

Cranebrook United Soccer Club Incorporated
By Laws
Amended
October 2016



Table of Contents

1. Official Colours	3
2. Official Logo	3
3. Duties and Responsibilities of Committee Members	
a. General Committee	3
b. Vice-President	3
c. Competition Secretary	3
d. Registrar	3
e. Assistant Registrar	3
f. Assistant Treasurer	3
g. Equipment Officer	3
h. Assistant Equipment Officer	3
i. Groundskeeper	3
j. Junior Vice-President	3
k. Canteen Manager	3
4. Coaches and Managers	
a. Appointment	4
b. Duties and Responsibilities	
i. Upgrading of Players	4
ii. Meetings	4
iii. Game Days	4
iv. Training	4
v. General	4
5. Members	4
6. Accounts	5
7. Membership of Teams	5
8. Players	5
9. Trophies	5
10. Presentation Days	5
11. Grounds and Appurtenances	5
12. Payment of Fees	
a. Registration Fees	6
b. Match Fees	6
c. Payment of Fines	6
13. Fundraising	6
14. Alcohol at Playing Venues	6
Appendix A – Team Formation and Grading	7
Appendix B – Codes of Conduct and Fair Play	9
Appendix C – Junior and Senior Clubperson of the Year	13
Appendix D – Coach of the Year	14
Appendix E – Junior and Senior Team of the Year	15
Appendix F - Senior Sportswoman of the Year	16

Cranebrook United Soccer Club recognises and acknowledges that:

1. Nepean FA (NFA) is the authority for football in the Nepean region,
2. Football NSW (FNSW) is the authority for football in New South Wales and
3. Football Federation of Australia (FFA) is the national authority for football.

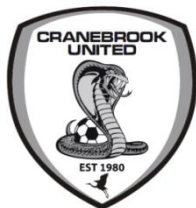
As such CUSC acknowledges that it is bound by the laws, rulings and regulations of NFA, FNSW and FFA in a hierarchical structure.

1. Official Colours

The official colours of the club shall be colours approved by the Nepean District Soccer Football Club.

2. Official Logo

- (1) The official logo of the club shall be:



For club merchandise

- (2) The logo can only be changed via a special resolution of the club.
- (3) The logo is only to be used on official merchandise and stationery as approved by the club from time to time. The use of the logo on any other item is subject to Management Committee approval.

3. Duties and Responsibilities Of Committee Members

(a) General Committee

- (i) All committee members shall carry out all club directives and ensure that they act within the intent of the rules and bylaws of the club and for the benefit of the club.
- (ii) All committee members are expected to attend to committee canteen duties when they are rostered on.

The duties and responsibilities of the President, Secretary and Treasurer are defined in the Clubs Constitution in Clauses 19, 20 and 21.

(b) Vice-President

- (i) shall assist the president at all times, and in the president's absence assume all duties, responsibilities, and prerogatives of the president in accordance with the rules of the club.
- (ii) should alleviate the president of duties at club functions where the number of functions is too great for the president to fulfil.

(c) Competition Secretary shall be responsible for

- (i) ensuring distribution of a list of competition games to all teams.
- (ii) keeping an up to date table of competition games.

(d) Registrar shall be responsible for all players registering, registration cards, and deregistering of players.

(e) Assistant Registrar shall assist the Competition Secretary and Registrar in performing their duties.

(f) Assistant Treasurer

- (i) shall be responsible for collection of any moneys in the absence of the treasurer.
- (ii) shall hand all monies collected over to the Treasurer who should, ensure that the money is correctly banked
- (iii) shall assist the Treasurer in performing their duties.

(g) Equipment Officer shall be responsible for all equipment owned by the club, including:

- (i) distribution and return of equipment
- (ii) keeping records of equipment
- (iii) provision of an annual inventory of equipment to the management committee.

(h) Assistant Equipment Officer shall help the equipment officer to maintain the equipment in good working order.

(i) Groundskeeper shall be responsible for maintaining and preparation of the grounds for competition games.

(j) Junior Vice-President shall

- (i) advise the management committee of the wishes of the junior players.
- (ii) should be elected from and by the eldest junior age group as provided in Clause 17.3.e of the Constitution.

(k) Canteen Manager

The canteen manager is responsible for the day to day operations of the canteen. More specific details on their responsibilities and duties is to be specified on an annual basis (at the AGM) when decisions regarding any honorariums (as per Clause 47 of the Constitution) are made.

(l) Coaching Co-ordinator shall be responsible for

- (i) ensuring each team has a coach in place who, where possible, is qualified and suitable to coach that level team.
- (ii) coordinating grading sessions for relevant age groups if required.
- (iii) working with other coaches to share knowledge and assist with coaching concerns
- (iv) promoting and encouraging coaches to attain suitable coaching qualifications.

4. Coaches And Managers

a) **Appointment.**

- i) Written applications for managers and coaches must be received by the Management Committee by the date as advised by the Management Committee.
- ii) All managers and coaches shall be appointed by the Management Committee.
- iii) All coaches must hold the current appropriate coaching accreditation as determined by NFA requirements.
- iv) Managers must be at least 18 years of age.
- v) The Club will appoint where possible a coaching co-ordinator in an advisory capacity.
- vi) Managers and coaches must be current financial members of the club.
- vii) Specialised coaches may be appointed by the management committee where considered appropriate.
- viii) All teams must pay all NFA fees prior to the first official match.

b) **Duties and Responsibilities**

i) **Upgrading of Players**

- (1) A player may only be upgraded if he or she has already played for his or her team on that day and subject to the approval of his or her team manager and coach, or if neither is available only on the consent of a parent or with the consent of two (2) management committee members. All actions must be in accordance with NFA by-laws.
- (2) When a player from another age plays with a team the manager of that team is to advise the registrar and the manager of that player's usual team within two days of the match being played.

ii) **Meetings**

- (1) Managers and coaches are required to attend manager/coaches meetings as advised by the secretary of the Management Committee.
- (2) Managers and coaches who fail to attend 2 consecutive meetings without consent may be removed by the Management Committee.

iii) **Game Days**

- (1) Nets should be put up by the first team. The coach and manager of the first team are responsible to ensure that this duty is carried out.
- (2) Nets should be taken down and stored by the last team. The coach and manager of the last team are responsible to ensure that this duty is carried out.
- (3) The managers are to clearly mark all balls for identification and all players, coaches and managers are to be made responsible to recover the balls at the end of each game and/or training session.
- (4) It is the responsibility of the coach and manager of each team to ensure that players receive even playing time across the whole season where possible.
- (5) All coaches and managers are to note that match fees must be paid to the canteen as soon as possible after collection. If you are playing a home game the match fees should be paid when returning your team sheet. For away games the fees should be paid at the next home game. **Match fees are not to be hoarded and paid at the end of the season.**

iv) **Training**

It is club policy that each team train at least once a week, some teams may train more often but that is something that each coach organises with their team. The coach or manager will ensure that no child is left unsupervised after training but parents should appreciate that constant lateness is not appreciated. Players will be notified if possible if training has had to be cancelled but there may be occasions that this may not be possible so please do not drop your child off without ensuring that training is on, especially if your child trains at night.

v) **General**

- (1) The responsibilities of the managers and coaches will be defined by the management committee and copies will be made available to all managers and coaches.
- (2) All coaches and managers should refer to the Cranebrook United Soccer Club Handbook that is issued to all members each season. This has more detailed information on what is expected of coaches and managers.

5. Members

- a. All members must be financial by the first competition match unless otherwise agreed to by the Management Committee.
- b. All members and club officials are governed by Constitution and By-Laws of the club.
- c. All members and club officials are bound by the club's Codes of Conduct and Fair Play. These codes form part of the Rules of the Club and any breaches will be dealt with severely.

6. Accounts

- a.** Proper books of accounts shall be kept of all income and expenditure, and of all assets and liabilities of the club.
- b.** All funds of the club shall be banked in the name of the club at any financial institution as decided at the AGM or at a special general meeting for that purpose.
- c.** All accounts for payment must be passed by the management committee and shall be paid by cheque drawn on the club's bank account.

7. Membership Of Teams

- a.** Membership of teams shall be open.
- b.** Teams shall be formed with the minimum numbers as stipulated by NFA. The maximum number of players shall be determined by the Management Committee.
- c.** Additional players may be added to a team at the discretion of the Management Committee after discussion with the Grading Committee, team coach and manager.
- d.** Extra age teams will be entered at the discretion of the management committee.
- e.** All junior players shall be registered in their correct age group, except as authorised by the management committee after discussion with coaches, the player and the player's parents.
- f.** In all cases where the club has more than one team in a particular age group, the Grading Committee shall have the power to upgrade or downgrade players according to ability with the approval of the management committee.
- g.** The grading of players into teams shall be done in accordance with the Clubs Grading Policy, as detailed in Appendix A.

8. Players

- a.** Players shall at all times turn out in official club colours.
- b.** All registered players shall not play in any competition match unless an original birth certificate, letter from the school principal confirming date of birth according to school records, or driver's license has been sighted by 2 members of the management committee.
- c.** All-Age players attending school must provide a letter from school to substantiate the payment of a reduction of fees for insurance required by the NFA.
- d.** Any complaints regarding players, if not satisfied by the team's manager and coach, should be brought to the Club's attention through the Management Committee, or by request through calling a special general meeting.
- e.** Players will, where possible, be given even game time across the whole season. There is an expectation placed on players to attend training and participate as a member of each team in order to receive even game time. There may be factors that influence the game time a player receives. Any questions regarding the playing time a player is receiving should be directed to the Coaching Coordinator who can then discuss the issue with all parties involved.

9. Trophies

- a.** The selection and number of trophies and awards is to be decided by the Management Committee. The following perpetual awards shall be awarded on an annual basis unless the Management Committee decides otherwise:
 - i.** Junior Club Person of the Year
 - ii.** Senior Club Person of the Year
 - iii.** Coach of the Year
 - iv.** Junior Team of the Year
 - v.** Senior Team of the Year
 - vi.** Senior Sportswoman of the Year
- b.** Nominations for the above awards shall be submitted on the forms in Appendices C, D, E and F and shall be voted on by the Management Committee.

10. Presentation Days

Presentation Day/s are to be as decided by the Management Committee on an annual basis.

11. Grounds and Appurtenances

The Management Committee shall acquire a ground, or grounds, annually and shall pay such fees and shall give such undertakings as are required within reasonable limits.

12. Payment of Fees

a. Registration Fees

- i. The total registration fee per player must be paid for a player to register with the club. Registration will not be accepted or activated unless the registration fee has been paid in full. This fee is non refundable.
- ii. All registration fees due must be paid in full at least two weeks before the first official match (as set down by NFA) is due to be played. Registration cards will not be issued until full registration fees are paid unless an extension of time has been approved by the Management Committee. Any player requiring an extension of time must submit a request to the Management Committee outlining the reasons behind the request and a payment schedule.

b. Match Fees

- i. Match Fees shall be as decided by the Management Committee prior to each season commencing. Members will be advised of match fees prior to the first game.
- ii. Match fees are payable whether the player plays or not unless the player is out for a length of time due to injury or illness or due to work commitments.
- iii. Full match fees are payable whether or not you have an official referee for your game. Match fees are used to cover the costs of officials (referee's, lines people, etc) fees, equipment, the development of the club and for trophies etc on presentation day.
- iv. If match payments are more than two weeks in arrears, the player or teams identification cards will be withdrawn from the team book and he/she will not be able to participate until the fees are paid in full.

c. Payment Of Fines

Members can be fined by NFA for breaches of their rules. Members who receive fines are required to reimburse the Club for any fines incurred by them.

Such fines are normally required to be paid by the Club in the first instance. Where they are not reimbursed to the Club within 7 days of notification by the Treasurer the identification card will be withdrawn from the team book and he/she will not be able to participate until the fine is paid in full. Any team which is fined is collectively treated under the same guidelines.

13. Fundraising

In general the club will not undertake any general fundraising during the season. Any teams or individuals who wish to undertake fundraising that involves any activities at the clubs grounds must seek the permission of the club before undertaking any such fundraising.

14. Alcohol at Playing Venues

- a.** No alcohol is permitted within 10 metres of the playing area at any ground under the jurisdiction of NFA.
- b.** Glass bottles are not permitted at any ground under the jurisdiction of NFA.
- c.** No alcohol is permitted at Andromeda fields on Saturdays at all.
- d.** Players shall not consume alcohol during a game or training.
- e.** Some fields have an alcohol free policy. Teams, spectators etc are expected to take notice of any sign at any ground regarding the consumption of alcohol.

Penalties

NFA imposes penalties should any person fail to comply with Consumption of Alcohol rules.

These are:

- (1) **First Offence** – Minimum \$300 fine, plus 4 weeks suspension to the team, Manager, Coach or player, if involved and found guilty.
- (2) **Second Offence** – Minimum \$600 fine, plus 10 weeks suspension to the team, Manager, Coach or player, if involved and found guilty.
- (3) **Third Offence** – Minimum \$1000 fine, plus minimum 12 months suspension to the team, Manager, Coach or player, if involved and found guilty.

Appendix A - Cranebrook United Soccer Club - Grading Policy

CUSC Team Formation and Grading Policy.

The Grading Committee shall consist of minimum 3 members of the Club as appointed by the Club management committee each year.

Requests.

Parents may make requests for players to be placed with certain other players based on individual requirements. These requests **MUST** be made when the player registers and must be entered by the registrars into the clubs records. Requests will only be accepted from the players and/or their parents/carer, not from coaches, friends etc. (*Requests are just that, a request. There is no guarantee that each and every request can or will be granted*).

Junior Non-competition Teams:

Teams will be formed based on friendship groups as requested by the parents or caregivers of the player. Returning players will be placed in their previous season team where possible. New players will be placed into teams where vacancies occur.

Junior Competition Teams:

Teams will be graded for participation in the Nepean Football Association (NFA) competition. For the purpose of this policy Junior Competition Teams are up to Under 16 inclusive and is at the discretion of the Management committee.

This grading policy is designed to ensure that grading of CUSC teams is undertaken in a consistent manner, and that the players, coaches and parents have an expectation of the outcome of grading. In grading our players into teams and grades, the Club will show commitment to promote fairness, consistency and transparency in the selection process. It is therefore the objective of the club, where possible, for all players to play in a team for their age and in a division best suited to their ability.

The Grading of young players is seen as an important step in their football development, and their ultimate enjoyment of the game.

Grading of players will:

1. arrange players of similar skill level into appropriate teams,
2. define teams into the Division according to player strength,
3. enhance players enjoyment of the game,
4. challenge their ability and
5. provide opportunity for club to develop coaching techniques.

The grading of players will be performed by independent and flexible grading techniques and personnel. Grading will be managed by the CUSC Grading Coordinator, appointed by the CUSC Committee. Grading will generally be undertaken over 2 - 3 grading sessions, with a combination of skills sessions, small-sided games, and where considered necessary, trial games.

The Grading Committee shall conduct the necessary skills, drills and small sided games that will suitably assess the competency of the players. As a guide, grading will consist of:

1. Warm up
2. Skill Based Drills - Passing, Ball Control, Dribbling, Heading, Shooting
3. Small sided game/s (players rotated)
4. Specialist Goalkeeper trials.

All players are to be graded, both new and existing members of the club. If a player for whatever reason is unable to attend grading, then he/she will be placed in a team deemed appropriate by the Grading Committee. Players wishing to be considered for the highest division in each age group **MUST** attend ALL grading sessions.

Only players who have registered and paid registration fees will be graded.

Selection of Teams

The basis of selection will be the combination of:-

1. Merit - The application of both individual and team skills in the game of football in grading trials as detailed above.
2. Team balance with respect player positions.
3. Grading reports from team coaches of the previous season.
4. Attitude of the player to grading and training;
5. Willingness and ability of the player to receive instruction; and
6. Team spirit.

The objective of the selection of teams is to group the top ranked players in that age group together, and to therefore form the highest ranked team. It therefore follows to group the second ranked players together to form the second teams and so on. New players to the Club will be evaluated by placing them with groups of players of similar experience and ability.

There will be instances where the number of players in an age group does not allow the formation of equal numbers of players in each team. In such situations, the Grading Committee will endeavour to allocate the higher numbers of players to

the lower graded teams. This will allow players to be promoted should there be withdrawals, and minimise the need for players to be relegated to lower grades prior to the commencement of the competition.

Players may request to play above their age group, in a specific team or with friends and reasonable endeavours will be made to accommodate such requests. Requests must be made in writing to the President PRIOR to the commencement of the first grading session. If such a request is made, the following is to apply:-

1. The Grading Coordinator will only consider playing a player in a lower grade or specific team if it does not impact upon the team or division for which the player would have played (eg leaving insufficient numbers to form teams);
2. Team balance (in terms of defenders, mid-fielders and attackers);
3. The Grading Co-ordinator may refuse a player from playing above his age group or in a requested team if he/she is of the opinion it will be detrimental to the player's performance or development, or to the team's performance or development;
4. Players requesting to play above their age group do so on the understanding that the following year they may return to their appropriate age group;
5. Players making specific requests to play with friends will be graded to the level of the lowest graded player. If this is seen as detrimental to a player's performance or development, or to a team's performance or development, the Grading Coordinator may refuse the request.

As soon as possible after final selection, teams and their recommended grading shall be published and nominations for team coach and team manager may be called for. If any player or parent is not satisfied with grading the player receives, they can make a submission in writing to the CUSC President requesting a review of the players grading, outlining why they think the grading is not correct. The CUSC President will consider this submission in consultation with the grading committee and Competition Secretary to make a final decision on whether or not to change the player's grading.

Should a player not accept this decision and decide to withdraw from CUSC, paid registration fees will be refunded, less an administration fee.

Late Registrations:

In the case of late registrations after grading has been completed the following process will apply:

- If a late registration is accepted by the club, the player will be registered in the lowest graded team. This will allow the player to be regraded to the top team before or during the competition.
- The grading committee will assess the suitability of the player and advise the placement in a suitable team.
- Should the player need to be moved from the team they are registered with, it will only be done where a vacancy in another team exists (players may need to move up an age division).

Players already selected in a team WILL NOT, in general, be regraded to accommodate a late registration. Any regrading is subject to the approval of the Management Committee.

Under 18 and All Age Teams (Including Over 45s):

If a team of 14 or more players is presented to the club, it will accept the whole team and keep the team together. If a team is entered in this fashion the team **MUST** also nominate a person who can referee games for the club as and when required (within reason).

The remaining team positions (up to 16 players) can be filled at the committee's discretion. This only applies for the Under 18, All Age and Over 35 competitions.

The committee reserves the right not to accept a team registration if it would be detrimental to the development of teams and players who have previously played for the club.

All Senior Teams are to ensure they have at least one player/person associated with their team who is prepared to referee as and when required (within reason)

Premier Squad Selection:

The selection of the Premier Squad will be at the discretion of the coaching staff of the squad. The final decision will be that of the senior coach as appointed by the Club.

The basis of being considered for selection will be the combination of:-

1. Merit - The application of both individual and team skills in the game of football in selection tasks.
2. Team balance with respect to player positions.
3. Attitude of the player to training, to commitment to the squad and Club, and in general.
4. Willingness and ability of the player to receive instruction; and
5. Squad philosophy and team spirit.

The selection process will involve training, small sided games and trial matches over a period of approximately one month before the squad is announced. Players may be eliminated before the final selection is announced. Such players will be offered a position in an All Age team if this occurs.

Appendix B – Cranebrook United Soccer Club - Codes of Conduct

Players - Code of Conduct and Fair Play

- Play by the rules.
- Never argue with a referee or assistant referee.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in soccer.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Be a good sport. Recognise all good players whether they are part of your team or the opposition.
- Treat all participants in soccer as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team-mates and opponents. Without them there would be no game.
- 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.

Training

- Attend training sessions. Notify your coach if you are unable to attend training.
- Be properly and appropriately attired - soccer boots, shin pads, socks, appropriate shorts and appropriate shirts.

Game

- Attend all games.
- Notify the coach or manager if you are unable to attend.
- Be at the game at least half an hour before the game starts.
- Be properly attired and equipped - soccer boots, shin pads, socks, shorts, water bottle.

The following actions may be taken by the club or association if the Code is not followed

The Player may :

- Be required to apologise to team-mates, the other team, referee or team manager
- Receive a formal warning from the coach or the club committee
- Be obliged to undertake a 'Play By the Rules' education course
- Be dropped or substituted
- Be suspended from training
- Be required to leave the club.

In addition:

- The Club may monitor the player or team at home and/or away games,
- The Club will make parents or carers aware of any infringements of the Code of Conduct
- The Association could impose a fine and suspension against the player, team or club.

Coaches and Managers - Code of Conduct and Fair Play

- Participation is for pleasure. Winning is only part of the fun.
- Never ridicule or yell at a player for making a mistake or not winning.
- Be reasonable in your demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of the game and teach your players likewise.
- Ensure that the time players spend with you is a positive experience. All players are deserving of equal attention and opportunities. Every player needs and deserves equal playing time.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, managers, officials, administrators, the media, parents and spectators. Encourage your players to do the same.
- Show concern and caution towards sick or injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players.
- Avoid any physical contact with a player.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Training

- Run training sessions for your team.
- Notify your team if training has to be cancelled for any reason.

Game

- Provide all players with a draw once you have been given one.
- Notify your team if matches are cancelled or details change for any reason.
- Attend all games or make other arrangements if you are unable to attend.
- Ensure that all players receive equal time on the field during the season.

- Ensure team sheets are correctly filled in and returned to the canteen at home games.
- Ensure that nets, goal posts and other equipment are put up, taken down and put away as required.

The following actions may be taken by the club or association if the Code is not followed

Coaches and Managers may:

- Receive a formal warning from the coach or the club committee
- Be required to meet with the Club MPIO
- Be required to meet with the club committee
- Be monitored by another club coach/manager or a club official
- Be required to complete a 'Play By the Rules' education course
- Be suspended by the club from attending matches
- Be suspended or fined by the Association
- Be required to leave the club.

Parents - Code of Conduct and Fair Play

- Remember that children participate in sport for their enjoyment.
- Encourage children to participate but do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always 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 game.
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants.
- Support all efforts to remove verbal and physical abuse from all soccer activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, managers, 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.

Training

- Ensure that your child attends training. Attend the training session with your child when possible.
- Ensure that you are there when training has finished or make arrangements for your child to be picked up.
- Ensure you or your child advises the coach or manager if they are unable to attend training.

Game

- Ensure your child is at the game at least half an hour before the game starts.
- Notify the coach or manager if your child cannot attend the game.
- Encourage and support your child so that playing is enjoyable. Do not criticise or harass the referee or the opposition. Remember there is no game without a referee or the opposition.

The following actions may be taken by the club or association if the Code is not followed

Parents may be:

- Issued with a verbal warning from a club official
- Required to meet with the club committee
- Obligated to undertake a 'Play By the Rules' education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have club membership revoked
- Required to leave the club along with any dependents.

In addition:

- The Association could impose a fine and/or suspension on the club.

Spectators – Code of Conduct and Fair Play

- Remember that people participate for their enjoyment and benefit; not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach players to do the same.
- Never ridicule or scold a player for making a mistake. Positive comments are motivational.
- Support all efforts to remove verbal and physical abuse from all soccer activities whether it is by spectators, managers, coaches, officials, administrators or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.

- Do not use foul language, sledge or harass players, managers, coaches or officials.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

The following actions may be taken by the club or association if the Code is not followed

Spectators may be:

- Issued with a verbal warning from a club or official
- Required to meet with the club committee
- Obligated to undertake a 'Play By the Rules' education course
- Obligated to leave the match venue by the club
- Requested by the club not to attend future games
- Suspended or have club membership revoked
- Required to leave the club along with any dependents.

In addition:

- The Association could impose a fine and/ or suspension on the club.

Officials – Code of Conduct and Fair Play

- Modify rules and regulations to match the skill levels and needs of young people.
- Compliment and encourage all participants.
- Be consistent, objective and courteous when making decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Emphasise the spirit of the game rather than the errors.
- Encourage and promote rule changes, which will make participation more enjoyable.
- Be a good sport yourself. Actions speak louder than words.
- Keep up to date with the latest trends in officiating and the principles of growth and development of young players.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Place the safety and welfare of the participants above all else.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

The following actions may be taken by the club or association if the Code is not followed

Officials may be:

- Required to meet with the club EC or the Association
- Obligated to undertake a 'Play By the Rules' education course

In addition:

- The Association could impose a fine and/ or suspension on the official or the club.

Administrators – Code of Conduct and Fair Play

- Provide opportunity for involvement of all players in planning, leadership, evaluation and decision making related to their activity.
- Give all players equal opportunities to participate.
- Create pathways for players to participate in soccer not just as a player but also as a coach, manager, referee and administrator.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.
- Provide quality supervision and instruction for junior players.
- Remember that players participate for their enjoyment and benefit. Do not overemphasise awards.
- Encourage coaches, managers and officials to highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating.
- Ensure that everyone involved in sport emphasises fair play, and not winning at all costs.
- Give a Code of Conduct and Fair Play document to spectators, officials, parents, coaches, managers and players and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of Football Australia's National Junior Development Policy.
- Make it clear that abusing players in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

The following actions may be taken by the club or association if the Code is not followed

Administrators may be:

- Required to meet with the club EC or the Association
- Obligated to undertake a 'Play By the Rules' education course

In addition:

- The Association could impose a fine and/ or suspension on the administrator and/or the club.

Appendix C – Junior and Senior Club Person of The Year



Cranebrook United Soccer Club

Junior and Senior Club Person of the Year

Each year Cranebrook United Soccer Club present awards for the Junior and Senior Club Person of the Year. These awards are to recognised significant contributions a member has made towards the club. These contributions may be in the areas of playing, coaching, managing or committee duties and their service to the club. Nominations should detail the history of the member at the club, why the nominee deserves the award and how they have contributed to one or more of the areas above, or in other areas you may consider relevant.

Any member of CUSC may nominate any person for consideration by the committee for these awards. Each nomination must be seconded by another member. Any member making or seconding a nomination must be financial at the time of submitting the nomination.

The completed form needs to be completed and forwarded to:

The Secretary, Cranebrook United Soccer Club, PO Box 125, Cranebrook 2749

by insert date

Club Person of the Year

- Junior Club Person (u/15 and below)
- Senior Club Person (u/16 and above)

Name of nominee:

Reason for nomination: _____

(Please use additional sheets if required)

Nominated By: _____

Seconded By : _____

Appendix D – Coach of The Year



Cranebrook United Soccer Club
Coach of the Year

Each year Cranebrook United Soccer Club presents an award for the Coach of the Year. This award is to recognised significant contributions a coach has made towards the club. Nominations should detail why the nominee deserves the award and how they have contributed, as a coach, to benefit of the club. This may include such things as developing players, being a good coach, handling difficult situations, winning competitions, etc. You may nominate a coach for any reason that you see fit. The nominations should detail the coach’s history, performance and role in developing players and soccer at the club.

Any member of CUSC may nominate any person for consideration by the committee for these awards. Each nomination must be seconded by another member. Any member making or seconding a nomination must be financial at the time of submitting the nomination.

The completed form needs to be completed and forwarded to:

The Secretary, Cranebrook United Soccer Club, PO Box 125, Cranebrook 2749
by insert date

Coach of the Year

Name of nominee: _____

Name of team/s and year/s they coached: _____

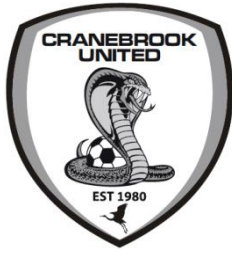
Reason for nomination: _____

(Please use additional sheets if required)

Nominated By: _____

Seconded By : _____

Appendix E – Junior and Senior Team of The Year



Cranebrook United Soccer Club
Junior and Senior Team of the Year

Each year Cranebrook United Soccer Club present awards for the Junior and Senior Teams of the Year. These awards are to recognised significant contributions teams have made over the year. These contributions may include such things as moving up through different divisions over the years, overcoming difficult circumstances, winning competitions, participating in the spirit of the game. But any team can be nominated for any reason the person making the submission sees fit. This award is not just focussed on teams that have won premierships but on teams that embody the spirit of the club and of soccer. Nominations should detail why the nominated team deserves the award and how they have contributed to one or more of the areas above, or in other areas you may consider relevant.

Any member of CUSC may nominate any team for consideration by the committee for these awards. Each nomination must be seconded by another member. Any member making or seconding a nomination must be financial at the time of submitting the nomination.

The completed form needs to be completed and forwarded to:

The Secretary, Cranebrook United Soccer Club, PO Box 125, Cranebrook 2749
by insert date

Team of the Year

- └ Junior Team of the Year (u/15 and below)
- └ Senior Team of the Year (u/16 and above)

Name of nominated team: _____

Reason for nomination: _____

(Please use additional sheets if required)

Nominated By: _____

Seconded By : _____

Appendix F – The Bernadette Hammond Memorial Shield



Cranebrook United Soccer Club

The Bernadette Hammond Memorial Shield
Senior Sportswoman of the Year

The Bernadette Hammond Memorial Shield award is to reflect what Bernadette Hammond loved about the game, what she would want to see on field and that sense of family in the club and team.

Scope for recognition:

The overall objective of The Bernadette Hammond Memorial Shield is to recognise a senior female player's contribution to the club and game as a whole. No single category can be used to measure who is awarded the shield but when considering/nominating a recipient, the following can be taken into account:-

- Must have played at least 80% of the season (work, family and other commitments may cause absence)
- No red cards awarded
- Must be financial
- The player's leadership and/or contribution on the field
- Highest level of sportsmanship and fair play
- Ability to represent female soccer on and off the field
- Commitment to training

Any member of CUSC may nominate a senior female player for consideration by the committee for this award. Each nomination must be seconded by another member. Any member making or seconding a nomination must be financial at the time of submitting the nomination.

The completed form needs to be completed and forwarded to:

The Secretary, Cranebrook United Soccer Club, PO Box 125, Cranebrook 2749
by insert date

Senior Sportswoman of the Year

Name of nominee: _____ Team: _____

Reason for nomination: _____

(Please use additional sheets if required)

Nominated By: _____

Seconded By : _____

Version Control:

<i>Date</i>	<i>Amended at</i>	<i>Amendment</i>	<i>Ratified at</i>	<i>Amendment Lodged</i>
20 Oct 2014	GCM 12 May 2014	Add: Coaching coordinator job description	AGM 2014	Club copy hence NFA, DFT Oct., 2014
20 Oct 2014	SGM 20 Oct 2014	Logo - see notes of SGM regarding assimilation	AGM 2014	Club copy NFA copy DFT copy