



**CAPITAL**  
**FOOTBALL**

ACT Football Federation trading as Capital Football

# Policy for Visiting or Hosting Teams

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## Introduction

With the increase in football's profile in Australia, more and more clubs and teams are looking to host or attend tournaments or travel to play games outside of the ACT. Often, teams are unsure what approvals to obtain, what sort of insurance they'll require and where to find answers to many other questions. This document sets out the Capital Football policy governing such situations and the requirements to be met in order to obtain sanction for team visits.

This document will help Clubs or Teams planning a visit or seeking to host a team from outside of the ACT to cover all the bases. It is designed to help officials in the successful planning, management and conclusion of Capital Football -sanctioned visits. The document includes attachments that may be used as a guide when lodging an application under this policy. A team or club that has received the appropriate sanctioning from Capital Football and/or Football Federation of Australia can only adopt the final use of the forms.

We at Capital Football hope that this policy will help you to enjoy the thrill of either playing teams outside the ACT or hosting visiting teams from interstate or overseas. Capital Football would appreciate if any team travelling can promote the Kanga Cup wherever possible. If you have any questions please don't hesitate to call us for assistance (phone 6260 4000).

Please note that this policy supersedes any previous policies, agreements or understandings concerning visiting teams.

## What is a visiting team?

A visiting team includes Capital Football associated teams travelling outside of the ACT and teams that aren't associated with Capital Football coming into the ACT to play. A Capital Football team which includes players from more than one club will compete as a team representing a zone or region as described in the ACT Football Federation zone structure. This requirement is in line with the Football Federation Australia (FFA) National Registration Regulations (NRR). Teams may be playing a one-off game, a one or two day round robin or knockout competition or a tournament that goes for a number of days. No matter the number of games that are being played, the Policy for Visiting or Hosting Teams applies to these events.

There are three types of visits covered by this policy:

1. A club or team wishing to host or travel to a tournament or game within the ACT or NSW;
2. A club or team wishing to travel to a tournament or game(s) outside of the ACT or NSW, but still within Australia; and
3. A club or team wishing to travel to a tournament or game(s) outside of Australia.

## Travelling within Australia

Any club or team wishing to participate in any of the aforementioned visits that is not organised or sanctioned by Capital Football must apply for sanction of that visit in writing on club letterhead through the respective League Manager for approval.

Applications to travel outside of the ACT and NSW but within Australia must have their proposal delivered to the offices of Capital Football at least 6 weeks prior to the proposed travel period. Overseas visits must have their application delivered to the offices of Capital Football at least two months before the proposed travel period to allow the application to be duly considered and for the application to be approved by the Football Federation of Australia. All other visits must apply at least a week prior to the proposed trip.

All applications should include sufficient information and assurances to allow the respective managers to consider the application in full and must include, but is not limited to:

1. Details of the hosting club/Association and the timeframe for the activity, including the club's or team's application to join the tournament or a letter from the hosting club/Association inviting them to join the tournament;
2. A full itinerary for the activity;
3. A full list of the players and officials from the club attending the activity, including their address, contact phone number and player registration number, plus contact details for a nominated Tour Leader for the proposed trip;
4. An undertaking from the Tour Leader that each member of the touring party has received a copy of the Capital Football Code of Conduct (see attachment A).
5. Details of the insurance cover for the travelling players and officials for all visits outside of the ACT or NSW;
6. Where junior players are involved documentation covering Child Protection declarations and clearance from Schools and parents (where applicable) and
7. Approval letters from the players club if different to the club participating on the tour.

## Travelling Overseas

If an overseas visit is to a country other than one in the Asia region, Football Federation Australia must seek sanction for the visit from the appropriate confederation, and in some cases, from FIFA. This could add additional time to the application process and should be considered when making your application. In addition, any other requirements under the appropriate League Regulations must be met.

In addition to the aforementioned items required the following items are also required for an overseas trip:

1. Appropriate Visa for the country to be toured and

2. Appropriate inoculations pertaining to the country being toured by the party.

## **Sanctioning teams to travel**

Once approval has been given, the respective League Manager will seek endorsement from the CEO and/or Board of Capital Football for the visit or tour to proceed with Capital Football sanctioning (where applicable). Capital Football will send advice of the sanctioned visit to the local Association of the hosting club or team.

## **Hosting a tournament or game**

### **Hosting teams that are Capital Football members**

A club or team wishing to host a tournament or game(s) that is not organised by Capital Football, but features only teams from clubs that are members of Capital Football, must apply in writing through their respective League Manager for approval of that activity.

Any application to host a tournament or game(s) within the ACT or NSW must be on Club Letterhead and include sufficient information and assurances to allow Capital Football to consider the application in full and received at least four weeks prior to a tournament and one week for a standalone fixture. This may include, but is not limited to:

1. Contact details for the nominated Event Manager of the tournament or game(s);
2. Details of the timeframe for the activity and the grounds to be used;
3. A brief rundown of how the activity is to be conducted (i.e. knockout, round robin, etc), including a copy of any rules additional to the FIFA Laws of the Game; and
4. A full list of the clubs and teams taking part, including contact details for a nominated manager for each club/team.

### **Hosting teams that are from other Australian Member Federations**

A club or team wishing to host a tournament or game(s) which includes teams that are not from Capital Football member clubs, but they are still from within Australia, must, at least six weeks prior to the proposed tournament or games, apply in writing through their respective League Manager for approval of that activity.

Any application to host such a tournament or game(s) must be on Club Letterhead and include sufficient information and assurances to allow the respective Standing Committee to consider the application in full. This may include, but is not limited to:

1. Items 1-4 as listed on page 3;
2. Copies of the approval from their respective Associations for each team that is not from a Capital Football member club; and
3. Details of the insurance cover being provided for the tournament or game(s). This may include a statement regarding visiting teams providing their own cover and if this is the case, the visiting team will require either:

- a) A statement from their State or Territory Federation that the visiting players are covered under their insurance policy; or
- b) A letter from the independent insurance underwriter providing the visiting club or team with cover for the trip that states the level of the cover provided.

### **Hosting teams from overseas**

A club or team wishing to host a tournament or game(s) that includes teams from outside of Australia must apply to the Board of Capital Football for approval. The application must be on Club Letterhead and be received by Capital Football in sufficient time, (at least two months before the proposed tournament or game(s) to allow the application to be duly considered by the Board and by Football Federation Australia. Capital Football must seek sanction for the visit from Football Federation of Australia and must also advise the visiting team's confederation of the visit. This could add additional lead-time to the application and should be considered when making your application. In addition, any other requirements under the Senior League Regulations or Junior League Regulations must be met.

An application to host such a tournament or game(s) must include sufficient information and assurances to allow Board of Capital Football to consider the application in full. This may include, but is not limited to:

1. Items 1-4 as listed on page 3;
2. Contact details for the nominated Event Manager of the tournament or game(s);
3. Copies of the approval from the respective Governing body for each team that is from outside Australia and from the respective local Associations for each team that is not a Capital Football member club, but still from within Australia;
4. Details of the insurance cover being provided for the tournament or game(s). This may include a statement regarding visiting teams providing their own cover and if this is the case, the visiting teams will have to provide a letter from their Association or independent insurance underwriter which details the level of insurance they have obtained for the trip.
5. Indicative financial arrangements for the tournament or game(s), including any sponsorship details.

### **Sanctioning teams to visit**

Once approval has been given the respective League Manager will seek endorsement from the CEO and/or Board of Capital Football for the visit or tour to proceed with Capital Football sanctioning (where applicable).

### **Responsibilities**

Clubs or teams travelling to or hosting a tournament or game(s) have a responsibility to ensure the tournament runs successfully and with minimal risk. There are several issues that team management

in particular should familiarise themselves with before travelling or hosting approved tournaments of game(s). The following information will assist you:

1. All officials need to be aware of the Child Protection Act and their duty of care as a team official and representative of Capital Football. Some points to note in this regard are:
  - In other States, including NSW, officials may be required to agree to a Police check to ensure that they are a fit and proper person to be in charge of minors.
  - An official should not be alone with a team member without the knowledge of the team management;
  - At least two (2) officials should always be in attendance in team change rooms;
  - No official of the opposite gender should enter team change rooms until all team members have completed changing; and
  - An official should always be in attendance during the treatment of injuries to team members.
2. A Tour Leader (for visits) or Event Manager (for clubs that are hosts) must be appointed. This person will be the primary point of contact for Capital Football and will be:
  - Responsible for the overall organisation of the tour or event;
  - Responsible for the establishment and enforcement of discipline and rules; and
  - Responsible for the financial management of the tour or event.
3. Each team participating in the visit or event must have a nominated Coach and a separate person acting as the team Manager. The Coach and Manager will be responsible for the well-being of the team members and will:
  - Assist the Tour Leader or Event Manager as required;
  - Be responsible for the team's training and the games that the team plays, including the provision of equipment;
  - In conjunction with the Tour Leader or Event Manager, be responsible for enforcing discipline for their respective teams;
  - Inform the Tour Leader or Event Manager of any proposed actions relating to team members or other incidents which may affect team members (e.g. injuries, sickness, breaches of discipline);
4. Make sure that each tour or event member is familiar with the relevant policies and guidelines that govern the activity. An activity that is approved by Capital Football is undertaken in accordance with the Capital Football Code of Conduct (attachment A), the Constitution and the relevant League Rules and Regulations.

Be aware of any local rules that may affect your team or other teams competing in the event, including restrictions that may be imposed due to convention or religion.

## Conduct

Sanctioned teams playing in tournaments or games are ambassadors for Football in the ACT. As such, the behaviour of all party members reflects not only upon themselves and their club, but also upon Capital Football as well as Football Federation of Australia.

The Capital Football Code of Conduct should be provided to all participants. While involved in a Capital Football sanctioned event, participants are expected to abide by this code of conduct.

## **Disciplinary Matters**

Discipline will be up to the respective Tour Leader/Event Manager and team officials. Matters of a serious nature that need to be referred to Capital Football for further action will be dealt with in accordance with the relevant Policies and Regulations whichever is applicable. In such cases, the relevant Disciplinary Panel must send a written report to Capital Football within five working days for consideration.

Any member of the touring party whom Capital Football does not consider to be a fit and proper person to be part of a proposed visit may be disallowed from travelling as part of the tour. If such is the case, Capital Football must advise the Tour Leader in writing, stating the full reasons for this determination. An appeal may be lodged against such a decision within five working days of receiving the notification and the appeal must be heard in accordance with Capital Football Policies and Regulations. Please note that the member disallowed from travelling with the touring party may not do so even if an appeal is pending. If a disallowed person travels as a member of the touring party, sanction of the tour will be withdrawn.

## **Accidents or Injury**

Insurance cover will require specific information in relation to any injury or incident. In order to keep records of injuries or incidents, the Tour Leader or Event Manager, in conjunction with the respective team manager, must complete a report form for Capital Football in addition to any other form the Insurance Broker may require. A copy of the Capital Football Accident Report form is at attachment D. The completed form must be sent to Capital Football within five working days of the end of the Tour or the Event.

## **Unapproved Applications**

If an application to play in or host a tournament or game(s) covered by this visit policy is not approved, the applying club / team may appeal that decision. Any appeal would be made under the relevant regulations or policies of Capital Football whichever is applicable (e.g. if the JSC refused an application, any appeal would come under the Junior League Regulations). If an appeal is lodged, the application should not be considered sanctioned while the original decision is being reviewed.

## **Consent to Participate**

Clubs and Teams need to be aware that each player participating in a Capital Football sanctioned event must consent to do so. Junior players (i.e. those under the age of 18) must have the consent of their parent or guardian. Attachments B and C are the respective consent forms that have to be completed prior to the commencement of any travel or other activity that is part of the event. These consent forms should be retained by the Tour Leader or respective team managers and must be produced upon request by Capital Football.

In consenting to participate in a Capital Football sanctioned event under this policy, the player and in the case of junior players, their parent or guardian acknowledge that:

1. They will accept whatever form of transport is deemed necessary by the Tour Leader or Event Manager to travel to and from the event and any associated activities; and
2. During the period of the event in which they are participating and during any travelling or other activities that are part of the event or deemed necessary by the Tour Leader or Event Manager, they will be under the sole direction of the person(s) duly appointed and in charge of the event; and
3. They will meet the costs associated with participation in the event and any additional costs for any illness, accident, or unforeseen circumstances which may occur during travel and any activities in which they participate; and
4. They accept that the sending home of any team member due to inappropriate behaviour shall be at their expense.

## Attachment A



# Code of Conduct

*Players representing Capital Football are expected to:*

- Be sporting and fair;
- Strive for excellence and play for enjoyment;
- Positively and actively contribute to their team's performance
- Treat everyone as they expect to be treated themselves;
- Always play by the rules;
- Cooperate with team and game officials:
- Display exemplary behaviour both on and off the field of play; and
- Abide by FFA's Football Code of Conduct.

*Team Officials representing Capital Football are expected to:*

- Ensure all participants understand their responsibilities regarding fair play and appropriate behaviour;
- Provide leadership and set sound examples for everyone;
- Be consistent, courteous and helpful;
- Be competent and if necessary, appropriately qualified to assume positions of responsibility;
- Communicate effectively with Capital Football, other officials and players;
- Understand and enforce the Capital Football Visit Guidelines; and
- Abide by FFA's Football Code of Conduct.

*Spectators at Capital Football events are expected to:*

- Demonstrate appropriate social behaviour;
- Not interfere with the conduct of any games or activities;
- Support skilled performances and team play;
- Demonstrate respect for officials, opposing players and other spectators: and
- Abide by FFA's Spectator Code of Behaviour.

## Attachment B



# Parent/Guardian Consent Form

I hereby give my consent for my son/daughter,

To attend and participate in the following:

**Event:**

**Venue:**

**Dates:**

I acknowledge that I and my son/daughter:

1. Have read the Capital Football Code of Conduct, understand its contents and conditions, and accept the responsibilities it contains; and
2. Agree to abide by the Capital Football Policy for Visiting or Hosting Teams.

**Parent's/Guardian's Name:**

**Parent's/Guardian's Signature:**

**Player's Signature**

**Date:**

## Attachment C



# Independent Player/ Official/Spectator Consent Form

I, Hereby agree to attend and participate in the following:

**Event:**

**Venue:**

**Dates:**

I acknowledge that I:

1. Have read the Capital Football Code of Conduct, understand its contents and conditions, and accept the responsibilities it contains; and
2. Agree to abide by the Capital Football Policy for Visiting or Hosting Teams.

**Player's Name:**

**Player's Signature:**

**Date:**



# Event Accident Report Form

## PERSONAL DETAILS OF INJURED PERSON

**Surname:**

**First Name:**

**Address:**

**Date of Birth:**

**Gender:** M / F

## DESCRIPTION OF ACCIDENT

The accident occurred at \_\_\_\_\_ (Venue)

On \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ and the details are as follows:

(Please use back of page 1 if insufficient space)





# Event Accident Report Form

***ACTION TAKEN:*** *(please circle)*

Nil

First Aid

Doctor

Hospital

***PARENT/GUARDIAN/RELATIVE NOTIFICATION***

**Name of Person Notified:**

**Relationship:**

***SIGNATURES***

Tour Leader: (Name)

(Signature)

Date:

Injured Person: (Name)

(Signature)

Date:

Witness: (Name)

(Signature)

Date:

Witness: (Name)

(Signature)

Date:

# Capital Football

## Medical Information Form

The information collected in the form is intended to be used by the Football Federation in case of any medical treatment required or medical emergency involving a Capital Football player whilst under the care of Capital Football or our appointed officers. The information collected in this form will remain with Capital Football officials and will be made available to medical or paramedical staff in the case of an accident or emergency. The information contained in this form is confidential in nature and as such it will be stored used and disclosed in accordance with the regulations of the Privacy Act 1908 (Cwth.)

**CONTACT PERSON IN CASE OF ILLNESS OR ACCIDENT:**

NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_ SURNAME: \_\_\_\_\_  
 DOB: \_\_\_/\_\_\_/\_\_\_ RELATIONSHIP: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
 MEDICARE NUMBER: \_\_\_\_\_ SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ P/C: \_\_\_\_\_  
 Family doctor \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_ MOBILE \_\_\_\_\_  
 Contact number \_\_\_\_\_ NIGHT TIME PHONE \_\_\_\_\_

Do you have, or have you ever suffered any of the following conditions?

		YES	NO			YES	NO
1	Hepatitis			21	Digestive/alimentary problems		
2	Glandular Fever			22	Kidney or bladder problems		
3	Head Injury or concussion			23	Diabetes		
4	Migraine or severe headaches			24	Hernia		
5	Fainting spells or blackouts			25	Osteomyelitis		
6	Loss of balance/co-ordination			26	Poliomyelitis		
7	Memory/attention problems			27	Injury to any joint or bone		
8	Convulsions, fits or epilepsy			28	Spinal injuries or disorders		
9	Vertigo or claustrophobia			29	Impairment		
10	Sea or motion sickness			30	Abnormal response to heat or cold		
11	Psychological/behavioral Problems			31	Allergies		
12	Asthma/breathing difficulties			32	Sinus problems		
13	Heart or circulatory disorders			33	Thyroid disorder		
14	Tuberculosis			34	Speech difficulty		
15	Arthritis or rheumatism			35	Eye disorder or glaucoma		
16	Anemia			36	Visual impairment		
17	Hemophilia or bleeding problems			37	Ear disorder or hearing difficulties		
18	Leukemia or other blood disorders			38	Skin disorders		
19	Menstrual/gynecological problems			39	Recent injuries or operation		
20	Sexually transmitted diseases			40	Any other condition (specify)		

*If you answered yes to any of these questions please give details in the space provided. List the dates of illnesses/problem and the current effects of any condition.*

NO	Date of onset	Details	Current effects/ concerns

**Capital Football medical information form (page 2)**

Date of last tetanus injection -----/----/-----

Has your child suffered from any acute illness or serious injury, or been treated by a medical Practitioner for illness or injury in the last 4 weeks  yes  no

If yes please provide nature of illness/injury and doctors clearance to continue in the representative program \_\_\_\_\_

Is your child currently taking any medication  yes  no

If yes please provide name of medication and dosage \_\_\_\_\_

Does your child suffer any food allergies or intolerances  yes  no

If yes please provide details of allergies or intolerances

\_\_\_\_\_

\_\_\_\_\_

Does your child suffer any non food related allergies (bee stings etc)  yes  no

If yes please provide details of

allergies \_\_\_\_\_

**For participants with asthma**

When was your child's last asthma attack -----/----/-----

How often does your child suffer asthma attacks (daily, weekly etc) \_\_\_\_\_

Have your child been hospitalized with asthma \_\_\_\_\_ when (approx) \_\_\_\_\_

Are there any factors that induce your child's asthma that we should be aware of - \_\_\_\_\_

\_\_\_\_\_

**For all**

I consent to my child receiving paracetamol for temporary pain relief  yes  no

Is there any further information which you believe may help us to provide the best possible care in the case of illness or injury? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consent to medical attention**

In the case of my child requiring medical treatment or in the case of a medical emergency whilst under the care of Capital Football - Futsal or their appointed officers, I consent to the association arranging for him/her to receive such medical treatment as is deemed necessary. I also undertake to pay any costs which may be incurred for said medical treatment.

Players Signature (if over 18).....

Parent / Guardian Signature (if under 18).....Date.....

# INJURY REPORTING FORM

Name: \_\_\_\_\_

Team: \_\_\_\_\_

**Date of Injury**    \_/\_/\_\_\_

**Type of activity at time of injury**

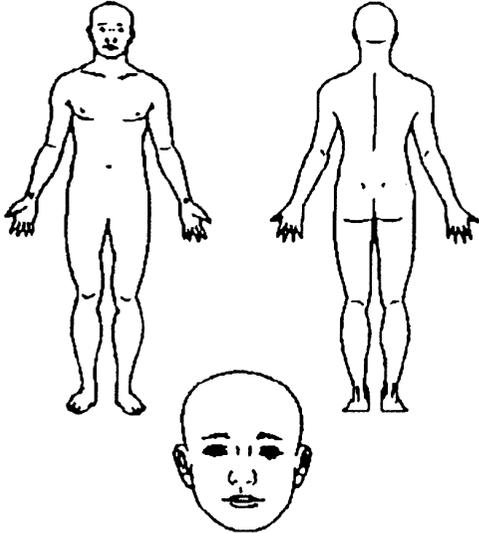
- training/practice
- competition
- other \_\_\_\_\_

**Reason for injury**

- new injury
- exacerbated/aggravated injury
- recurrent injury
- illness
- other \_\_\_\_\_

**Body Region Injured**

Tick or circle body part/s injured & name



Body part/s

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of Injury/Illness**

- abrasion/graze
- sprain eg ligament tear
- strain eg muscle tear
- open wound/laceration/cut
- bruise/contusion
- inflammation/swelling
- fracture (including suspected)
- dislocation
- overuse injury to muscle or tendon
- blisters
- concussion
- respiratory problem
- loss of consciousness
- other \_\_\_\_\_

**CAUSE OF INJURY**

- struck by other player
- struck by ball or object
- collision with other player/referee
- collision with fixed object
- fall/stumble on same level
- jumping to shoot, defend
- fall from height/awkward landing
- gradual onset, no specific reason identified
- slip/trip
- temperature related eg heat stress
- other \_\_\_\_\_

**Explain exactly how the incident occurred**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any contributing factors to the incident, unsuitable footwear, playing surface, equipment, foul play?

\_\_\_\_\_

\_\_\_\_\_

**Protective Equipment**

Was protective equipment worn on the injured body part?     yes     no

If yes, what type eg mouthguard, ankle brace, taping.

\_\_\_\_\_

**Initial Treatment gained**

- none given (not required)
- RICE (rest Ice compression elevation)
- dressing
- sling, splint
- crutches
- massage
- CPR
- stretch/exercises
- strapping/taping only
- none given - referred elsewhere
- other \_\_\_\_\_

**Was medical attention sought after the incident?**

yes     no

**Advice Given**

- immediate return unrestricted activity
- able to return with restriction
- unable to return at present time

**Referral**

- no referral
- medical practitioner
- physiotherapist
- chiropractor or other professional
- ambulance transport
- hospital
- other \_\_\_\_\_

**Signature of player (or parent)**

\_\_\_\_\_

**Today's Date:**    \_/\_/\_\_\_

