



M A Olympic

Football Club

Handbook

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1 Introduction

Welcome to the M A Olympic Football Club.

This handbook is a component of the club's Governance Framework. This document sets out what you can expect when you register your child to play football and what the club expects from you in return. Together we can provide a safe, inclusive, and fulfilling football experience that is free from discrimination, harassment and bullying.

Our game has a number of benefits that go beyond being fit and healthy. We encourage our players to learn and develop new skills in a supportive environment that values good sportsmanship, fair play and team spirit. Regular and active participation in training sessions is the key for players to get the most out of the game.

Our club boasts all the benefits of a small club, such as a strong sense of community and an approachable committee so if you need help or have any questions please see your child's Coach, Team Manager or a member of the Committee.

Our Committee have established a set of Club Values and a Vision Statement which will guide our operations for many seasons to come. These have been put in place to help guide our Committee, players, coaches, managers and volunteers when making decisions or taking actions as a representative of our club.

1.1 Vision Statement

"To become a leading soccer club, respected for its success and professionalism both on and off the soccer field"

Club Values

we have a values-driven culture of Excellence
based on Soccer

Safe
Development
Accountable
Inclusive
Professional
Respect

1.2 Mission Statement

Our Club is a fully inclusive community based Football Club, which encourages skill development, fitness, fair play and teamwork.

The club is dedicated to the growth and excellence of its junior programs, as well as encouraging the virtues of pride and loyalty of representing the local community, by providing a pathway for its young players into our senior men's and women's teams.

The administration of MAOFC will be professional, transparent and fair. All duties will be carried out honestly and with integrity and fully inclusive to both genders.

We are committed to improving the infrastructure of our club and providing a friendly, welcoming and enjoyable sporting environment for all. We also have a commitment to ensuring our first teams in both genders need to be playing at a high enough competitive level to ensure the continued growth and standing of the club as a whole.

As a not for profit community organisation, our players and members are our club. We are fully dependant on volunteers giving their time freely for the successful running of the club. MAOFC committee is responsible for the management of the club, and its members are elected at the AGM.

1.3 Rules & regulations

The rules of football are determined by the sport's governing body FFA. Football Federation Australia sets the broad rules for the way football is played in Australia, within the laws of the game. These philosophies cascade down through Football Queensland to Football Queensland North, which sets local rules of competition for both small-sided and competition football.

2 Club Structure

2.1 The Club

The first Mundingburra United Soccer club teams were formed for the 1967 season. A strip of royal blue and white was adopted and their training ground was the Mundingburra State School. The Department of Education granted land to the club on the corner of Thompson and Burt Streets in 1976.

There was also land made available by the Council Water Reserve further along in Burt Street for a field and toilet block. This is the current site for the Clubhouse and playing field, which was officially opened in 1979.

Olympic Soccer Club was invited to use the grounds of Mundingburra United Club for home games in 1980. In 1984 Mundingburra and Olympic teams began the process of merging and in October 1986 the clubs new name was adopted, the Mundingburra Olympic United Soccer Club Incorporation, came to fruition on January 1 1993.

1995 North Queensland Soccer Federation changed the format of the Senior Soccer competition and introduced the Premier League. For clubs to be permitted into this competition several conditions had to be met. One being each Premier League side was required to have a clubhouse. This along with other factors brought together Aitkenvale United Soccer Club and Mundingburra Olympic United Soccer Club Inc. It was agreed the 2 Clubs should amalgamate.

The formalities for this merger were only formalised at the end of 2002 and the Club is now known as Mundingburra Aitkenvale Olympic United Soccer Club Inc. In 2006/2007 both Junior and Senior Committees combined to be one and therefore decided to shorten the Club name to M A Olympic FC.

2.2 Committee & Club Contacts

MAO FC has a Management and Operations Committee to assist with management and operations of the club, including both Junior and Senior competitions. Committee members are elected at the club's AGM where all positions are declared vacant. Members wishing to fulfil a committee position are required to put forward their nomination to the AGM where formal voting practices are undertaken. The contact details for the current committee can be found on our club website.

The clubs generic contact information is as follows;

- info@maolympic.org.au 4775 6281 PO Box 4841, Kirwan Q 4817

The positions on the committee are;

Management Committee	Operations Committee
President	Media Officer
Vice President	Information & Comms Officer
Secretary	Grants Officer
Registrar	Home Game Co-ordinator
Treasurer	Fundraising & Events Co-ordinator
Coaching Co-ordinator	Merchandise & Equipment Officer
Governance Officer	Volunteers

2.3 Committee Duties & Responsibilities

Please refer to our committee role descriptions to obtain an understanding of the duties and responsibilities each position holds.

3 Coach & Managers

3.1 Selection Process

3.1.1 Junior / Colts Coaches

The club's coaching coordinator in conjunction with the current Management committee, will determine the 'A' team coaches for age groups Under 10 – U16/17. Coaches will be approached by the coaching coordinator and / or executive committee to offer them the position.

For age groups U5 – U9, the club will approach coaches from the previous year to determine whether or not they will be returning in the new season and will evidentially, offer them a position as required.

In the instance where the club cannot fill all of the coaching positions, we will approach our Senior Playing groups for assistance and advertised the positions as required, via the club's communication channels (Website, Facebook and Newsletter).

All coaches will be appointed for a term of one year and must make themselves available for, training sessions, games, carnivals and coaches meetings.

3.1.2 Senior Coaches

The club will approach coaches from the current year to determine whether or not they will be returning in the new season and will evidentially, offer them a position as required.

In the instance where the existing coach is not interested in the new season, the Club will discuss coaching possibilities with Senior members within the club, in conjunction with the Management Committee.

If the club cannot fill f the coaching positions, we will advertise the positions as required, via the club's communication channels (Website, Facebook and Newsletter).

Applicants may be subject to an interview with a selection panel and asked to demonstrate their practical coaching abilities in an accessible training session.

The appointment of Senior Coaches will be undertaken and voted on at a Management Committee meeting prior to the start of the new season.

All coaches will be appointed for a term of one year and must make themselves available for, training sessions, games, carnivals and coaches meetings.

3.1.3 Junior & Senior Managers

The club will approach managers from the current year to determine whether they will be returning in the new season and will evidentially, offer them a position as required.

Manager positions will be advertised, as required, via the club's communication channels (Website, Facebook and Newsletter).

All managers will be appointed for a term of one year and must make themselves available for, training sessions, games and carnivals.

3.2 Duties & Responsibilities

3.2.1 Coaches

All Coaches shall be responsible for the identification, selection and ongoing development of the players in their care. They should:

Generally:

- Familiarise themselves with all information contained within the Club Handbook and Football Queensland North competition rules
- Register as a coach with the Club on FFA's playfootball.com.au
- Ensure that every player under their control is eligible for participation in trials, pre-season and competition games and are not under suspension for any reason. In addition, to be eligible for trials and selection all fee's must be paid.
- Be responsible for the behaviour of the players when present
- Where possible, be available to attend coach education opportunities presented by the club
- Be responsible for all club equipment issued to the team
- Act in a reasonable manner in accordance with the club's Code of Conduct

- Be available for all training sessions, prepared and on time; or make arrangements for another coach to take the team if unavailable
- Attend club meetings as required
- A current Working With Children (Blue Card) is required or an application must be lodged immediately through the club when appointed to a coaching position

Training:

- Each coach will be allocated training days and times after consultation with their respective Committee or an appointed point of contact
- The committee will decide the number of training times made available to each team
- Ensure that training sessions meet with the concept of Maximum Participation – Maximum Fun

Pre-Game:

- Ensure that players are properly prepared for games (adequate warm up / preparation routines)
- Ensure that players have a clear understanding of their role and position to be played during the game
- Assess player's physical conditions to ensure they are not carrying any injuries which may affect their performance.

During Games:

- Ensure that your conduct as a coach reflects the values associated with The MAOFC and meets with the established Codes of Conduct
- Ensure that players meet the appropriate participation guidelines
- Keep accurate records relating to player participation levels
- Ensure fair player participation is undertaken

3.2.2 Team Manager

The Team Manager shall:

Generally:

- Familiarise themselves with all information contained within this handbook and Football Queensland North's competition rules
- Register as a manager/volunteer with the Club on FFA's playfootball.com.au
- Obtain a list containing the names, addresses and telephone numbers of all players in the team
- Be the main point of communication between their respective Committee and the team, via the appropriate point of contact
- Develop communication streams for contacting players and parents particularly in situations of inclement weather when the fields may be closed, and training / games cancelled.
- Always abide by the decision of the team coach in matters relating to the team
- Ensure that if any players leave the team or club, the respective Committee is advised as soon as possible
- Obtain the draw for the season and be familiar with the venue for all games and their locations prior to the first competition game
- Ensure all players are made aware of times and venues for each game
- A current Working With Children (Blue Card) is required or an application must be lodged immediately through the club when appointed to a manager's position

- Be responsible for the behaviour of the players when present

Pre-Game:

- Ensure there is adequate water available for rehydrating players and ice / ice packs in case of potential injuries.
- Ensure that the team sheet is completed prior to the scheduled kick off and has been lodged with the referees
- Check the opposition team sheet for validity before the game
- Be responsible for the safe keeping of player's registration information

During Game:

- Act in a reasonable manner in accordance with the club's Code of Conduct
- Ensure that your conduct as a representative of MAOFC reflects the values associated with MAOFC and meets with the established Codes of Conduct
- Maintain accurate records of player participation

Post-Game:

- Either the coach or manager should remain with players until someone arrives to collect them after training sessions or games.

3.3 Coaching Qualifications & Development

All coaches are encouraged to hold an appropriate level of coaching qualification for the age group they are coaching and should advise the club of your qualifications ASAP. If you do not have any qualifications, please let the committee know and they can assist with this.

MAOFC will work in conjunction with Football Queensland North and Football Queensland to ensure our coaches receive up to date coaching information and where relevant, attendance at coaching clinics. MAOFC will endeavour to keep our on-going coaches upskilled and will potentially provide payment for these programs for our coaches.

MAOFC expect any coach who participates in a club paid coaching development course is required to give back to the club by continue to coach at MAOFC for at least a two-year period. This period is subject to change and will be outlined as part of the advertising / participation requirements of the set training program as it is required.

4 Club Code of Conduct

Our Club Code of Conduct is reviewed annually and is linked to our Club website page. This document contains the below information;

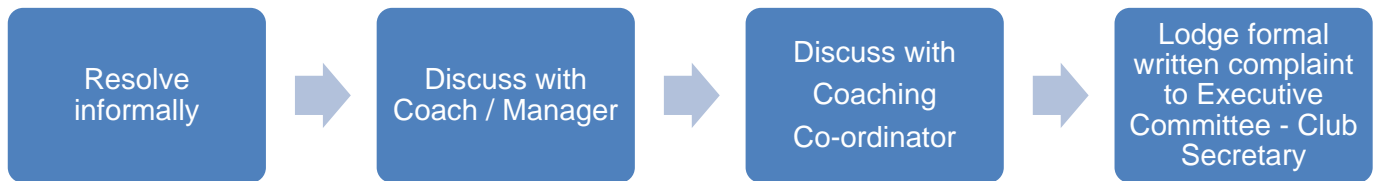
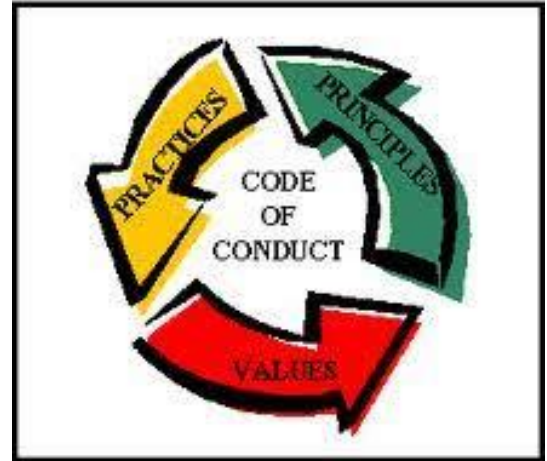
- General Code of Conduct
- Player Code of Conduct
- Parent & Supporter Code of Conduct
- Coach & Official Code of Conduct
- Communication & Use of Technology Policy
 - Website
 - SMS & Emails
 - Facebook

- Your involvement
- Non-Compliance
- Alcohol & Smoking Policy
- Health & Safety Policy
- Child Safe Policy
 - Statement of Commitment to Child Safety
- Confidentiality & Privacy Policy

5 Complaints

From time to time, a player or parent/guardian will want to raise an issue or complaint.

The MAOFC expects that all reasonable attempts to resolve the matter informally occur as a first step. Where this does not result in a satisfactory resolution, a more formal process can be pursued where you would raise concerns with your coach or manager, then the Executive Committee and finally where it is required, lodging a written complaint.



A written complaint is to be lodged with the club secretary via info@maolympic.org.au

A written complaint will be acknowledged within five (5) calendar days and a written decision will be provided within twenty-one (21) calendar days unless all parties agree to an extended time.

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

6 Home ground facilities

6.1 Map



Clubhouse Facilities includes, canteen, male & female toilets, storage shed, equipment room, dressing rooms & showers

6.2 Clubhouse / canteen operations

The clubhouse / canteen becomes operational during the competition season, from mid-January to mid-September. It is open each Tuesday and Thursday from 5.00pm until 6.30pm. The canteen may be open on other days during the week dependant on Volunteer availability.

Our canteen offers cold beverages and snack food during the week, and we have EFTPOS facilities for your convenience. We also have a range of merchandise available for purchase.

Our bar is also open during these times in abidance with our liquor licence through the Office and Liquor Gaming Regulation. All alcohol must be consumed in the designated area in front of our clubhouse.

The canteen is also operational as required for our Senior home games. Hot food is also available for purchase during these times.

6.3 Training / Use of Fields

Club training sessions are held at our home grounds at Burt Street and an alternate location for competitive age groups. Training sessions for all age groups (U5's to Seniors) takes place from Monday to Thursday.

6.3.1 Juniors

In most cases, our Miniroos teams (U5-U11) will train once per week, with our competitive teams training twice per week. This however is subject to change in agreement with what the coach of each team decides.

The club, in conjunction with team coaches will decide what days our Junior teams will train. We will have our Junior Competitive teams (U12 – U15) carry out training sessions in an off-site location. This will be communicated at the beginning of each season.

We do have a large number of Junior teams at the club, and field space is scarce. A map of the field space each team is able to use is published at the beginning of each season and should be followed throughout the year.

Junior sessions at Burt St can occur from 4.30pm – 6.30pm. Teams are not prohibited to use the fields after 6.30pm unless other arrangements have been made via the Club Committee.

It is also mandatory for all junior players to wear shin pads at every training session.

6.3.2 Seniors

Our Senior Women teams train on Monday & Wednesdays from 6.45pm and our Senior Men teams train on Tuesday and Thursdays from 6.45pm.

Pre-season training times and locations may vary and this information will be communicated via our club Facebook page.

6.4 Care of Club Grounds & Facilities

Every care must be taken to ensure the premises, facilities and the grounds of Burt St are kept in good order and condition. Coaches must follow guidelines for the use of training areas to minimise wear on heavy traffic parts of the pitches. Goal mouths should rarely be used for training.

Change rooms, both home and visitors, must be left in a clean and tidy condition after training and games. Under no circumstances is a team to leave the change room until the room has been cleaned. Players must dislodge dirt and mud from their boots BEFORE they enter the change room. Coaches and managers must be conscious of their responsibility in this regard, any team negligent in leaving the facilities clean after they have used them will be subject to penalties.

6.5 Club Equipment & Merchandise

6.5.1 Equipment

The club will provide all coaches with an equipment bag at the beginning of each season. This bag will contain footballs, makers and bibs and it is the responsibility of coaches to ensure this equipment is looked after and accounted for at the end of the season.

Additional equipment including portable goals, agility poles etc are available for use and stored in the club equipment room. This equipment should not be removed from the club grounds and should be returned at the end of use. All club equipment should be used with care and returned in good condition.

6.5.2 Merchandise

The club offer a range of items for purchase throughout the year. Additional items may be included in our range from year to year.

- Club Polos
- Bucket Hats
- Water bottles
- Stubby coolers
- Hoodies (pre-payment and pre-order only at the beginning of each season)
- Playing socks
- Playing shorts

Our club polos are mandatory for Senior players to purchase and wear to each competition game.

6.6 Playing strips

6.6.1 Jerseys

The club will provide each team with their game day jerseys. These jerseys, along with a team bag, will be given to all coaches at the beginning of the season and it is expected that they are well cared for, accounted for and returned at the end of the season. The team jersey bag should remain as a whole, and no player should be taking individual jerseys home with them. If all jerseys cannot be accounted for at the end of the season, the coach / player or parent in the team may be asked to replace the jersey which can cost up to \$45.

6.6.2 Shorts and Socks

It is the responsibility of all players to purchase playing shorts and playing socks for the competition season. These items are available for purchase from our club canteen.

7 General Information

7.1 Communication

Managers play an important role in communicating club information to players, parents and guardians. In most instances, a contact person from the respective committee member will communicate with managers who will be expected to pass relevant messages on to the players, parents and guardians in their teams.

The club [Facebook page](#) and [website](#) also play an important role in the club's communication strategies. Players, parents and guardians are encouraged to seek information from the club the Facebook page and website before trying to contact the committee.

From time to time the club will send email messages directly to parents and guardians, by-passing managers. SMS messages may also be sent directly to players, parents and/or guardians.

Every effort will be made to communicate important information about club activities to players, parents and guardians. Our main communication channel is via our club Facebook page and players, parents and guardians should be encouraged to check the Facebook as a first point of contact.

Team Coaches and Managers may contact players, parents and/or guardians direct, in relation to team activities or to pass on club information.

The club will also publish regular newsletters with up to date and important information and these will be disbursed to coaches and managers and published on our Facebook page and website.

Players, parents and/or guardians should also be familiar with the North Queensland Football Facebook Page and should check this page regularly for any competition information, including the season draw.

7.2 Wet Weather

7.2.1 Club trainings

The club will make an informed decision on whether our training fields are deemed safe and useable for our players. If the club finds the fields are not in a safe and useable condition, the club will cancel all training sessions as it is required. The club will advise of this cancellation via Facebook by no later than 4.30pm of that day. If the club has cancelled sessions, it is prohibited for any team to train at Burt Street.

If there has been no communication from the club (or your team coach/manager), training will always go ahead.

Please be advised that your Team Coach / Manager is able cancel a training session at their discretion and you will receive direct advice from them if this is to occur.

7.2.2 Competition Games

The Football Queensland North association have the sole power of cancelling competition games and all players, parents and/or guardians should check their Facebook Page for these updates.

Once the club is advised by Football Queensland North of any cancellations, we will update our Facebook page and, in some instances, we will send an email to our coaches and managers to pass the information to their team.

7.3 Start of season information

The club will publish (via Facebook and our website) an Information Sheet in January each year. The information sheet will hold all the important details for the upcoming season including (but not limited to);

- Sign on and registration processes
- Information dates and times
- Registration fees and payment options
- Coaching appointments
- Pre-season sessions (Seniors and Juniors)
- Trial dates
- Muster dates

7.4 Insurance

The club, its players and officials are covered by a compulsory insurance policy which is administered by Football Queensland. The Insurance premium is included in the registration fee.

7.5 Fundraising & Sponsorship

Sponsorship is always welcome. For further details on how to sponsor the club, please refer to our sponsorship page on the website or contact an Executive Committee member to discuss – details on the website.

7.6 End of Season Functions

7.6.1 Juniors

The club will host the Junior End of Year Break Up at the conclusion of the Football Queensland North competition. The date of the break-up is generally on the Sunday following the final competition games. All teams (U5 – U15) should be in attendance. All players will receive a trophy and the club will present additional special awards.

Volunteers for the event are required and if you're interested in assisting, please email info@maolympic.org.au with your interest.

The event will be published on the club Facebook page and all Coaches and Managers will be notified.

7.6.2 Seniors

A formal presentation night where all senior players, members, sponsors and life members are invited to attend. The evening will generally take place once the Senior competition has concluded. Club perpetuals for each division are awarded to individuals, and prestige club awards are also awarded at the event.

The event will be published on the club Facebook page and all Coaches and Managers will be notified.

7.7 Special Events

Any additional events throughout the year will be published and communicated as required. The types of events may include;

- Annual VIP night
- Fundraising events
- Trivia nights

8 Life Members

Life membership is an honour bestowed on individual club members who's exceptional, loyal and outstanding service and contribution has a provided measurable benefit to the club over an extended period of time.

Honorary Life Membership is recognised by the MAOFC as the highest recognition that can be awarded onto a member in acknowledgement of exceptional service and contribution.

We are privileged to have a large number of Life Members recognised at our club.

The Club welcomes nominations for Life Members and to find out how to nominate a member, you should refer to our Forms and Processes page on our website to read through the criteria and complete the nomination form as required.

9 Club Perpetual Trophies

Each year the club will award Club Perpetual Trophies at the end of year functions to recognise outstanding individuals. The awards include;

- Junior Coach of the Year
- Junior Club Member of the Year
- Best Performance in a Senior Club Game (individual or team)
- Senior Club Person of the Year

The Club welcomes nominations for these awards and to find out how to nominate a member, you should refer to our Forms and Processes page on our website to read through the criteria and complete the nomination form as required.

10 Football Queensland North Competition Information

For all of the competition details (including playing rules), important information, including contact information for members of the association, all players, parents, guardians and members should refer to the Football Queensland North website via www.nqfootball.com.au

10.1 Game locations

10.1.1 Juniors

All junior games will be held at Brolga Park, Annandale. Some competitive teams may need to travel for games throughout the year and this information will be highlighted as required in the season draw.

10.1.2 Seniors

Senior games will vary in locations. Games will be played at MAOFC home grounds, Brolga Park as well as other clubs in the competition home grounds. This will be highlighted in the season draw.

10.2 Season draws

The draw will be published via Football Queensland North via www.nqfootball.com.au

It is the responsibility of coaches and managers to source the draw and advise their team each week.

The MAO Committee will communicate with Coaches and Managers of any changes to the draw as it is required.