



Moorebank Sports Soccer Club

Member Handbook



President's Welcome

Welcome to Moorebank Sports Soccer Club (MSC) to all our returning members and those that are joining us for the first time.

Here at MSC we strive to cater for young and young at heart footballers of all ages and abilities. We encourage participation and growth in the development of our younger players and, for our older players to enjoy the thrill of a hard fought game, play fair and have fun.

Moorebank Sports Soccer Club is a member club of the Southern Districts Soccer Football Association (SDSFA). MSC participates in the competitions run by the SDSFA and is bound by all competition rules and by-laws issued by them. The southern districts area encompasses the Liverpool and Fairfield Council areas. MSC is one of the largest clubs within the Association and generally attempts to enter teams in all age groups.

Our mission underpins everything MSC does for the local community.

To provide opportunity for the youth of the area to participate in healthy, well organised competition at the most appropriate level to the individual's skill.

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Club History

The Moorebank Sports Soccer Club is a member club of the SDSFA. The southern districts area encompasses the Liverpool and Fairfield Council areas.

Moorebank Sports Soccer Club Inc. has been built upon the dedication and hard work of many parents, friends, players, and families over 50 years. Many thanks go out to all of those who have contributed to our club's success over the years; your involvement has been invaluable.

Established in October 1969, MSC was initially known as "The Clark Kiln United Soccer & Sports Club". The club catered for the sporting needs of children in the Moorebank, Hammondville, Chipping Norton, Pleasure Point and Sandy Point areas. In February 1970 the club's name was changed to Moorebank Sports Soccer Club and the Department of the Army allowed the club to use the old army parade grounds at Harris Creek.

Harris Creek Fields were across the creek from the current Hammondville Park. The club house was an old Nissen hut brought in by the army; its location situated approximately where the railway line is today. Although primitive in comparison to today's club house, during the 1970s film nights were held to raise funds, often attracting a full house.

Traditionally, MSC has had very strong ties with the army due to its proximity to Holsworthy Barracks. The Harris Creek grounds, and the club house were not the only involvement the army has had with the club. A high percentage of the club's juniors had army parents and many of the seniors in years gone by (and still to this day) were army personnel.

In the 1970s, MSC was one of very few clubs with access to grounds in pre-season. Many clubs such as Sutherland and other clubs from afar would request to play trial games at MSC's home ground. This popularity meant that the Harris Creek grounds were soon outgrown.

In 1975 the Club, supported by a petition from 1357 residents, approached Liverpool Council to make available two additional playing fields at Hammondville Park along with a request for the additional 16 hectares between those fields and Harris Creek to be developed as multi-sports grounds. In 1976, Hammondville Park became the new home of Moorebank Sports Club.

Over the next few years, improvements were made to Hammondville Park such as an amenities block, storeroom, canteen, and flood lights. Liverpool Council obtained the 16 hectares from the Commonwealth, which was transformed into two more soccer fields, three rugby league fields, three cricket pitches and a baseball field.

In 1979 a grant of \$100,000 was also received from the State Government to improve the fields.

The Soccer Code became a separate incorporated body in 2001. So was born Moorebank Sports Soccer Club Inc. as it is known today. MSC has enjoyed a sustained involvement with the neighbouring community reaching high levels of participation. In 1970, MSC fielded 7 soccer teams and had 98 club members. In 2023, we fielded 76 teams with over 800 players in all, paving our way to a stronger future in the greatest game of all for our local community.



Association Rules

The MSC Association Rules (known as the by-laws) are the fundamental set of rules that govern the operation of the club. They are available on our website.

MSC Code of Conduct

MSC expect all members (players, parents, officials, spectators) to abide by our code of conduct. The aim of the code is to ensure a safe and respectful environment for all so that games can be played with the highest regard for the wellbeing of our members and our opponents.

1. Act respectfully toward team officials and players of MSC and opposing Clubs.
2. Respect and follow the directions of MSC and opposing Club officials.
3. Treat all players and team officials with respect.
4. Act respectfully towards match officials at all times. Abusive language is unacceptable.
5. Avoid individual or collective behaviour, which may reasonably be held by spectators to be offensive.
6. Avoid all acts likely to incite spectators to violence or disorder.
7. Not make any remarks based on race, religion, gender, or ability or any such comments that may be regarded as politically incorrect and that are directed at any MSC or opposition Club, team officials, players, their family or spectators.
8. Make no detrimental statements in public (social media, radio, television, print or electronic media) in respect to the performance of any match officials, players, or any policy decisions of MSC, opposition Clubs, Southern Districts Soccer Football Association, Football NSW or Football Federation Australia.
9. Not use information technology to make or post inappropriate comments against players, clubs, club officials, match officials or governing bodies, which is discriminatory or offensive. Information technology includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, website postings (including all social media such as Facebook, Instagram, Twitter and blogs).
10. Abide by all relevant By-Laws (Rules & Regulations) and the Competition Rules that apply to competitions.
11. Respect the facilities and equipment of MSC, opposition Clubs and host venues.

Committee Positions

The committee is comprised of various positions that are elected at the Annual General Meeting. A summary of the roles and their responsibilities is shown. A number of positions are nominated as the

executive and have additional responsibilities that allow decisions to be made outside of the committee in extenuating circumstances.

The contact details for all our committee members are available on our website.

POSITION	RESPONSIBILITIES	2024 COMMITTEE MEMBER
<i>President (Executive)</i>	<i>Oversee and co-ordinate activities in accordance with the Club's Association Rules and Policies.</i>	<i>Daniel Flego</i>
<i>Vice President (Executive)</i>	<i>Undertake the role of the President in his/her temporary absence.</i>	<i>Graeme Westrup</i>
<i>Secretary (Executive)</i>	<i>The Secretary has the primary role of managing the administrative affairs of the Club. All official communications to the club are to be sent to the Secretary.</i>	<i>Holly Draper</i>
<i>Treasurer (Executive)</i>	<i>The Treasurer is the chief financial management officer for the Club and is responsible for the financial supervision of the Club to allow the committee to provide good governance.</i>	<i>Andrea Turiano</i>
<i>Senior Executive Officer (Executive)</i>	<i>The Executive Officer Seniors' primary role is to co-ordinate all aspects of the senior teams. This includes participating in team grading and allocations, all club communications and providing a point of contact for any enquiries from senior teams.</i>	<i>Tom Dewhirst</i>
<i>Junior Executive Officer (Executive)</i>	<i>The Executive Officer Juniors' primary role is to co-ordinate all aspects of the junior teams. This includes participating in team trials, grading and allocations, all club communications and providing a point of contact for any enquiries from junior teams.</i>	<i>Amanda Ford</i>
<i>Competition Secretary (Executive)</i>	<i>The Competition Secretary's primary role is liaising with SDSFA and the Club in matters directly related to competitions. This includes organising pre-season trial games and posting of competition draws for games played at Hammondville Park on the Club's notice board.</i>	<i>Steve Murray</i>
<i>Registrar</i>	<i>The Registrar has the primary role of managing the registration of all Club members, including players and team officials in the relevant registration and competition management systems.</i>	<i>Cristina Flego</i>
<i>Assistant Registrar</i>	<i>Typically the assistant will share the registrar role and perform the same duties related to member registration.</i>	<i>Stephanie Wilcox</i>

POSITION	RESPONSIBILITIES	2024 COMMITTEE MEMBER
Coaching Coordinator	<i>The Coaching Coordinator's role is to manage all aspects of the coaching program including, providing support and guidance, organising coaching courses and liaising with the club's Technical Director to ensure resources are available.</i>	Steve Murray
Publicity Officer	<i>The Publicity Officers' role is to manage all duties associated with the Club's social media and website.</i>	Greyce Fernandes
Fields and Maintenance Officer	<i>The Field and Maintenance Officers' role is to manage all aspects of the general maintenance of the amenities building, fields and adjacent spectator areas.</i>	Not filled
Equipment Officer	<i>The Equipment Officer's role is to manage all aspects of player kits and team equipment.</i>	Allison Andel
Canteen Officer	<i>The Canteen Managers' role is to manage all aspects of the canteen operation including management of stock, pricing and records.</i>	Narelle Murray
Fundraising Coordinator	<i>The Fundraising Co-Ordinator's role is to liaise with the committee to instigate and manage fundraising activities.</i>	Lanah Coutinho Sophie Potts Cassie Stokes
Sponsorship Officer	<i>The Sponsorship Officers' role is to manage all duties associated with the Club's sponsors including negotiating contracts, jersey design, ordering of sponsor related signage and banners.</i>	Tom Dewhirst
Mini's Coordinator	<i>The Minis Coordinator's primary role is to co-ordinate all aspects of the minis teams. This includes participating in team grading and allocations, all club communications and providing a point of contact for any enquiries from minis teams.</i>	Holly Draper
Ladies Coordinator	<i>The Ladies Coordinator's primary role is to co-ordinate all aspects of the girls' and ladies' teams. This includes participating in team grading and allocations, all club communications and providing a point of contact for any enquiries from the girls and ladies teams.</i>	Sophie Potts
Merchandise Officer	<i>The Merchandise Officer's role is to manage all aspects of supporter merchandise.</i>	Olivia Murray

POSITION	RESPONSIBILITIES	2024 COMMITTEE MEMBER
<i>Member Protection Information Officer</i>	<i>The role of the MPIO is to verify the Working With Children Checks of all applicable team and Club officials in accordance with the Football NSW requirements. The MPIO ensures that the club is in compliance with any requirements related to child safety and protection.</i>	<i>Stephanie Wilcox</i>
<i>General Committee</i>	<i>General Committee members play a vital role in assisting other committee members manage their roles and may also be tasked with managing projects individually or in groups, such as participate in subcommittees.</i>	<i>Pat Hatem Paul Banna Vanessa Read Lorraine Mendonca Christian Flego Mitchell Westrup Darrell Taylor</i>

Technical Director

MSC employs a Technical Director. The role of this position is to provide advice on a variety of matters related to the progression and improvement of club performance. These include:

- Assisting with trials and grading sessions
- Coaching and game day support including post-game video analysis
- Providing coaching resources and training
- Providing general information at coaches and managers meetings
- Providing advice to the club committee on strategic and performance improvement opportunities.

The 2024 Technical Director is Daniel Taylor.

Football4All

MSC hosts Football4All, a program designed for children aged 5 to 16 with special needs, is run by a dedicated co-ordinator.

Children will participate in activities on Saturday mornings aligning with the non-competitive season.

Canteen and Barbeque Volunteers

Each weekend of home games, canteen and barbeque volunteers are scheduled to attend. The schedule assigns teams to time slots and the team manager is required to fill the time slot with players, officials or parents of players.

Children under the age of 16 are not permitted to volunteer or be present inside the canteen or around the barbeque.

Child Safety and Child Protection

Moorebank Sports Soccer Club is committed to child safety and child protection.

The Member Protection and Information Officer and all committee members are required to undertake training as recommended by the Office of the Children's Guardian and agreed as required by the committee.

In accordance with Football NSW, every member performing an official role which requires interaction with children is required to have a cleared Working with Children Check. This includes all committee members. This is obtained from the Office of the Children's Guardian.

The Member Protection Policy and the Working with Children Handbook are to be read and understood by all committee members.

Weather Considerations and Field Conditions

Weather is to be considered for all outdoor club activities. Liverpool Council will close Hammondville Park should wet weather cause the fields to become inundated. They will usually make this status known at about 3pm.

MSC also has the ability to close the soccer fields. This will be advertised on the club's social media and the website.

On game day, the referee also has the ability to suspend a game due to rain that renders the fields unplayable or due to lightning.

Football NSW issues policies for lightning and extreme heat playing conditions which are available on our website.

Merchandise

MSC offers a range of merchandise for sale to all members of our community. This includes polos, jackets, trackpants, parkas, training bags and a number of other items. The Merchandise Officer arranges shop days when items are sold.

Seasonal Calendar

Premier League Men, Under 21 Men, Under 18 Boys and M-League Women Trials

Trials are held for the Premier League men's teams and the M-League women's team in November.

Division 1 Trials

Trials are held for Division 1 teams in December. Specific dates will be advertised on our socials and website. The sessions will be arranged by age year and players are to be turning the age of the group within the calendar year.

All Divisions Grading

Grading sessions will be held for all competitive divisions (other than division 1) beginning late January. Specific dates will be advertised on our socials and website.

The sessions will be arranged by age year and players are to be turning the age of the group within the calendar year.

Under 5 to Under 7 Team Allocations

Under 5 to 7 players (children turning 5, 6 or 7 during the current year) are invited to a team allocation day, usually held on a weekend in February. Teams are formed and coaches and managers are allocated. Parents will be asked to volunteer.

Registration Help Weekends

Two separate weekends are to be scheduled for registration help during January and February.

The registrar and assistant registrar will be available to assist anyone who requires help with the registration process.

Coaches and Managers Meeting

Prior to the season start, a general coaches and managers meeting will be held.

All coaches and managers are invited to attend.

Kit Bag Release

When kits and equipment are received, they are packaged into kit bags. These bags are to be collected by team officials. A time for collection is to be arranged. The team officials will distribute the kits to each player.

Training Space Allocations

Training spaces are allocated across all fields after grading is finalised. As a general guide, the following times are allocated:

AGE GROUP	ALLOCATED TIME
<i>Under 5 to Under 11</i>	<i>1 hour</i>
<i>Under 12 and above</i>	<i>1 hour 30 minutes</i>

Under 5 to Under 11 age groups are to be scheduled on the same afternoon, typically on Wednesday. This provides an opportunity for team members to become familiar with each other, foster collaborations and allows the Technical Director to meet with teams in an efficient manner.

Grass Roots and Skill Acquisition Training Course

Grass roots and Skill Acquisition training courses are arranged by the coaching co-ordinator for all new registered coaches.

The training is arranged through SDSFA and is usually held on a weeknight prior to the season commencing.

Senior Presentation

A senior presentation night is held for all players in age groups 17 and above in October.

Junior Presentation

A Junior presentation day is held for all players in age groups under 5 to under 16 in October.

The event is usually held at Hammondville Park and includes a number of activities for the children, such as jumping castles and water slides.

Annual General Meeting

The Annual General Meeting (AGM) is typically held in October or November, following completion of the soccer season. The meeting is open to all members, including life members.

During the AGM, new all committee members are voted into their nominated positions. Those wishing to nominate for a committee position are required to complete a nomination form and have it seconded by another club member. These are to be submitted to the club Secretary at least 1 week before the AGM.

Soccer Season Information

The season generally runs between late March and August. Dribl is the official competition management system. All officials are required to ensure they have access to the Dribl application.

Field 2 Midi Games (Small Sided Games)

Field 2 hosts three midi fields for age groups under 5, 6 and 7. The field for the first game of the day is required to set up by the MSC team and for the last game, to be packed up by the MSC team. This includes set up and pack up of the goals and benches. For set up arrive at the field at least 30 minutes before game time.

Field 2 Mini Games

Age groups under 8 and 9s play on mini fields. These are set up on Field 2. Teams are to ensure that dugouts and goal areas are left clean after each game.

Field 4 Mod Games

Age groups under 10, 11 and 12s play on mod fields located on Field 4 (the bottom fields closest to Sporties). The field for the first game of the day is required to set up by the MSC team and for the last game, to be packed up by the MSC team. This includes set up and pack up of the corner flags and benches. For set up arrive at the field at least 30 minutes before game time.

Field 1

Field 1 is the synthetic field and is used for age groups under 13 and up. Teams are to ensure that dugouts and goal areas are left clean after each game.

General Rules for Game Day

Game day rules are enforced to ensure the safety and wellbeing of all players and officials.

All teams are to submit a match sheet on Dribl and to confirm the opposing team. Before confirming the opposing team, check jersey numbers and player photos. Expect that the opposing team will want to check the MSC players as well. All teams are to carry a hardcopy of their identification cards. These will be made available by the club at the beginning of the season.

One Marshals (or Crowd Controller) is required to be entered into Dribl. A Marshal is to be a parent from the team that is responsible for ensuring the team's spectators are calm and respectful. This person must remain with the spectators, and not in the field of play or dugout area.

At least one Ground Official (Ground Marshal) is to be entered into Dribl. The Gound Official is an official of the host club. At MSC the names of the Ground Officials will be found on our noticeboard. If playing away, ask at the host club's canteen for the names.

The only people permitted on the official bench or dugouts are officials that are named on the match sheet. This includes only coaches, managers and players that are listed as starting or playing. Other players or officials that may be suspended or injured are not permitted on the bench and must remain outside of these areas.

Team officials are not permitted to coach their team on the field of play. They must remain in the dugout area or on the bench.

Parents are not permitted on the field of play. Should a game stoppage occur, the referee is the only person that will give permission for anyone to come onto the field. Where younger children require the attention of their parents, a team official is to accompany the child off the field.

Parents, coaches or managers are not to coach goal keepers from behind the goal.

Siblings of players or children of officials are not permitted to remain on the bench during game time. Should there be no alternative for child minding, the official is to remain outside the field area with their child. The minimum number of officials required on the bench is one and it is not necessary for all officials to be on the bench.

Training

A training schedule will be developed which will include a time and a field allocation. Team officials are to ensure that the times are strictly adhered to and that the field is ready for the next team.

Unregistered siblings are not permitted to participate in training sessions and parents must remain outside of the training area.

Southern Districts Protest, Disputes & Judiciary Committee (PD&JC)

Our association, SDSFA, run judiciary hearings on Monday nights. If a person or team receives a citation notice, they or representatives of the team will be required to attend the allocated hearing. Penalties may include suspensions, fines or deduction of competition points.

All fines issued to the club will be forwarded to the person cited.

Parent Responsibilities

All parents are reminded that their child remains their responsibility during training and weekend games. Parents of younger children are expected to always remain within the sight of the coach and/or manager.

Hammondville Park is a large facility with centralised amenities. Therefore, it is important for parents to be present to:

- Take their own child to the bathroom.
- Attend to their child if they need any assistance such as a drink, removal of jackets or to tie shoelaces. This assistance is to be provided off the field.
- Attend to any illnesses or injuries.
- Collect their child promptly after training or games.
- Attend to any other needs of their child.

Coaches and managers must have the contact details of a parent. If alternate arrangements are necessary for supervision, parents are to ensure their child is in the care of another trusted parent. Parents are expected to communicate with the coach or manager if there are any changes to the normal arrangement for supervision of a child.

Canteen

The MSC canteen provides an important revenue stream that is vital to the success of our club. Funds from the canteen are used to support the clubs ongoing utilities costs, provide trophies and presentation day activities, and a steady cashflow that helps MSC organise special events.

Teams will be scheduled for canteen duty during the season. This usually involves a three hour time slot where the team provides volunteers to serve in the canteen and cook on the barbeque. MSC will attempt to provide as much notice as possible and will work with teams when their game schedules change.

Teams that repeatedly fail to turn up for canteen duty or refuse to participate, may have a game forfeited.

Fundraising

The fundraising team will arrange activities that will support the club financially in order to provide the best experiences for our players. These may include raffles, chocolate drives, or club events such as trivia nights or discos.

If any member has a fundraising idea or would like to donate prizes to one of our events, please contact the club Secretary.

Photos

Individual and team photos are scheduled during the season. The schedule will be advertised. The club requests all players to attend their team photo, even if not ordering them. These are a great record for the club to keep as well.

Kit Bag Return

Following the season conclusion, kit bags are to be returned by all teams. Times for collection will be advertised and it is expected that a team representative will return the kit bag, clean and complete, during these times.

Committee Nominations for the Following Season

MSC is always looking for new volunteers to join our committee. Following completion of the competitive season, nominations are to be called for the following year's committee. Nomination forms are to be completed and sent to the Secretary.

The call for nominations is to be advertised to the members.

All committee members are voted in at the AGM.

Online and Social Media

Club website: www.moorebanksoccer.com.au

Facebook: <https://www.facebook.com/Moorebanksoccerclub?mibextid=ZbWKwL>

Instagram: <https://www.instagram.com/moorebanksoccerclub?igsh=amNvcWtobjR1MGoZ>

Additional Information

- *Football NSW, Lightning Policy – 22 February 2016*
- *Football NSW, Extreme Heat Policy – 9 March 2023*
- *Moorebank Sports Soccer Club Association Rules*
- *MSC Member Protection Policy*
- *MSC Working with Children Handbook*
- *SDSFA By-Laws - <https://sdsfa.com/wp-content/uploads/2023/09/SDSFA-BY-LAWS-for-2023.pdf>*
- *SDSFA Policies - <https://sdsfa.com/resources/>*