

Hazelbrook “Hawks” Football Club Policy Statement



1. Policy Statement

Hazelbrook Football Club Inc. (“Hazelbrook”) is committed to providing a safe sporting and work environment for every person involved in Hazelbrook sporting and social events.

This policy is designed:

- to ensure the safe and professional conduct of all Hazelbrook events
- to ensure the Policy is adhered to
- to minimise incidents and harm to individual participants
- to minimise incidents and harm to spectators and general community
- to minimise damage to property
- to improve and preserve the reputation of Hazelbrook Football Club and its Members
- to provide a Policy that meets or exceeds the Policies as set down by either NDSFA, Football NSW or FFA

2. Introduction

Hazelbrook has established a number of specific codes of conduct for all Club Members to adhere to at all times. These strict guidelines are put in place to ensure that any sporting, social or other event involving Hazelbrook Football Club Members and their guests is conducted in a safe and respectful sporting and work environment.

Each code of conduct has been prepared as follows by Club Management based on the codes advised by Football NSW and Football Federation of Australia , as follows:

- Football NSW Player’s Code of Conduct
- Football Federation Australia - Spectator Code Of Behaviour
- Hazelbrook Player’s Code of Conduct
- Hazelbrook Coach’s and Manager’s Code of Conduct
- Hazelbrook Parent’s, Carer’s and Guardian’s Code of Conduct
- Hazelbrook Spectator’s Code of Conduct
- Hazelbrook’s Requirements of Visiting Teams (Players, Coach, Manager, Marshal and Spectators)
- Hazelbrook’s Alcohol Policy for its grounds at Gloria Park and Lawson Oval and any social events

To assist Coaches and Managers to promptly deal with any issues that arise, we have provided:

- Tips for Coaches and Managers

3. Football New South Wales – Players Code of Conduct

(This code is available in expanded form from the Football NSW Website)

1. Play by the rules and understand the spirit of the game.
2. Play to win and never set out to lose.
3. Play fair to earn respect and to detest cheats.
4. Refrain from sexual harassment towards fellow players, coaches and officials.
5. Never argue with an official, captain, coach or manager who is there to maintain discipline and fair play.
6. Control your temper and avoid verbal abuse, sledging or deliberately distracting or provoking an opponent.
7. Be honest with the coach concerning illness and injury.
8. Work equally hard for yourself and your team.
9. Be a good sport and applaud all good plays.
10. Accept defeat with dignity and don't seek excuses for defeat or blame the referee or anyone else.
11. Promote the interests of football and encourage other people to watch it or play it fairly.
12. Treat all participants equally, and reject corruption, drugs, racism, violence and other dangers to our sport.
13. Help others to resist corrupting pressures and remind them of their commitment to their team and the game.
14. Co-operate with your coach, team-mates and opponents.
15. Participate for your own enjoyment and benefit.
16. Respect the rights, dignity and worth of all participants, coaches and officials.
17. Denounce those who attempt to discredit our sport.
18. Honour those who defend football's good reputation with honesty and fairness and encourage others to act in the same way.

4. Football Federation Australia - Spectator Code Of Behaviour

A spectator present at a Match or otherwise involved in any activity staged or sanctioned by FFA or an affiliated Member Federation, District Association or Club must:

- respect the decisions of Match Officials and teach children to do the same;
- never ridicule or unduly scold a child for making a mistake;
- respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- not use violence in any form, whether it is against other spectators, Team Officials (including coaches), Match Officials or Players;
- not engage in discrimination, harassment or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting;
- comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance;
- not, and must not attempt to, bring into a venue national or political flags or emblems (except for the recognised national flags of any of the competing teams) or offensive or inappropriate banners, whether written in English or a foreign language;
- not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority; and
- conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of FFA and football generally.

Any person who does not comply with this Spectator Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future Matches.

5. Hazelbrook Football Club - Player's Code of Conduct

You Are Encouraged To

- Play for enjoyment
- Work hard for your team, your team mates and Club, as well as yourself
- Learn to value honest effort, skilled performance and improvement
- Strive for excellence in everything you do
- Listen to your Coach and Manager and try to do everything asked of you
- Be proud to represent the Hazelbrook Football Club
- Respect your Coach, Manager, Club and team mates
- Work on your game at games, training sessions and at home
- Try to support other Hazelbrook Football squads/teams
- Talk to your Coach or Manager about your game and your problems. They are there to help you

You May

- Raise any problem or issue with your Coach or Manager in a courteous manner
- Attend and participate in any Hazelbrook Football Club monthly Management Committee meeting
- Make any complaint to the Club, via the Secretary, in writing at any time to PO Box 103 Hazelbrook NSW 2779)

You Will

- Be a good sport and remember....It Is A Game !
- Treat all team mates and opponents as you enjoy being treated yourself
- Play by the rules
- Co-operate with team, Match and Club officials
- Be expected to fulfil your commitment to attend all training sessions and matches
- Display good manners and respect for others at all times
- Report to training sessions at least 15 minutes before the scheduled starting time
- Dress appropriately for all training sessions. This will include boots, training shoes, shin pads, appropriate clothing, correctly inflated football, 500ml of water and wet weather gear
- In wet weather, your Coach/Manager will let you know if there is any change to your planned training or game time and venue
- Arrive at match at least 30 minutes before kick- off time and report to your team Coach or Manager
- During matches socks will be pulled up and shirts will be tucked in
- Be responsible for reimbursing the Club for any fines imposed on the Club by NDSFA as a result of an offence that you have been proven to have committed
- Abide by the Hazelbrook Rules and Policies as may be determined from time to time.

You Will Not

- Question or argue with any match official (Referee or Linesperson/s) for any reason
- Yell, shout or abuse a match official at any time
- Criticise any of your fellow players, Coach or Manager during a game or training
- Yell, shout, or abuse any player at any time
- Wear your match shirt at any time other than for preparing for and playing in matches
- Use any negative, foul or abusive language during training, a game or any other time while in attendance at any other Hazelbrook Football Club event or function
- Do anything to cause the Hazelbrook Football Club any damage or bring the Club into disrepute

6. Hazelbrook Football Club - Coach's and Manager's Code of Conduct

You Are Encouraged To

- Keep your knowledge of Coaching, developments of the game and playing rules up to date
- Provide all players with the same opportunities (and match time for Junior age groups)

You May

- Raise any problem or issue to any Hazelbrook Club Official in a courteous manner
- Make any complaint to the Club, via the Secretary, in writing at any time to PO Box 103 Hazelbrook NSW 2779)
- Attend and participate in any Hazelbrook Football Club monthly Management Committee meeting

You Will

- Wear your Coach/ Manager high visibility vest at all times during a game
- Ensure a Marshal is appointed for each game , they wear the high visibility Marshals vest at all times during the game and ensure they understand their role, by handing them the Marshal Role sheet to read (which is primarily to control all Hazelbrook spectators and ensure they are exhibiting the required behaviours)
- Introduce yourself and the Marshal to Match Officials prior to the start of the game and let them know you are there to support them if called upon
- Stand in the technical area at all times during a game and only Coach/Manage from this area
- Substitute players from the technical area
- Not enter the field of play unless invited by the Referee (e.g. to attend to an injured player)
- Not allow any other person to Coach your players (there can only be one Coach during a game and that is you)
- Introduce yourself to opposing team officials prior to the start of the game
- Set a good example and be a positive role model for your players
- Encourage and create opportunities to develop individual player's skills
- Be courteous and friendly towards Match and Ground officials and opponents
- Remove from the field of play any of your players whose behaviour is not acceptable
- Immediately address any unacceptable behaviours being shown by parents or spectators associated with your team
- Treat all players equally and fairly
- Ensure that any player who is sent off during a match, promptly leaves the pitch, changes or covers their playing shirt and leaves the ground (not just the sideline) as they must not take any further part in the match. They can spectate from a distance, but must not speak or yell out encouragement to any of the players on the field). The Referee may ask for the player's card at the conclusion of the match (to check they have the correct player's details) and this needs to be made available if requested by the Referee
- Be responsible for reimbursing the Club for any fines imposed on the Club by NDSFA as a result of an offence that you have been proven to have committed
- Abide by the Hazelbrook Alcohol Policy and any other published Policies
- Provide any feedback regarding Match Officials Performance to NDSRA via completion of a Referee Assessment sheet at the conclusion of the Match

You Will Not

- Whine or complain about any decision by a match official (Referee or Linesperson/s)
- Question or argue with any match official for any reason
- Yell, shout or abuse a match official at any time
- Criticise any of your fellow players, Coach or Manager during a game or training
- Yell, shout, or abuse any player at any time
- Use any negative, foul or abusive language during training, a game or any other time while in attendance at any other Hazelbrook Football Club event or function
- Do anything to cause the Hazelbrook Football Club any damage or bring the Club into disrepute

7. Hazelbrook Football Club - Parent's, Guardian's and Carer's Code of Conduct

You Are Encouraged To

- Encourage participation by your children
- Provide a model of good sportsmanship for your child to copy
- Encourage honest effort, skilled performance and team loyalty
- Always provide positive support and encouragement for your children during matches
- Encourage your child to work hard on their game at training sessions, in matches and at home.
- Acknowledge good and fair play from players on either team

You May

- Provide additional help for your child, but you are urged to contact the team Coach before doing so
- Address any complaint to the team Manager in the first instance
- Raise any problem or issue to the team Manager in the first instance in a courteous manner
- Make any complaint to the Club, via the Secretary, in writing at any time to PO Box 103 Hazelbrook NSW 2779)
- Attend and participate in any Hazelbrook Football Club monthly Management Committee meeting

You Will

- Be courteous in your communication with players, team officials, game officials and sport administrators and comply with their reasonable directions irrespective of whether they are Hazelbrook Club officials or Officials of another club or NDSFA.
- Support your team Coach and Manager decisions
- Be courteous and friendly towards Match and Ground officials and opponents
- Assist with field, canteen and barbecue duties during the season.
- Inform your team Coach and Manager of any medical conditions your child suffers and discuss the medication and medication required. Pass on any medication your child may need before matches.
- Ensure adequate adult supervision of your player/s under 18 years of age at all club events (including but not limited to matches, training, presentation days or social events) by the attendance of at least one parent/guardian/ carer or another adult authorised to take responsibility for your child/children.
- Be responsible for reimbursing the Club for any fines imposed on the Club by NDSFA as a result of an offence that you have been proven to have committed
- Abide by the Hazelbrook Alcohol Policy and any other published Policies

You Will Not

- Behave in an unsporting manner
- Enter the field under any circumstances
- Interfere with the conduct of any event
- Provide coaching advice for your children or other players during matches
- Stand within the technical area during a game

- Enter a dressing room (or area) at any time without an invitation from the Coach or Manager
- Interrupt a training session at any time
- Direct any complaints directly to the team Coach
- Approach, question or argue with any match official (Referee or Linesperson/s) for any reason
- Yell, shout or abuse a match official at any time
- Criticise any of your fellow players, Coach or Manager during a game or training
- Yell, shout, or abuse any player at any time
- Use any negative, foul or abusive language during training, a game or any other time while in attendance at any other Hazelbrook Football Club event or function
- Do anything to cause the Hazelbrook Football Club any damage or bring the Club into disrepute

8. Hazelbrook Football Club - Spectator's Code of Conduct

You Are Encouraged To

- Support skilled performances and team play with generous applause
- Always provide positive support and encouragement for all players during matches

You May

- Make any complaint to the Club in writing at any time

You Will

- Demonstrate appropriate social behaviour
- Let game officials conduct events without interference
- Demonstrate respect for all Match Officials, Club Officials, Coaches, Managers, players and their supporters
- Take instruction from any Club Official during training, games or Club events
- Abide by the Hazelbrook Alcohol Policy and any other published Policies

You Will Not

- Use any negative, foul or abusive language during a game or any other time while in attendance at any other Hazelbrook Football event or function
- Drink alcohol at any Junior game or designated "dry" area or field
- Drink alcohol within 10 metres of any field that is designated as a non "dry" area or field
- Criticise referees or their assistants during matches
- Enter a dressing room (or area) at any time without an invitation from the Coach or Manager
- Enter the field of play at any time unless invited to by the referee
- Interrupt a training session at any time
- Interfere with the conduct of any event
- Do anything to cause the Hazelbrook Football Club any damage or bring the Club into disrepute

9. Hazelbrook Football Club – Requirements of Visiting Teams (Players, Coach, Manager, Marshal and Spectators)

While Hazelbrook Football Club Management accept it is difficult to “manage” or discipline visiting teams or spectators, Hazelbrook will ensure that NDSFA is aware of our Clubs Policy and request that NDSFA advise all member Clubs of the Policy and discipline any “non” Hazelbrook person that does not abide by the Policy.

Any other visiting Club should be provided with the Policy and in the event that they fail to adhere to the Policy, a formal complaint will be made to that Club and to their Association.

All persons on Hazelbrook Football Club hired/ managed property or grounds are requested and will be expected to comply with our Club’s Policy at all times.

10. Hazelbrook Football Club - Alcohol Policy

To ensure the objectives are met, Hazelbrook Football Club will:

- Ensure the Policy is regularly reviewed
- Not sell or serve alcohol
- Prohibit Alcohol at any Junior game
- Prohibit any under age consumption
- Ensure the Policy is readily available to any person
- Provide the Policy to all Committee Members, Managers, Coaches, Senior Players and Parents/ Guardians and Carers
- Provide adequate signage at its grounds/pavilion to indicate that Hazelbrook has an Alcohol Policy

1. Player, Coach, Manager, or Match Official

No participants will be permitted to be involved in any Hazelbrook event if he/she is consuming alcohol or suffering the obvious effects of alcohol. Any such person/s will be asked to leave the sporting arena through the captain, coach, manager or match official of that team. Refusal to do so, or cooperate by, either the player, captain, coach, manager or match official will result in immediate suspension of that team and possible disciplinary action against the individual.

Further disciplinary action may be taken if deemed appropriate by Hazelbrook. Should such an incident occur, an official written complaint is to be prepared for consideration by the Hazelbrook committee. The submissions and complaints will then be reviewed by the Hazelbrook committee for further disciplinary action. This may include but is not limited to:

- expulsion of that person for the remainder of the season
- expulsion of that team for the remainder of the season

The Hazelbrook Committee will hand down the decision and that particular decision will be final.

2. Club Official, Staff, Volunteer, Spectator or Volunteer involvement

No person within 10 metres of the Gloria Park Oval which is surrounded by a fence or Lawson Oval “playing arena”, will be permitted to consume alcohol while a Senior game is under progress. Should any person be suspected of consuming excess alcohol or suffering the obvious effects of alcohol, the person/s may be asked to leave the Ground/ precinct.

Further disciplinary action may be taken if so desired by Hazelbrook upon receipt of an official written complaint from any person in attendance at the event, including Match Officials. The submissions and complaints will then be reviewed by Hazelbrook for further disciplinary action.

This may include but is not limited to:

- banning of that person from future Hazelbrook games and events

11. Hazelbrook Football Club - Tips For Coaches and Managers

As a coach or Manager you play a key role in creating a positive, safe and healthy club environment. In order to fulfil this responsibility you need to uphold your club's policies and procedures and to address instances of poor spectator and parental behaviour before it escalates.

If the abuse is directed at you

- **Stay calm**
- **Maintain** your professionalism.
 - don't enter into a debate or argument with the parent
 - explain you will discuss the issue with them during the break/after the match
 - do not accept or ignore abusive, offensive or foul language.
- **Follow** your club's policy – this may mean:
 - issuing a warning
 - withdrawing the parent's child from the team (if your club's membership rules and other policies support this action)
 - calling 'time out'
 - asking the parent to leave.

If the abuse is directed at a Referee or Linesperson

- **Acknowledge** that the parent / spectator may be frustrated by the decision but explain that the Referee/ Linesperson is doing their best (everyone makes mistakes) and that they may have seen things that the person did not
- **Emphasise** that the call has been made and the importance of abiding by the Referee's/ Linesperson's decision
- **Remind** the parent/ spectator about the Club's code of conduct as they may not realise that their behaviour is inappropriate
- **Explain** that if their behaviour continues the following steps may be taken:
 - play could be suspended
 - the parent/ spectator could be asked to leave
 - the parent /spectator could be reported for breach of the club's Code of Conduct
 - the parent's child could be withdrawn from the game
- **Report** the incident to the Ground Duty Official if the behaviour continues and or you foresee a future problem.

If the abuse is directed at the opposing team, player's in your team or the parent's child

- **Speak** to the over enthusiastic parent/ spectator privately before their behaviour gets out of hand - this will often prevent the situation escalating

- **Acknowledge** that the parent / spectator may be frustrated but reinforce the fact that this is a game and that teams are not 'playing for sheep stations'
- **Remind** the parent/ spectator about the Club's code of conduct as they may not realise that their behaviour is inappropriate
- **Don't** ignore a parent who verbally abuses their child on the grounds that "it's none of my business"
- **Highlight** the positives and emphasise the need to identify children's strengths not their weaknesses. Emphasise that children are there to have fun, develop skills and build their confidence
- **Explain** what may happen if the behaviour continues – this will depend on your club's membership rules and policies: e.g.,
 - their child could be withdrawn from the game
 - play may be suspended
 - they could be asked to leave etc.
- **Report** the incident to the club's administrator if the behaviour continues and you foresee a future problem.

12. Hazelbrook Football Club – Team Marshal Role

- At all times abide by the Hazelbrook Parents', Carer's and Guardian's Code of Conduct or Spectator's Code Of Conduct (as appropriate)
- At all matches there are required to be a minimum of two Marshals. One Marshal is to be supplied by each team.
- The Marshal must have attained 18 years of age.
- The Marshal's role is to ensure that:
 - Our Coach and Manager stand within the technical area while the game is in play
 - Our Spectators do not encroach the sidelines or the pitch
 - Our Coach, Manager and Spectators exhibit the right behaviours and at all times and abide by the Club's Code of Conduct.
 - Should any incidents arise out of a match that are for consideration by the NDSFA Disciplinary Committee, each Marshal may be asked to complete a written report for the Disciplinary Committee to consider. The Marshal may be asked by NDSFA or our Club to appear at any inquiry or judiciary hearing as a neutral witness.
- Before the match commences, the Marshal shall:
 - Print their name and sign the team sheet, indicating they were in attendance for the game.
 - Wear the Orange high visibility "Marshal" vest supplied by the Club on the outside of all clothing so it can be easily seen by Match and Ground Officials.
 - Introduce themselves to the Referee and Ground Official, if there is one and let them know which team they are from and where they will be standing.
- Escalation Process in the event of an incident involving the opposing team (Coach, Manager, Marshall or Spectators)
 - Approach the Marshall of the opposing team, explain the issue and ask that they address it.
 - If they refuse to do so or the issue continues, approach the Ground Official.
 - If no Ground Official is available or they refuse to address the issue, if it is of sufficient concern, signal to the Referee to get their attention and have them suspend play and come to the sideline. Explain the issue and ask the Referee to include in their report and determine what action should be taken. The Referee may elect to simply have the issue noted in their report and/ or keep play suspended until the opposing team has addressed the issue to the Referee's satisfaction.

- Escalation Process in the event of an incident involving the Hazelbrook team (Coach, Manager, Marshall or Spectators) and the Marshall has concerns in addressing/ intervening
 - Approach the Ground Official.
 - If no Ground Official is available or they refuse to address the issue, if it is of sufficient concern, signal to the Referee to get their attention and have them suspend play and come to the sideline. Explain the issue and ask the Referee to include in their report and determine what action should be taken. The Referee may elect to simply have the issue noted in their report and/ or keep play suspended until the issue has been addressed to the Referee's satisfaction, i.e. peer pressure from both teams will often result in the issue being resolved.

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Authorised by: Hazelbrook Football Club Executive Committee

Dated: 21 July 2011