# WALLAMBA DISTRICT FOOTBALL CLUB INC.

2020



## **Club Information**

Email	wallambafootballclub@gmail.com
Website	www.wallambafc.com
Facebook	www.facebook.com/WallambaFC
Address	PO BOX 23, Nabiac NSW 2312 or C/- 19 Nabiac Street, Nabiac NSW 2312
ABN	65929381929
ASIC	Y1587012



### Introduction

Wallamba District FC is a football Club headquartered in Nabiac on the mid-north coast of NSW. We draw players and members from the surrounding areas of Dyers Crossing, Firefly, Coolongolook, Bulahdelah, Darawank and Failford. The Club is an Incorporated Association, listed on the NSW Incorporated Associations Register with the Department of Fair Trading.

Details are: Association Name: Wallamba District Football Club Incorporated Incorporation Number: Y1587012 Suburb: Krambach 2429 Registered: 30/09/92

## History & Values

In 1974, Frank Hammond along with Tony Visser from Forster / Tuncurry created an Under 10's competition which included teams from Nabiac, Tuncurry, Taree and Moorland. This, as far as we know, was the first official football competition played in the area, in which Nabiac participated.

We believe in providing opportunities for locals, young and old(er) to engage in a healthy pursuit, to feel connected and proud, to build long-lasting friendships and to have fun. We value: - Respect for our team mates, opposition players, our coaches and officials - Fair play and the spirit of sportsmanship - Education for our coaches, players and administrators - A culture of mature, inclusive and respectful behaviour.

### **Vision Statement**

To be recognized as a leading and respected community organization that provides high quality non-discriminatory participation, coaching, mentoring and community activities revolving around the sport of football (soccer) to children and adults from across the region, regardless of physical or mental ability.

WFC is dedicated to ensuring that children and adults who participate in the World Game at our little community football club - as a player, coach, manager, volunteer or in any other capacity - have FUN and play fair.

## Mission Statement

To fulfil our vision we work hard at:

### Teamwork

- Encouraging, mentoring and supporting our office bearers, coaches, managers and players
- Adopting continued improvement in governance and club management
- Implementing technology solutions to facilitate communication and collaboration among the groups involved in the club (e.g. management team, coaching group, team managers, general membership/parents/carers)
- Developing relationships on and off the field that make a positive difference in the lives of our community and our members

### Respect

- Value the contributions of our volunteers and office bearers toward making this the best community football club anywhere
- Understand that every person, young or otherwise, has their own wishes, goals, values, fears and prejudices and maintain positive relationships with all our members.

### Accountability

• Expect and encourage personal responsibility and accountability for individual actions on and off the field, in all areas of the club, from the youngest player to the longest serving committee member

## Mission Statement... Continued

### Integrity

• Reviewing and monitoring ourselves and our participants in order to maintain the highest level of integrity in all our activities and interactions with the community and our competitive opponents

### Standards (Quality)

- Encouraging and supporting continued improvement and skill enhancement across all roles
  - $\circ$  Players
  - $\,\circ\,$  Team coaches and managers
  - $\circ$  Officials
  - $\circ$  Management team
- Adopting and adapting to community needs

### Fun

• The world is full of challenges and trials. The thing we will strive to provide, above all else, is fun. Children and adults who join our club will be encouraged to enjoy the experience, regardless of results.

### **Club** Constitution

Wallamba FC has a Club constitution which is detailed in a separate document:

Wallamba District Football Club Inc. Constitution.



Wallamba District Football Club Incorporated Constitution

### Strategic Plan & Risk Assessment Plan

### Strategic Plan

 Wallamba
 District Football Club Inc.

 Email
 wallambafootballClub@gmail.com

 Website
 www.wallambafc.com

 Facebook
 www.facebook.com/WallambaFC

Strategic Framework

September 2020

Action Plan September 2020

Developed by All WFC Committee Members

Vision: To be recognized as a leading and respected community organisation that provides high quality non-discriminatory participation, coaching, mentoring and community activities revolving around the sport of football (soccer) to children and adults from across the region, regardless of physical or mental ability. WPC is dedicated to ensuring that children and adults who participate in the World Game at our little community football Club - as a player, coach, manager, volunteer or in any other capacity - have FUM and play fair.

History: Established in 1974 Wallamba FC has been embedded in the area and has promoted our philosophy of "Club Proud, Community Proud". Since then the Club has continued to grow and become an example to other Clubs in our Zone. We strive to implement & pioneers new programs and formats that engage members of all ages, abilities and gender.

INFRASTRUCTURE- Data collected from 2020 Season (Covid 19)

Total Number of Members	140
Number of Committee Members	11
Number of Teams	Junior- 12
	Senior- 1 (women's)
Number of games per week	8 + 6/7 Hubs
Club website & Host	Yes, www.wallambafc.com Mark Marriot
Affiliated with State Body	Yes
Club Newsletter	No

### **Risk Assessment Plan & Register**

RISK RATING			
1. High 2. Moderate 3. Low			
- Immediate action required, unacceptable to - Action required to address risk, - Monitor risk to ensure it doesn't escalate to			
carry out operation until risk is neutralised acceptable to carry out operation higher level			
- Report to Committee - Report to Committee - Report to Committee			
- Document Process & add to register - Document Process & add to register - Document Process & add to register			
<u>RISK CATEGORY</u>			
WHO OR WHAT IS AS RISK POTENTIAL RISKS SAFE OPERATING PROCEDURE			
	Undertake pre match inspections of fields and facilities		
	Ensure coaches undertake/participate in ongoing training		
	Complete injury report where required		
	Provide sanitiser, clean equipment, educate teams, maintain social distancing		
	Ensure facilities and cleaned with adequate toiletries and secure Maintain and restock first aid kits and resources		
	Ensure unencumbered access to fields/grounds for emergency services Ensure facilities are clean and locked when unattended		
	Provide training and education for officials through accredited services		
Operational/Recreational Public viewing areas Undertake pre match inspections of fields and facilities Precinct Equipment Shed Ensure areas are clean, WHS is maintained, shed is secure when the secure when			
	Ensure areas are clean, WHS is maintained, shed is secure when unattended Adequate signage in parking areas, unencumbered areas for emergency access		
	Adequate signage in parking areas, unencumbered areas for emergency access Ensure facilities and cleaned with adequate toiletries and secure		
	Ensure facilities and cleaned with adequate tolletries and secure Ensure ground official is present		
Food/boundage bandling and colling areas Maintain business refer to conteen executional manual			
Food/beverage handling and selling areas Maintain hygiene-refer to canteen operational manual Volunteers safety Provide safe working environments for volunteers			
Volunteers safety Provide safe working environments for volunteers			
Volunteers safety Provide safe working environments for volunteers	nded		

### **Club Assets**



Wallamba District FC has 2 playing fields at its disposal. All games are held at the Aub Ferris Sports Complex, located in Showground Lane, Nabiac, and the Nabiac Town Oval (or cricket oval) is also available for training sessions for younger participants.

The Aub Ferris Sports Complex is a shared environment with the Wallamba Bulls Rugby Union Club. A secure shed located at the Aub Ferris Sports Complex houses the Clubs equipment, including pop-up goals, goal nets for the large goals, balls, bibs, markers, etc. for training sessions and games. It also houses our Club apparel, kit bags and other Club items.

Our recently upgraded facility (opened in 2020) has a spacious meeting room and generous undercover area, commercial grade canteen, two Club storage rooms, dedicated referees change room with shower and toilet, home and away, female friendly change rooms and public toilets.

### **Club Assets... Continued**







#### Aub Ferris Sporting Complex

https://www.google.com/maps/place/Showground+Ln,+Nabiac+NSW+2312/@-32.1025904,152.3793061,17z/data=!3m1!4b1!4m5!3m4!1s0x6b744bde4ba83ff1:0xef0af7d58e699e64!8m2!3d-32.1025904!4d152.3814948

#### Town Oval

https://www.google.com/maps/place/Hoskins+St+%26+Farnell+St,+Nabiac+NSW+2312/@-32.0983562,152.3811285,17z/data=!3m1!4b1!4m5!3m4!1s0x6b744bdc51fbb129:0x1579fc54c8a5d57a!8m2!3d-32.0983562!4d152.3833172

## **Club Management Structure**

Wallamba FC aims to engage proactively with the local community and seeks to have a management team (committee) that represents a cross-section of our community. Sporting Clubs are places where people can come to meet, socialise and feel connected.



#### **Club President**

- represent the Club when necessary
- providing leadership and guidance
- assist the team to determine priorities and goals and work towards achieving these
- attend team meetings
- manage / chair team meetings
- manage the annual general meeting

#### **Vice President**

- support the Club President
- step into the President's role in their absence
- represent the Club when necessary
- attend team meetings

#### Treasurer

- ensure that adequate accounts and records are maintained for the Club's financial transactions (including all income and expenditure)
- Co-ordinate the preparation of a budget and monitor it carefully
- Issue receipts and promptly deposit all monies received into the Club's bank account
- manage the Club's cash flow and be accountable for the petty cash / float
- prepare financial accounts for an annual audit

#### Secretary

- prepare the agenda for team meetings, in consultation with the President
- make arrangements for team meetings including booking a venue, deciding a date and time and advising team members of details
- record and distribute minutes from team meetings
- Maintain Club documents and records (eg. Club constitution, register of member details, etc.)
- attend to incoming and outgoing correspondence
- Manage / distribute communications to and from the club (e.g. physical mail, e-mail)

#### **Registration Manager**

- with the assistance of the rest of the team, organise registration sessions which enable quick and easy registration for players
- monitor registration details online
- with the assistance of the Treasurer and Team Managers / Coaches, follow-up outstanding registration fees
- attend team meetings

#### IT and Social Media Manager

- manage the content on the Club's website
- manage the Club's Facebook page by posting regular updates and information
- write and distribute newsletters (or similar communication
- maintain open communication with Team Coaches / Managers
- implement and administer management team communication and collaboration tools
- implement and administer secure, centralised record keeping and document management for the club

#### **Apparel Co-ordinator**

- collect information on team numbers at the beginning of each season
- work with management team to finalise sponsorship details and confirm sponsors to be printed on shirts
- liaise with sponsors to obtain relevant logos
- order shorts, socks and jerseys as appropriate
- manage stock levels
- order end of season trophies, perpetual trophies and apparel

### **Social Director**

- Oversee social events for the club
- contribute ideas and suggestions for social events for the Club
- communicate with team managers about social events within the club

#### **Canteen Co-ordinator**

- manage canteen stocks
- purchase stock items when necessary
- decide when canteen will be operational
- develop canteen rosters for home games
- be responsible for canteen float, takings and expenditure
- promptly deposit canteen takings and advise Treasurer
- with assistance from Treasurer, manage canteen budget
- if possible organise fundraising raffles for MiniRoo Hub games (1 or 2 per season)

#### **Community Representative**

- contribute ideas and suggestions for the running of the Club
- ad hoc assistance with Club functions, match days, etc.

### MiniRoo's Co-ordinator

- set up and manage the U6 and U7 coaching/training/games using the guidelines and program provided by the governing body sanctioning the MiniRoos programs
- demonstrate/role model the activities in the program
- encourage parental/carer engagement in the program

### Parent Representative

- contribute ideas and suggestions for the running of the Club
- liaise with Club parents to ensure engagement
- assist with Club events when possible
- assist with MiniRoo Hubs where possible

### Coaches

- to provide a dedicated training session for club teams or age groups
- provide a safe and fun environment for training sessions
- to mentor and encourage members
- undertake external courses if required

### **Coaching Coordinator**

- To oversee the clubs coaches
- Provide support and training to coaches
- Attend training sessions and provide feedback to coaches
- Provide information about external coaching courses available and encourage participation

### **Club Captain**

- to be the liaison between committee and players
- contribute ideas and suggestions for the running of the club
- have a sound knowledge of the clubs policies and procedures

### **Ground Official**

- attend games (both home and away)
- have a sound knowledge of the clubs policies for spectators and games days
- enforce the club policies for appropriate spectators behaviour
- report any incidents to the committee

### Member Protection Information Officer (MPIO)

- provide information and guidance on complaints procedures
- have a sound knowledge of the clubs policies for handling complaints
- have a sound knowledge of the governing bodies procedures for handling complaints

### Risk Assessment Officer

- check grounds for hazards/risk prior to games
- report any found risks to committee
- contribute to the risk management plan

### **Female Development Officer**

- encourage female participation in all aspect within the club
- be a role model to other females within the club
- participate in female friendly training/courses
- contribute ideas and suggestions about female engagement/participation within the Club

### Indigenous Development Officer

- encourage Indigenous participation in all aspect within the club
- be a role model to other Indigenous members within the club
- participate in training/courses that target Indigenous members
- contribute ideas and suggestions about engagement/participation within the Club

### **Team Managers**

- communicate game venues and times to parents/carers
- ensue the kit bag is available on game day
- advise parents/carers of wet weather information
- advise parents/carers of training cancellations

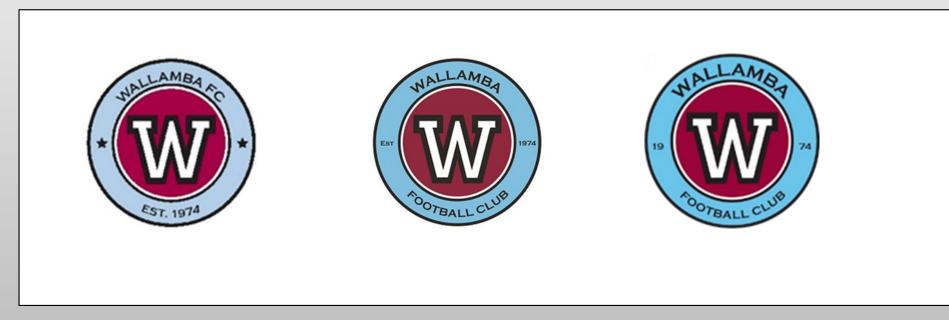
### All

- attend team meetings
- assist with player recruitment drives
- assist with registration sessions
- provide ideas, suggestions for improvements to the processes, events and the Club generally

## Marketing and Branding

### **Club Colours**

- Wallamba District FC colours are Claret and Sky Blue.
- Club Logos



## Club Apparel 2021



## **Club Sponsorship**

Wallamba District FC has a sponsorship program which is detailed in a separate document: Wallamba District FC Sponsorship Program.

This season (2020) we have a 6 tiered sponsorship program-Platinum, Gold Plus, Gold, Silver, Bronze and Community allowing a broad range of commitment from local businesses.

Platinum Sponsor	Gold Plus Sponsor	Gold Sponsor	Silver Sponsors	Bronze Sponsors	Community Sponsors
Number of sponsors: 1	Number of sponsors: 1	Number of Sponsors: 2	Number of sponsors: 2	Number of sponsors: limited to 4	Number of eponeors: 15
\$1,200 per year (3 year term)	\$1,000 per year (3 year term)	\$500 per year (3 year term)	\$300 per year (3 year term)	\$200 one-off payment (1 yr term)	\$100 one-off payment (1 yr term)
Nabiac Hotel	Twin Towns Toyota	Nabiac Pharmacy TBA	P&L McKinnon Building TBA	ТВА	ТВА
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### Communication

- In order to communicate with Club members and the broader community,
- Wallamba FC has a website: <u>www.wallambafc.com</u> and a
- Facebook Page <a href="http://www.facebook.com/WallambaFC">www.facebook.com/WallambaFC</a>
- We use Microsoft teams to effectively communicate with Committee members; we have chats and channels to ensure the information goes to appropriate persons and relevant parties. Meeting minutes, club policies/documents are centrally located and easily accessible to all members.
- Team Manager and coaches use the messenger app to effectively communicate with parents/carers.
- Parents/carers are actively encouraged to download the Game Day app.



### Team Management

#### Teams

Wallamba FC aims to field teams covering all age groups. Some years this is not possible, however we plan to increase player registrations over coming years to ensure all local players, regardless of their age, have an opportunity to play.

#### **Drawing Area**

Players representing the Club live in Nabiac and the surrounding areas including Dyers Crossing, Bunyah, Firefly, Wang Wauk, Darawank, Failford and Coolongolook. The drawing area is significant.

#### **Current Teams**

The Club has, over the years had teams representing the U5's through to the Men's Team. We are part of the Football Mid-north Coast's Southern League competition. Children and adults from the Wallamba district continue to play for the team. Over the coming years it is a goal of the committee's to increase the number of players and teams entered in the local competition. In building a strong and successful Club, we believe we can retain the majority of these players as they progress through the age groups. We believe the future of the Club is bright.

## **Club Numbers**

Year	Club Registrations	Teams	Comments
2019	156	17	
2020 (Covid 19)	117	8	No 6 & 7 Teams Submitted & No Men's

### Female Development & Recruitment

Wallamba District FC actively engages in additional programs as part of our ongoing female development within the Club. These programs are aimed at recruiting females of all ages to the sport and providing a fun filled environment to learn new skills and play with in a non-competitive setting. We encourage junior female members to become coaches and coordinators for these programs as part of our mentoring processes. We have successfully mentored a number of girls through the age groups in to continued participation in the senior ladies team as well as undertaking coaching, game leadership and referee courses to remain involved in the club's delivery of programs across all age groups.

- Girls Only MinRoos (Summer program targeting girls 4-9)
- Girls Only Friday Night (Winter 6 a side competition run in conjunction with the women's comp)
- Kick on for Women (Summer program targeting females who are new to the sport)

### Female Development & Recruitment



### **Female Development & Recruitment**









### MiniRoos

Once each season, both the U6 and U7 teams play at Wallamba for three consecutive weeks. This means there are 6 weeks in each season where Wallamba hosts MiniRoo 'hubs'. In order to spread the load, its important to get as many parents involved in hub days as possible.

In response to the 2020 pandemic Wallamba District FC revised their MiniRoo program to ensure the safety of our members and their families and to encourage parents/carers to become more involved within the Club by participating in the coaching/training session.

See the attached document that outlines the pilot program and the below video of our

MiniRoos enjoying their session.

https://www.facebook.com/WallambaFC/videos/588102895191407/?t=8

Thank you to Jeff Summers for his enthusiasm & assistance with this program.



## **Club Canteen**

#### **Club Canteen**

Wallamba District FC is able to use the canteen facilities at the Aub Ferris Oval to run a canteen on game days. Each year a Canteen Co-ordinator takes responsibility for the running of the canteen. Parent/Carers are encouraged to volunteers in the canteen. Children/Club members under the age of 10 years old are not permitted to volunteer in the canteen.

The canteen is a major source of income for the Club.

Wallamba District FC has an operational procedure for the canteen which is detailed in a separate document: Wallamba District FC Canteen Operational Manual



#### **Refund Policy**

Wallamba District FC will consider individual applications for refunds (the club portion only, no authority to refund governing bodies fees) and determine if it's appropriate based on the circumstances. The merits of each case will be presented to the committee for consideration and determination.

#### **No Stretcher Policy**

In the event of a suspected head, neck or spinal injury the player is not to be moved from the filed unless under the guidance of a level 3 qualified first aid officer or paramedic. In the event that an ambulance is required the associated fee will be the responsibility of the necessitating member. (Wallamba District FC encourages all Club members to have ambulance cover. Please refer to your preferred insurer for more information).

#### **No Alcohol Policy**

Wallamba District FC does not promote the consumption of alcohol at games or other Club event as it is not in line with our Club Core Values.

Wallamba District FC does not hold a liquor licence.

#### **Complaints/Grievance Policy**

https://www.ffa.com.au/sites/ffa/files/2017-09/National%20Member%20Protection%20Policy.pdf

#### **Risk Management**

<u>http://www.gowgatessport.com.au/football/northernnsw/?page\_id=41</u>

#### **Anti-Gambling Policy**

 <u>https://www.ffa.com.au/sites/ffa/files/2017-</u> 09/FFA%20Sports%20Betting%20and%20Match%20Fixing%20Guidelines.pdf?\_ga=2.20077680.955579540.158821 3166-841732959.1588213166

#### **Sun Smart Policy**

<u>https://northernnswfootball.com.au/wp-content/uploads/2015/04/NNSWF\_Sun\_Protection\_Policy.pdf</u>

#### **Hot Weather Policy**

<u>https://northernnswfootball.com.au/wp-content/uploads/2018/03/NNSWF-HOT-WEATHER-POLICY-.pdf</u>

#### **Sun Protection Policy**

<u>https://www.cancercouncil.com.au/wp-content/uploads/2013/04/Sporting-Org-Sun-Protection-Policy\_WEB.pdf</u>

#### **Anti-Bullying Policy**

<u>https://www.ffa.com.au/sites/ffa/files/2017-09/National%20Member%20Protection%20Policy.pdf</u>

#### **Anti-Drug Policy**

 <u>https://www.ffa.com.au/sites/ffa/files/2017-09/FFA%20National%20Anti-</u> <u>Doping%20Policy.pdf?\_ga=2.242380874.955579540.1588213166-841732959.1588213166</u>

#### **Social Media Policy**

<u>https://footballmidnorthcoast.com/wp-content/uploads/sites/11/2019/01/NNSWF-Social-Media-Policy-PDF.pdf</u>

#### **Lightning Policy**

<u>https://northernnswfootball.com.au/wp-content/uploads/2015/04/NNSWF-LIGHTNING-POLICY1.pdf</u>

#### **Respect & Responsibility**

<u>https://websites.sportstg.com/get\_file.cgi?id=36318087</u>

Laws of the Game

<u>https://www.playfootball.com.au/referee/laws-of-the-game</u>

#### **Anti-Racism Policy**

<u>https://www.ffa.com.au/sites/ffa/files/2017-09/National%20Member%20Protection%20Policy.pdf</u>

#### **Anti-Smoking Policy**

<u>https://42f6uk1prw8cdcjbf1vj9lce-wpengine.netdna-ssl.com/wp-content/uploads/2017/04/Smoking-Ban.pdf</u>

#### **National Member Protection Policy**

<u>https://www.ffa.com.au/sites/ffa/files/2017-09/National%20Member%20Protection%20Policy.pdf</u>

#### **Defibrillation Program**

<u>https://sport.nsw.gov.au/clubs/grants/defibrillator/</u>

**Right Of Spectator Access And Removal From Facilities** 

<u>https://footballmidnorthcoast.com/wp-content/uploads/sites/11/2015/12/FFA\_Spectator\_COC.pdf</u>

#### **Goal Post Safety Policy**

- <u>https://northernnswfootball.com.au/wp-content/uploads/2015/04/Goalpost\_Safety\_Brochure.pdf</u>
- <u>https://42f6uk1prw8cdcjbf1vj9lce-wpengine.netdna-ssl.com/wp-content/uploads/2017/04/Fair-Trading-General-</u> <u>Amendment-Soccer-Goals-Regulation-2005.pdf</u>

#### **FFA National Member Protection Policy**

• <u>https://www.ffa.com.au/sites/ffa/files/2017-09/National%20Member%20Protection%20Policy.pdf</u>

#### "Child Protection" Play by the Rules online course

<u>https://www.playbytherules.net.au/online-courses/child-protection-online-course</u>

#### "Serious Injury Report" Gow Gate Sports

<u>http://www.gowgatessport.com.au/football/northernnsw/wp-content/uploads/SPO019\_Serious-Injury-Report\_FOR\_181018.pdf</u>

#### "Match Day Inspection" Gow Gate Sports

<u>http://www.gowgatessport.com.au/football/northernnsw/wp-content/uploads/SPO018\_FFA-Match-Day-Inspection\_FOR\_181018.pdf</u>

#### "Safe Football" Gow Gate Sports

<u>http://www.gowgatessport.com.au/football/northernnsw/wp-content/uploads/SPO014\_Safe-Football\_FS\_181018.pdf</u>

"Risk Management Policy"

• Refer to separate document- Rick Management Policy Pdf.

