



Adelaide University Soccer Club

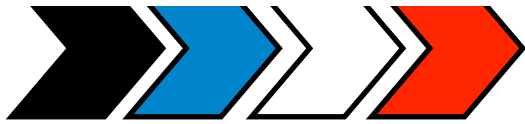
AUSC

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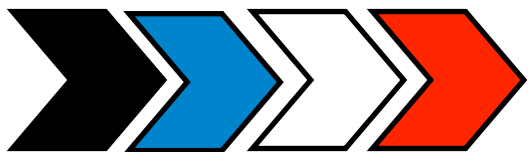
*STANDARDS
and
GUIDELINES*





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ForewordPart A

FOREWORD:

We are a club that is over 75 years old, established upon the proud achievements of past teams, players and volunteers, some of whom have become legends and others who achieved their own greatness quietly. The defining values that have made our club one of the most successful and biggest in South Australia and one of the most inclusive are:

INTEGRITY: PASSION: PRIDE: RESPECT:

As chairman of the AUSC, I am proud to be associated with a club that has achieved so much recognition through individuals who have represented Australia or who have played at the most senior level of the sport. Behind these individuals are team mates and team managers, coaches and volunteers who have given of their time and skills and continue to do so in order that all of our teams achieve what they set out to do. Because of these efforts, the club has grown and will continue to grow as further facilities become available, and as a result, we must have procedures and standards in place so that we can function as one club not as individual teams as has been the practice at times in the past.

We are one of the biggest clubs in South Australia with more than 500 players spread amongst our 5 major teams: AUSC Black, AUSC Graduates Blue, AUSC Graduates Red, AUSC White, , AUSC Women & Juniors, all under the umbrella of Adelaide University Sport (AUS) which administers 37 university Clubs known as The Blacks. As we become more accountable to the university, we must consolidate our teams and resources so that there will be uniformity amongst the clubs including adhering to the code of conduct set out by the AUS, the uniform guidelines and our own Constitution.


These policies and guidelines have been based upon the original AUSC Constitution and developed in consultation with team representatives, some of whom have been with the AUSC for more than 25 years and whose experience has been instrumental in developing these standards and guidelines. The planning meeting held in August 2012 was the first meeting of its kind to put forward a plan for our future growth and this included input for these standards and procedures. As a result, we have an overarching document to which individual team policies are linked.

These Standards and Guidelines apply to all members of the AUSC with a distinct section detailing responsibilities pertaining to junior teams but not separate from the general policies and guidelines.

The Standards & Guidelines are binding upon all members of the AUSC.

CHRIS HARALAM

AUSC Chairman



Aims and Purpose

AIMS:

The aims of the Adelaide University Soccer Club are to provide:

1. a sporting opportunity to all Adelaide University students, graduates, staff & their children
2. the opportunity to the wider community to be part of a dynamic, traditional and progressive club
3. the opportunity for young people to develop their skills and aspire to excellence
4. a pathway for all players to compete socially or competitively at the highest possible standard
5. the best of coaching staff to cater for the needs of all of our players from the junior, developing levels, to the most senior competitive teams

PURPOSE:

The purpose of the Adelaide University Soccer Club is to:

1. administer teams where all individuals are treated fairly and equitably and where everyone treats each other with dignity and respect
2. to provide a safe and enjoyable environment where everyone feels that they are achieving their individual goals
3. Continue to develop a sense of belonging to our community
4. continue to promote the sport through skills enhancement, player support and expansion of our junior base to promote sustainability
5. extend the freedom to everyone involved to enjoy their positions within the club and satisfy their love for the game
6. unify our teams through our passion for the game and desire to belong to a dynamic and innovative club

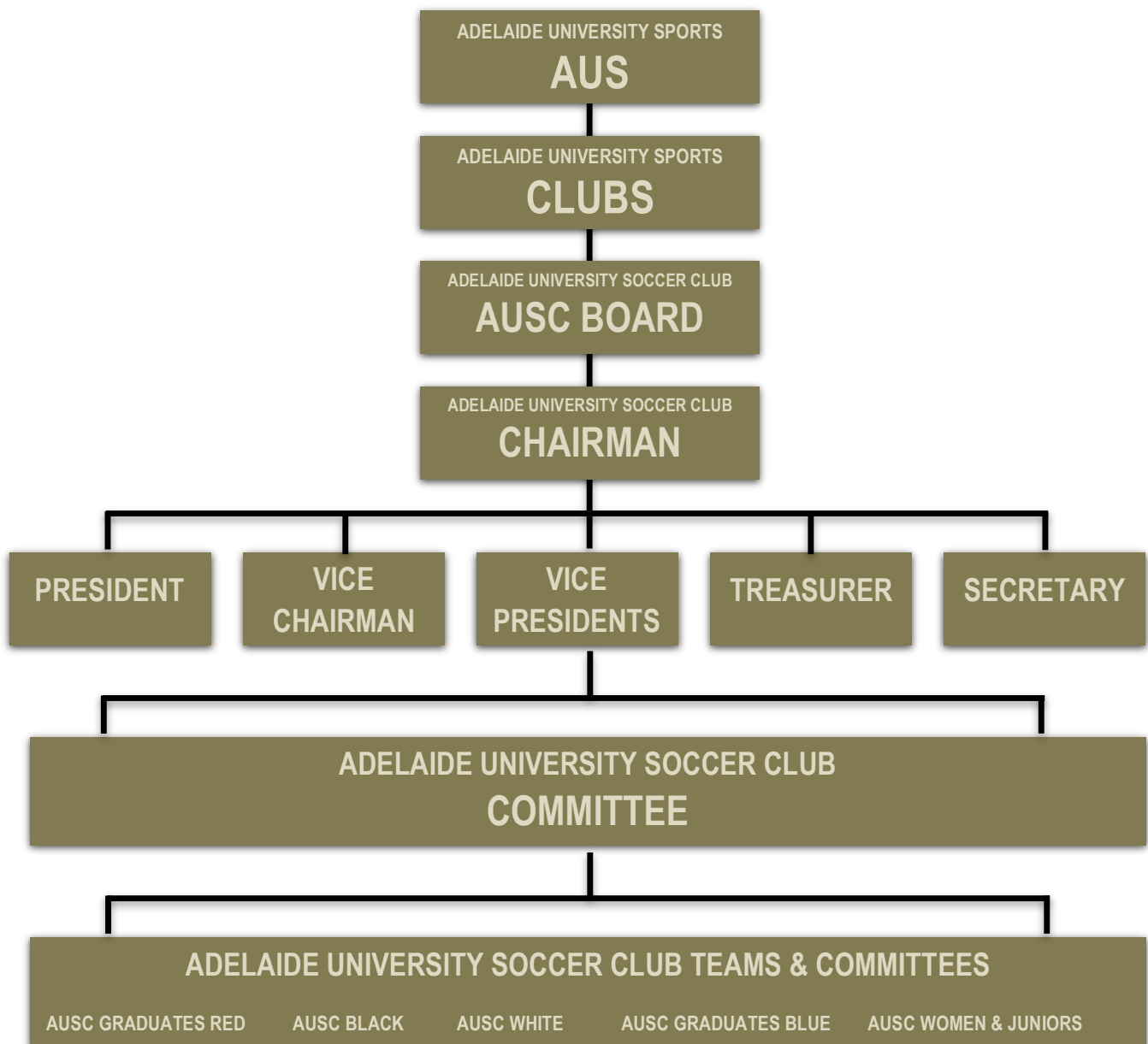
1 ADMINISTRATION OF OUR POLICIES, GUIDELINES AND STANDARDS & CLUB STRUCTURE

All policies, guidelines and standards will be administered by the AUSC BOARD which is responsible to Adelaide University Sports (AUS).

Teams are required to adhere to the policies, guidelines and standards as set out by the Board

All players and officials (including volunteers and spectators) will adhere to the policies, guidelines and standards as set out by the Board.

STRUCTURE



2 INTERPRETATIONS

1. **“The Team”:** Each of the 5 Main teams (AUSC Graduates Red, AUSC Black, AUSC White, AUSC Graduates Blue, AUSC Women & Juniors) will be referred to not as “club”
2. **“The Club”:** Adelaide University Soccer Club and one of the managed clubs under the AUS
3. **“Squads”:** Each sub-team under the main team
4. **“Official”:** Anyone in a volunteer capacity such as a team manager, committee member, match day steward, social committee member, parent helper
5. **“Team Vice President”:** One for each Team to be head of the Team Committee and a Board member
6. **“General Manager”:** One for each team to administer the day - to - day running of the main Team and to report to the Vice President
7. **“Team Manager”:** The official assisting the senior coach and other coaches
8. **“Chairman”:** Head of the AUSC
9. **“President”:** Second to the Chairman and deputises for him
10. **“AUS”:** Adelaide University Sport
11. **“AUSC Constitution”:** Rules and Regulations governing the administration of the Club as set out by the AUS Constitution and The Act “Associations Incorporations Act 1985 (SA)”

3 APPOINTMENT OF COACHES & TEAM'S RESPONSIBILITIES

1. Each team has the responsibility of advertising for and appointing their coaches.
2. Approval for that appointment will be granted by the Board before the position is offered to the individual
3. All paid coaching positions will be contracted for one year under a standard contract agreement
4. All non-paid coaching positions will be for the duration of one season
5. All volunteer and interim coaching appointments will be determined by the individual team and appointed individuals will comply with expectations and codes of behaviour as though having been contracted
6. Requirements for appointing coaches and officials will be communicated to the Board through the Chairman prior to advertising for a position
7. Remuneration for coaches will be determined by each team on the basis of responsibilities and merit but a maximum remuneration will be set by the Board as it sees fit.
8. The contract will be binding between the appointee and the AUSC, not the individual team

4 APPOINTMENT OF AND ROLES & RESPONSIBILITIES OF TEAM OFFICIALS

Team officials will be appointed by The Team and the *General Manager* of The Team must *outline their role* (as per the Standards and Guidelines) *in writing prior to offering the position*. All officials are expected to adhere to their responsibilities as outlined in this document under “expectations of” and where responsibilities have not been outlined (eg social volunteers), individual teams have the responsibility for making guidelines known.

1. Role of the Team Committee:

1. To administer The Team
2. To uphold the codes and standards of the AUSC and the University
3. To appoint coaches and official according to the Standards and Guidelines
4. To present the Standards and Guidelines to all players and officials and ensure compliance
5. Discipline in the first instance when players or officials are in breach of AUSC and AUS Codes of Conduct
6. To inform the Board in a timely manner, of issues that may affect the AUSC
7. To be responsible to the Board at all times and abide by Board decisions affecting their Team

2. Role of the General Manager of the Team

1. The role is clearly outlined in the AUSC Constitution and the Team Manager is to be familiar with this document. Failure to have read the AUSC Constitution will not constitute as a defence in the case of misconduct and or disciplinary matters.
2. The Team General Manager is responsible to the Vice President representing the Team
3. The role of Team Manager is an elected position by members attending the Team Annual General Meeting

3. Role of the Vice President of the Team

1. The Vice President of the Team is the head of the Team Committee representing the interests of the Team as a member of the Board
2. The Vice President presides at meetings unless delegated to the General Manager

3. The Vice President of the Team will be the first point of contact with the Board in official matters
4. The position of Vice President is elected at the Annual General Meeting of the Board
5. Candidates for the position of Vice President of a Team are put forward by the Team Committee

4. Role of the Board

1. The Board is responsible for administering the AUSC and all of its members and facilities and equipment in accordance with the AUS constitution and the AUSC Constitution.
2. The responsibilities of the Board are outlined in the AUSC constitution and power is invested in the Board by the Constitution to make binding decisions in matters affecting the AUSC and its members.

5. Role of the Chairman

1. The Chairman is the head of the Board and the AUSC and will make such decisions as invested in him by the AUSC Constitution
2. All members of the Board report to the Chairman and are responsible to the Chairman in all matters affecting the AUSC
3. The Chairman is elected at the Annual General Meeting of the AUSC

6. Role of the President

1. The President of the AUSC steps in for the Chairman in all matters concerning the AUSC in the absence of the Chairman and all duties and powers of the Chairman are invested in the President
2. The President is elected at the Annual General Meeting of the AUSC.

All the responsibilities of the Board are outlined in the AUSC Constitution which can be made available on request

5 ENTRY OF TEAMS INTO THE AUSC

1. Where there is a request from any individual or organised group to enter a team in any of the competitions with which the club is involved, this request must be made in writing directly to the Board (via the Chairman) which will make a determination through the committee at the AGM.
2. Where existing teams require to expand their squads, they must make the request to the Board prior to the AGM.
3. The de- registering of any team will be the sole responsibility of the Board unless the team does not have the numbers or support to continue as part of the AUSC.
4. The Board has the power to increase or decrease the number of squads according to the availability of resources and the ability of the Team to administer their squads.

6 FEES AND CHARGES

All players, coaches and officials are required to pay a fee which will cover:

1. The use of the Adelaide University administered sports facilities
2. Insurance
3. Cost of competing in relevant Leagues
4. Other (as set out by individual teams for uniforms, equipment, social events and not limited to these)
5. Players are responsible for paying their fees no later than April 30th in each year after which a “no pay – no play” policy should be enacted unless individual arrangements have been made by the player with the team management group.
6. Any early bird discounts and refunds are up to the discretion of the management of each team
7. The base fee will be set out at the start of the season by the Board when costs from the appropriate leagues have been passed on to the Board and teams are encouraged to set the remainder of their costs immediately after.

7 SPONSORSHIP & FUNDRAISING

1. Each team may pursue their own sponsorship agreements
2. Sponsorship agreements and benefits will be communicated to the Board upon settlement
3. The Board will communicate the monetary benefits of each sponsor to the AUS
4. The Board shall continue to engage major sponsors to represent the AUSC
5. Where the major sponsor is engaged, individual teams will not endeavour to engage their own sponsor if it is likely to present a conflict of interest. That is, we cannot have more than one sporting good sponsor if the major sponsor is a sporting goods company.
6. Fundraising is left to the discretion of the management of each team

8 ISSUES RESOLUTION

All members of the AUSC are required to follow the process for resolving conflict and disputes as outlined in this document.

This process is required to be followed before any member of the AUSC is excluded from the club unless there is a clear breach of policy by a committee member or the full committee towards an individual who may then go directly to the Board as outlined.

9 COMMUNICATION

All communication within the AUSC, the AUS and any outside bodies that has the potential to impact upon the club will be made in accordance with the guidelines listed in this document.

10 EXCLUSION OR EXPULSION of PLAYERS and OFFICIALS FROM THE AUSC

1. Players, coaches or officials may be prevented from joining the AUSC if they have a proven history of behaviour that is at odds with the AUSC CODE OF CONDUCT.
2. Players, coaches or officials will have their memberships to the AUSC revoked if it is shown that their behaviour is at odds with the AUSC CODE OF CONDUCT
3. Exclusion of players, coaches or officials will be managed through the Issues Resolution Process.
4. The Board will make the final determination in the exclusion or expulsion of a player, coach or official from the AUSC

The Board has the power to refuse membership to any coach, player or official to the AUSC if they have, by previous and/or current acts, shown to be a threat to others, a disruption to the administration of a Team, at odds with the philosophy of the AUSC and damaging to the image of the University and the Club.

EXPECTATIONS AND GUIDELINES

11 EXPECTATION OF COACHES

- 1.1 Coaches will be selected by the individual teams** but their final appointment is made by the Board and they are ultimately responsible to the Board.
- 1.2 The Board is responsible for the dismissal of any coach** for misconduct or breaches of the AUS Code of Conduct.
- 1.3 Coaching methods should support team standards** and AUSC Aims and Outcomes
- 1.4 In situations which give rise to grievances**, coaches are to follow the ISSUES RESOLUTION model outlined in this document.

12 RESPONSIBILITIES OF COACHES

- 2.1 Provide a safe and secure area for training**
- 2.2 The senior coach has the responsibility of selecting** the A squad from the A and B squads and thereby has a direct influence upon the squads immediately below. However, there is a need for clear communication with all other coaches and team managers so that standards are established and understood.
- 2.3 Maintain clear, open and honest communication** with players, other coaches and team managers and be receptive to reasonable advice or suggestions for improvement
- 2.4 Present yourself as a role model** by conducting yourself with integrity so that your players and others associated with your team emulate good behaviours
- 2.5 Abide by all expectations and directives from the AUSC Board and the AUS**

13 GUIDELINES TO ASSIST IN ACHIEVING THE EXPECTATIONS

13.1 Provide a safe and secure area for training

- 1. AU Sport provides grounds and facilities for safe training but each coach and team is to assist in maintaining our grounds to the best possible standards by following AUS procedures for ground maintenance including the non wearing of boots as prescribed by the AUS and doing high agility work off the playing areas.
- 2. Coaches are required to assess the area for suitability of the type of training they are to do as weather conditions may have altered the playing surface

3. Conduct your training in an area that is sufficiently lit to provide suitable visibility for all players
4. Comply with the AUSC request to share training facilities when restrictions are imposed by weather conditions or AUS requirements for the grounds.
5. Liaise with other coaches and/or Team VPs using the grounds to apportion according to needs
6. Cease all training in the event of lightning and get players to a safe area and do not resume activities.
7. Cease training when there is heavy rain and resume activities if it stops in an appropriate time
8. Follow FFSA guidelines for training and playing in the case of extreme heat
9. Present your squad selection to your assistant coach, captain and team manager for comment and input at a suitable time before the match so that changes can be made without damaging the self – esteem of the players who hope to make it but do not. Communication to affected players in a timely manner is essential.
10. You will have to make the difficult decisions to cut players but let them know why they have not been selected and do so with positive communication.

13.2 Consultation

Consult with coaches and team managers above and below the age or skills group that you are training for player movement as part of the development philosophy of the club.

It is imperative that you maintain open dialogue with the other coaches with whom you have a direct influence.

1. Set some regular time aside so that you can all get together to discuss issues that have arisen during the week and are relevant to your teams. These weekly meetings although desirable may not always be practical so a monthly meeting should be scheduled preferably away from a training night to discuss immediate and long-standing issues. This will go a long way in preventing conflict situations.
2. *These meetings should involve coaches and team managers of all of the squads of The Team and headed by the Senior Coach.*
3. All suggestions for improvement should be taken on board as long as they are reasonable in affecting positive changes.

13.3 Coach's Autonomy

As a coach you have the autonomy to make the final selection of your team without undue influence from others and you must extend the same courtesy to the coaches with whom you have an influence. However, you *must conform to the hierarchical structure of the Team and submit to the request of the coach and team manager above you.*

13.4 The senior Coach

At the senior level, the senior coach will have the final say on player movement up or down after the process of consultation has been followed and will communicate player requirements to the teams below in a timely

manner to avoid undue pressure on the other coaches to make late selections. No less than 24 hrs notice should be given in this regard.

13.5 Open Communication

Maintain clear, open and honest communication with players, other coaches, team managers and be receptive to reasonable advice or suggestions for improvement

1. You must keep all officials assisting you and your team informed of all decisions that affect them.
2. At the outset, communicate your expectations clearly and diplomatically by letting them know what it is that you expect of them in their roles.

13.6 Develop Player Potential

Maintain a proactive role in developing each player's potential and be positive and encouraging at all times.

13.7 Use Available Resources

1. skilled players from within your team for one –on – one basics
2. coaches from the other teams
3. visiting specialist such as goal keeping coaches

13.8 Encouragement

Encourage players at all times and *never tell them that they won't make it* but point out what they need to do so that they can make it. Maintain their enthusiasm and self-esteem.

13.9 Role Model Behaviours

Present yourself as a role model by conducting yourself with integrity so that your players and others associated with your team emulate good behaviours.

1. At all times maintain your integrity as a coach (do the right thing even if it is difficult at the time)
2. Do not berate players when you are angry
3. Do not belittle anyone especially in view of other people
4. Be mindful of your tone and body language when you are advising your team during games and beyond
5. Avoid arguing or blaming
6. Do not physically, verbally or psychologically abuse anyone
7. Do not swear at anyone even if you think it is to make a point

13.10 Breaches of Guidelines

Coaches who breach these guidelines and adversely affect the playing opportunities of individuals or bring disrepute to the club, will be asked to present themselves to the

14 EXPECTATION OF TEAM MANAGERS

It is encouraged that every senior squad has a team manager to allow for the coach to coach and not be involved in administrative matters that distract them from their role to provide the highest quality coaching for their team.

Team managers shall ideally be volunteers selected by each team on a yearly basis and shall:

1. Accept and promote all policies, procedures and standards of the club
2. Be the first reference point for players, parents, coaches and league officials
3. Assist the coach of the assigned team as required during training and games
4. Act in a proxy role to the coach in maintaining communication with other coaches and their squads and conduct training sessions if capable.
5. Be responsible for all record sheets (training and games)
6. Be responsible for having the team sheets completed in a timely manner that will not delay a game
7. Ensure that all equipment necessary for training or games is promptly in place and removed to storage at the end of training or games
8. Ensure that change rooms are unlocked at the start of training or games and locked afterwards
9. Ensure that change rooms are left in a clean and tidy state
10. Convey any messages to the opposition (such as warming up off our pitches before a game and picking up rubbish at the end of the game)
11. Attend to injured players unless a dedicated first aid official is appointed
12. Ensure that uniforms and training bibs are allocated to be cleaned
13. Ensure that any players who have been injured or sent off are escorted away from the field
14. Ensure that the team's spectators are informed of their responsibilities under the AUSC Code of Conduct
15. Any other duty as deemed necessary by the coach

15 EXPECTATIONS OF PLAYERS

A separate document outlining player code of conduct has been developed in line with AUS and should be referred to for more detail. **(Appendix A)**

1. All players are to adhere strictly to the Player Code Of Conduct
2. *All players who are competing or would like to compete at a high level, have a duty to the Senior coach and must be available for training and match days when requested but have the right of refusal under exceptional circumstances.*
3. *Players who are competing in a social competition reserve the right to remain in that competition and not be coerced to compete at a higher level.*
4. When requested, players will be punctual to disciplinary meetings conducted by the AUSC
5. Be respectful to each other and conduct yourself in the manner that you would have others conduct themselves to you.
6. Be respectful to all officials particularly referees regardless of their decision - making
7. Under no circumstances is your behaviour and attitude to bring disrepute to your team, team mates and particularly to the AUSC.
8. Be on time for training and games and let your team manager or coach know if you will be late or unavailable
9. Report any injuries immediately to the team manager

10. Show respect to yourself and give your best at all times

16 EXPECTATIONS OF ALL OFFICIALS (ALL COMMITTEE MEMBERS)

1. All members of the AUSC serving in an official capacity must set for themselves the highest standards of conduct.
2. They must follow the requirements of the code of behaviour as set out for the coaches.
3. They must conduct their duties according to the AUSC Constitution and Standards and Guidelines and follow all procedural requirements regarding attending meetings.
4. *The Board is invested with the power to remove any official or full standing committee from the AUSC in the event that the rules set out by the Constitution and the Standards and Guidelines are contravened OR individuals and groups are promoting a culture within The Team that is clearly deemed to be damaging to the image of the Club and the University.*

17 EXPECTATIONS OF SPECTATORS

17.1 The behaviour of spectators is a direct responsibility of the management of each of the squads as their conduct reflects upon the whole of the Team and the AUSC.

17.2 It is the obligation of each team to inform their spectators of the code of conduct of the AUSC and its application to their support of the team.

17.3 It is the responsibility of the Team to manage the behaviour of their spectators

1. The AUSC encourages active and positive support of your team but spectators are required to conduct themselves with integrity at all times so that the AUSC and the Team does not fall into disrepute. This means that spectators do not become involved in arguments with the opposition, players, officials or others that is likely to escalate into conflict.
2. Spectators are not to give instructions to the players; this is the responsibility of the Coach and anyone who he/she delegates.
3. If spectators wish to bring up any issues, they should approach the team manager in private to discuss.
4. The AUSC encourages spectator participation in our club but must not interfere with team selection, coaching styles and tactics or the way the team is administered.
5. Spectators are encouraged and welcome to get involved in the social aspects of the team as a volunteer by approaching the Team Manager in the first instance.

18 COMMUNICATION GUIDELINES

18.1 Communicating for all situations:

The effectiveness of what we say and how the other person responds is determined firstly by the way people see us (our body language 49%), secondly by the way they hear us (tone 36%) and lastly the words we use (15%).

So, be mindful of your body language and the way you speak.

Under no circumstances should any coaches, managers or other team officials talk about a player or colleague in a derogatory manner in front of their teams, spectators or parents or to any other AUSC member in a social setting.

If you have an issue with a team official you must follow the required Issue Resolution model outlined in this document.

18.2 Guidelines for Positive Communication

18.2.1 Person to Person (verbal)

1. Approach a conversation when you are not agitated or angry
2. Keep a moderate tone and take personality out of the conversation. You will be judged more by how you say something than what you say
3. Be complimentary where you can
4. Accept that other people have opinions with which you will not agree and respect them for this
5. Listen to what the other person is saying without interrupting. Wait until they have finished before responding
6. Never put them down for their opinions
7. Focus on the positives and try to find solutions to the negatives
8. Thank the other person

18.2.2 Communicating through emails, texts, Face Book, Twitter or other forms of electronic medium

1. The electronic form of communication is becoming the norm in our everyday activities and, although it is instant and effective, it comes with a price. The other person cannot see your eyes or gestures nor hear the way you are speaking and therefore, we hear the tone that we think is there and can embarrassingly misinterpret what the sender is intending.
2. Under no circumstances should you send an email or text when you are angry. It is wiser to write your frustrations on paper and later send the message with the facts and not the emotion
3. Do not send abusive emails or texts to anyone. This refers to all forms of electronic communication
4. When on AUS business, emails and texts should focus upon facts not personalities (e.g. If you are writing to any of the Leagues to express concerns)
5. Call the other person if you have found an email or text to be offensive or derogatory. It may not have been intended that way

18.2.3 When on the field as player, coach, official or spectator

Clever sledging is part of our game and when it is in fun, the opposition will accept it and will return in kind but the following will not be tolerated and will be dealt with seriously.

1. Any abuse of the opposition, own players, officials or others

2. Shouting at any players unless you are the coach and need your instructions to be heard
3. Any personal remarks that will damage esteem especially at the junior levels
4. Any racial comments
5. Blaming individuals for the poor performance of a team and therefore damaging their self - esteem (particularly important at the junior levels)
6. Negative comments regarding a player's ability without encouragement for improvement
7. Swearing (be aware that there may be small children in the vicinity)
8. Aggressive body language that is likely to incite responses in kind. Avoid this by staying in one area and not pacing the sideline
9. Abusive responses to comments from opposing spectators

18.2.4 Formal Communications

Where you need to communicate to outside bodies such as the different leagues, sponsors or councils in regards to any matter that requires the use of the AUSC name, you must first obtain clearance from the Board by addressing the Chairman through email or letter. This includes:

1. any activities that are planned to showcase the achievements of the AUSC whether at an individual or team level.
2. promotion of an event such that is intended for publication in the print or electronic media
3. A response (e.g. an appeal) to a disciplinary matter

Individual communication to bring issues to the attention of the Board (that is not part of the Issues Resolution process) can be made person to person with any members of the Board.

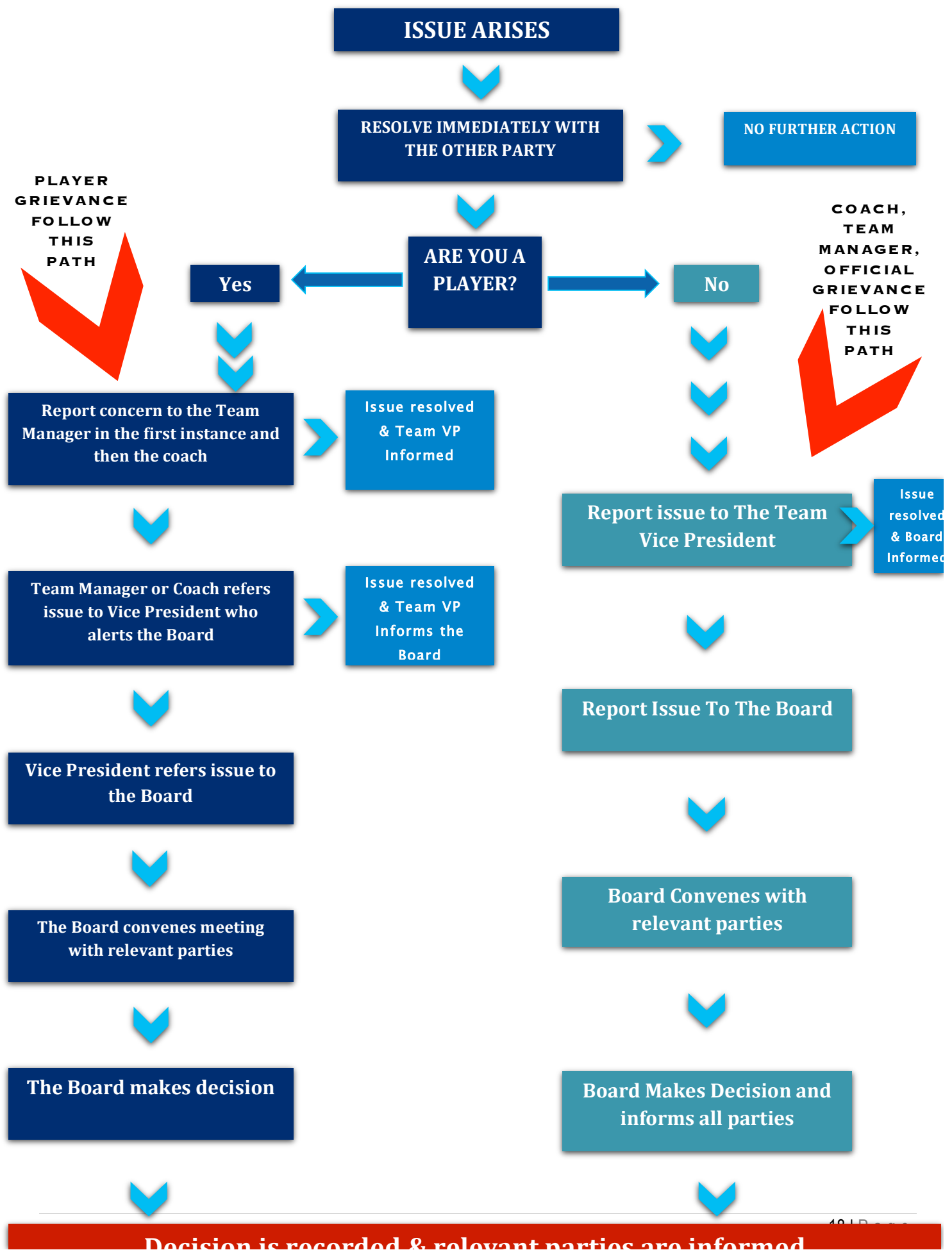
19 ISSUE RESOLUTION PROCESS FOR ALL MEMBERS

All members of the AUSC are required to follow the following model for to resolve issues, disputes and conflicts

The majority of conflicts or issues can be eliminated at the first step. However, when they are of such severity that they cannot be resolved early, the following steps should be followed.

In a few instances, the conflict could be of such severity or sensitivity that the individual or group cannot approach the immediate contact and therefore have the right to approach the Chairman or President of the AUSC who will convene a Board meeting.

Where the conflict is of such severity or the situation is sensitive, and the individual or group cannot approach the immediate contact as outlined below, any member of the AUSC has the right to approach the Chairman or any member of the Board either personally or in email, and a meeting of the Board will be convened to assist in resolving the issue.



19 GUIDELINES AND STRATEGIES IN THE ISSUES RESOLUTION PROCESS

STEP 1 Resolve the conflict yourself

1. At the first sign that there is going to be a problem, approach the other party when you are calm, never in anger
2. Do not involve other people at this stage
3. Talk about the problem and not the person. Start with a positive if you can
4. Tell them how their actions have affected you.
5. Do not blame.
6. Let them give you their point of view without interruption but ask for clarification if you are unclear on any point
7. Together, focus upon the main issue that is causing the disagreement and work on what you can agree upon
8. Focus upon what you can do from this moment forward not what has occurred
9. In order to come to an agreement both parties may need to concede some ground to provide a “win-win” situation
10. Thank the other party for their time

STEP 2 Report the issue to the team manager or coach

1. You may require to go directly to this step if you cannot approach the other party or you have approached and they have been obstructive.
2. In the first instance, inform the team manager to allow the coach to deal with more pressing issues with the team
3. The team manager should approach the other person to resolve

STEP 3 Team management is informed

1. You may require to go directly to this step if the nature of the conflict warrants it
2. The team management will call a meeting with all personnel involved as this will have escalated to include others such as witnesses
3. At this stage the Board shall be informed through the chairman, of the impending meeting
4. The Board will be informed of the outcome in the event that it has to go to the next step

STEP 4 The Board meets with the disputing parties

Any individual can approach any member of the Board with concerns if they feel that they cannot comfortably take the matter to the team manager, coach or team management group. The Board will then inform the relevant parties of the dispute and arrangements will be made for a meeting or disciplinary hearing.

This meeting shall outline the options to each of the parties involved and will make a decision in line with AUSC policies and guidelines.

GUIDELINES FOR JUNIOR TEAMS

These guidelines are to be used in conjunction with the preceding guidelines as set out for all coaches, assistants, parents and spectators and should not be read simply on their own.

20 SUITABLY QUALIFIED COACHES

The AUSC (through individual teams) makes every effort to appoint suitably qualified coaches and to train aspiring coaches to get the right qualifications.

- 1.1 **Your training should incorporate** the drills and tactics that will best develop each individual and the team.
- 1.2 **The emphasis on the basics** must be maintained throughout the individual's and team's development
- 1.3 **Use available resources** to give one-on-one assistance to struggling players. (Remember that we all learn the same thing at a different rate)

21 EXPECTATION OF COACHES

22.1 Maintain clear, open and honest communication with players, other coaches, team managers and parents and be receptive to reasonable advice or suggestions for improvement.

22.2 Provide the very best training that will assist in developing emerging players and maintaining skilled players based upon:

1. The philosophy and goals of the AUSC player development programme
2. The needs of the team
3. Skills of the player
4. Fairness to individuals

22.3 Make team selections for the week as best fits the above criteria.

22.4 Consult with coaches and team managers above and below the age group that you are training for player movement as part of the development philosophy of the club.

22.5 Maintain a proactive role in developing each player despite their abilities and be positive and encouraging at all times.

2 2.6 Do not interfere with the team selections of other coaches with whom you have no direct influence by imposing your preferences for players or team tactics

ACCOUNTABILITY

3.1 You are responsible and accountable for the final combination of players who take the field on the weekend but do not make unilateral decisions if you have a team of people assisting you.

3.2 At the outset, communicate your expectations clearly and diplomatically by letting them know what it is that you expect of them in their roles. In particular, let parents know that, whilst you are happy to listen to their concerns, ideas and suggestion, they are not to expect that you will take them on board if they do not benefit the team as a whole.

3.3 Coaches will realise the potential and skills of their players at an early stage and must encourage development of these at all times.

3.4 Apportion your time and resources so that the less skilled players will have the same opportunities as the skilled to develop further. The element of fairness and equity must be considered.

22 AVAILABLE RESOURCES

1. Experienced players from other teams who can help with particular skills or tactics
2. Skilled players from within your team –on – one basics
3. volunteer parents for one – on – one basics
4. coaches from the other teams
5. visiting specialist such as goal keeping coaches

23 STRATEGIES TO ASSIST YOU

5.1 Encourage players at all times and *never tell them that they won't make it* but point out what they need to do so that they *can* make it.

5.2 Maintain their enthusiasm and self-esteem at all times.

5.3 Present yourself as a role model by conducting yourself with integrity so that your players and others associated with your team emulate good behaviours.

5.4 As a coach, you are in a position of influence particularly if you are coaching the youngest of our teams. Make no mistake that someone is looking at you at all times and your behaviour is on show and ready to be copied or condemned. We will slip up from time to time as that is who we are, but it is *how you recover* from it afterwards that will determine whether you still have the respect of those around you.

5.5 As part of the consultative process that the AUSC encourages, you may make suggestions for player inclusion and tactics based upon merit and effectiveness and not upon emotion as a result of parent or other pressure or your own biases.

6. Ensure that your children are at training punctually and pick them up on time
7. Ensure that you pay fees on time as set by the AUSC
8. Do not allow your child to train or play if they are sick
9. Do not enter the training or playing areas unless invited by the coach
10. We encourage active support of your child and the team but you are required to conduct yourselves with integrity at all times so that your child is not unduly embarrassed. This means that you do not become involved in arguments with the opposition, players, officials or other parents
11. Refrain from yelling instructions to the players who should only be hearing the coach's voice, otherwise there will be confusion and frustration for your child and the team
12. If you wish to bring up any issues, approach the team manager in private to discuss.
13. Do not approach team officials or others when you are angry or upset
14. The AUSC encourages your participation in our club but you must not interfere with team selection, coaching styles and tactics or in any area that is administered by the team.
15. You are encouraged and welcome to get involved in the social aspects of the team as a volunteer by approaching the team manager
16. We encourage you to support and enjoy your child's development in the game by being positive even when they are not meeting your standards. Remember, we want you to be a positive role model for all the children in the team

26 AUSC MEMBER CODE OF CONDUCT

This code of conduct is an addendum to the overarching AUSC policies, standards and guidelines and aligned to the Adelaide University Sports (AUS) formerly the Adelaide University Sports Association (AUSC) Policies of behaviour.

All clubs registered with the Adelaide University Sports Association come under the **AUS Policy Document, General Conduct Policy**, the latest draft being 15 March 2010.

The clauses that particularly affect all participants of each of our teams are as follows.

4. The Sports Association and its affiliated Clubs shall not condone, endorse or accept any activity which may defame, offend or discriminate against any person on the grounds of religious, political or sexual persuasion, ethnic or cultural background, physical attributes, sexual conduct or any other grounds which the Association Board or Club Committee may from time to time identify.
5. The Sports Association and its affiliated Clubs shall not condone, endorse or accept any harassment of other members of the Association, those participating in Sports Association or affiliated Club activities or members of the general public.
6. The use of illegal or illicit substances is prohibited at any Sports Association event or affiliated Club event.

In Addition, The Following Applies To AUSC Teams And Players.

Any conduct on and off the playing field that will bring disrepute to the AUSC and the University of Adelaide will be investigated and dealt with by the AUSC Board and the appropriate penalty will be administered irrespective of other sanctions imposed by the league and individual teams.

AU SMOKING POLICY

The Adelaide University has a smoking policy that is required to be administered by the AUS and enforced by our club. Please refer to the AU website for details

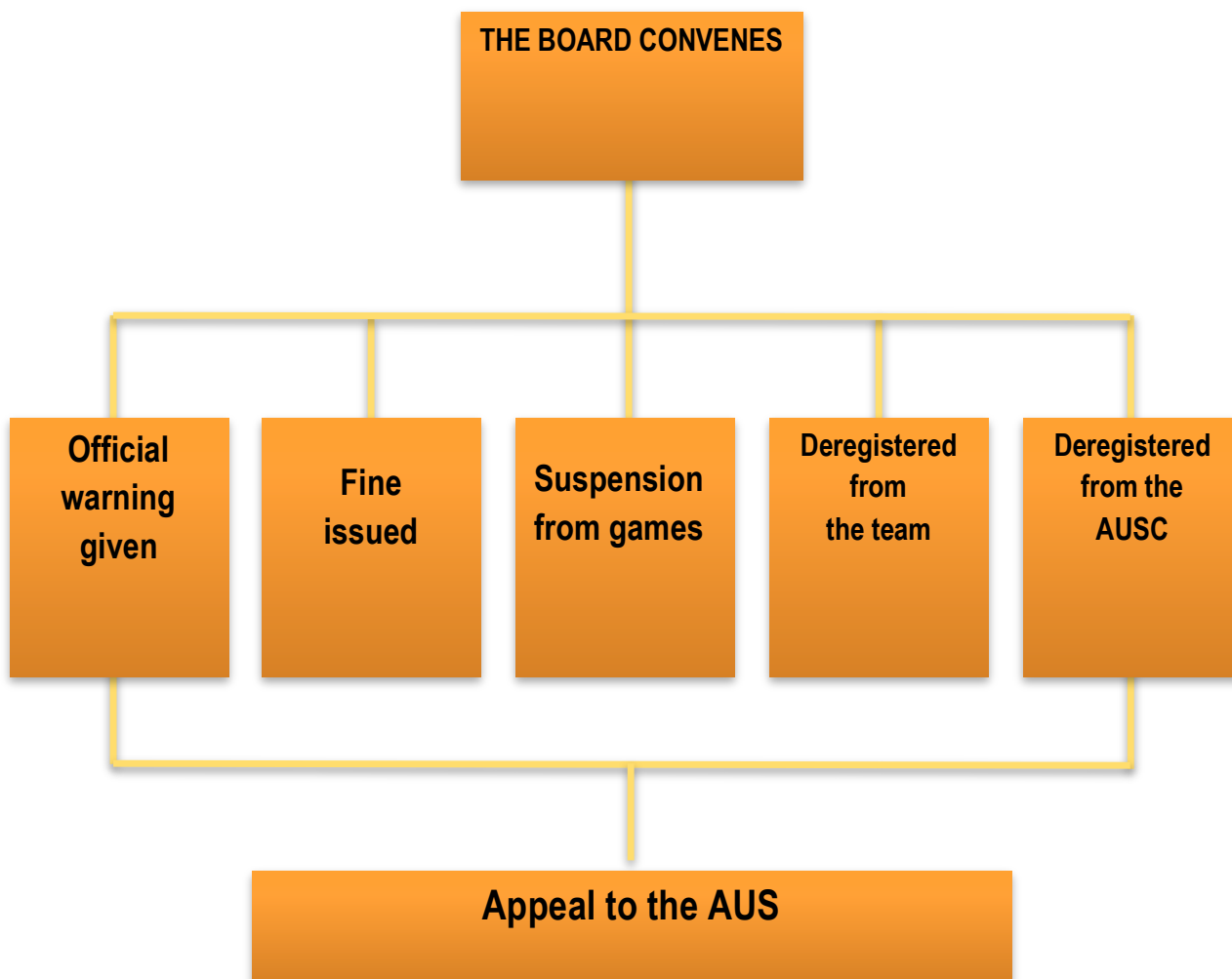
Players

Such incidents of behaviour will include but not limited to the following;

- 1 Excessively rough play
- 2 Verbal abuse of officials players or spectators
- 3 Threats of any kind to officials players or spectators
- 4 Intimidation through verbal or physical means of officials, players or spectators
- 5 Bullying of any member of the AUSC by any means including verbal, gestures or messages posted through the electronic media

Breaches of the Code of Conduct may result in and not limited to the ranked order:

- 1 Official Warnings
- 2 Fines (to be determined) to the individual and/or the team
- 3 Suspension from games
- 4 Deregistration from the team
- 5 Deregistration from the AUSC

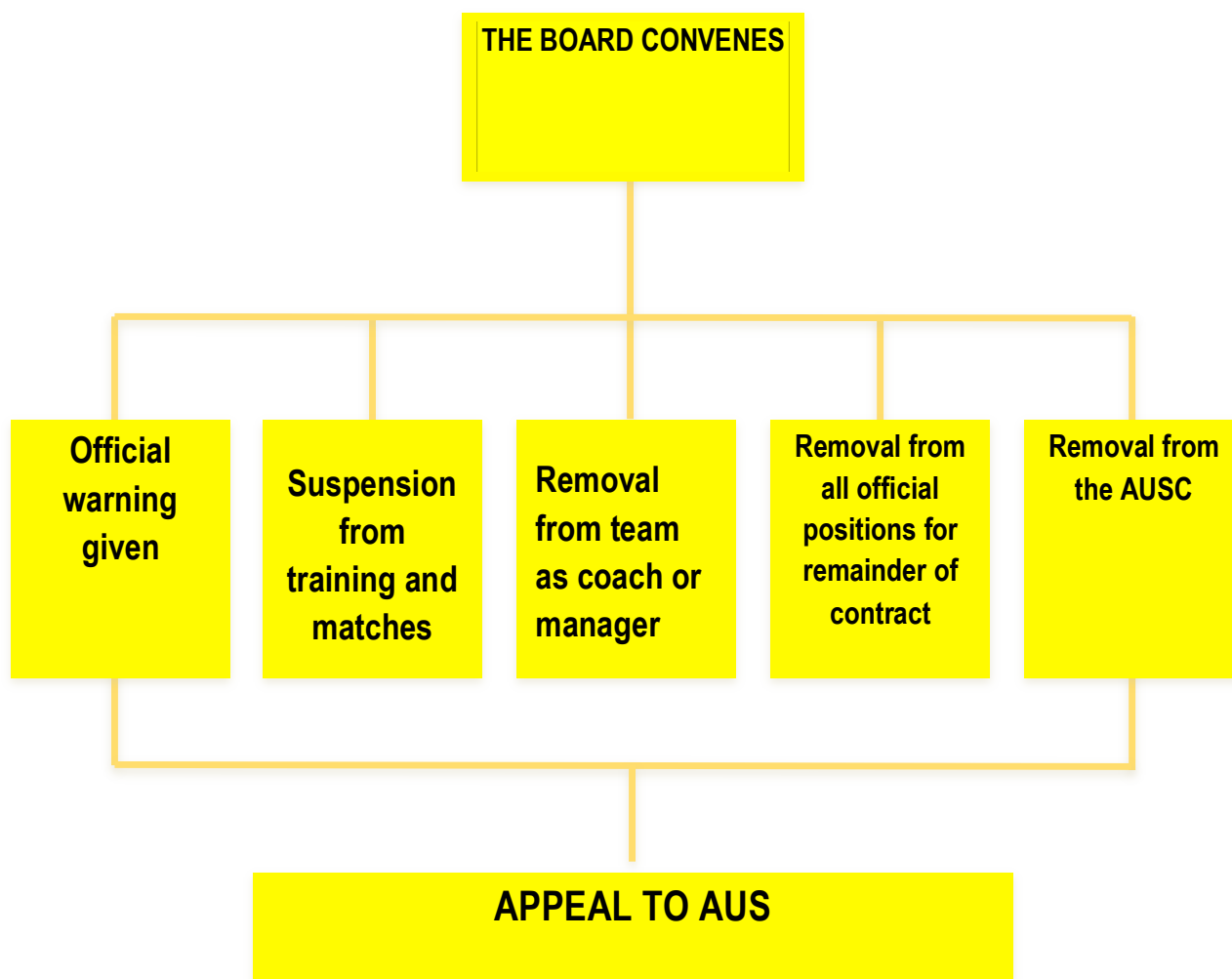


Coaches and Team Managers

Where a coach or team manager fails to adhere to their expectations as set out in these standards and guidelines and his/her behaviour is such that it brings disrepute to the club, that coach or team manager may ultimately be removed during their contracted period or will not be re-appointed for the following season and beyond.

Breaches of the Code of Conduct may result in and not limited to the ranked order:

- 1 Official Warnings
- 2 Suspension from training and matches for a period of time
- 3 Removal from the team as coach or manager and appointed other duties
- 4 Removal from all official positions for the remainder of the contracted period
- 5 Removal from the AUSC as an official indefinitely

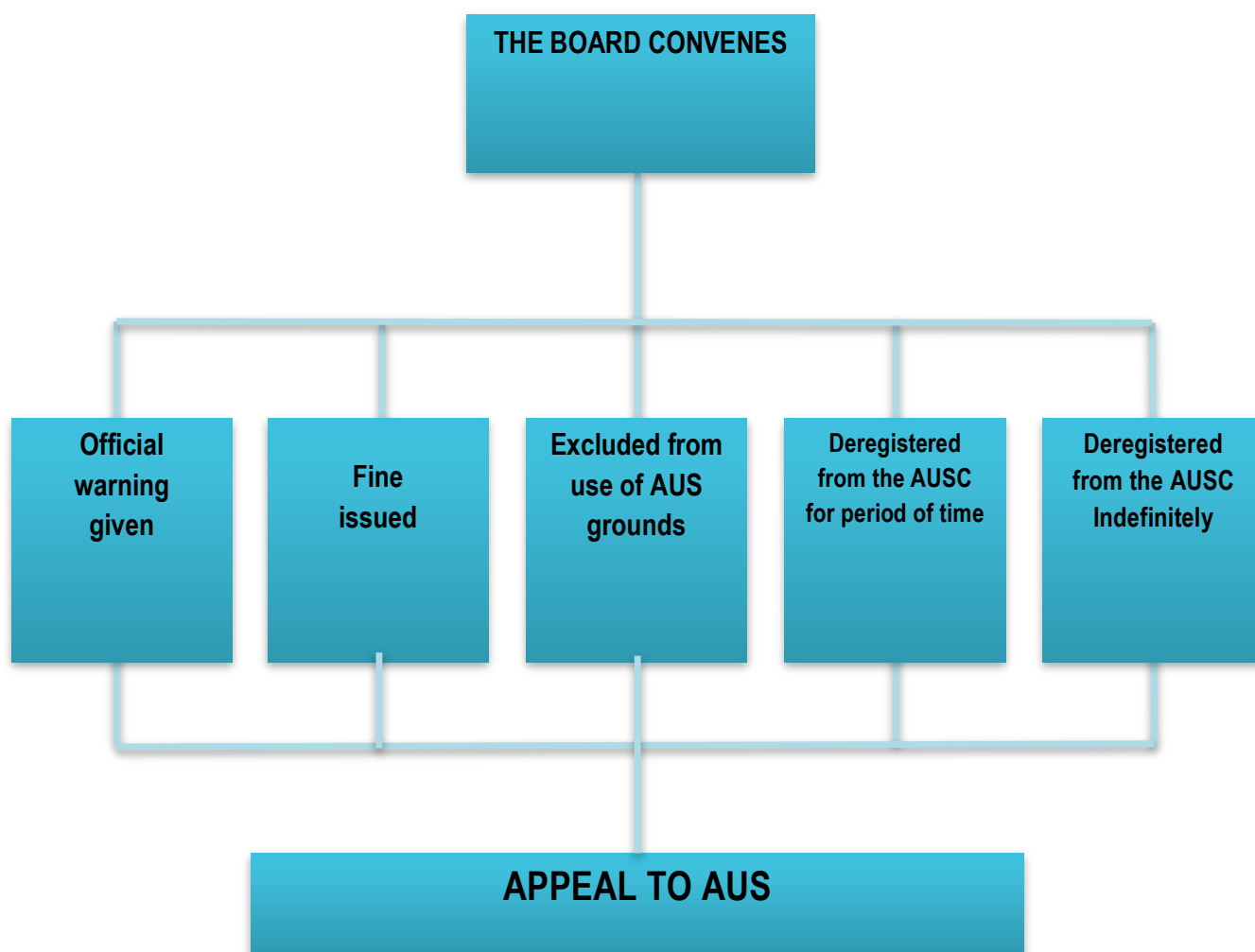


Teams

Where a Team fails to take responsibility for the behaviour of their squads, officials or spectators, whether collectively or individually or fails to comply with AUSC standards and codes of conduct, this Team will be in breach of such standards and codes of conduct and will result in disciplinary action being taken.

This may result in the following:

- 1 Official Warnings
- 2 Fines (to be determined)
- 3 Exclusion from use of AUS grounds for training and games
- 4 Deregistration from the AUSC and AUS for a period of time
- 5 Deregistration and expulsion from the AUSC

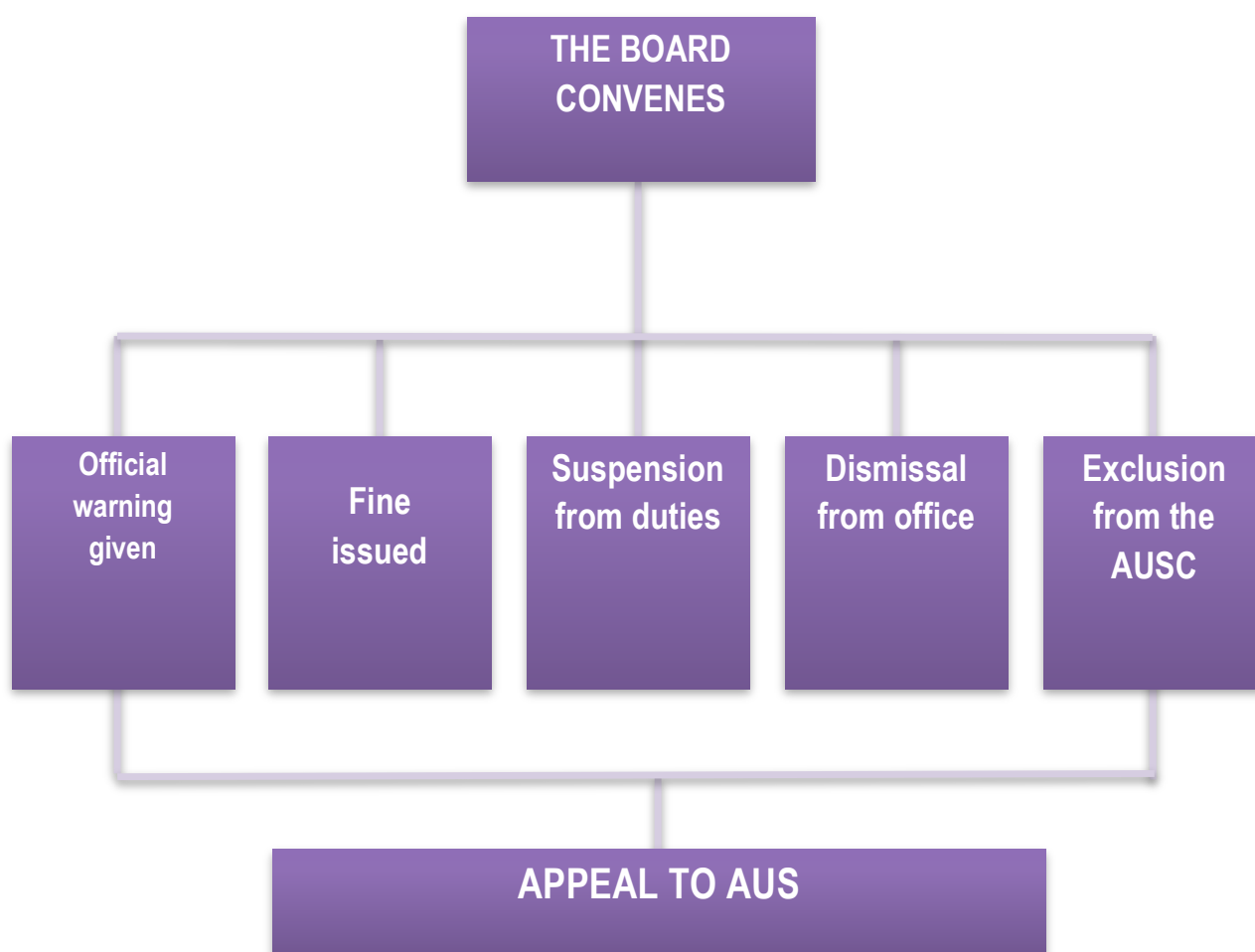


Team Committee

Where a team committee fails to carry out its duties to the Team and the AUSC, fails to follow the rules as set out by the AUSC Constitution and fails to follow procedure in its dealings with Team members as set out in these Standards and Guidelines, such committee will be in breach of its obligations.

This may result in the following:

- 1 Official Warning
- 2 Fines (to be determined)
- 3 Suspended for period of time and Board acts in the interim
- 4 Dismissed and new committee elected.
- 5 Exclusion from the AUSC



The board reserves the right to bypass any of the disciplinary steps above if the breach is of such severity that the preceding steps do not justly accommodate as a sufficient penalty

27 Appeal

Any player or team that is sanctioned by AUSC or its delegates will have the right of appeal under the AUS Dispute Resolution guidelines. Extracts pertaining to the AUSC below:

16 Dispute Resolution

21.1 There shall be a right of appeal to the Board by any person (being a Member of the Association) who is affected by any decision of any Club:

- (a) In relation to the conduct of any aspect of the Club; or
- (b) In relation to any dispute concerning the interpretation of this Constitution or any Association policy, rule, regulation or guideline

21.2 There shall be a right of appeal to the Council by a Club (being a Club duly affiliated to the Association) who is affected by any decision of the Association:

- (a) In relation to the conduct of any aspect of the Association; or
- (b) In relation to any dispute concerning the interpretation of this Constitution or any Association policy, rule, regulation or guideline

21.2 Such appeal must be commenced by lodging a notice with the Executive Officer or President not more than 7 days after the decision on the subject of the appeal is communicated in writing to the Member

21.3 Forthwith upon receiving such notice the Executive Officer or President shall cause the same to be served on the parties concerned

21.4 The Board shall appoint a suitably qualified person or persons to hear any appeal instituted pursuant to this paragraph (herein called "the Tribunal").

21.5 A person shall be suitably qualified for the purposes of Clause 21.4 if:

- (a) In the case of a Tribunal of 1 member, that person has suitable legal knowledge or
- (b) In the case of a Tribunal of 3 members, the chair has suitable legal knowledge and the other members have knowledge of, and experience in, any relevant aspect relating to the nature of the appeal

21.6 The Tribunal shall hear and determine the appeal and in so doing:

- (a) Will not be bound by the rules of evidence

- (b) May inform itself in such manner as it thinks fit
- (c) Shall act according to equity, good conscience and the substantial merits of the case
- (d) May affirm, quash, or vary the decision appealed against in such manner as it shall think fit
- (e) Must publish reasons for its decision and
- (f) May at its discretion award such costs to any party as it thinks fit

21.7 The Board may make rules in relation to the conduct of any appeals and in doing so shall have regard to the principles of natural justice

21.8 There shall be a right of appeal to the Council against any decision of the Tribunal. No such appeal will be sustained if it is not instituted within 15 days of the publication of the reason of the Tribunal pursuant to Clause 21.6

COACHING CONTRACT

AUSC: Adelaide University Soccer Club.

This contract is an agreement between and the AUSC .

The Contract Term is for ONE season only.

Contract 2016 for AUSC team.

Between: Adelaide University Soccer Club
 C/o The Adelaide University Sports Association
 George Murray Building
 Victoria Drive Adelaide SA 5000
 (The Provider)

And:

 , SA
 (The Contractor)

1. The Contract Relationship

The Contractor agrees to Coach for a period of ONE year (being the 2016 Season) under the auspice and directives of the AUSC Board (The Provider).

2. Registration

Registration with the Senior team will be paid by The AUSC.

3. Confidentiality

Subject to any statutory obligations, both during and after this contract, confidential and sensitive information related to the Provider. The Contractor must abide by the requirements of the Privacy Act 1988 and any state privacy legislation as amended from time to time.

4. Payment

The Provider agrees to pay (\$) for season 2016 for the AUSCDivision.... Team .

An additional bonus agreed payment of (\$) for winning the Cup competition and (\$) for winning the Championship. Payments to be made in three instalments, being the start of the contract agreement 2016 payments: 1st February (\$), 1st of July (\$) and the 28th of September 2015 (\$) plus bonuses.

5. Review of Conditions

A review of the Contractor's performance and agreed conditions will be carried out at the two-month point of Season 2016 (May 31st, 2016).

6 Uniforms

The AUSC to provide all Coaching uniforms for the 2016 Season at no cost.

7 Upholding the University Name

If at any time during the 2016 season an incident or behaviours occur of an unsportsmanlike manner that in anyway denigrates or brings the AU, AUS or the AUSC into disrepute, a Board meeting of the AUSC will be convened with possible representatives of the AUS Board and AU to decide what course of action is to be taken. Dependent upon the seriousness of any such breach, it should be made clear to The Contractor that in line with FFA, FFSA, SAASL and AUSC directives, punishment, fines or termination of the current contract may occur.

8 Trade Restriction

The Provider and The Contractor agree to a trade restriction. Should The Contractor no longer be in a formal agreement with The Provider, The Contractor will be restricted from establishing or entering a competing team in the same League as the AUSC.

The Provider and The Contractor also agree that should the Contractor no longer be in an agreement with The Provider, The Contractor will be restricted from approaching staff or players of the AUSC for the purpose of seeking their labour or to start an opposing team for a period of two years from the date of resignation/termination of this current agreement.

9 Solicitation

Under this agreement, The Contractor must not solicit players or staff on behalf of any other current or future soccer club without the express written consent of the Provider. Where reasonable evidence is available that solicitation has occurred and that it may negatively impact on The Provider, The Provider may seek to end the contract relationship in accordance with all relevant and applicable legislation.

10 Variation to Contract

This contract may be varied at any time by mutual agreement of the parties.

EXECUTED by the parties

SIGNED by (Contractor)

.....

Coach

Date:/...../2016

SIGNED by (Provider)

CHRIS HARALAM

Chairman AUSC

Date:/...../2016

In the presence of:

Name of witness (print)

Signature of witness

Date:/...../2016