

SECTION 42



CONSTITUTION GUIDELINES OF THE “NORTHERN TASMANIAN JUNIOR SOCCER ASSOCIATION'S INC” REPRESENTATIVE TEAMS COMPETING IN INTERSTATE/INTRASTATE AND OVERSEAS CARNIVALS OR TOURNAMENTS

42.1 NAME OF THE GROUP

The name of the Group shall be the N.T.J.S.A.'s under (*Depending on the age*), therein after called "The Group". A name may be used by the Group, which must be approved by the Executive Board.

42.2 GROUPS OFFICE

The office of the Group shall be the address of the Association, or such other places as the parents may from time to time determine in conjunction with the NTJSA.

42.2 (i) Eligible Representative Player

- a. All Registered players are eligible for selection into Representative teams as per SECTION 42.13 (a) and (b).
- b. No players will be selected in Representative Teams to play in an age group higher or lower than their own age group unless written permission has been given to the Representative Coach by the Executive Committee.
- c. All Representative Players are to be identified by the wearing of strips and tracksuits in the NTJSA colours during competitions.

42.3 OBJECTS AND PURPOSES OF THE GROUP

The basic objects and purposes of the Group are as follows:

- (a). The taking of such steps from time to time as the committee of the members in the general meeting may deem expedient for procuring contributions to the funds of the Group: whether by way of donations, sponsorships or otherwise. Sponsorships must be approved by the NTJSA Board in case of conflict with existing sponsors.
- (b). All fundraising ventures must be presented in writing with any relating documentation to the NTJSA Board and will be overseen by the NTJSA. No fundraising will commence until approval has been granted. Requirements of the Tasmanian Gaming Commission must also be complied with for raffles etc. prior to commencement of fundraising.

- (c). Before any commencement of fundraising it will be the Team Manager's and/or the Fundraising Coordinator's responsibility to meet with the parent group to discuss possible fundraising ideas and determine the funds breakdown between the group. This meeting **MUST** be minuted with the minutes being lodged in writing to the NTJSA within 7 days.
All fundraising events will be managed and administrated as an NTJSA event. Therefore the NTJSA Board reserves the right to make final rulings on how funds will be allocated. Should any dispute arise within the group the NTJSA Board reserves the right to intervene and resolve the issue in question as they see appropriate?
- (d). Parents who voluntarily choose not to be involved in fundraising for their child will not be entitled to financial support and they must pay their share towards expenses of the coach and manager as per 3 (e). Parents will not be discriminated against should they be unable to assist in fundraising due to personal or other circumstances.
- (e). No fundraising will be done in conjunction with any other Representative Team or group as a joint venture unless permission has been granted by the NTJSA Board.
- (f). To allocate the funds raised to finance the re-imbusement or part there of the cost of the trip to parents of the squad players.

42.4 MEMBERSHIP OF THE GROUP

- (a) The membership of the Group shall consist of the Coach, Team Manager, players and their parents, and any other assistant the coach may wish to appoint.

42.5 INCOME AND PROPERTY OF THE GROUP

- (a). The income and property of the Group, however derived, shall be applied solely towards the promotion of the objectives and purposes of the Group. (also see SECTION 42.3(b) & (c))
- (b). No fundraising will commence until the N.T.J.S.A. Board have full knowledge (and have been notified of any changes to previously submitted information) and have given permission, and after the coach and other team officials have been appointed and the final team/players have been selected.
- (c) **Track suits / Windcheaters or Strips.**

If a sponsor pays for the purchase of tracksuits/windcheaters/strips the NTJSA Logo must appear on the left hand chest side, the player's name on the right hand chest side and the sponsors badge may be placed on the sleeve. The NTJSA reserves the right to determine where sponsors logos etc. are placed.

- (d) **NTJSA Official Strips**

No other sponsors name will appear on the NTJSA official strips, shorts or socks unless the sponsor has been approved and the NTJSA Executive Board grant permission.

42.6 BANKING AND FINANCE

- (a). The Team Manager of the Group shall, on behalf of the Group, receive moneys paid to the Group and forthwith after the receipt thereof issue official receipts thereof.
- (b). The officers and parents of the Group shall bank all monies in accordance with the NTJSA Banking procedures.(All travelling Representative Teams are allocated their own ANZ bank account by the association, with the Executive Board being signatories of these accounts.) All monies received shall be forwarded to the NTJSA Office by the Team Manager as soon as possible after receipt thereof in order for monies to be banked by the association.
- (c). Except with the authority of the officers or NTJSA, no payment of a sum exceeding twenty dollars (\$100.00) shall be made from the funds of the Group other than a cheque drawn on the Group's bank account, but the officers or NTJSA may provide the Team Manager with a sum to meet urgent expenditure, subject to the observance of such conditions in relation to the use and expenditure thereof as the officers or NTJSA may impose.
- (d). No cheques shall be drawn on the Group's bank account except for the payment of expenditure that has been authorized by the officers or the NTJSA.
- (e). All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the NTJSA signatories.

1. If any of the group funds are misappropriated the Group Officials or the person who is found guilty of the misappropriation of the funds will be responsible for a full refund as well as any other costs that may be incurred to recover the moneys and legal action will be taken against the person/s involved.
2. The NTJSA and the Committee will be indemnified for loss of any money or any property or personal items belonging to the group.
3. The NTJSA Board may appoint an independent panel to investigate and report back it's findings of misappropriation of funds of the Group or any other members and the NTJSA Board will conduct a hearing and dismiss person/s or the Group if found guilty will decide whether further action is required and the penalty to be applied pending the offence committed.

42.7 i. ACCOUNTS OF RECEIPTS, EXPENDITURE ETC.

True accounts shall be kept:

- (a) of all sums of money received and expended by the Group and the matter in respect of which the receipt or expenditure takes place;
- (b) and subject to any reasonable restrictions as to the time and manner of inspecting them that may be imposed for the time being, those accounts shall be open to the N.T.J.S.A. Board.
 - ii. The Team Manager of the Group shall faithfully keep all records, accounting books, and records of receipts and expenditures connected with the operations and business of the Group in such form and manner as the officers and NTJSA may direct.
 - iii. The accounts, books and records referred to shall be kept at such place as the officers and NTJSA may decide, and be handed back to the N.T.J.S.A.'s Secretary with any cash left in the account after the Group is dissolved.
- (c) Meetings for the group will be held on a regular basis with all minutes to be submitted to the NTJSA. Any interstate traveling team will meet on a monthly basis at a time and venue directed by the Association.

42.8 OFFICERS OF THE GROUP

The officers of the Group (no one officer of the group shall be appointed to portfolios other than those indicated in this section and all officials should preferably be drawn from different clubs) shall be-

- (a) **Coach** (*head of all on field & training matters*) Appointed by the NTJSA.
- (b) **Team Manager** (*Head of all off field, administration and management matters*) appointed by the NTJSA in conjunction with the coach. The Association reserves the right to appoint an NTJSA Board member as Team manager for any interstate traveling squad as they see appropriate
- (c) **Fundraising Co-ordinator** appointed by the group's officials and or the NTJSA.

42.9 TEAM OFFICIALS

Team Officials shall be:

- a. **Coach** - appointed by the NTJSA Board (minimum Game Training Certificate or higher accreditation and/or experienced senior player).
- b. **Team Manager** - appointed by the NTJSA Board from a parent within the group or a suitably qualified person.
- c. **Other officials who can be appointed by the NTJSA:**
- d. **Assistant Coach** (from within the Group under his/her control or an outsider if no one is qualified within the group and may be appointed from a different club than the one that the Coach and Team Manager belongs to).
- e. **Sports Trainer** (as per (d) in this Section).
- f. **First Aid** (as per (b) of this Section).
- g. **Travelling Team Carers** in most cases 3 parents will be selected to travel with the team to help care for the players and support/assist the Team Manager.

All team officials will need to complete an NTJSA Volunteer Agreement and have an up to date Working with Vulnerable People Card.

42.10 PLAYERS AND TEAM OFFICIALS

- (a). For Interstate Competitions all players and team officials shall travel together and shall be accommodated in the same place as the playing group unless ruled otherwise by the Executive Board. No parent will be permitted to be accommodated with the playing group unless they have been appointed Team Manager or Carer.
Parents please note: while welcome to come and support their children, they are advised to seek alternate accommodation away from the Team. This is to maintain a team spirit and reliance participation
- (b). For local or intrastate carnivals individual parents are responsible for their child's transportation and accommodation.
- (c). Parents will at all times be responsible for providing pocket money, drinks, meals, outings and entertainment for their child unless covered by Team fundraising.
- (d). The Team Manager will be in charge of all players for the tour's duration.
- (e). All players and team officials shall travel to and from the Tournament (interstate/overseas) together. Exceptions may be given if there are extenuating circumstances. To receive permission a letter must be forwarded to the NTJSA Board explaining the reasons (such as medical, school related). The NTJSA Board will have the final say.

42.11 REPORTS

- (a). As soon as possible after selection of the final squad the Team Manager must obtain from the NTJSA Office a list of players and team official's names with telephone numbers and addresses.
- (b). With-in 14 days of the conclusion of a tournament the Coach shall forward to the N.T.J.S.A. Secretary a report on the team's performance and experience, together with any other relevant comments.

42.12 N.T.J.S.A. MEMBERSHIP

All Group and team officials must become financial members of the N.T.J.S.A. (\$16.50 cost)

42.13 REGISTRATIONS

- (a). The Team Manager must ensure players registration fees have been paid to Clubs or the NTJSA prior to starting the tournament.
No fees will be due from players who have already paid fees to their junior clubs.
- (b). Only players registered with NTJSA from affiliated Clubs affiliated to the NTJSA or Football Federation Tasmania and who have paid fees in full are eligible for selection into NTJSA Representative Teams. In the event of vacancies in a team the NTJSA Board may make an exception to this Rule but unregistered players will be required to pay a fee set and determined by the Executive Board.

42.14 DISMISSAL OF PLAYERS/TEAM OFFICIALS

- (a). The Coach has the right to drop any player at any time from the team if the player or players miss training sessions without prior permission of the Coach, for unacceptable behavior and character, disobeying the Coach's instructions, or for showing a lack of interest during training or matches.
- (b). The Coach has the right to dismiss any team official for unacceptable behavior and character, disobeying the Coach's instructions or N.T.J.S.A. rules, or for displaying a lack of interest in his/her duties.
- (c). The NTJSA Board reserves the right to dismiss any Representative Coach or Rep Team Manager should they approach any player under their guidance in an endeavor to have them transfer to another Club, whether it be a Junior or Senior Club. Any Coach or Team Manager found guilty of this offence will have their position terminated immediately and be suspended from any NTJSA duties for a period determined by the NTJSA Executive Board.

- (d). The NTJSA Board has the right to dismiss any team official and players displaying unacceptable behavior and character, making racist remarks, harassment, for disobeying any instructions and the NTJSA rules or showing a lack of interest in his/her duties as per Rule 14a and b. If registration/membership fees have not been paid then the player/official is not entitled to be part of the team.

42.15 COACHES DUTIES

- (a). Until final selection, the content of training sessions shall be determined by the Coach.
- (b). Immediately following their appointments, Coaches shall commence the evaluation of potential squad members by:
1. Viewing players during normal roster matches.
 2. The NTJSA will advertise trial sessions for team selection
 3. The NTJSA will invite all eligible players to attend trials, via e-mail
- (c). With out limiting the options of Coaches regarding training sessions, Coaches should consider:
1. Running sessions limited for players to allow for more intensified skills assessment and development.
 2. Running full scale "possible" versus "probable" games whenever suited.
 3. Running full-scale games versus other Rep. Teams, State Teams and junior or senior club teams.
- (d). Coaches must ensure that potential squad members and their families clearly understand that final squads will not be selected until a nominated date prior to applicable carnivals or trips. This date shall be determined by the NTJSA in conjunction with Rep. Coaches. All players will be notified by mail (by NTJSA Official letter) as to whether or not they have gained selection in the final squad. Players who have not made the final selection will be encouraged to retrial at the next selection trials.
- (e). In the case of Representative Trials for teams traveling interstate the squads will not be finalized until after a minimum of three Pre-selection trials which shall be held open to all eligible registered players as per SECTION 42.12 (I) and 42.13 or maybe the selection for the interstate squad to be nominated after the conclusion of the Launceston Tournament games without having any trials. See SUB Section 42.15(h).
- 1 A Representative squad can consist of up to 18 players but for CARNIVALS and Tournament competitions a maximum of sixteen (16) players for Intrastate and a maximum of sixteen (16) players for Interstate can be selected from within the representative squad to participate. This rule applies to age groups U12 and up.
 - 2 All U10 & U11 representative teams will play by the Mini Roos with only 13 players selected to participate.
 - 3 More than one team can be formed to play development games with the NORTHWEST and SOUTHERN REGIONS.
 - 4 All players during the Carnivals, Tournaments or development games must receive reasonable time on the field.
 - 5 All players must start on the field in at least one game at the tournament.
- (f). At the completion of a carnival or tournament Coaches have the right to call for limited trials or to invite other players of the same age to replace players out of form, injured or for any other reason they think fit, following consultation with the Executive Board.
- (g). Coaches have the right to invite players of the same age to replace players injured or who for any reason have pulled out or for any player that has been removed from the squad for any reason prior to the start of a carnival or tournament, following consultation with the Executive Board.
- (h). All players are to be encouraged and not abused.
- (a) All training must take place at a place authorized by the NTJSA Board for Public Liability reasons.
 - (b) The Rep team officials must notify the NTJSA Secretary of training dates, times and venues who in return will notify the Executive Board to seek permission for training or practice games venues if the existing venue is unavailable or not suitable.
 - (c) A rep team shall not play games against teams who are more then (2) years younger or older.
 - (d) No coach and or any team official are authorized to organize trips to play in mainland or overseas games and or within the State without authorization from the NTJSA Board.
- (j). The NTJSA Secretary must be notified of any media release or publicity before the release.
- (k). If a Coach is appointed to an age group that is currently coached by another coach he/she must not interfere with that Coach until the Representative Group has been dissolved at the end of the Carnival/Tournament.

- (l) The new Coach can observe players to form an opinion without interfering but he/she can assist only if he/she has been asked to do so by the current coach.
- (m) No player shall be discriminated or dropped from the Rep Squad if he/she was unable to attend Development Camps due to economic or family reasons and/or for missing training due to their selection into another sports Rep Team. (However players must not take advantage of this selection and they must seek permission to be absent from training or practice games). The Coach and/or NTJSA Executive will dismiss the player as per SECTION 42.14 (a), (b) and (c)
- (n)
 - 1 The Coach must have close co-operation with other team officials for the well being of the group and especially the well being of the ill or injured player.
 - 2 The Coach must adhere to the Medical Practitioner and or First Aid Official's opinion when it comes to ill or injured players for a ruling that they have made in regards to that player or players.

42.16 TEAM MANAGERS DUTIES (further duties outlined T.M. pack)

The Team Manager's position entails liaison and logistics. To be effective he or she must be in control of all details and activities concerning the team while it is not on the field.

- (a). Upon appointing the Team Manager all information regarding player names, registration, birth certificates, home contact numbers, injury reports, indemnity forms and any information regarding the well being of players and rosters of games or tournaments must be obtained without delay. This means that the NTJSA or Team Coach is not continually being contacted to be asked for information or confirmation of rumours. The liaison people are the Team Coach, Team Manager, and NTJSA Operations Manager. The team players list is to be obtained from the NTJSA Office as soon as the team is selected.
- (b). Any programmes, alterations of venue, or time changes must be obtained from NTJSA Administration, as soon as possible to ensure parents and players are informed in time. Also any information the Team Manager may have regarding the carnival, tournament, or concerning the team, must be forwarded to the NTJSA Administration.
- (c). Any problems regarding the availability of grounds for matches or training must be advised to the Team Manager in enough time to contact all parents, players and coaches.
- (d). Any functions or presentations to the team or members of the team should be done through the Team Manager. The arrangement of social functions must be done in liaison with the NTJSA Operations Manager.
- (e). The Team Manager is responsible for the collection and distribution of half time oranges, drinks etc. The Team Manager and/or First Aid Official are also responsible for the maintenance of a First Aid Kit and the contacting of on ground medical services if required. The Team Manager is not responsible for treating any wound or injury unless they have the necessary qualifications, equipment, and parent permission. The Team Manager is to cooperate with the First Aid Officials at all times.
- (f). Any contact with the media, or publicity, and fundraising requests must go through the Team Manager who in turn must liaise with the NTJSA Operations Manager.
- (g). The Team Manager is responsible for the preparation and distribution of a team list which includes names, parent names, addresses and home plus work telephone numbers; the preparation and distribution of directions and/or a map to assist in the location of a competition venue, and the presentation to the Association after each carnival or tournament of a performance report for the team both on and off the field.
- (h). The Team Manager is required to assist the Coach as requested in such areas as gear distribution, collection, packing and storage, etc. The Coach is in charge of the team members at training and on and off the field of play. He should contact the Team Manager regarding any requirements he may have from any of the above areas. The Team Manager's job is to inform the Coach of any relevant information of the team that will influence the on field performance, e.g. absences, disturbed parents, or last minute difficulties.
- (i). The Team Manager is responsible for distributing relevant documents to all parents or guardians of players selected in the final squad.
- (j). If the Team Manager is to function effectively, all bodies and people associated with the team must:
 1. Work through the Team Manager.

2. Contact the Team Manager by phone or correspondence in plenty of time for him/her to contact the relevant people.
 3. Be prepared to help out and accept delegated duties, i.e. Parents with refreshments, washing shirts etc.
- (k). Team Manager will most likely incur some costs in carrying out their duties. Arrangements re. The reimbursement should be agreed with the NTJSA at time of appointment.
- (l) The Team Manager will organize meetings with the Group's parents regularly to discuss matters concerning the team and the Group. Minutes of each meeting together with all financial transactions are to be distributed to all parents of the Group.
- (m) The Chair of the meeting will be the Team Manager and in his/her absence the NTJSA Operations Manager.
- (n) FUNDRAISING COORDINATOR (Should one be appointed) of the Group shall:
- Organize and coordinate all fundraising activities and appoint persons to different fundraising tasks.
 - Collect all monies from the group and forward to the NTJSA office to be banked.
 - Forward any outstanding invoices payable to the NTJSA for payment from the group's bank account.
 - Report to be submitted at all meetings outlining all transactions.
 - Co-operate with the Team Manager in regard to all matters concerning fundraising and Secretary duties.
 - Seek clearance from the NTJSA Board prior to approaching any potential sponsors via the Team Manager/Secretary.

42.17 ASSISTANT COACHES DUTIES(Should one be appointed)

As directed by the Coach, and by the Team Manager when the Coach is not available and as per NTJSA directives.

42.18 SPORTS TRAINERS DUTIES(Should one be appointed)

As directed by the Coach, and by the Team Manager / Secretary when the Coach is not available and as per NTJSA directives. To oversee and handle all injuries.

- (a). To make sure all necessary first aid equipment and stock is available at all times during training and during games. To work together with the First Aid Official.
- (b). You will be directly responsible to the Development Coach of the age group you are appointed to.
- (c) You will be accountable and will forward written reports detailing program, players general well being and to include history of player injuries and their treatment prior to and while at interstate. These reports will be forwarded to the N.T.J.S.A. Executive Board of which the N.T.J.S.A. Secretary will send the injury copy or copies to the State Development Manager for the Development Squads of which adopting the Football Federation Tasmania Development Program and copy of the injury report to the player's parents or guardians.
- (d) With the assistance of the Team Manager / Secretary you will be responsible to collect written reports from parents or guardians regarding the players medical needs (these reports must be kept confidential and to be returned back to parents / guardians when no longer required).
- (e) Design and implement a training program in conjunction with the coach to assist in the rehabilitation of injured players within the Development Training Program.
- (f) You will be responsible for the physical well being of players at regular training sessions, live in camps and while participating in games locally or interstate.
- (g) Establish and maintain an up to date record of all players (in the squad your appointed to) illness and injury history.
Inform and advise (at your best ability) the coach and the Team Manager / Secretary for the well being of ill or injured players if they can further participate in the training sessions and or the games.

42.19 FIRST AID OFFICIAL DUTIES

As directed by the Coach, and by the Team Manager when the Coach is not available and as per NTJSA directives.

42.20 EQUIPMENT

It is the responsibility of all Team Officials to return all first aid kits, soccer balls, strips etc. to the N.T.J.S.A on completion of a tournament or carnival or any development sessions.

42.21 PARENTS

- (a). Should be aware that your child's selection in a squad is not necessarily based on a player's playing ability, but also that of their commitment to the team, their involvement & participation as a team player, and that they are willing to abide by the Coach & Team Managers directions & decisions. Failure to do so will see players removed at any time from the squad at the Coaches request to the NTJSA.
- (b). To respect all decisions made by the NTJSA & team officials.
- Parents will not involve themselves in Representative training sessions and game discussions etc without being invited to do so from either the Coach or Team Manager.
Parents will not relay any technical or tactical advice to your children whilst they are playing. Parents must understand that the **Coach** be the only individual to offer any technical or tactical guidance during any match or training session.
Parents may encourage their child and the rest of the team, but must allow the Coach and Team Manager to carry out their roles accordingly.
- (c). To ensure their son or daughter remain in their selected squad until the end of the current NTJSA Season and that they are committed and attend all training sessions & Tournament matches, unless previous arrangements have been made with the Team Coach or the NTJSA Board.
- (d). If a parent pulls their son or daughter out of the team after being selected they will forfeit all fund raising monies, registration fees etc. and will be liable to pay any costs that the N.T.J.S.A. may incur in replacing that player.
- (e). Any complaints must be put in writing to the N.T.J.S.A. Secretary (P.O. Box 157 Mowbray Heights, Launceston 7248).
- (f). A player can be withdrawn from their selected squad under the following grounds only:
- Injury
- Illness
- Family Related Issues
- Higher Level Selection (eg State Selection)
Permission for any withdrawal must be forwarded in writing to the NTJSA Secretary who in turn will present to the Executive Board.
- (g). All parent inquiries regarding the Team, Coach, Team Manager, any other official group member, or any other matter, must go through the Team Manager.
- (h). Parents must advise the Team Manager of any problems regarding the availability of players for training in sufficient time so that he/she may in return inform the Coach.

42.22 PLAYERS

- (a) i) Upon your selection in a Representative Team your commitment will be with the NTJSA Rep Team, to be involved in all Carnival and Tournament Competitions where club teams may also be involved.
- ii) A Representative player can only play with the Representative Team he or she was selected to play with in Tournament Competitions.
- (b). Should be aware that selection in a squad is not necessarily based on a player's playing ability, but also that of their commitment to the team, their involvement & participation as a team player and that they are willing to abide by the Coach & Team Managers directions & decisions. Failure to do so will see players removed at any time from the squad at the Coaches request to the NTJSA.
- (c). Are to obey Coaches, Team Managers and other team officials' directions and decisions.
- (d). To perform to their best ability during all training sessions and Tournament matches.
- (e). As members and representatives of the N.T.J.S.A. should obey all the rules of the N.T.J.S.A.

42.23 TEAM OFFICIALS/PARENTS

- (a) No team officials or parents are permitted to approach squad players, either by way of correspondence or personally, in any attempt to persuade a player to change clubs or teams. Team officials disobeying this rule will be dismissed and parents also will risk the dismissal of their son or daughter from the squad.

No team official and or parent will distribute or pass on information to any one regarding players, families, club, Association or for any other individual without their consent. Passing on information (except for registration information given to the NTJSA for recording purposes) will be in breach of the Privacy Laws.

42.24 CLOTHING FOR PLAYERS AND TEAM OFFICIALS

- (a) Team uniforms and tracksuit purchases and distribution from retail outlets should be handled by the Team Manager in conjunction with the team's parents, and in liaison with the NTJSA. Maintenance of the team strip during a season is the responsibility of the Team Manager. Strips are to be issued to each at the beginning of a tournament match and handed back to the Team Manager at the conclusion of the match unless otherwise advised.
- (b) All purchases of track suits, sweaters and other materials can only be made in liaison with the N.T.J.S.A. and/or the Rep. Team Operations Manager, so they can be bought from the Association's sponsors.
- (c) During official matches, intrastate or interstate team members should play in their official region colours unless there is a clash of colours with the home team.
- (d) Team officials who do not direct their team to wear the authorized strips and track suits, and who do not obey any other N.T.J.S.A. Constitution Rules and By-Laws may be dismissed by the N.T.J.S.A. Board if found guilty, and may be liable to pay all costs incurred in replacing him or her.

***TEAM OFFICIALS, PLAYERS AND PARENTS PLEASE RESPECT THE N.T.J.S.A.'s
CONSTITUTION RULES AND BY-LAWS.***

Amended 28/11/2012

02/07/2016

15/04/2019
