

# **CLUB RESOURCE & INFORMATION MANUAL 2023**

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**FOOTBALL FAR NORTH COAST**

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# INTRODUCTION

Welcome to the Football Far North Coast Club Resource and Information Manual.

This manual is designed to be a summary of information and procedures that will assist clubs, their committees, and volunteers to manage their club operations effectively and efficiently.

Information is also provided relevant to regulations and club governance matters, including information to assist clubs to operate in accordance with the Associations Incorporations Act 2009.

If you require further support or assistance, please contact the Football Far North Coast General Manager, Steve Mackney (mob: 0438 215 593) or email enquiries to [office@ffnc.net.au](mailto:office@ffnc.net.au).

We take this opportunity to extend a sincere 'thanks' to the volunteers who give countless hours of their own time to promote and support the participation of football within the Football Far North Coast region.

## Correspondence, Concerns or Complaints

Questions posed on behalf of any individual should be directed to their respective Member Club.

Questions posed on behalf of any respective Football Far North Coast Member Club in relation to normal operational matters can be sent to [office@ffnc.net.au](mailto:office@ffnc.net.au).

Questions posed by telephone (or text to 0438 215 593) should be limited to issues that are of a nature that are both immediate and substantially easy to resolve.

Matters related to issues such as Governance, Finance, Regulations, Strategy, Concerns or Complaints can be directed in writing to [general.manager@ffnc.net.au](mailto:general.manager@ffnc.net.au). Such correspondence should clearly outline what the issues are and further, what remedy (or remedies) is anticipated.

An assessment will be made at Football Far North Coast in response to the nature of the submissions received and the FFNC position subsequently communicated to the respective club(s) as appropriate.

We highlight that all relevant information regarding sanctioned football activity applicable to this region, is ordinarily found on the FFNC website ([www.footballfarnorthcoast.com.au](http://www.footballfarnorthcoast.com.au)) and/or NNSWF website ([www.northernnswoffootball.com.au](http://www.northernnswoffootball.com.au)) and/or Football Australia website ([www.footballaustralia.com.au](http://www.footballaustralia.com.au)).

## Disclaimer

Information within this publication is subject to any review considered necessary by Football Far North Coast at any time. Changes to any aspect of the Regulations that may be reasonably considered to have a material impact on local football activity, will ordinarily be specifically communicated to member clubs when appropriate to do so.

The publication of competition regulations and FIFA Laws of the Game and relevant statutes and regulations in a range of accessible mediums, is considered an adequate means of providing necessary information to all participants and member clubs. The electronic publication of this information on the FFNC website will be considered as the current version should any disparity be found in hard copy publications.

FFNC will refute any claims for immunity from parties who either refer to incorrect information or seek to rely upon their lack of awareness of the terms of relevant information/regulations/statutes that may be concluded as being reasonably disclosed or available to them.

# **GENERAL** **INFORMATION**

# GENERAL INFORMATION

## About Football Far North Coast (FFNC)

Football Far North Coast is the peak body that is responsible for the administration, promotion, and delivery of football across the Far North Coast region of New South Wales. Football Far North Coast is an Incorporated Association and is an independent/autonomous entity, that operates within the terms and authority as outlined in the Football Far North Coast Constitution.

There were 24 member clubs affiliated to FFNC in 2022. These clubs exist from Woodburn Wolves FC in the South, to Tumbulgum Rangers SC in the North and Kyogle FC to the West.

Football Far North Coast is also responsible for the administration and development of local match officials, including supporting these individuals through the pathways that are provided by Northern NSW Football (NNSWF) and Football Australia (FA).

## Football Structure

- Affiliated Member Clubs
- Zones/Associations (e.g. FFNC)
- State Federations (e.g. NNSWF)
- Football Australia
- FIFA

## Contact Information & Other Details

### General Office Hours

Monday to Friday – 9:00am to 4:00pm\* (\* Normal Business Days)

### Office & Postal Address

Suite 5/32 Gum Tree Drive, Goonellabah NSW 2480

### Enquiries (Clubs to FFNC)

Office: (02) 6625 1444

Mobile: 0438 215 593 (Steve Mackney)

General Enquiries: [office@ffnc.net.au](mailto:office@ffnc.net.au)

Other: [general.manager@ffnc.net.au](mailto:general.manager@ffnc.net.au)

### Banking Details

Financial Institution: Newcastle Permanent Building Society

Account Name: Football Far North Coast

BSB: 650 300

Account Number: 509 829 102

ABN: 53 447 921 029

# GENERAL INFORMATION

## Board of Directors 2023 (TBC)

2022 Board of Directors:

Chelsea Coleman, Bill Coulter (Chair) Glen Gibbs, Glyn Harding (Deputy Chair), Nigel Hayes, Helen McNeil (Executive Member), Paul Parry, Peter Warren.

## Life Members of Football Far North Coast

Robert George Beaumont (Deceased), Brian Breckenridge, Garry Butts, Julie Clifford, Jim Devine (Deceased), Doug Edwards, Michael Gaertner, Keith Harris (Deceased), Brian Harding (Deceased), Fay Mudge (Deceased), Armin Sandmann, Terry Walker.



# GENERAL INFORMATION

## Club Governance

### Incorporation

As incorporated organisations, football clubs are mandated to adhere to a set of guidelines that allow committee members to make decisions about the running and organisation of the club while reporting to members on a number of key matters. The Department of Fair Trading is responsible for providing the Framework for Incorporated associations to operate.

An overview can be found here: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/aboutassociations>

### Constitution

The constitution of an incorporated association is a contract between the association and its members, who agree to adhere to the provisions outlined in the constitution.

Every incorporated association must have a constitution. This can be the Model constitution (as defined by Department of Fair Trading) or the association's own constitution, which is recorded in the public register of incorporated associations, maintained by NSW Fair Trading.

More information can be found via these links:

- <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/starting-an-association/about-the-constitution>
- <https://sport.nsw.gov.au/clubs/ryc/governance/constitutions>

The Sport Governance Capability Framework includes model constitution templates for State Sporting Organisations, Associations and Clubs.

Model constitutions and templates can be found here: <https://www.sport.nsw.gov.au/running-your-state-sporting-organisation/governance/model-constitutions-and-templates>

### Meetings

NNSWF has various links where information about club governance (including meetings) is found:

[https://www.dropbox.com/sh/bturkcbrop2fr7f/AABlIBKDYUJlerUFg\\_25ZaPGa?dl=0&preview=Club+Guide+-+Governance.pdf](https://www.dropbox.com/sh/bturkcbrop2fr7f/AABlIBKDYUJlerUFg_25ZaPGa?dl=0&preview=Club+Guide+-+Governance.pdf)

NSW Fair Trading provides information regarding club meetings.

There are three main types of meetings usually held by associations. These are:

- Annual general meetings (AGMs)
- Other general meetings
- Management committee meetings

A summary of relevant information can be found here: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/running-an-association/meetings>

# GENERAL INFORMATION

## **A12 Financial Return**

A Tier 2 association (most incorporated sporting clubs) must lodge the A12 Financial Return with Fair Trading within one (1) month of the AGM and no later than seven (7) months after the end of the association's financial year.

Information to assist clubs can be found here: <https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/runningan-association/financial-reporting-requirements/tier-2-associations-financial-reporting>

## **Club Position Descriptions**

Information is made available online via the Football Australia National Club Development Program, providing a guide to a range of committee positions that may exist at community clubs.

This information can assist clubs and volunteers to understand the functions of each role and help with the recruitment of new committee members.

To access this information, click here: <https://www.playfootball.com.au/ncdp/toolkits/administration-governance/position-descriptions>

# GENERAL INFORMATION

## Insurance

Insurance can be a complicated issue, with expectations sometimes being contrary to the depth of indemnity that may exist. Insurance products exist in various forms including a scope of coverage for 1) Personal Injury 2) Public & Products Liability 3) Professional Indemnity and 4) Management Liability.

Information about insurance coverage and procedures for submitting a claim should be directed to the insurance broker, Gow Gates Insurance Brokers.

Through the National Insurance Program all registered persons in nominated roles such as players, match officials and other non-playing officials, such as committee members, team managers, coaches and trainers, will ordinarily have access to insurance coverage within the terms defined/disclosed in the insurance policy. It provides Sports Personal Injury insurance, Public Liability & Professional Indemnity as well as Club Management Liability insurance coverage.

Further information can be found here: <https://football-nthnsw.gowgatesport.com.au/>

## Certificate of Currency

The certificate of currency is the formal document supplied by NNSWF that confirms insurance coverage when clubs are hiring facilities through their local council or other entities.

Enquiries about the Certificate of Currency should be directed to Phillip Andrews, Club Development Officer (Northern NSW Football).

### **Phillip Andrews**

Club Development Officer – Northern NSW Football

(02) 4941 7206

[pandrews@northernnswfootball.com.au](mailto:pandrews@northernnswfootball.com.au)

# GENERAL INFORMATION

## Member Protection Framework

The Member Protection Framework assists Football Australia and its affiliated Football Entities to provide a safe and enjoyable environment for all Members participating in football. Everyone involved in our sport should be treated with respect and dignity and be free to participate without being discriminated against, harassed, bullied or abused.

Further information about the framework can be found here:

<https://www.footballaustralia.com.au/member-protection-framework>

## Working with Children Check

A Working with Children Check is a legal requirement for people who are engaged in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working with Children Check is either a clearance to work with children for a period of five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records can lead to a clearance being revoked.

A more in-depth summary as to the requirements for clubs (as stipulated by Northern NSW Football) relevant to Working with Children Checks can be found here:

<https://www.northernnswfootball.com.au/sites/nswf/files/2022-09/NNSWF-WWCC-Club-Policy.pdf>

More information about the Working with Children Check can be found via the Office of the Children's Guardian: <https://ocg.nsw.gov.au/working-children-check>

# GENERAL INFORMATION

## Zone Membership & Club Affiliation

As defined under Article 3 of the Football Far North Coast Constitution:

***Club Members – shall be those Clubs affiliated with Football Far North Coast Inc. and being registered by and approved to play under these Articles. Each Club Member shall have one (1) vote at any General Meeting of the Zone.***

In practical terms, this means that an invitation is made to member clubs towards the end of each calendar year to enable clubs to submit an application (and payment) for Membership and Affiliation. A club that submits an application for Membership and Affiliation will be deemed to agree with the terms disclosed in the application, including the FFNC Constitution and the By-Laws, Statutes and Regulations referenced or aligned to Football Australia and Northern NSW Football.

Applications submitted for membership are considered by the FFNC Board of Directors (initially at the December Board Meeting) or as received in due course from applicant clubs.

Each approved member club is then requested to nominate a delegate to attend the Annual General Meeting.



# **POLICIES & PROCEDURES**

# POLICIES & PROCEDURES

## Friendlies / Trial Games

Friendlies / trial games are defined as a 'game type activity that involves players from more than one club'. Such activities can only proceed if sanctioned by Football Far North Coast (and also by the relevant zone where a club is affiliated outside FFNC).

The application jotform for a friendly/trial game can be found at the following link:

<https://footballfarnorthcoast.com.au/trial-fixtures/>

The above link also includes the terms relevant to the sanctioning of friendly / trial games and match official payment information.

## Competition Regulations

In addition to the FIFA Laws of the Game and Football Australia Statutes, there are specific regulations relevant to each of the FFNC competitions (pre-season, pointscore season, finals series and post-season).

Any breach in relation to the competition regulations are subject to fines and/or penalties as disclosed in the competition regulations.

The competition regulations can be found here: <https://footballfarnorthcoast.com.au/competition-regulations-3/>

## Application for an Exemption

An Application for an Exemption\* is used in circumstances where a CLUB seeks to receive a concession to support reasonable participation for a player who may otherwise be excluded for various reasons for the winter pointscore season (i.e. junior competitions/senior leagues or MiniRoos).

\* Exemptions are not considered for any ANZAC Day Cup or Callan McMillan competitions.

The exemption form, along with further information about the types of exemptions that can be applied for, can be found here: <https://footballfarnorthcoast.com.au/forms/#competitionforms>

# POLICIES & PROCEDURES

## Duty Officers

A Duty Officer is an individual (aged at least 18 years) appointed by a respective club to be a central resource to support and monitor appropriate behaviour.

All clubs are required to have a visible and vigilant Duty Officer at their venue (one duty officer per each field where a game is being played). The Duty Officer will act as a contact for match officials when assistance is required (e.g. ground repair, spectator abuse etc.) and will support the delivery of football to ensure a safe and positive experience for all participants; including players, team officials, match officials and spectators.

For a more detailed outline about the role of a Duty Officer, click here:

<https://footballfarnorthcoast.com.au/wp-content/uploads/2023/03/Guide-to-Assist-Clubs-Duty-Officers-2023.pdf>

## Procedures to Complete a Match Sheet

FFNC has prepared a procedure document to assist team officials with the completion of a match sheet on game day. It is important that match sheets are completed correctly and in full to assist with various administrative matters.

The procedure for how to complete a match sheet can be found here:

<https://footballfarnorthcoast.com.au/wp-content/uploads/2023/01/Procedure-for-Completing-Match-Sheets-Pointscore-Finals-Series-2023.pdf>

## Entering Match Results Online

Results for each competition fixture (junior and senior) are required to be entered online in Game Day by the club that is listed as the HOME club (i.e. the club that is listed first in the draw)

A procedure outlining the process for clubs to enter results can be found here:

<https://footballfarnorthcoast.com.au/wp-content/uploads/2023/02/Entering-Results-Online-2023.pdf>

If you require further support, please contact [office@ffnc.net.au](mailto:office@ffnc.net.au).

## Wet Weather Procedure

It is assumed that fields are open unless notification is specifically provided by club, local council or FFNC prior to scheduled fixtures to say that they have been closed. A field can also be deemed unsuitable for play by the appointed match official on the day of the fixture.

**Once a ground/field is deemed unsuitable for play, the HOME club should call or text Steve Mackney on 0438 215 593 to advise of the field closure AND to seek instructions on any potential rescheduling.**

For more information about the wet weather procedure, click here:

<https://footballfarnorthcoast.com.au/wet-weather/>



# POLICIES & PROCEDURES

## Lightning Policy

Football Far North Coast has adopted the Lightning Policy developed by Northern NSW Football.

Details of the policy can be found here: <https://www.northernnswfootball.com.au/sites/nswf/files/2022-09/NNSWF%20Lightning%20Policy.pdf>

## Hot Weather Policy

In accordance with information supplied by Sports Medicine Australia, Northern NSW Football has developed a Hot Weather Policy (adopted by Football Far North Coast) for Community Football to protect participants from the effects of heat and humidity.

The policy can be found here: <https://www.northernnswfootball.com.au/sites/nswf/files/2022-09/Hot%20Weather%20Policy%20-%20Community%20Football.pdf>

## Sun Protection Policy

The Sun Protection Policy developed by Northern NSW Football should be used in conjunction with the Hot Weather Policy listed above.

The policy can be found here: <https://www.northernnswfootball.com.au/sites/nswf/files/2022-09/NNSWF%20Sun-Protection-Policy.pdf>

## Photography Policy

Northern NSW Football has developed a policy to assist clubs and their members about expectations in relation to videoing or taking photos of participants on game day (or other functions). This also includes best practices as to how images may be shared.

The policy can be found here: <https://www.northernnswfootball.com.au/sites/nswf/files/2022-09/NNSWF%20Photography-Policy.pdf>

The Football Australia Member Protection Policy also includes reference to images and videos of children, which can be accessed here: [https://www.footballaustralia.com.au/sites/ffa/files/2020-12/20-12%20-%20Member%20Protection%20Framework%20-%20Safeguarding%20Policy%20%28Final%29\\_0.pdf](https://www.footballaustralia.com.au/sites/ffa/files/2020-12/20-12%20-%20Member%20Protection%20Framework%20-%20Safeguarding%20Policy%20%28Final%29_0.pdf)

## Privacy Policy

Football Australia recognises that privacy is important and that an individual has a right to control his or her personal information.

This Privacy Policy is based on national privacy principles in the Privacy Act 1988 and governs how FFA handles the personal information it collects/uses/discloses and stores.

This policy relates to personal information on constituents and can be found here: <https://www.footballaustralia.com.au/sites/ffa/files/2017-09/National%20Privacy%20Policy.pdf>

# POLICIES & PROCEDURES

## Concussion Policy

Football Australia provide guidelines and general advice regarding the management of concussion in football in Australia.

The guidelines can be found here: <https://www.northernnswfootball.com.au/sites/nswf/files/2022-09/FFA%20Concussion%20Guidelines%20%28final%29.pdf>

## Refund Policy

Liability exists for each respective club to make payment in full for the player levies due and payable relevant to each registered player who either 1) participates in a fixture or 2) is listed on a match sheet.

A registered player who does not participate in a fixture and has not been listed on a match sheet, can be deregistered not later than 18<sup>th</sup> May 2023 with such action removing any payment liability to either FFNC, NNSWF or FA.

Notwithstanding the conditions outlined above, an individual club can formulate its own refund policy for the club component of player levies.

The flow of payments for player registrations is outlined below:

1. Online or otherwise to Member Club
2. Member Club to FFNC (i.e. FFNC, NNSWF, FA and GST)
3. FFNC to NNSWF (i.e. NNSWF, FA and GST)
4. NNSWF to FA (i.e. FA and GST)

# POLICIES & PROCEDURES

## Football Australia Statutes and Regulations

Statutes and Regulations introduced by Football Australia are binding on each constituent involved directly, or indirectly, in the game.

These can be accessed from the Football Australia website:

<https://www.footballaustralia.com.au/governance/statutes-and-regulations>

## Football Australia National Code of Conduct and Ethics Regulations

The Football Australia National Code of Conduct and Ethics (Code) aims to promote and strengthen the reputation of football in Australia by establishing a standard of conduct expected from all Constituents. In addition, it seeks to deter conduct that could impair public confidence in the safe, fair, honest and ethical conduct of matches and competitions or in the integrity and good character of football and its participants.

The FA National Code of Conduct and Ethics Regulations can be found here:

<https://www.footballaustralia.com.au/sites/ffa/files/2021-04/FA%20Code%20of%20Conduct%20and%20Ethics%20%282021%29.pdf>

# SEASON INFORMATION

# SEASON INFORMATION

## Season Calendar

The Season Calendar provides an overview of season events and timelines. The document is periodically updated throughout the season, and it can be accessed via the Football Far North Coast website.

It is recommended that clubs familiarise themselves with the season calendar to ensure that they are aware of upcoming events and relevant timelines.

A link to the Season Calendar can be found here:

<https://footballfarnorthcoast.com.au/wp-content/uploads/2023/03/Season-Calendar-2023-Clubs.pdf>

## Season Overview

The Season Overview provides a graphical map of the season for senior leagues, junior competitions and MiniRoos.

The Season Overview can be found here:

<https://footballfarnorthcoast.com.au/wp-content/uploads/2022/10/Season-Calendar-Overview-2023-FFNC-USE-ONLY.pdf>

# SEASON INFORMATION

## Registration

All participants and club personnel must be registered in the National registration system that is called Play Football ([www.playfootball.com.au/](http://www.playfootball.com.au/))

This includes all:

- Players
- Coaches
- Volunteers
- Match officials (referees)

## Player Participation Levies

It is a requirement of Football Australia that player participation levies are provided to participants and that they clearly outline the levies that are imposed by FA, the State Federations (Northern NSW Football), Member Zones (Football Far North Coast) and individual clubs.

The table below provides a summary of the levies imposed at each level of the game (for season 2023). These levies do not include individual club levies.

Category	Age in season	FA Levy	NNSWF Levy + Insurance	NNSWF Facility Fund	FFNC Levy	Subtotal	GST	Total before Club Levy
Entry Level	Player 5 years	\$ 13.18	\$ 16.00	\$ 2.00	\$ 32.46	\$ 63.64	\$ 6.36	\$ 70.00
	Player 6 years	\$ 13.18	\$ 16.00	\$ 2.00	\$ 32.46	\$ 63.64	\$ 6.36	\$ 70.00
	Player 7 years	\$ 13.18	\$ 16.00	\$ 2.00	\$ 32.46	\$ 63.64	\$ 6.36	\$ 70.00
Junior	Player 8 years	\$ 13.18	\$ 30.10	\$ 3.00	\$ 35.54	\$ 81.82	\$ 8.18	\$ 90.00
	Player 9 years	\$ 13.18	\$ 30.10	\$ 3.00	\$ 35.54	\$ 81.82	\$ 8.18	\$ 90.00
	Player 10 years	\$ 13.18	\$ 30.10	\$ 3.00	\$ 35.54	\$ 81.82	\$ 8.18	\$ 90.00
	Player 11 years	\$ 13.18	\$ 30.10	\$ 3.00	\$ 35.54	\$ 81.82	\$ 8.18	\$ 90.00
Youth	Player 12 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 41.82	\$ 100.00	\$ 10.00	\$ 110.00
	Player 13 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 41.82	\$ 100.00	\$ 10.00	\$ 110.00
	Player 14 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 41.82	\$ 100.00	\$ 10.00	\$ 110.00
	Player 15 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 41.82	\$ 100.00	\$ 10.00	\$ 110.00
	Player 16 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 41.82	\$ 100.00	\$ 10.00	\$ 110.00
	Player 17 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 60.00	\$ 118.18	\$ 11.82	\$ 130.00
	Player 18 years	\$ 13.18	\$ 40.00	\$ 5.00	\$ 60.00	\$ 118.18	\$ 11.82	\$ 130.00
Senior Amateur	Player 19+ years	\$ 30.90	\$ 113.90	\$ 7.00	\$ 66.38	\$ 218.18	\$ 21.82	\$ 240.00

**Every club must submit their player participation levies template to Football Far North Coast.** Once approved, FFNC will setup registration products so that registrations can commence for your club.

# SEASON INFORMATION

## Active Kids Voucher

The Active Kids Program provides 2 x \$100 vouchers for parents, guardians and carers of school-enrolled children. Voucher one is valid January to December and Voucher two is valid July to December.

One voucher per eligible participant can be used towards player participation levies.

For more information about the Active Kids Program: <https://www.service.nsw.gov.au/active-kids>



# SEASON INFORMATION

## MiniRoos Playing Formats

MiniRoos is small-sided football that is designed for kids of all abilities, aged 5 – 11 years to promote inclusiveness, engagement, and technical ability.

Players progress through the MiniRoos formats of 4x4, 7x7 and 9x9 (see below).

	Grade 6 & 7	Grade 8 & 9	Grade 10 & 11
<b>Players on the Field</b>	4 players	7 players	9 players
<b>Field Size</b>	Length: 30m Width: 20m	Length: 40 - 50m Width: 30 - 40m	Length: 60 - 70m Width: 40 - 50m
<b>Field Markings</b>	Markers or line markings	Markers or line markings	Markers or line markings
<b>Penalty Area</b>	No penalty area	5m x 12m	10m x 20m
<b>Goal Size</b>	Width: 2m Height: 1m	Width: 3m Height: 2m	Width: 5m Height: 2m
<b>Goal Type</b>	Goals, poles or markers	Goals, poles or markers	Goals, poles or markers
<b>Ball Size</b>	Size 3	Size 3	Size 4
<b>Goalkeeper</b>	No	Yes	Yes
<b>Game Time</b>	2 x 20 mins	2 x 20 mins	2 x 25 mins
<b>Half Time break</b>	5 mins	5 mins	5 mins
<b>Referee</b>	Game Leader (Coaches)	Game Leader (Coaches)	Game Leader (Coaches)
<b>Points &amp; Finals</b>	No	No	No

Any person who coaches a MiniRoos team is required to be registered as a Coach/Team Official in PlayFootball.

New and inexperienced coaches can also enrol in a MiniRoos Coaching Certificate to assist with their understanding of the game and focus on developing practices that are based on fun.

## MiniRoos Gala Days

MiniRoos Gala Days are hosted by individual clubs and are primarily for the purpose of fun and participation whilst providing host clubs with a valuable source of revenue from fundraising activities that can take place throughout the day.

MiniRoos Gala Days must be sanctioned by Football Far North Coast with applications to host a Gala Day to be made via the Jotform: <https://form.jotform.com/212998587478077>



**CLUBS &  
FACILITIES  
INFORMATION**

# CLUB & FACILITIES INFORMATION

## Club Contact Information

Football Far North Coast publishes information on the website relevant to each member club.

Information that is published includes:

- Primary contact person
- Alternate contact person
- Wet weather contact person
- Member Protection Information Officer
- Club generic email address
- Club postal address
- Club field location and field layout
- Club playing strips

This information can be accessed here: <https://footballfarnorthcoast.com.au/club-information/>

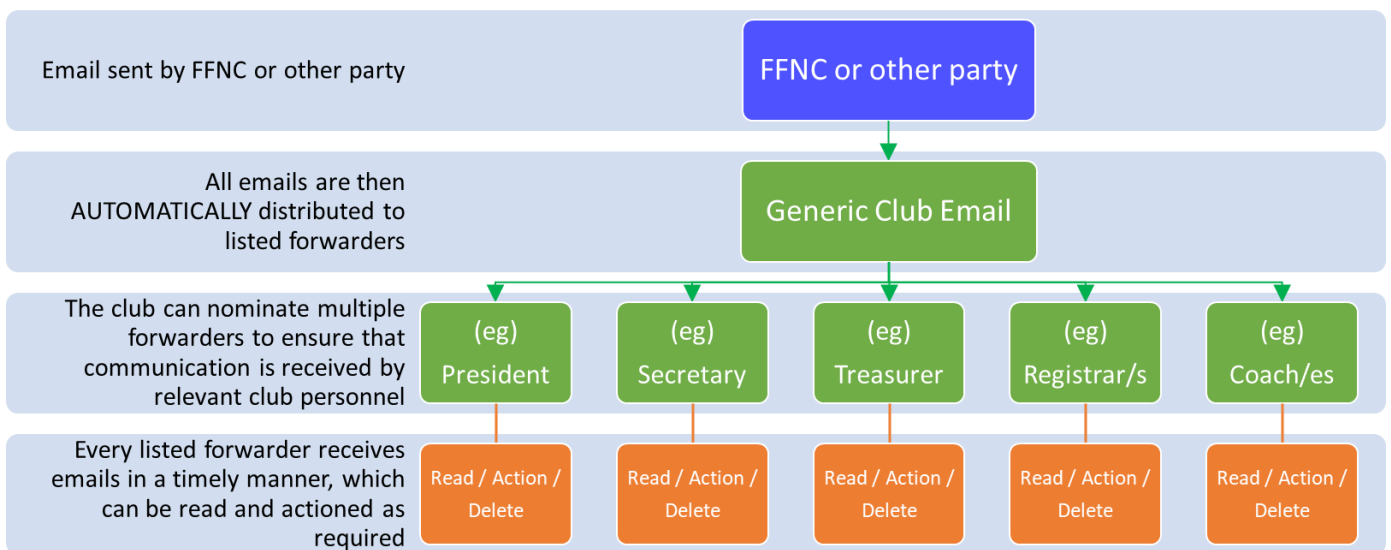
# CLUB & FACILITIES INFORMATION

## Club Generic Email Addresses

With club personnel often changing from season to season, it is important for clubs to ensure that new (and remaining) club personnel can access/receive/retrieve all emails that are sent to your club.

Communication with respective member clubs will ordinarily occur by email to the nominated generic club email address.

The purpose of a club generic email address is to ensure effective communication between FFNC and clubs.



Clubs that use an email address that ends with '@ffnc.net.au' are hosted by Microsoft through the Office 365 service, which can be accessed here: <https://outlook.office365.com/mail/>

For more information about generic email addresses, please contact [office@ffnc.net.au](mailto:office@ffnc.net.au)

# CLUB & FACILITIES INFORMATION

## Playing Strips

Consistent with competition regulations, each club is required to submit the design and colours that are proposed for each playing strip worn by respective competition teams (i.e. Grade 12 – senior).

In most cases, the same playing strips will carry over from season to season, however it is a valid requirement that the design and colours for each playing strip are submitted to FFNC annually.

Where a clash of playing strips exists, it is a requirement for the HOME club to source an alternate playing strip (that has been approved by FFNC) for the fixture.

Playing strips for each club can be found here: <https://footballfarnorthcoast.com.au/club-information/>

## Venue and Field Information

### Venue Locations and Field Abbreviations

A summary of field name abbreviations (and their locations) can be found here:

<https://footballfarnorthcoast.com.au/wp-content/uploads/2023/02/FFNC-Club-Field-Information.pdf>

An interactive map can be found here: <https://www.google.com.au/maps/d/viewer?mid=1Y-CKcyD7opE24FzPiZl3p0wOdNSDIzcc&ll=-28.638090615543746%2C153.22571594719685&z=10>

### Field Layouts

Football Far North Coast has produced information to assist clubs and their members with the layouts of fields at respective club home venues.

A summary of the layout of fields at each club venue can be found here:

<https://footballfarnorthcoast.com.au/club-information/>

### Field Marking Guide

It is important that fields are 'fit for purpose' each game day. One of these components is ensuring field marking are correctly marked and visible and are in accordance with the FIFA Laws of the Game.

A field marking guide that can be provided to the person responsible for field marking, including local council, is available here: <https://footballfarnorthcoast.com.au/wp-content/uploads/2023/01/Field-Marking-Guide.pdf>

## Field Lighting Requirements

Australian Standard AS2560.2.3 stipulates that sports lighting requires a minimum average lux reading of 100 lux and a minimum average uniformity (minimum lux reading divided by average lux reading) of 0.5 for night football (competition) to be played.

FFNC requires a 'compliant' audit for every competition sized field every three years for night games to be considered. For more information relevant to field lighting requirements, contact [office@ffnc.net.au](mailto:office@ffnc.net.au)

# CLUB & FACILITIES INFORMATION

## Grants & Funding

Each year there are a number of grants available to sporting organisations in NSW.

Various FFNC Clubs have been the recipients of these grants over the years and Club administrators should be aware of the opportunities existing for financial support to help further develop their Club.

Grants are a valuable source of finance for activities, events and facilities. There are several organisations both in New South Wales and Australia that offer grants to sport and recreation clubs.

A list of various grant opportunities can be found here:

<https://www.northernnswfootball.com.au/resources/grants-funding-scholarships>

## Government Grants

Each year the Office of Sport provides government grants to nurture sporting talent, help build sports facilities and develop the industry as a whole.

For further information visit <https://sportandrecreation.nsw.gov.au/clubs/grants>

## Northern NSW Football Facilities Fund

The Northern NSW Football Facilities Fund is an initiative of NNSWF, which has been established to provide funding assistance to community football clubs to partner with local stakeholders to improve the quality, availability and standard of their facilities.

The following component of season player levies is allocated to the NNSWF Facilities Fund.

- Entry Level (age 5 -7): \$2.00 per player
- Junior (age 8 – 11): \$3.00 per player
- Youth (age 12 – 18): \$5.00 per player
- Senior (age 19+): \$7.00 per player

The Program aims to improve football facilities for a variety of benefits including increasing participation, improving safety and security, assisting in building stronger communities through football and improving the overall football experience for all stakeholders.

For more information contact Ross Hicks on [rhicks@northernnswfootball.com.au](mailto:rhicks@northernnswfootball.com.au)

# **OTHER** RESOURCES

# OTHER RESOURCES

## Match Official Information

Match officials typically come from individuals who already play, coach or support a CLUB, so the reality is that your players, your coaches, your parents, your supporters, are the people who need to step up and officiate. It is therefore necessary that clubs assist with efforts to encourage more people to become a referee.

All Match Officials are introduced to officiating through the Level 4 New Referees Course.

Football Far North Coast provides various opportunities (usually in the November to May period) for interested people (aged at least 13 years) to participate in a Level 4 New Referees Course.

More information on becoming a match official is available here:

<https://footballfarnorthcoast.com.au/become-a-referee/>

Those wanting to register their interest in attending a referee course should follow this link:

<https://www.jotform.com/build/213148322623852>

For further enquiries, please contact Match Officials Co-ordinator, Luke Mackney ([referees@ffnc.net.au](mailto:referees@ffnc.net.au)).

## Coaching Courses and Resources

Information relevant to attending an upcoming coaching courses can be found here:

<https://www.northernswfootball.com.au/resources/coach#:~:text=Upcoming%20Coaching%20Courses>

Clubs that want to host a coaching course can apply here: <https://form.jotform.co/93157246914866>

## Football Community & Programs

Female Football: <https://www.northernswfootball.com.au/football-community/female-football>

Kick-On for Women: <https://www.northernswfootball.com.au/competitions/kick-on>

Gala Days: <https://www.northernswfootball.com.au/competitions/gala-days>

Walking Football: <https://www.northernswfootball.com.au/competitions/walking-football>

Daughters and Dads: <https://www.northernswfootball.com.au/football-community/daughters-and-dads>

Football Five5: <https://www.footballfives.com.au/>

Football4All: <https://www.northernswfootball.com.au/football-community/football4all>