



Ellerslie AFC
Code of Conduct 2010





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chairmans message

Hello to all Ellerslie AFC Club Members

I would like to take this opportunity to welcome you to a new club initiative - our first club "Code Of Conduct".

This is in an effort to not only become more professional in our operation and administration of the club, but to also have transparent processes that everyone can digest and adhere to throughout the football season.

Recent experiences have highlighted the need for such a document to educate members for their own growth of knowledge of the game, as well as their own safety within the game and club environment. It is also to help clarify and advise your responsibilities to the club as a member, while we do all we can to be responsible in administering the club for you.

Please take the time to read it, make notes and question it. There are bound to be issues that arise from this and as it is our first edition we know it will be a very organic document that evolves and improves as the years go on.

We need your feedback, both bouquets and brickbats, to ensure we end up with a sound, sensible and responsible statement of how we as a club, and as club members, intend to participate in this sport on and off the field.

Thank you in advance for your feedback and enjoy your football season.

Geoffrey Dolan
Ellerslie AFC Chairman
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standard of behaviour

It must be remembered that at all times when involved in this sport that you are a representative of our club. This includes at training and from arrival to departure on game days, whether at home or away.

This means that we would expect and appreciate the highest standard of behaviour during these times. You have to be aware that you are wearing and carrying club colours, emblems and gear which makes you easily identifiable as an Ellerslie AFC member. If there are any issues it is our club who gets recognised and judged, as we are the one's that receive the complaints.

We would expect and appreciate that you respect and follow the rules of our club's Code of Conduct as well as any rules of clubs you visit. We would hope that you behave in a manner that you would wish to have returned in kind by other team members, visiting players, management and supporters.

Any breaches in discipline or behaviour that is reported would be dealt with by either the clubs or the Auckland Football Federations (AFF) disciplinary boards. If the behaviour is considered severe enough you or your team could have good behaviour bonds imposed on them, as could the club have them imposed against us for the same infraction to ensure no future transgressions. These bonds generally start from \$500.

There is more information on the disciplinary process under that heading.





club membership

1. Full Senior \$260.00 – (\$220.00 if paid by 8th March 2010)
2. Social non-playing \$45-00
3. Under 19 team \$220.00 – (\$200.00 if paid by 8th March 2010)

N.B. There are no student or discount rates in the senior grades due to the higher affiliation (AFF & FNZ) and team entry fees incurred by these teams.





clubroom etiquette

We would appreciate you treating all of our facilities and equipment with respect. The maintenance of these is an expense we try and keep to a reasonable level and whilst general wear and tear is inevitable, willful damage and irresponsible behaviour is not something we wish to see occur at the club.

This can be made easier by observing the following practices:

- » We will host responsibly. Please drink responsibly also. We do not want the awkwardness of having to stop serving or of asking a member or guest to leave but we will for your safety and ours and also for the protection of our liquor license
- » No alcohol to be taken outside the clubrooms when smoking
- » We are a club not a pub so please tidy up your table before leaving
- » Please do the same for your opposition should you host them after a match
- » NO playing or training gear to be worn in the club at any time. If you cannot change at least put a tracksuit over the top and clean shoes on please
- » We are a family club so please be aware of your language when children are around
- » Children are more than welcome but please look after your own children and make sure they play safely and fairly with others. We are not a creche!
- » When outside, particularly at night, please be respectful of our neighbours privacy and your noise levels
- » Our bar staff are to be treated with respect at all times. They are not servants to be ordered around. Put yourself in there shoes, especially when it is busy
- » Guests, opposition teams, family and friends are also more than welcome. Please host them with respect and if you have any questions while at the club there is usually a committee member present who can answer any questions or make a note and get back to you as soon as they can





club commitment

Our club wishes to achieve the highest possible results throughout our federation and wants to set the benchmark for competitiveness, achievement, results and sportsmanship. This can only be achieved with your assistance and commitment to these same goals.

When on the field play the game to your best ability and with the spirit and attitude that this sport is legendary for.

When off the field please respect the facilities, equipment, gear and surroundings you have been provided with, whether at home or away, and always represent Ellerslie AFC with pride and passion.

Support the club whenever you can, whether as a player, a supporter, a spectator or while socialising. The facilities are there for you to utilize and we can accommodate most requests to use these as long as we are given due warning and the appropriate conditions of our lease allow.

Teams are encouraged to come up to the club as often as they can. After trainings, games at home or even away if practical, and particularly if they wish to build a level of support for ventures of their own whether these are fundraising, team trips or social occasions they wish to run.

If you have any issues arising within the club or team and do not feel comfortable talking with your Team Captain or Manager, please contact your Club Captain (Mens and Womens Captains). Their details can be found on the website.





disciplinary procedures

First it should be noted that not all disciplinary procedures occur directly from games. These can be called for other breaches of club regulations should they be deemed serious enough. These can include post match behaviour, clubroom behaviour, drug or alcohol issues related to the club, or unsportsmanlike behaviour while representing the club at events, tournaments or social events.

It should also be strongly noted that any person who agrees to fill the role of a match official, whether a qualified referee, club based referee or as a volunteer on the day, has the full support and endorsement of the club and the federation. If events occur during a game that they felt strongly enough about to bring to our attention, or file a report either with us or the Federation, would be accepted as the full and accurate account of events and subsequent disciplinary actions would be handled with these as the central evidence.

Most disciplinary procedures are handled by the Auckland Football Federation (AFF) following a report being submitted by either the opposition or the referee.

Depending on the severity of the charge, cases are either dealt with without hearing and fines and suspensions handed down, or by a disciplinary hearing at which the accused player/s are called before the AFF disciplinary board.

According to F.I.F.A. rules the only grounds for appeal is for mistaken identity and then only if you supply the identity of the actual offender.

If the matter is an internal one the club has the right to carry out the same procedure and hand down its own fines or suspensions which we would then advise to the AFF.

The penalties are at the discretion of either body. If it is felt necessary, a case could be heard by both the club and the AFF.

Failure to attend or acknowledge the authority of these bodies can lead to further fines and penalties, suspension and/or banning from the game. These decisions are advised to the AFF and the National body and are enforced nationwide and worldwide if required.

YELLOW CARDS

- » 5 Yellow cards = Automatic 1 game suspension
- » 2 Yellow Cards in one game = automatic sending off and minimum automatic 1 games suspension for next game and depending on card severity, longer suspension is possible

RED CARD

- » automatic minimum one game suspension for next game and depending on card severity a longer suspension is possible as well as possible disciplinary hearing if required

For cost of yellow and red cards, please refer the AFF website.



hosting & visiting responsibilities

In the name of good sportsmanship we would request that at all times when playing, at home or away, you represent the club to the highest standards possible.

AWAY GAMES

- » Someone to introduce themselves to the opposition and inform them you have arrived, check what the arrangements are for changing, refereeing (rolling subs, linesmen, doing a half each etc) and post match
- » Be respectful of the referee and his decisions at all times. Remember, you have to do the second half or the return match and would expect the same respect returned
- » Tidy up at the end of the game. Remove all drink bottles, rubbish tape, mud etc from side of field, dug outs and changing rooms
- » If you have an after-match chilly bin please do this discreetly. If you are asked not to have one by your host - respect this. It is a liquor license issue and we do not want to endanger any clubs financial viability by causing problems in this area
- » Always go back to their clubrooms and support their bar, especially if you have a chilly bin. This is what many clubs depend on for survival and is the least we would expect at ours
- » There is nothing more annoying than seeing a visiting, or worse home team, sitting in the changing rooms having a beer and then not coming up the club afterwards. And keep it short. Vacate changing rooms within 45 minutes of game end

HOME GAMES

- » Introduce yourself to the opposition when they arrive and let them know where the changing rooms are, what field they are on, who is refereeing, any rules that you will be enforcing on the day (rolling subs, how many etc) or help that is needed (linesmen, half each etc)
- » All of the “away” points above are still valid at home
- » At the end of the game please invite your opposition up to the clubrooms and also host them while up there. Please do not go up and sit at opposite ends of the club room from them
- » The last team to play on each pitch at home must bring the nets etc back to the gear shed. If you play a home game away from Michaels Ave, you must check to see if nets will be there and again if you are the last team you must bring them back to the gear shed at Michaels Ave
- » Offer to do post match speeches. If on a first team game day this will be a part of the normal formalities but you may not get a chance to speak due to time constraints
- » Offer them a “Player of the Day” pint as a prize. See bar staff for this
- » Please tidy up after them if they do not do it themselves



liquor license responsibilities

For a complete look at the act please refer to this website:

http://www.legislation.govt.nz/act/public/1989/0063/latest/DLM165116.html?search=ts_act_sale+of+liquor+act_resel&sr=1

Following are some bullet points on our responsibilities as the holder of a Liquor License:

- » Have a duty manager on site at all times
- » Provide adequate food at all times and have a good host responsibility policy
- » Do not allow intoxicated persons on your premises
- » Do not serve minors and ensure you check ID
- » Ensure you have the required signage up
- » Observe occupancy level and fire regulations
- » Assist the district licensing agency inspections, public health and police inspections
- » Attend alcohol forums and check the council website for newsletters to keep updated
- » Get acquainted with the conditions of your license
- » Ensure you are familiar with the Sale of Liquor Act 1989
- » Ensure your licenses are kept current and you comply with any legal requirements
- » Be a responsible licensee

HOST RESPONSIBILITY

Licensed premises are required to have a written host responsibility policy. This policy should be made available to all staff and displayed in some form for both patrons and staff, ie a reduced version, often seen as a 'house policy'.

You will need to address the following seven points in your policy.

MINORS

You need to ensure that all of your staff are aware of the designation of your premises. This involves determining who is allowed to drink on your premises.

You need to ensure all staff are trained on their responsibilities under the Sale of Liquor (SOL) Act 1989 in relation to minors. This involves having appropriate signage displayed at every point of service stating that you do not serve minors (people under the legal drinking age of 18 years).



liquor license responsibilities cont.

INTOXICATION

Staff must be trained in their responsibilities under the SOL Act to prevent intoxication on licensed premises.

Staff require clear instructions identifying and be proactive when dealing with potentially intoxicated persons.

Your staff's ability to identify signs at the onset as opposed to the escalation of intoxication is integral to meeting the requirements of sections 166 and 167 of the act, prohibiting intoxication on licensed premises.

FOOD

A condition of your liquor license is that food must be available, and promoted by clear and well-positioned signs, at all times when the premises is authorised to be open for the sale of liquor.

The range and style of food must be similar in style and nature to that shown on the menu accompanying the license application, or a range of snack foods in the nature of pies, sandwiches, filled rolls and pizzas. A range is considered a minimum of four-food options.

Note: you will require a separate food licence in addition to your liquor licence.

NON-ALCOHOLIC BEVERAGES

A condition of your licence requires that a reasonable range of non-alcoholic refreshments is available at all times when the premises open for the sale of liquor.

LOW-ALCOHOL BEVERAGES

Your premises should offer low-alcohol refreshments to patrons at all times. This also involves looking at how these non-alcoholic alternatives are promoted, eg whether they are promoted by signage, featured in the beverage menu, or both.

SAFE TRANSPORT OPTIONS

Your premises should have strategies in place to ensure that both staff and patrons get home safely from your premises, eg actively promote hire-a-driver type schemes, make a telephone readily available to arrange sober transport – taxi or private – a courtesy van, or operate a designated driver scheme.



liquor license responsibilities cont.

LIQUOR PROMOTIONS

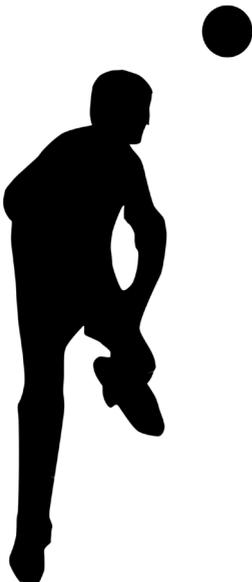
Section 154a of the act provides for a fine not exceeding \$5,000 for a licensee or manager who does anything in the promotion of the business conducted on the premises, or in the promotion of any event or activity held or conducted on the premises, that is intended or likely to encourage persons on the premises to consume alcohol to an excessive extent.

MANAGER'S CERTIFICATE

In addition to your liquor licence, a manager's certificate will be required where alcohol is consumed or sold on premises.

A manager's certificate application must be submitted to your local District Licensing Agency (DLA), which for Auckland is the Auckland City Council. There is a standard application form (at the end of this guide in section 8) that requests details of any relevant experience and training as well as other necessary information, ie any criminal convictions.

It is important to complete the application form fully and include evidence of any training and experience that you have. It is also helpful if you can provide a character reference. If you are applying for a club manager's certificate, you must also include evidence of your involvement in the management and activities of the club.





managers responsibilities

We would firstly like to thank all of those members who have agreed to be managers but also ask that you follow some simple procedures to make yours, the Club Secretary and the committees lives a lot less complicated.

Please:

- » Let team members know they are joining the club, not your team, and that they all have to pay a membership fee. **ALL fees must be paid before the start of the season. No pay no PLAY**
- » There are **NO team fees**. You are joining a club, not a team
- » Get all your teams members to register on line and get them to pay their subs early. The season starting is not a surprise so people should be budgeting to pay on time and at the discounted rate and we should not be having to chase members for fees
- » The site to register and pay on is www.ellersliesoccer.org.nz
- » Check if any of your team members need to transfer between AFF clubs or get a clearance from Federations outside of Auckland. These are 2 different processes. Also if you have foreign players they may need an International clearance but this depends on how long ago they played. There is a cost to the International clearance
- » If a transfers is required, this is processed by the Club Secretary, but you can download a form from the website and then email to the Club Secretary to aid the timeliness of the transfer process
- » Collect your team uniform from the club secretary before the start of the season
- » Be aware of the colours of the teams you are playing away against. If there is a clash you will need an alternate strip
- » Arrange pick up of this during the week, NOT on the day in a panic
- » Fill out the team card with full details of teams playing, ground played at, half time/ full time results, full names of players and shirt numbers and clear hand writing.
- » This is to protect you and your team members if any accusations are made. Cards are regularly checked for player registration verification and disciplinary indiscretions so it is important to do this properly
- » Get that card signed by you and the opposition manager
- » Bring all cards immediately back to the club or attach a stamp and post immediate to the AFF
- » Any fines for yellow cards, red cards, disciplinary issues or match card lateness etc will be forwarded to you and expected to be paid immediately. It is up to you how you collect this from your team members
- » Overleaf is an example of a fully filled out team card for your reference



pathway

This section is probably more applicable to junior players but it is probably valuable for all who may be interested and striving for higher honours or a higher standard of competition to be aware of the clubs pathway.

It essentially starts to develop in the Metro age-grade divisions of the junior club with the Junior Coaching Coordinator assessing players as they develop and progress. By the time they are at Under 17 level they are being targeted for further advancement within the clubs senior ranks.

This includes consideration for selection in the Under 19 team that is selected from all eligibly aged players to attend the prestigious Napier Under 19 Tournament in Labour Weekend each year.

From here they would hopefully progress to pre-season training for consideration for selection in our reserve and 1st teams. If unsuccessful and if still age eligible they can continue in the age grades and try again the following season who hope to be called up as they progress through the year or as injuries require reinforcements.

Any player wishing to be considered for reserve or first team positions above these age grade limits should contact the committee or coaching staff to discover pre season training times and locations and commitment expectations. This is particularly important if you are hopeful of consideration for the end of season Under 19 tournament in Napier.

The first team coach has the overall say on this team and the process for selection should be discussed directly with him as the criteria evolves as this progresses from lesson learnt and experience of previous years.





player responsibilities

Much of what a players responsibilities have been set out in other sections of this document as a general club member but there are some more specific points for players in all teams to be aware of. These are:

- » All players must register on www.ellersliesoccer.org.nz before they can play. This confirms to the club that you wish to play for Ellerslie.
- » Please keep your contact information up to date with the club, your manager or both preferably
- » Check for changes yourself. You can call the club if necessary but this should be your last resort. Call your manager, check our website and/or the AFF website and listen to the radio for changes, transfers and cancellations preferably
- » Your behaviour on the park is regulated by FIFA rules
- » Learn the rules so that unnecessary arguments are avoided by false information or understanding or ignorance. There is still only 17 basic rules with additional clauses to clarify so please take the time to read them. We have in house referees who can discuss these with you if you are unclear on anything
- » Be respectful of all officials on the field whether they be qualified Referees, Club based referees or your team mate, or theirs, who has stepped up to perform the role. It is a thankless task made no more enjoyable by back chat and aggression. You do you or your team no favours by arguing or challenging a referee or line official
- » Be a good sportsman/woman and play hard but fair
- » Enjoy your self

