

# INFORMATION BOOKLET



This booklet is designed to provide parents and prospective players information about the Burdekin FC Junior Development Squad Program (JDS). It is very important for ALL players and parents to READ & UNDERSTAND the requirements and expectations of players and their families who enter this program and only accept a team position if all expectations are UNDERSTOOD and AGREED to. The player and their family should recognise that participation in this program is a major commitment of time, effort & money for all involved.

### **What is the Burdekin FC Junior Development Squad?**

The JDS is a football development program providing U9, U10 and U11 players with more and possibly higher-level football opportunities throughout the season. Players who participate in the program will receive training to assist with their football skills and development. JDS players will compete in many small sided one-day carnivals. Dates TBA

The program not only offers players the chance to develop their football skills, but opportunities for players to learn and develop personal and social values that will assist them throughout their adolescence.

JDS endeavour to promote such values as:

- Commitment
- Perseverance
- Personal responsibilities within groups
- Teamwork
- Respecting for self and others
- Positive competition

JDS players will be representing BFC as well as the sport at officially recognised carnivals in North Queensland. As a member of the JDS, you are a role model for younger players in BFC and are required to demonstrate good sportsmanship and respect for others.

### **COACHES**

Coaches will be selected for the JDS under the guidance of BFC Club Coaching Coordinator. BFC endeavours to provide our coaches with the necessary opportunities to acquire and develop their skill level. BFC values its coaches immeasurably. Without these volunteers our program would not exist.

### **PLAYERS**

JDS players must have a passion for the game, a thirst to develop their skills and furthermore it is an expectation that all players are committed to both training and games.

Players also need to:

- Play an active role in team fundraising
- Be registered and play club football for BFC in with the local or NQ Football competition.
- Wear the BFC Colours and team wear with pride
- Treat all teammates, coaches, managers, parents, game officials and opposition players with respect.
- Be prepared to be challenged and step outside comfort zone for the better of each player's development.
- Learn and accept new team tactics, training methods and playing roles with enthusiasm.
- Acknowledge and sign a Players Code of Conduct.
- Have a willingness to listen, learn and develop.
- Commit to travel and the season training and playing schedule.

## Player Selection Process

All U9, U10 and U11 BFC players will be invited to submit an expression of interest to participate in the JDS. If there is a large number of players but not enough to form a second carnival team in any particular age group, it is expected that children not selected in the team be given the opportunity to train as part of the squad for the entire representative season to promote their football development. The selection of players will rest with the appointed Team Coach as well as the BFC Club Coaching Coordinator. It is in the best interest of BFC to ensure that every player be given the opportunity to wear the Panther red and blue, however we will not nominate teams if there is insufficient numbers or players that are not fully committed.

Team sizes for these carnivals will vary therefore teams will be selected prior to each individual carnival. The selection process for individual teams will include assessing:

- Skill level
- Team ethics
- Ability to be coached
- Commitment to sport of football
- Players passion

JDS players are expected to demonstrate appropriate behaviours as per the Code of Conduct. Should a player not adhere to the Code of Conduct, a coach may at any time after sufficient warnings choose to remove a player from the JDS.

## Player Game Time

The amount of game time given to each player at carnivals varies according to the team needs, individual performances, strategies & tactics employed by the coach. However, it is every coach's responsibility to assist every player's development and ability to perform his role for the team. Players cannot be guaranteed equal game time however coaches will endeavour to spread game time throughout the carnival season rather than per game.

## Player Withdrawal From A Team

If personal circumstances change either leading up to or during the season requiring any player's unavailability to continue, we ask that the Coach/Manager should be informed as soon possible. If the player is seeking a refund for costs, the player must produce adequate reasons for not continuing their participation and commitment. This should be done in writing to the BFC Committee. Each case will be dealt with on a case by case basis.

## **TRAINING**

Training is an integral part to playing JDS. Each team has scheduled training as set out by the team coach each week and these sessions are expected to be attended by the player. Players are expected to be punctual and come with enthusiasm and a positive attitude. Players need to be ready to train at the start time and not arriving at the designated start time. It is important to consider all our coaches are volunteers and give up their time to teach children the game of football and their efforts and time needs to be respected. Failure to attend regular trainings without communication to the coach or manager could affect game time. If a player is injured, he/she is still expected to attend training as a lot can be gained by being present and supportive of the team. Of course, we understand there will be occasions when non-attendance is out of your control. In extreme cases coaches reserve the right NOT to play players who do not train.

## **PARENTS**

We understand many parents share our enthusiasm and want their child to enjoy their football experience and BFC promote parent participation. There are many areas in which parents can assist.

- Supporting your child positively
- Support your child's Coach, Team Manager and the Committee
- Assist fundraising - This may be selling tickets, helping with a BBQ - The more funds we raise the more we can financially support each player which lessens the cost for you
- Transport your child at playing venues
- Understand, sign and demonstrate a Parent Code of Conduct
- Encourage your child to take responsibility for their performance and encourage them to discuss any areas of improvement directly with their coach
- Be a shining example of verbal self-control. Use positive phrases and don't coach your child or other players from the sideline

If for any reason parents have concerns about any aspect of the JDS program, they should firstly raise these concerns with the team manager or team coach at an appropriate time (not during a game or after game). If you feel your concerns have not been given appropriate consideration, please feel free to raise your concerns with the BFC Club Coaching Coordinator.

### **TEAM MANAGERS**

All teams require a team manager, who form another integral part of any football team and community. All managers' efforts are never taken for granted and the BFC committee and players appreciate all our managers.

A manager's role generally involves, being a team organizer, collecting necessary documentation for players and parents, forwarding any information from BFC to their teams and parents. Managers assist parents/players with information so they can organize themselves for each competition. Managers assist with game day team organization such as uniforms, water, first aid etc.

### **COSTS AND FUNDRAISING**

There are some costs involved with JDS. Throughout the season there is opportunity for fundraising in a hope that this will lessen the burden of financial pressures on our parents and coaches. JDS families will be in charge of fundraising with each team also being asked to contribute to this effort. We suggest that a JDS Fundraising Committee is formed to share the work load. All fundraising events must be approved by the BFC committee prior to commencement. This is to ensure teams are not asking the same companies for prizes and we have a coordinated approach to maximise what we achieve.

The main costs involved with JDS teams are:

- Carnival nomination fees
- Transport, accommodation and meals are without doubt the most expensive cost facing BFC representative football. The cost of travel and accommodation for players and their family members/guardians falls squarely on parents. However, the emphasis on fundraising is paramount to the representative program which can hopefully assist with some of the costs associated. Players will be responsible for their own travel to competition venues for the season.
- Purchase of a uniform  
Compulsory items: BFC Shorts, Socks, Hat and Club Shirt  
Optional items: Jumper, Backpack

All fees need to be paid at commencement of the JDS.

### **DONATIONS AND SPONSORSHIP**

Over the years the BFC has at times been the beneficiary of donations and sponsorship from individuals and local businesses. All donors must be approved by the BFC committee. All

donations are used as a collective and used to benefit all of the JDS teams and not to benefit a singular player or particular team. Any potential donators can rest assured that all money donated will go directly to the players assisting to lower the cost of fees.

## **COMPLAINTS**

If a player or parent/guardian wishes to raise an issue or complaint, it is expected that all reasonable attempts to resolve the matter informally occur as a first step. This involves discussing informally with the party of interest, discussing with Coach/Manager, discuss with Club Coaching Coordinator or another Committee Member.

Where this does not result in a satisfactory resolution, a more formal process can be pursued where you would raise concerns with your Coach or Manager, then the Executive Committee and finally where it is required, lodging a written complaint to BFC Committee. A written complaint is to be lodged with the club secretary via [burdekinfc@hotmail.com](mailto:burdekinfc@hotmail.com) who will then pass on to the Executive Committee and all other necessary parties.

A written complaint will be acknowledged within five calendar days and a written decision will be provided within twenty-one calendar days unless all parties agree to an extended time.

Under no circumstances should a minor be involved in any dispute discussion unless their parent/guardian is present.

## **GENERAL INFORMATION**

### **LEAVING CARNIVALS**

You will **not** be able to leave any event before the closing ceremony.

### **WASHING**

Your Team Manager will be responsible for the washing of the playing strip on a daily basis.

### **TENTS AND EQUIPMENT**

BFC arrange tents and equipment for each carnival. The tents are used as a shelter and home base for teams during the day. We ask all parents to assist in transportation, set up and pack up of tents and equipment throughout the carnival.

### **INJURY/ILLNESS**

Please notify your coach of any injuries you may have as soon as possible, no matter how minor they may seem. Depending on the injury, players can still participate in modified training sessions and learn strategies and team play. Injured players are still required to attend training and games unless instructed otherwise by their coach.

## **BFC COMMITTEE CONTACT**

Email: [burdekinfc@hotmail.com](mailto:burdekinfc@hotmail.com)

Please complete and return to BFC, Team Coach or Manager:

**BFC PLAYER/PARENT CONTACT INFORMATION**

Player name: \_\_\_\_\_

DOB: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

Parents' name/s: \_\_\_\_\_

Address: \_\_\_\_\_

Phone no/s: \_\_\_\_\_

Email: \_\_\_\_\_

## **BFC CODES OF CONDUCT**

### **General Code of Conduct**

All players, parents and club officials and committee members must abide by the Code of Conduct of the Burdekin FC. BFC encourage all forms of positive, sportsmanlike and encouraging behaviour and communication between all players, parents and families, and club officials (including to association staff, referees and other players/supporters).

The attitude and behaviour of our players, coaches and parents (including family guests), when representing BFC, is expected to be exemplary at all times. This includes communication via all forms of media and the privacy of others in the Club - their personal & professional lives outside the Club is to be respected at all times.

Players, Club Officials and Parents give BFC Committee the right to deal with any misconduct or infringement of the Codes of Conduct that is brought to their attention. Penalties for breaches of these Codes of Conduct are at the discretion of the Committee, and may include suspension from games/training and in the event of serious or repeated infringements, expulsion from the club.

BY REGISTERING THEIR CHILD WITH BFC, PARENTS AGREE TO ABIDE BY THESE PRINCIPLES, AND SUPPORT THEIR CLUB IN ITS UNDERTAKING AND AUTHORISE THEIR CLUB TO TAKE ANY NECESSARY DISCIPLINARY ACTIONS INCLUDING SUSPENSION AND BANNING WHERE WARRANTED OF ANY PLAYERS, PARENTS OR SPECTATORS FOR REPEATED OR SERIOUS BREACHES OF THESE CODES OF CONDUCT.

### **PLAYERS CODE OF CONDUCT & BEHAVIOUR**

As a member of the Burdekin FC Junior Development Squad, your standard of behaviour on and off the field **must** be of a very high standard. Remember that your actions will **always** reflect an image that other people will remember you by. Below are some **important rules** for you to follow at all **times**.

#### ***Never***

- Argue with the an official, team mates or opposition players. If you disagree, have your Captain, Coach or Team Manager approach the official during a break in the competition.
- Criticize or make fun of any player, or person on or off the field.
- Use foul or abusive language, or gestures even if you think no one is around.
- Pushing, shove or hit other players (even as a joke).

#### ***Always***

- Obey the Referee's decision.
- Play by the rules – the rules of your club and the laws of the game.
- Listen to the advice or instructions from your Coach or Manager.
- Do not speak when others are addressing the team.
- Encourage and be supportive of your fellow team player's efforts.
- Always shake hands with your opposition after the game.
- Play the game in a fair and sportsmanlike manner.
- Be polite and use good manners towards others.
- Respect other people's personal belongings or property at all times.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours.
- Work equally hard for yourself and/or your team. Your team 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 would like to be treated. Do not bully or take unfair advantage of another competitor.
- Co-operate with your coach, teammates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Win and lose with humility.

**REMEMBER:** Even when you are at club fixtures and training, you are still a member of the JDS, and as such, you are expected to be on your **best behaviour** at all times. **Bad conduct and unacceptable behaviour may result in your removal from the JDS. This may mean being sent home from carnivals.**

### **DRESS REGULATIONS**

JDS players are expected at all times to be dressed in a presentable manner, whether at training, games or club fixtures. The following will give you a guide as to what dress standards are expected of you.

- Playing shirts must be tucked in at all times.
- Socks must be pulled up.
- Only BFC playing strip is to be worn during Rep games (eg: no other shorts or socks).
- Players **must not** remove or lift shirts after goals have been scored.
- Jewellery including watches and earrings are **not** to be worn.
- Shin pads **must** be worn at all times.
- **The wearing of skins** - Skins under shorts - they must be the same main colour as the shorts. Skins under a jersey - the colour of the sleeve must be the same main colour as the sleeve of the jersey.
- Always wear BFC clothing to and from and during carnivals.
- When wearing BFC clothing, the player must be of tidy appearance.
- Hats must be worn at all times when not on the field.
- When in your BFC clothing, you must wear appropriate footwear, **no bare feet.**

As a player, if you have a problem with anything concerning training or games, speak to your Team Manager.

### **PLAYERS BIRTH CERTIFICATES**

All parents/guardians please be aware that you may, unlikely, but you could be asked to produce a copy of your child's birth certificate at any time during the Carnival. A copy on your phone or a photocopy in your bag would be beneficial to resolving any issues regarding the request.

Player Name/s: \_\_\_\_\_

Player Signature/s: \_\_\_\_\_



## **PARENT & SUPPORTERS CODE OF CONDUCT & BEHAVIOUR**

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to always play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skilful play by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect official 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 all participants regardless of their gender, ability, cultural background or religion.
- Win and lose with humility.

Parents are encouraged to direct any concerns or problems to the TEAM MANAGER as early as possible. The Manager will then advise the Coach when appropriate, of the concern. Parents are asked not to approach the Coach while he/she is working with the team.

**PARENTS PLEASE NOTE: All players must be accompanied by a parent or guardian at all times when at the fields (this includes whilst the playing of games and between games) for the full duration of the Carnival.**

Parent/Guardian Name/s: \_\_\_\_\_

Parent/Guardian Signature/s: \_\_\_\_\_

## **COACHES/MANAGERS CODE OF CONDUCT & BEHAVIOUR**

- Focus on the player's efforts and performance rather than winning or losing.
- Mentor player's – ensure that this is an enjoyable experience for **ALL** players and parents.
- Remember that children learn best by example. Appreciate good performances and skilful play by all participants.
- Never ridicule or yell at a player for making a mistake or losing a competition.
- Encourage players to always play according to the rules and to settle disagreements without resorting to hostility or violence.
- Respect official decisions and teach players to do likewise.  
Show appreciation for volunteers - Referees, Officials and Administrators.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
- Win and lose with humility.

Coach/Manager Name/s: \_\_\_\_\_

Coach/Manager Signature/s: \_\_\_\_\_

## **OFFICIALS CODE OF CONDUCT & BEHAVIOUR**

- Place safety and welfare of players above all else
- Play by the rules and laws of the game
- Be consistent. Impartial and objective when making decisions
- Address unsporting behaviour and promote respect for other players and officials

Officials Name/s: \_\_\_\_\_

Officials Signature/s: \_\_\_\_\_



## COACHING EXPRESSION OF INTEREST APPLICATION

The purpose of submitting this application is to express interest as a coach for the Junior Development Squad season including all training and carnivals as per season calendar.

Thank you for your application; please be aware of the following requirements prior to submitting this form:

- All coaches are required to hold or apply for a Blue Card and comply with the requirements of the Commission for Children and Young People Act QLD, 2000.
- All coaches must agree to abide by the "Coaches Code of Conduct" as attached

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

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

### RELEVANT COACHING HISTORY

Is this your first year of coaching football? \_\_\_\_\_

Have you previously coached for BFJ or Burdekin FC? \_\_\_\_\_

If yes, most recent team coached: \_\_\_\_\_

Do you have any Coaching Qualifications (eg. Level One Certificate) \_\_\_\_\_

Other Coaching experience \_\_\_\_\_

Do you hold a current Blue Card \_\_\_\_\_ Card No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Other details (certificates held eg. First Aid, Sports Medicine) \_\_\_\_\_

Team/ Teams applying for eg. Under 12: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward the completed 'Expression of Interest' form to [burdekinfc@hotmail.com](mailto:burdekinfc@hotmail.com)



## TEAM MANAGER EXPRESSION OF INTEREST APPLICATION

The purpose of submitting this application is to express interest as a manager for the Junior Development Squad as per season calendar.

Thank you for your application; please be aware of the following requirements prior to submitting this form:

- All team managers are required to hold or apply for a Blue Card and comply with the requirements of the Commission for Children and Young People Act QLD, 2000.
- All team managers must agree to abide by the "Team Managers Code of Conduct" as attached

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

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

### RELEVANT HISTORY

Have you previously managed a team for BFJ or Burdekin FC? \_\_\_\_\_

If yes, most recent team: \_\_\_\_\_

Other experience \_\_\_\_\_

Do you hold a current Blue Card \_\_\_\_\_ Card No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Other details (certificates held eg. First Aid, Sports Medicine) \_\_\_\_\_

Team/ Teams applying for eg. Under 12: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward the completed 'Expression of Interest' form to [burdekinfc@hotmail.com](mailto:burdekinfc@hotmail.com)