



ASPLEY
R.L.F.C

CLUB POLICIES
2005

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SIGN ON FEES

The club is prepared to enter into payment arrangement with a parent/guardian or player provided this arrangement is in place by the 15/03 prior to the deadline for payment of all sign on fees. Any breakdown without advice cancels the arrangement and requires the outstanding amount to be paid in full.

Failure to pay the sign on fee by April 30th will result in the player being stood down until finalised in full. Parents/guardian of players and players 18yrs and above are to be informed in writing.

A \$50 deposit is required on sign on day before a player can receive a club and training shirt.

TEAM GAME – DAY RESPONSIBILITIES

For the continued smooth running of home and away games, there are various responsibilities that fall to teams. These include, but are not limited to:

- Ensure game sheets are filled in correctly and returned to officials in a timely matter
- Appoint an adult to act as a duty official for the period of the home game
- Ensure that the person appointed as a duty official is aware of their roles and responsibilities.
- Ensure that players are correctly attired before taking the field.
- Ensure that all necessary documents (ID etc) are available to opposing teams and officials.
- Pick up tape, drink containers and rubbish in the dressing room
- Ensure that dressing rooms are vacated in a timely manner
- Ensure that any incident or injury is reported to the appropriate person.
- Abide by all directives given by game officials
- Ensure that players have fun!

REWARDS CARDS/FUEL DISCOUNT VOUCHERS

Any person (employee or volunteer) who makes purchases that attract reward card points and/or fuel discount vouchers on behalf of the club is the recipient of such benefits.

PERPETUAL TROPHIES AND SPECIAL AWARDS

All perpetual trophies and special awards, with the exception of club person of the year, will be subject to the approval of the football club committee. The president will select 'Club Person of the Year'.

Nominations for these trophies and awards should be forwarded to the committee for consideration in writing with recommendations where appropriate.

Nominations should be put to the committee at either the August or September meeting to allow for the trophy or award to be prepared.

CLUB CAPTAIN POLICY

As part of the ongoing development of the club, the committee will appoint a club captain. The appointee should,

- 1) Be a long term player of Aspley Leagues Club
- 2) Be respected by his peers and club officials
- 3) Be an example to younger players
- 4) Be of excellent behaviour, both on and off the field
- 5) Be confident and self assured
- 6) Be approachable and friendly
- 7) Fulfill the duties described below

DUTIES:

- Be a point of contact for players who may have grievances that they feel uncomfortable airing to club officials
- Represent the club at various functions
- Liaise with the committee when required
- Liaise with captains of junior teams

SELECTION POLICY

Teams U11's-U18's all players are permitted to play A's.

Selection of A teams will be based on 3 trial games as well as the 1st three rounds of competition. The selection panel will be the current Club Development Officer and 2 other persons with no involvement of team. These 3 personal in conjunction with coach will be the sole adjudicators in selection process.

REPRESENTATIVE POLICY

Queensland Schoolboy Representative:

A part of the players levy will be met by the Aspley RLFC, subject to the amount set aside in the football club budget and the number of players eligible

Queensland Club Representative:

A minimum of 50% of the players levy will be met by the Aspley RLFC. This could increase subject to the amount set aside in the football clubs budget and the number of players eligible.

DRESS CODES

Juniors: Players, Managers and Coaches

- 1) Leagues club dress rules apply at all times when entering the leagues club premises
- 2) Current club shirt to be worn to and from all games
- 3) Current club shirt to be worn to and from all games
- 4) Suitable footwear (no thongs) must be worn by managers and coaches at all club games

Seniors: Players, Managers and Coaches

- 1) Leagues club dress rules apply at all times when entering the leagues club premises
- 2) Current club shirt to be worn to and from all games
- 3) Current club shirt to be worn to and from all games
- 4) Club shirts to be worn at after match presentations
- 5) Suitable footwear (no thongs) must be worn by managers and coaches at all club games

Committee:

- 1) Current club shirts to be worn when representing the club. (duty roster, zone meetings ect)
- 2) Suitable footwear to be worn (no thongs) when representing club.

MEMBERSHIP POLICY

- 1) All committee personnel must be current full members of the Aspley Rugby League Football Club.
- 2) The Aspley RLFC and the Aspley Leagues Club have dual membership status.
- 3) All coaches and managers must be current members of the Aspley RLFC.
- 4) All parents / guardians must be current members of the Aspley RLFC
- 5) All players 18yrs and over must be current members of the Aspley RLFC
- 6) Any player who turns 18 while playing for Aspley RLFC will have their 1st year membership subscriptions provided for free.
- 7) *If a membership is cancelled or suspended by either club (football or leagues) that member can not serve, coach, manage or play during that suspension or cancellation. **POINT 7 IS STILL TO BE RATIFIED***

LIAISON OFFICER

- 1) To represent the football club and communicate with the designated team throughout the season
- 2) To represent the football club at club sponsored bbq's
- 3) To reinforce club policies and procedures with team officials and parents
- 4) To provide a link between players and football club committee and represent team at committee meetings when necessary.
- 5) To attend 1 away game during the season and provide drinks for players.

INSURANCE POLICY

Under the QRL constitution, the club is required to take out basic compulsory insurance as accepted by the league for players, officials, and volunteers as set out in

the policy document. Teams are not permitted to participate in trial or fixture games until the premium is paid either in full or under a monthly debit authority.

The club is to ensure the following is implemented to avoid possible litigation:-

- Each player (18yrs and above) or parent / guardian (for player U7-U17) is fully aware of what the policy document actually covers and acknowledges same. Also, the club is not responsible for any out of pocket expenses whatever the circumstances.
- Coaches and/or Team Managers are to ensure any injuries at training or fixture matches are recorded and where necessary a claim form is promptly given to the parent/guardian or player for completion.
- The committees' designated insurance person is to be informed of any possible claim and a register maintained to avoid oversight. This will allow follow up to ensure lodgement time frame is met. The club is not responsible should the parent or player not provide the documentation within the time frame and the claim is disallowed.
- Should a parent or player not proceed with a claim for whatever reason the club is to be advised in writing thus limiting our responsibilities.

As the policy document does not cover any claim that falls under the Medicare ambit and is limited in its cover, the club strongly recommends *that parents and players have their own outside medical insurance to cover their own particular needs.*

TEAM ACCOUNTS POLICY

The team account is to allow teams in all grades to fund raise for an end of season break up which is for the benefit of the players and their families with current maximum levels of fund raising as detailed:-

- U7 – U9 \$ 50.00 per player
- U10 – U12 \$ 75.00 per player
- U13 – U18 \$100.00 per player
- Opens/Masters \$200.00 per player

Parents and players (18 and above) are to be fully involved in any fund raising decisions.

Where fund raising is to exceed these limits, team manager is required to submit a detailed account of proposal for committee decision. Such cases will be considered on their merits taking into account the level of financial burden on parents or players.

All teams are required to utilise the club's banking facilities. Apart from a cash float for sundry purposes of a maximum of \$100.00, all other funds are to be deposited in the teams account until required towards the end of the season.

All team managers are required to inform their parents or players of the team's fund position on at least a fortnightly basis through their newsletters.

Weekly team expenses (soft drinks, ice and 1st aid essentials) are excluded from fund raising limits. All other items including all club merchandise are to fall within the above limits.

The committee is to be informed in writing of any team sponsorship prior to its acceptance to ensure it complies with club policy and fund raising limits.

Team committee liaison officer is to inspect their particular teams account on a monthly basis, on meeting nights if possible, for the following:-

- Team is banking surplus funds to teams account
- Tax invoices/receipts are held for purchases
- Sight copy of team newsletter to ensure financial position is being advised and limit is observed.