 725 565 Liz Watson 0408 656 267
Media / Web Officer	Brooke Iverach
Child Protection Officer	Renee Gill
Fundraiser Officer	Committee
Sponsorship Officer	Ricky Rudder
Club Coach	James Brady/Chris Sharp / Ron Wan / Leeton Smith
Gear & Equipment Officer	Committee
Senior Men's Player Representative	
Senior Women's Player representative	Renee Gill
Committee Member	Scott Barnett
Committee Member	Chris Sharp
Committee Member	Leeton Smith
Committee Member	Paula Watson
Committee Member	Renee Gill
Committee Member	Brooke Iverach
Zone Delegate	President, Vice President, Secretary, Treasurer, Registrar