



# 2017/18 STATE TEAM PLAYER HANDBOOK

FOR ATHLETES AND PARENTS



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## WELCOME

### AUSTRALIAN FUTSAL WELCOME

The Australian Futsal Association welcome you to the 2017/18 Representative Team to compete at the 2018 National Club Futsal Championships.

The purpose of this handbook is to provide athletes and parents with a reference guide to clarify questions on policy and management issues relating to the state team programs.

It is hoped that you will all become familiar with the contents of this handbook and keep it for a handy reference. If a particular issue is not addressed in this publication, please raise the issue with your Coach, Team Manager or contact Rep Co-ordinator from Australian Futsal

## BACKGROUND

Each year, States/Regions send boy's and girl's representative teams to compete in the National Club Futsal Championships - National tournaments run under the auspices of Australian Futsal Association.

Under 9 Boys National Championships  
 Under 10 Boys National Championships  
 Under 11 Boys National Championships  
 Under 12 Boys & Girls National Championships  
 Under 13 Boys & Girls National Championships  
 Under 14 Boys & Girls National Championships  
 Under 15 Boys & Girls National Championships  
 Under 16 Boys & Girls National Championships

Representing your state at the Australian National Club Championships is an honour reserved for the best group of players on and off the court.

## ONLINE ACCEPTANCE FORMS

Every player, coach, manager MUST fill out the online forms with the below information. Please be extremely careful when entering your details that it is the correct spelling and information.

- Team Information
- Personal Details (As stated on official ID – Passport, Driver's License etc)
- Transport (If applicable) & Payment Options
- Food Allergy, Intolerance or Lifestyle Choices (If applicable)

- Sleeping arrangements (If applicable)
- Medical History & Authorization Form
- Acceptance of Invitation/Parental Consent form
- Playing Equipment (included in levy)
- Optional Extra Gear Equipment

## ROLES AND RESPONSIBILITIES

### AUSTRALIAN FUTSAL ROLES:

AFA Futsal will:

- Advertise all coaching and team manager positions
- Announce appointment of Coaches and Managers
- Secure advanced bookings for travel as required
- Ensure that accommodation for the teams is booked as required
- Book training facilities for all team trainings
- Order All clothing

During the training process, and until the completion of the National Championships, AFA will:

- Support all coaches and managers through the provision of administrative service
- Lodge relevant paperwork with Championship Convenors, as well as specific tournament organisers
- Hold a team coaches technical meeting and provide ongoing support to the coaches for each program
- Keep the AFA Futsal website and Facebook page updated with information from the Championships.

### COACHES ROLES:

In compiling this handbook, Australian Futsal has sought to limit the responsibilities of the coaches as much as possible so that the greater part of their efforts are spent in team training, conditioning and handling of the team.

Policies in relation to teams are not set by coaches - only Australian Futsal can set policies.

The coach, upon his/her selection, shall operate under the direction of the Australian Futsal Technical department. The coach will confer with the technical director and make arrangements to conduct trainings. The Coach will also confer with the team manager to commence a close liaison particularly in areas of joint responsibilities.

### TEAM MANAGERS ROLES:

Team Managers are appointed by Australian Futsal (Not Coaches) and are responsible for a myriad of duties, but generally the health and well-being of the players. In collaboration with the coach, the team manager will have the responsibility of all off court activities associated with the team. The team manager will also act as liaison between coaches, parents and players. Other major responsibilities are:

- Coordinate the distribution of uniforms after players have made orders.
- Establish a good rapport with parents and participants
- Circulation of documentation
- Liaise closely with Australian Futsal Appointed Co-ordinator
- Manage & coordinate player's meals when away according to Meal rosters
- Manage & coordinate player's bus transport when away according to bus rosters
- Washing of team uniform & Dress Gear only
- Seek medical support when required
- Coordinate "off court" activities such as excursions. If time permits.

## PLAYERS ROLES:

Australian Futsal staff, Team Managers and Coaches will all demonstrate the utmost respect to every player. In return, it is expected that all players respect the Code of Conduct, as well as rules that are specific to their program. Players are to abide by Coaches and Managers directions as these people have the best interests of not only the individual, but the team in mind.

Players should:

- Arrive for training at times specified by the coach Warm up in accordance with coach's instructions
- Be dressed in futsal shoes, shin pads, etc. prior to commencement of training
- Have your drink bottle filled
- Attend all trainings, and games and if there is a conflict, advise the coach in advance. Treat your team mates, coaches, manager, other parents, game officials and opposition players with respect
- Be prepared to be challenged and step outside your "comfort zone" in order to develop as a player
- Accept new tactics, team mates, training methods and try new playing positions with enthusiasm
- Adhere to the Players Code of Conduct

## PARENTS ROLE:

We understand parents want to do everything they can to ensure their children enjoy a positive futsal experience. Australian Futsal requires assistance to ensure this can be achieved.

You can help by:

- Be supportive by having your child to their commitments on time helping them achieve good time management skills
- Prompt payment of fees in accordance with payment plans
- Adhere to the parents Code of Conduct
- Encourage your child to take responsibility for their performance using good nutrition principles to improve your child's diet
- Be a shining example of verbal self- control. Use positive phrases and don't coach your child, or other players, from the sideline
- Parenting and coaching are both challenging responsibilities. Understanding the roles of each, and following the proper channels of communication, will enable parents and coaches to work effectively together.

In most circumstances, the Team Manager can address the concerns of a parent; however on occasion, issues or concerns may arise that need to be discussed with the coach. These may include:

- Notification well in advance of any schedule conflicts or Health issues concerning the athlete
- Any distractions that may be affecting your daughters/sons athletic performance

There are times when it may be difficult to accept your child's court time or playing position on the team. It is important to understand that the Coach will make a judgement decision based on what they believe to be best for all team members, team performance and the overall State Team program.

Issues that *are not* appropriate to discuss with a Coach:

- Playing time
- Team Strategy
- Other Players
- Players position on the team
- Any decision made by the coach relating to futsal performance

## CODE OF CONDUCTS

### PLAYERS

As a player involved with the State Team Program, I agree to participate and abide by the following code of conduct:

- Respect the rights, dignity and worth of fellow athletes, coaches, officials and spectators
- Conduct myself in a dignified manner relating to emotions, language, attitude and punctuality
- Maintain high personal behaviour and standards at all times so as not to damage the reputation of Australian Futsal
- Care, respect and wear with pride uniform and the equipment provided to me as part of my involvement in the program
- Co-operate with all coaches and staff involved in my development
- Be frank and honest with all coaches concerning illness or injury and my ability to practice fully within the program requirements
- Work equally hard for myself and my team
- Participation in any particular game will be at the discretion of the coach Play by the rules

### PARENTS

As a parent of an athlete involved with the State Team Program I will participate and abide by the following code of conduct:

- Respect the rights, dignity and worth of fellow parents, athletes, coaches, officials and spectators
- Conduct myself in a dignified manner relating to emotions, language, attitude and punctuality
- Maintain a high standard of behaviour so as not to damage the reputation of Australian Futsal
- Accept decisions of all referees as being fair and called to the best of their ability (do not raise issues of disagreement publicly)
- Co-operate with all coaches and staff involved in my child's development and support their decisions. In most cases they are volunteers and without them my child could not participate
- Ensure that my child is frank and honest with all coaches concerning any illness or injury and the effect this may have on their ability to practice fully within the program requirements
- Ensure that my child cares for and respects the equipment provided to them as part of their involvement in the program
- The use of bad language and the harassment of players, coaches and officials will not be tolerated, which includes yelling out from the stands during a game
- Always encourage positive play and support any and all children's efforts to play

## ATHLETE AND PARENT COMMUNICATION

### Point of contact

Team Managers should be your first point of contact for anything relating to the State teams. The State co-ordinators will help you with any enquiry you may have regarding trials, selections and trainings.

Questions with regards to the State team travel and logistics should be directed to the State Team Co-ordinator whose information is on your selection letter.

## TEAM SELECTION

### Selecting the team

Choosing members of the team is the responsibility of the State Performance Manager and the State Team Coaching staff.

The task of selecting the team is not to select the 12 best players, but to select the "best team" of 12 players that will best represent a state at the Australian Club Championship. Talent identification principles require evaluation of sport specific skills, athletic ability, attitude and work ethics.

The selection criteria will include but is not limited to the following:

- Ability as displayed during Club Competitions, state trainings, as observed by the coaching staff

- Attitude, work rate and leadership skills to excel in a team environment will be considered paramount.
- Players with the following Attributes at various levels of the pathway:
- Physical– height, positional strength, Athletic Quickness, agility, endurance
- Dribble, Pass, Defend, and Attack, Shooting under pressure and when it matters most. “Feel” for the game
- Style of Play- adaption / Versatility
- Team Person - Character - Has an internal drive to be great; Helps his/her teammates be better
- Culture –Professional Behaviour on & off the court (Empowerment)
- Resilience - ability to handle adversity
- Work Ethic- Committed to get better

Willingness to accept and act upon feedback from coaches as well as the ability to play a role in the team will be considered.

Ability to execute an individual training program outside of scheduled trainings sessions is mandatory

A willingness to place State team commitments ahead of the individual’s club commitments.

*\*Subjectivity is an unavoidable element of the selection process*

## FINANCIAL

### Financial commitment

The privilege of selection comes with a financial responsibility. To help prepare you with saving towards this, Australian Futsal gives you a cost and payment schedule. As per selection cover letter.

Each player is charged a player fee which is calculated by Australian Futsal -Tours and Tournaments department based on costs from previous State teams attending Australian Club Championships.

The costs of our volunteer Coaches and Team Manager are also incorporated into the overall player budget

Please note that players will not be permitted to represent their selected state at the Australian Club Championships unless all fees are paid. If players have difficulty meeting this financial commitment you should contact Australian Futsal who will provide you with information on the assistance to meet your financial obligations.

### Withdrawals

To be able to offer you as well as all other tour members with the best experience and service possible, whether it be at a local tournament or a tour interstate. AFA needs all members to meet the requirements stipulated below.

Your acceptance of these terms and conditions are represented by your registration for the event.

If you withdraw within 10 days of deposit due date for the event you will be given a full refund minus \$50 Administration Fee.

If you withdraw after the 10 days of deposit due date and within 3 months of the event you will be given a refund on monies paid minus \$250 and minus any flights costs incurred.

If you withdraw within 3 months of the event you will not receive a refund of any monies.

Withdrawing can only be done by way of filling the in withdrawal/refund form online at <https://Austfutsal.formstack.com/forms/ttwithdrawals>

No verbal withdrawals will be accepted. Australian Futsal Association takes due care and diligence in providing this information sheet to you and are not responsible for postal or electronic errors.

Please include specific reasons for your withdrawal and include any medical certificates if applicable. No verbal withdrawals accepted.

On your selection letter that you have received, It will be stated the payment schedule for the event. All payments must be paid on or before those dates. Please make a note of these payments so that you do not forget, if you wish you are able to make full payment at any stage. Your levy will increase if you fall behind on your payments (please see financial section of this booklet).

## ADDITIONAL FEES STRUCTURE

	<b>Date:</b>	<b>Refund Amount</b>	<b>Fee Incurred</b>
Withdrawal from Competition	Within 10 days of deposit due date	Total Payments made minus fees incurred	Minus \$50 Admin Fee
Withdrawal from Competition	After 10 days of deposit due date and before 3 months of departure date	Total Payments made minus fees incurred	Minus \$250 Admin Fee
Withdrawal from competition	Within 3 months of competition departure date	No Refund given	
Late Payment on scheduled payment dates	As per selection letter – Unless prior approval from co-ordinator	N/A	Added Fee of \$50 onto account for each date missed
Flight Change Dates		N/A	Added fee of \$50 onto account for change of dates. Plus any additional flight price increases
Flight change details after flights purchased			Added fee of \$100 onto account for changes. Plus any additional flight price increases. If able to change.
Private travel to and from Competition if bus is included in levy		No reduction	Buses are still used throughout the competition.

## SPONSORS OR FUNDING GRANTS

Team sponsors and individual sponsors are welcome but approval must be gained from your regions technical Direction, and then AFA, this must be confirmed at least 3 months prior to the Championship.

Sponsors cannot conflict with Australian Futsal or Championship sponsors. Some players may be eligible for Grants (i.e. Indigenous Sporting Grant) and Local Councils may have money set aside in their budgets for assistance of a local sports person representing the state.



You will have to contact them individually to see if you qualify for those grants. Team Sponsor logos are permitted on travel gear, bags, and tracksuits at the cost of the sponsor. Please Note: No sponsor's logos on any team playing equipment.

## PLAYERS EQUIPMENT

Included in all players Levy

1 x Playing Jersey – With Players Surname (Home Jersey)	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL
1 x Playing Jersey – Without Players Surname (Away Jersey)-	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL
1 x Playing Shorts -	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL
2 x Playing Socks -	Kids 9-13, Youth 1-6, Adult 7-12
1 x Dress Shirt (Polo)	Sizes – Kids 10,12,14, Adults S, M, L, XL, 2XL, 3XL, 4XL, 5XL
1 x Dress Shorts (Walk Shorts)	Sizes – Kids 10,12,14, Adults S, M, L, XL, 2XL, 3XL, 4XL, 5XL

### Optional Extras (At an additional cost)

Playing Jersey (Home) \$40	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL
Playing Jersey (Away) \$40	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL
Playing Shorts \$30	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL
Playing Socks \$15	Kids 9-13, Youth 1-6, Adult 7-12
Dress Shirt (Polo) \$35	Sizes – Kids 10,12,14, Adults S, M, L, XL, 2XL, 3XL, 4XL, 5XL
Dress Shorts (Walk Shorts) \$30	Sizes – Kids 10,12,14, Adults S, M, L, XL, 2XL, 3XL, 4XL, 5XL
State Bag - \$43 –	One Size – Back pack
Towel - \$10	One Size
Futsal Cap - \$12	One Size Fits All
State Tracksuit Jacket - \$68	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL
State Tracksuit Pants - \$42	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL
State Hooded Jumper - \$55	Sizes – Kids 10,12,14, Adults XS, S, M, L, XL, 2XL, 3XL,5XL
State Singlet - \$20	Sizes – Kids 10,12,14, Adults S, M, L, XL, 2XL, 3XL, 4XL, 5XL

### Exchange/Return of Uniforms

Any Exchange on any unworn gear, will be at the discretion of the State co-ordinator. Exchanges can only be achieved from the availability for the size you require. Heat pressed gear (with Surname) WILL NOT be exchanged, this will be an additional cost to you.

### Numbering of playing Equipment

When a player registers via the online forms, they will be able to select a playing number. The Player is NOT guaranteed this number. If there is a double up of Numbers within the team, then a number not allocated within the team be given to one of the players. Only numbers 1 to 12 will be accepted.

## TRAVEL PRINCIPALS

### Accommodation – Travelling Teams Only

Australian Futsal applies the following principles pertaining to accommodation:

Accommodation sites will not be released until **one month** prior to competition commencing.

Where ever possible accommodation such as motels, self-contained apartments/ caravan parks.

Each athlete will have their own bed - no sharing of beds is permitted.

AFA respectively request that parents do not stay at the same accommodation as the team. This is to promote team cohesion and to assist in focusing each player solely on the team and the competition.

**Coaches & Managers** will be placed either:

- In Rooms with players
- In rooms with same sex adults.

If you have selected any of the sleeping arrangements on the online form, then you will be accommodated with another adult who has selected the same arrangement or similar

**Please Note:** Players (Your child) will most likely be roomed with other players from their team WITHOUT an adult in the room. (Due to rooming configurations) Teams that don't have Adults in the room with them, then the supervising adult will be accommodated close by.

### Flight Transport – Travelling Teams Only

- All athletes are expected to travel together as a team in Team Travel Gear and enclosed shoes only.
- When you register please include full name as stated on Identification (School ID, Drivers Licence or Passport etc) If you submit the incorrect spelling on your return documents (not those stipulated on your passport/birth certificate), \$100 Fee plus an addition airline fees.
- Air travel will be booked for the teams prior to travel by AFA
- Flight times will be released approx. 2 weeks prior to competition commencement
- All return airfares to National Club Championships are included in your player levy.
- Alternative return from Championship may be permitted (but not encouraged) and needs to be arranged and agreed to with the state co-ordinator as early as possible and in writing. This will incur an additional fee of \$50 (admin AFA) plus any additional flight price change or increase.
- AFA only permit return tickets – NO ONE WAY TICKETS
- Players that have flights included in their package will be picked up & dropped off from the arriving airport by coach (bus) and driven to the accommodation site and returned to the airport on departure day.
- Australian Futsal accepts no responsibility for changes to the flight details for the tour. Please be aware in some circumstances flight times may be changed by the airline themselves. You will be notified accordingly if this occurs.
- To ensure that you are on the same flight as your team, please pay your deposit by the due date. Australian Futsal can't guarantee that you will be on the same flight as your team if payments are not received by due dates. However you will still be travelling with a supervised Australian Futsal Group.
- For additional Fees incurred please read section “Additional Fees Structure”.

### Bus Transport – Travelling Teams Only

Players travelling interstate from Non flight areas will have pick up and drop off points on the online form that they fill out. If any of your pick up points or drop off points alter you must inform your regions co-ordinator in writing ASAP.

Players have the option of selecting private travel to and from the local area to the City of competition. If players select this option they must fill out the travel exclusion policy which can be found at <https://Austfutsal.formstack.com/forms/travelexclusion>

Players are to make their way to the accommodation site at 3.00pm on allocated day of arrival.

Australian Futsal take no responsibility for player/s not travelling with AFA allocated travel, until the person/s has reached the accommodation site and is in the care of the coach or manager.

Australian Futsal will hand over responsibility of player/s to their parents or guardians once they have left the playing venue or accommodation site on day of departure.

No reduction in Fees if you chose not to use the Bus transport to and from local area to competition destination.

### Bus Transport whist at Championships – Travelling teams only.

The players also have the use of the Coach (bus) during the competition to shuttle back and forth from accommodation site to playing venue. AFA will do pre-determined bus shuttle times. Which is given to coaches and managers prior. There are shuttle times in the morning and in the afternoon. (Please be aware you may be at the playing venue for hours at a time)

Teams need to be at their departure points for shuttle times at least 10 mins prior.

## FOOD AND BEVERAGE

Please make sure you mark any Food Allergy, Intolerance or Lifestyle choices on the online form. Failure to do this will result in AFA not being able to cater for your needs. AFA will not be able to provide if you notify accommodation leader whilst at nationals. Halal, Kosher, Vegetarian, Coeliac, Lactose intolerant, Anaphylaxis & No Seafood/Shellfish Allergy.

AFA recommend that if an athlete, coach require any other food outside the breakfast and dinner that are included in the levy that you bring them yourself.

### Breakfast – Provided in Levy for travelling teams

Each player is provided with a continental breakfast which consists of: Milk, bread/toast, condiments, juice, cereals & fruit.

### Lunch – Not Provided in Levy

(Please see section regarding Coles Online)

Each playing venue will have a Centre run canteen available. (Please note: AFA do not have any control over what centres offer or price they charge.)

### Dinner - Provided in Levy for travelling teams

Each player is provided with an evening meal, except the presentation evening.

### Coles Online Ordering – Recommended for travelling teams

A great idea for the team is to pre order snacks, water/sports drinks or supplies for your lunches. Extra Fruit etc. Coles will deliver to you on day of arrival and any other day that you may need at the accommodation site. As some accommodation sites can sometimes be remote.

<http://shop.coles.com.au>

## MEDICAL/ILLNESS AND INJURY PREVENTION

It is the Team manager's and coach's responsibility to ensure that the athlete's injury is managed in accordance with first aid procedures.

At no time should athletes share drink bottles with other athletes, due to the risk of infection. Athletes that are injured will be asked to provide a letter of clearance from a Physio or medical doctor before returning to training. In the event of a minor injury or ailment, the team manager or coach may be responsible for managing the injury.

You will be required to fill out a medical information section on the online acceptance form.

NOTE: It is the parent's responsibility to ensure that the student is adequately covered for medical, Hospital, dental and personal accident and injury insurance. Australian Futsal Association will not accept financial liability for such expenses if they should arise. Where supervision of the administering of medication is required while the student is away from home, parents will need to document details in separate correspondence to the team management.

## POLICIES

### Alcohol

AFA has a long standing policy forbidding the consumption of alcohol by players, whether of legal age or not, for the duration of all Australian Club Championships. This starts with the arrival of the first competing team / official and ends at the departure of the last competing team/official. All players are expected to adhere to the AFA policy and coaches and Team Managers will be informed to enforce this policy.

### Smoking

Smoking is not allowed at any site associated with an Australian Junior Championships. All sites and venues associated with the Australian Schools Championships are "Smoke Free Zones". This policy will apply for the duration of the Championship which starts with the arrival of the first competing team or official and ends at the departure of the last competing team or official.

### Insurance

if a player is injured at a national event the correct procedure is as follows:

- Player must notify the sports trainer/first aid at the competition
- The Sports trainer/first aid will make documentation of the injury.

### Further treatment for Injury post Competition

All injured players must seek medical advice and review of the injury from a medical practitioner prior to having treatments such as physiotherapy, x-rays etc. for the said injury.

GP or treating doctor in an emergency department – please note a first aid officer is not a legally qualified or registered medical practitioner and cannot prescribe or recommend treatment required for the injury this must be done by a medical practitioner to meet the policy guidelines

To read further information regarding Insurance claims please go to [www.australianfutsal.com](http://www.australianfutsal.com) > Insurance.

## Child Protection Policy

The purpose of this Policy is to promote children and young people's wellbeing and to protect them from harm. It outlines the organisation's commitment to developing a culture that recognises and promotes the safety and wellbeing of children and young people, and the implementation of risk management strategies that minimise and eliminate harm to them.

To view the Full Policy please go to <http://www.australianfutsal.com> > Insurance > Australian Futsal Association Child Protection Policy and Risk Management

Each coach and manager must have the relevant Blue card check or Police check from your relevant State.

## Bullying, Cyberbullying and Cyberstalking

AFA is committed to providing an environment that is free from bullying and regards bullying and harassment in all forms as unacceptable in our sport. Bullying has the potential to cause great anxiety and distress, and has the potential to result in significant negative health and well-being consequences to the person targeted by hurtful or derogatory comments or statements.

Most of us are passionate about our sport and in some instances bullying, perceived or actual, may occur out of frustration. Frustration at a teammate, coach, official, volunteer or sporting body should never be communicated on social networking websites. These issues should instead be addressed in a written or verbal statement or a complaint to the relevant controlling Association, club or peak sporting body.

AFA will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

## PARENTS / FRIENDS AT NATIONALS

Players will only have limited contact with parents, friends at the National Championships. This time is limited to after games if time permits and is usually only for 10 minutes or so in duration.

- Use this time to be supportive, but not critical
- Do not attempt to give coaching advice as it possibly conflicts with team rules and what the Coach is asking of your child
- Be respectful of all other team members when conversing with your child

A team that bonds well and plays for one another will achieve far more than a team of individuals not following team rules. As parents you have not been exposed to the team rules. Expressing your views about team performance or player performance is not helpful to the team harmony.

When at an Australian Championship, parents behaviour in the grand stand reflects on the overall impression of our state and players. Please adhere to all codes of conduct and good sportsmanship.

Australian Futsal supports a zero tolerance policy of bad behaviour towards referees and officials. At an Australian Championship, referees are regularly evaluated. Leave it to the Referee Evaluator to speak to the referees.