

**Mooroolbark  
SOCCER CLUB**



**Player & Parent Handbook  
2021**

# Contents

A Message From The Acting President.....	4
Club Contact Details .....	4
Club Committee .....	5
Club History.....	6
Important information .....	7
Volunteers .....	7
Parent Participation .....	7
Working with Children Check.....	7
Team Managers.....	7
Duties .....	7
Training .....	8
Game Day.....	8
Votes .....	9
Juniors .....	9
Coaches.....	9
Registration .....	9
Returning players .....	9
Registration Fees .....	10
Insurance.....	10
Fines .....	10
Red Card Fines.....	11
Health & Safety .....	11
Harassment and Discrimination .....	11
Newsletter .....	11
Team Photos.....	11
AGM .....	12
Committee .....	12
Your Team.....	12
Social Nights.....	12
Fundraising And Sponsorship.....	12
Helpers .....	12
Donations.....	12
Events.....	13
Uniform .....	13

General.....	13
Boots .....	13
Home Ground Rules .....	13
Smoking.....	13
Alcohol .....	13
On the Pitch .....	13
Grading.....	14
Under 10s – Under 18s .....	14
MiniRoo's – Under 8s – Under 11s.....	14
Major Sponsors .....	14
Merchandise Items Available .....	14

## A Message From The Acting President

Dear Players & Parents,

Welcome to the 2021 season.

Finally after a hard previous 12 - 15 months we finally welcome football back to Esther Park.

It's important that everyone involved knows what's happening around the club, but especially at the start of a new season. I do encourage everyone to like our facebook page and more importantly subscribe to the newsletter, yes sometimes it has stuff no one is interested in, but it's a vital part of our communication.

Hopefully by now you have all now seen our New Synthetic Pitches as they are now being used and so far, everyone is enjoying the new surface. Our Main clubhouse has now also been updated and is looking fantastic , please remember our Clubhouse is available for all members, both Senior and Junior.

This handbook has been developed to assist with hopefully answer the most commonly asked questions and to provide information for the coming year.

If we haven't covered your query or there are roles or aspects of volunteering that you are interested in, please feel free to contact and discuss with a committee member. It's the volunteers that keep our club together and moving forward, so don't leave it to the few!

As I have said please LIKE our Facebook page, join the facebook group and make sure you're subscribed to the newsletter.

Take pride in wearing the Barkers RED & WHITE, respect your club and have a great 2021 season

Mick Ashworth  
Acting President  
Mooroolbark Soccer Club

## Club Contact Details

### Address

Home Ground Address: -            Esther Park  
   Esther Crescent  
   Mooroolbark Vic 3138

Postal Address:                        P O Box 121  
   Mooroolbark VIC 3136

## Club Committee

### Executive Committee

President	Simon Scott
Club Secretary	Mick Ashworth
Secretary	Sharon Mackey
Club Treasurer	TBC

### Non-executive

General Member	Andy McCabe
General Member	Andrew Cowie
General Member	Lisa Cauteruccio
General Member	Danny Mackey
General Member	Robyn McCabe
General Member	Michael Orlando
General Member	-
General Member	-
General Member	-

### Other Roles

Council Liaison	Sharon Mackey
Junior Coordinator	Mario Cauteruccio
Coaching Coordinator	Andy McCabe
Summer Series Coordinator	Mario Cauteruccio & Andrew Cowie
Media & Communications (including Newsletter)	Mick Ashworth
Mini Roo's & Junior Team Co-ordinator	Trent Hardcastle
Sponsorship Liaison	Danny Mackey
Website Design	Mick Ashworth

## Club History

The Mooroolbark Soccer Club was established in 1962 (then Mooroolbark United) at Hookey Reserve, later moving to its current home at Esther Park.

HISTORY A brief history of the Mooroolbark Soccer Club (Celebrating 50 Years of Football in the Eastern Suburbs)

1962 - Mooroolbark United Soccer Club was formed

1963 - Admitted into the V.S.F.1969 - 4th Division Champions Seniors and Reserves

1970 - 3rd Division Champions Seniors and Reserves

1971 - 2nd Division Runner Up Seniors and Reserves

1972 - 1st Division 8th Seniors and Reserves Champion

1973 - 1st Division Champions Seniors and Reserves

1975 - State League Finished equal 2nd

1975 - Finalists in State League Cup

1976 - Mooroolbark becomes the first team to enter N.S.L

1977 - Relegated from National Soccer League 1980 - 4th Division Reserves Champions

1981 - Provisional League 1st Div Reserves Champions

1982 - 4th Division Reserves Champions

1984 - 3rd Division Reserves Champions

1989 - 1st Division Champions

1990 - Entered Victorian Premier League.2001 - Provisional 1st Division Reserves Runners up.

2002 - Thirds League South Runners up

2003 - Provisional 1st Division Runners up

2003 - Thirds League East Champions

2004 - Thirds League South Champions. Women promoted to 3rd division

2005 - Division 3 South East Champions Reserves. Women promoted to 2nd division

2006 - Division 3 South East Champions Reserves

2006 - Thirds League Central Runners up. Women promoted to 1st Division

2007 Division 3 South East Champions Reserves (3rd consecutive year)

2009 Entered 3 senior teams into Bayside Football Assoc.2010 Entered 4 senior teams into Bayside Football Assoc. Mens Division 2 Bayside Runners up. Entered 2nd Women's Team.

\*1978 Mooroolbark United had a name change to the current name of Mooroolbark Soccer Club.

## Important information

### Volunteers

The Importance of Volunteers in our Club

Volunteers in our Club are very important. Without Volunteers our Club would not exist.

They perform many different roles and provide our Club with varying goods and services.

Our committee are all volunteers, as are our coaches, team managers etc. No one is paid. These individuals are also parents, employees and carry a variety of family responsibilities

### Parent Participation

Mooroolbark Soccer Club relies on parent participation, which can vary from canteen duties to field duties. We ask you to be proactive and offer your assistance.

It is vital for parents to participate, and accordingly parents should expect to be rostered a minimum of twice a season. This involvement will make a BIG difference to the way YOUR Soccer Club is run and managed.

Duties May Include:

- Team Manager (see next page 10 for duties)
- Parents can also assist in the canteen as rostered by your team manager. This is an important function required to assist the club to continue to provide facilities for players, by raising extra funds. It also helps us to keep your annual fees down.
- Linesman - Parents maybe rostered to take a turn as Linesperson, unless one or two parents from the team volunteer to take on the job every week.
- For home games - the team manager may require assistance in preparing the ground. This includes putting up and taking down goal nets, corner posts, and spectator lines. This will require arriving at the ground an extra half an hour early
- Parents can share driving to and from matches and also provide positive moral (and vocal!) support to their children's team. Car Pooling for away matches is a positive way our parents can contribute to conserving energy!
- Volunteers to undertake line marking (usually on a Saturday) or setting up of game (Sunday, E.g. Goals flags etc.) are always needed and rosters may be drawn up to ensure this task is completed.

By sharing the work everyone gets more out of the experience.

If you have other skills you think may benefit the club then please let someone in the committee know. Don't wait to be asked be involved.

Come and join us for fun and friendship and to show our kids that community spirit thrives at Mooroolbark Soccer Club

### Working with Children Check

State Government legislation has deemed it a requirement that individuals whose profession or social/sporting activity involves interaction with minors have to have a valid Working With Children check before being allowed to partake in that activity.

If you are a volunteer (e.g. Team Manager) then a WWC certificate is required.

Application is at no personal cost to any volunteers. Please visit the website;

<http://www.workingwithchildren.vic.gov.au/>

and follow the link to complete the online WWC form.

### Team Managers

**Along with the volunteer Committee and Coaches, these are some of the most important Volunteers in our club.**

A Team Manager's position in the team is an extremely important one. The Team Manger is the person that assists and complements the coach by performing all administrative tasks required to run and maintain a successful team. Consequently a good Team Manager will allow a coach to concentrate on coaching the players. This will ensure each player receives optimum attention and gives every player a chance to perform to the best of their ability.

It is up to the parent's to appoint a Team Manager for their team. If more than one parent is interested in the role, this position can be shared.

### Duties

- provides a contact point for team members, ensuring the coach is fully aware of a team member's availability,

- compiling team lists and match (day/location/time),
- providing first aid support, (First Aid Kit and Training provided)
- providing administrative support (supported by club committee)
- team managers will roster parents for their duties for home games, incl. rosters for provision of oranges, canteen duties, ground marshal and linesperson duty

A Team Manager needs to be appointed for each team as soon as possible after registration day. Emphasis is on helping the club; therefore your input is essential!

## Training

All players are expected to wear suitable sports attire for training. All players must wear soccer boots and shin pads for sessions on grass fields.

All players must be supervised by a parent/guardian or responsible adult at all times. The Club cannot be held responsible for players left unattended during and after training or a match. They should arrive in adequate time to pick up their child at the cessation of both training and games.

All players are expected to wear suitable sports attire for training. All players must wear soccer boots/runners (depending on surface) and shin pads.

It is policy that parents do not enter on the training field to interact amongst the players and coaches. Please speak to the team manager if you have any questions, and coaches will address parents after field sessions have been completed. In this way distractions will be minimised to ensure a higher quality training session. Coaches may wish to engage parents as volunteer assistants for training sessions. If you wish to be a regular volunteer please speak to the team manager. Volunteer assistants must wear suitable sports footwear and attire.

The Club is not responsible for:

- The security of players' belongings.
- Children left unattended by parents or carers

Pre-season training begins generally after Summer Series, but coaches may choose to start their teams when they feel fit. Older teams will start before hunger teams.

Once teams are sorted, prior to the commencement of competition, teams will be confirmed and will continue training as the coach feels, some teams will be twice a week while others once a week with start times & finish times ranging between 5.30pm to 8.30 pm, depending on the age group. Training times will be confirmed by coaches prior to the start of the season.

Regular attendance at training is also fundamental in developing team unity and commitment. The club recognises however that on occasion players will have problems attending training due to other commitments. If a player cannot attend due to illness, injury, or a school commitment, they must advise the Coach or Team Manager in advance.

Players who do not attend training without notifying the Coach or Team Manager may find they are “benched” for part of the next match; this is entirely at the discretion of the Coach.

Wet/Dry weather policy – ground conditions will be assessed on a continuing basis and a decision made if grounds are suitable for training. Players are to contact their own Team Manager if in doubt whether training has been cancelled due to wet weather.

All players **MUST WEAR SHIN GUARDS**, and **SOCCER BOOTS AT EVERY TRAINING SESSION & MATCH**.  
**NO SHIN GUARDS and BOOTS, NO PLAY.**

## Game Day

**All players are expected to arrive, a minimum of 30 minutes, prior to the scheduled match start time.** Your coach may alter this timeframe. Our older teams are expected at the match site ONE hour before start. This allows time for warm up and pre-match briefing.

All players should arrive at a game equipped with necessary sporting attire, which includes:

- Both **HOME** and **AWAY (if needed)** strips. Must be Club KonQa Gear
- Soccer boots
- SHIN Protectors
- **Warm jacket** as a minimum, or a clothing change
- **DRINK**, at least a litre of water or sports drink, **NOT** caffeinated and/or soft drinks.



**If a player is sick or unable to make the game please let Coach or the Manager know as soon as possible. If you are running late please give a courtesy call, it saves anxiety on match day and helps us plan and look professional**

## Votes

### Juniors

The Best & Fairest award is decided by the coaches for U12 and above.

## Coaches

The club makes every attempt to have Coaches and Team Managers appointed in place during the prior to the commencement of pre-season training.

The Club adopts identical coaching guidelines and policy developed by the FFV. These coaching guidelines are in place to ensure a high standard of quality coaching practices throughout clubs in Victoria. The guidelines incorporate techniques and strategies, rules, risk management and responsibilities (duty of care to their players).

The Club strives to ensure our coaches hold a current Coaching Licence within each respective accreditation.

## Registration

Every child must be registered to play and train with the club and FFV competition. Registration for players in 2017 is by self-registering on line through My Football Club. All players must self-register as a directive from the Football Federation Australia. Upon self-registering, you will be sent an invoice to your email address, which you must bring to the club to pay before being eligible to play.

**Please note:** *When you register on-line you are agreeing to the Mooroolbark Soccer Club's Terms and Conditions as detailed in this handbook.*

*A copy of our Club Handbook is also available on our website.*

### Returning players

All returning players will use their existing number.

If you do not know your FFA number please ask the registration committee or search for it online at; [www.myfootballclub.com.au](http://www.myfootballclub.com.au)

Please ensure you update your personal details including address and email address. You can also reset your password if you have forgotten it.

**New Players** registering will be required to produce a copy of their birth certificate, as under FFV laws we are required to have sighted verifiable proof of age before registering a player.

**It is important that online registration and payments are completed and submitted prior to the season commencing.**

**Players will not be eligible to play until registration fees are paid in full.**

**It is worth noting that Player insurance is included in Registration fees so to ensure your child accesses the insurance cover available through the FFV you will need to register and pay your fees ASAP.**

## Registration Fees

Registration fees are due on registration day and can be paid directly into our bank account, or by cash or cheque or card. Players are not eligible to play games until their fees are paid and they are registered to play with the FFV, as they are uninsured otherwise. Fees are listed on the registration packages through My Football Club.

Should we put a schedule of fees here with what is included?

**No player will be allowed to play in any official matches or be registered with FFV until full payment is received. Your player registration will NOT BE APPROVED and you will not be allowed to PLAY or TRAIN until full payment is made. The Club reserves the right to withdraw any player that has not paid his/her membership and another player will be offered their place.**

If you are having difficulties with the Self Registration Process please contact a member of the committee.

### So what do your Registration fees Cover

- Team and Player registration and insurance with FFV/ FFA/BAFA
- All fees and Charges (includes utilities such as electricity and cleaning)
- Referees fees for every home game
- Purchase of club training equipment
- Coaches education (Please note that our coaches do not get paid but we pay for their training)
- Purchase of safety/first aid equipment
- Other costs such as line marking of grounds, consumables (toilet paper) printing costs, advertising, etc.
- Full home strip

## Insurance

Whilst it is not club policy to insure junior players the club will adhere to any directive as set down by Football Federation Victoria (FFV).

The FFV has compulsory player personal accident insurance (covered by registration fees) which covers all registered Mooroolbark Soccer Club players while training or playing for Mooroolbark Soccer Club. Details of this insurance cover can be obtained from the FFV website.

However the Club strongly recommends that each player is covered by private health insurance. The Club will not be liable for any cost not covered by the FFV insurance.

Insurance policies and what is covered are detailed can be found via the FFV web site at: <http://www.footballfedvic.com.au>, (search for Insurance)

**Any claims for injury must be made to the FFV insurer.**

## Fines

The FFV can impose fines for a variety of reasons, late entry fees, playing ineligible players, player, coaches and parents misconduct, failure to provide a referee (where the designated match official does not attend fixture and the home **Club** does not appoint a volunteer referee), red card (sending off) offences or incidents which are deemed to bring the Game and the governing body (FFV) into disrepute.

These fines range from \$50 - \$500 depending on the level of the charge.

The **Club** message is loud and clear on the issue of fines. Fines to the **Club** resulting from inappropriate player / parent / spectator behaviour will be deemed to be the **sole responsibility of the perpetrator(s)** and those responsible for the fine being imposed on the Club will be **responsible for the payment of that fine.**

## Red Card Fines

Players who receive a Red Card during the Mooroolbark Soccer Club season will incur a penalty. Players must reimburse the Mooroolbark Soccer Club in total for the cost of the Red Card Fines. Failure to reimburse these fees promptly may result in your player being unable to take the field upon completion of their disqualification period.

## Health & Safety

**\*\*It is important** that you notify the coach & team manager of any health/medical condition that you believe may impact the player's ability to train or play.

**Shin-pads are a compulsory piece of equipment for ALL players (even at senior level) and players are not permitted to play without them.**

First Aid Kits are provided by the Club and are available while training or playing in home or away matches. Parents/Guardians are reminded that they are responsible for any medications that a child might require. Parents should discuss their child's special needs with the coach at the beginning of the season. 26

## Harassment and Discrimination

Mooroolbark Soccer Club is committed to providing a sporting environment where each participant is a valued member of the club, where they are treated fairly, and are given recognition for their contribution to the club's success.

The club also aims to provide an environment that is pleasant for participants to train and play in and that is conducive to good sportsmanship.

**At Mooroolbark Soccer Club, harassment or discrimination whether verbal, physical or environmental is unacceptable and will not be tolerated.**

## Training and Games

Training occurs at a location nominated by the club and your Teams Coach. Players are expected to be on time and to dress appropriately. Parents are encouraged to be in attendance at games and training sessions. If your child is unable to attend training or to play at a fixtured game, **NOTIFY YOUR COACH AS SOON AS POSSIBLE**. Fixtures are issued as soon as they are available from the FFV.

If a player shows potential and if it is considered it will help improve and develop the players and their skill, the player may be invited to play in a higher age group or higher grade teams. This would only be done after discussion between the coaches of the respective teams and after consultation with the player's parents and the player.

ALL COACHES, TEAM OFFICIALS, PARENTS AND PLAYERS AGREE TO ABIDE BY THE **FFV JUNIOR RULES OF COMPETITION AND THE CLUB CODE OF CONDUCT RULES**. THESE CAN BE FOUND ON OUR WEBSITE AND IS THE RESPONSIBILITY OF EACH PARENT TO READ THESE.

## Newsletter

The Club endeavours to post a Monthly Newsletter on our website and email. Feel free to check on the website regularly for upcoming events and information.

## Team Photos

Team photos will be taken during the season. Details will be distributed later. A variety of packages will be available for you to purchase.

## Presentation Day (Juniors)

At the conclusion of the season a Presentation Day will be held at the Clubrooms when the following awards will be given:-

- Participation (Miniros-u11)
- Best & Fairest (Juniors u12 above and Seniors)
- Coaches award
- Most Improved

It is also on this day that all washed strips, balls and other equipment are to be handed back to the Club if it hasn't already been done.

## AGM

The Annual General Meeting is held at the close of the season. Nomination Forms for Committee positions will be available on Presentation Day. Details will be available on the website.

## Committee

The Committee looks forward to welcoming new members.

While Committee meetings are generally for committee members, club members may request to attend or be invited to attend meetings if required. Should you wish to raise a particular matter for discussion, please contact a committee member by phone or email so that the matter to be discussed can be added to the agenda.

## Your Team

Each team requires a Team Manager. You can nominate yourself or your Coach may appoint someone. This job is performed by a parent just like you so please support this hard working person as much as you can. It is the Team Manager's responsibility to ensure that you have up to date match details. If there are any last minute changes to game times or locations, you will be notified. They also liaise with the match Referee and ensure that our team book is filled out and signed. You can also speak to your Team Manager should you have a query about your Coach or you have an issue with a Referee's decision.

## Social Nights

During the season there may be several social activities for the players. These events are great for developing team unity and as they are provided at no cost to the players, we strongly encourage your child's involvement.

## Fundraising And Sponsorship

### Helpers

Fundraising is very important to the successful running of the Club as it provides essential income. We are anxious to find people who would be interested in assisting with, or organising fundraising activities. Please contact the committee if you are able to help out.

### Donations

All those who donate items or money to the Club are recognised as Sponsors and receive benefits for that sponsorship.

Throughout the year the Club requires donations such as:-

- Money to pay for trophies
- Prizes for Raffles and Social Nights

Consider whether your family, your business, or someone you know would be in a position to donate any of these items. Every little bit helps.

## Events

During the season there will be several fundraising events, particularly social events and raffles. Please give these activities your fullest support as every bit of money raised goes back into the Club in the form of equipment, uniforms, improving our facilities and reduced registration fees for players.

## Uniform

Each player who has paid their fees receives a team strip which is theirs to wear for the entire season. When a player ceases playing for the season (on or before the last game) the strip is to be returned to the Club. If playing shirts are not returned a fee of \$50 is payable. Cleaning the strip each week is the responsibility of the player. Should unreasonable damage be caused to a strip outside a fixtured game, the cost of repairs or replacement will be charged to the player. Shorts and socks are provided as part of your first years membership and any replacements are required to be purchased from the club.

If it is necessary for your team to wear an away strip, your Team Manager will provide you with this prior to game day.

## General

Players may not wear T-shirts or other clothing (such as boxer shorts) which are **visible** under their uniform. Players, who choose to wear skins under their shorts, must wear white skins the same colour as their shorts **ONLY**.

**NO JEWELLERY WHATSOEVER IS TO BE WORN. IF FOUND BREACHING THIS RULE ON GAME DAY, YOU MAY FORFEIT YOUR RIGHT TO PLAY.** No taping of any type is permitted. For clarification on these rules, refer to the FFV Junior Rules of Competition.

## Boots

Players will require soccer boots and shin pads. **Boots are not to be worn in the clubrooms**

## Home Ground Rules

### Smoking

**It is prohibited for anyone to smoke or consume alcohol within the confines of Esther Park whilst junior matches are being played.**

**Smoking during Senior games is only allowed in signed areas and must be 12 metres away from any building.**

### Alcohol

There is to be no alcohol consumed at junior games or training sessions.

## On the Pitch

Only the Coach, Team Manager and players are allowed onto the pitch (including the Technical area) **during play**. No spectator is permitted to enter the pitch during play for any reason other than if you are signalled to do so by the match official (referee).

## Grading

### Under 10s – Under 18s

When the club has more than one team playing in the same age division, players may be graded into the team appropriate for their skill level. This ensures that your child will play in the team which is best suited to them to foster greater confidence, skill development and enjoyment of playing soccer. Grading will occur before the start of the season. In addition, in order to encourage player development it may also be suggested that players move between teams during the season. Parents are welcome to discuss any concerns with the coach or Club Secretary which will be taken into account when determining your child's team, however, the Club's decision will be final.

### MiniRoo's – Under 8s – Under 11s

When the club has more than one team playing in the same age division from Under 8s to Under 11s we will endeavour to place children into teams with friends upon request. This is not always possible though, due to many factors including team size, the time of registration etc. If you have any concerns, please raise this with the Club Secretary.

## Major Sponsors

We have several opportunities for businesses that wish to make larger contributions to the Club. Please contact the Committee for further details.

## Merchandise Items Available

We do have a number of items available for purchase. These can be found at our website or just ask a committee member for what's available.