



Policies and Procedures

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The following Rowville Football Centre, River Plate Football Academy Australia Pty Ltd and Aston Athletics FC, (from this point known as RPFAA) Policies & Procedures guide our relationship with players and parents.

Terms of Service

RPFAA reserves the right to set fees for the services and programs it provides and adjust these fees, as needed.

RPFAA reserves the right to vary and/or cancel training sessions, programs and/or matches.

RPFAA reserves the copyright of all published materials plus training programs and systems.

Recognising the possibility of physical injury associated with football and in consideration for RPFAA accepting the registrant for its programs and activities, parents, guardians and participants hereby release, discharge and/or otherwise indemnify RPFAA, its coaches and officials, including the owners of the pitches and facilities utilised for the programs, against any claim by or on behalf of the participant as a result of participation in the programs.

Duty of Care Policy

All players are deemed to be in the care and supervision of their parent or guardian at all times. Where RPFAA officials feel immediate medical attention is required, officials may request player to leave training to obtain an appropriate consultation. In the case of an injury perceived to be a medical emergency, RPFAA officials may arrange for the attendance of an ambulance. RPFAA officials will not be held liable or made responsible for the management of a player's pre-existing medical condition in relation to participation in training and/or matches

Fees & Payments Policy

Payment must be received in advance of training. Those who chose not to pay their outstanding fees will be asked to leave training. Only those who have completed one FULL term with RPFAA will be offered the opportunity make regular payments toward training fees based on needs assessment – fees must be paid in advance of sessions attended

Discounts Policy

Sibling discount is calculated on the total number of immediate family members (ie. siblings) concurrently attending any of the RPFAA training programs in full.

2 enrolled = 10% discount off total family term fees

3 enrolled = 25% discount off total family term fees

4 enrolled = 35% discount off total family term fees

Refund Policy

Those who choose to leave the training program and request a refund, may be offered a pro-rata refund minus \$75. No refunds are offered for training sessions missed unless due to injury sustained during RPFAA training. No refunds will be offered for cancelled sessions. All refunds are offered at the discretion of RPFAA management.

Health & Wellbeing Policy

Players must take every precaution possible to avoid personal injuries and injuring others:

Players must remove all jewellery prior to training

Players must wear shinpads at all training sessions unless otherwise advised

Players are responsible for personal hydration and bringing a drink to training

When applicable, players are responsible to apply sunscreen prior to a training session

Players will ensure their actions minimise injuries to other participants and RPFAA officials

The advice given by RPFAA officials on how to address a particular injury is simply advice based on their personal experience and cannot be considered a medical consultation.

Parents should ensure that concerns regarding any injuries should be directed to a qualified practitioner (eg. Physiotherapist or doctor).

Where RPF AA officials feel immediate medical attention is required, officials may request player to leave training to obtain an appropriate consultation.

In the case of an injury perceived to be a medical emergency, RPF AA officials may arrange for the attendance of an ambulance.

All costs associated with the consultation and treatment (including ambulance) must be borne by the player and their family.

Players who sustain an injury during training may be eligible for the reimbursement of costs by the RPF AA or Rowville Football Centre insurer.

In the event of insurance claims for injuries sustained, please contact the General Manager.

Smoking Policy

The RPF AA recognises that passive smoking is hazardous to health and those non-smoking players, officials, parents, club members and visitors have the right to be protected from exposure to tobacco smoke.

Smokers are urged to refrain from smoking while attending RPF AA training sessions and matches.

No smoking is permitted within 10 metres of training area, players, officials and/or other parents.

Players are not permitted to smoke at any time and those choosing to smoke may lose their opportunity to train at RPF AA.

Wet / Hot Weather Policy

Rain is not a reason for training to be cancelled. Cold weather is not a reason for training to be cancelled. Lightening in the vicinity of training venue may delay or lead to the cancellation of training. Substantial rain may result in pitch administrators advising us to cancel training. If air temperature reaches or exceeds 36C, training will likely be cancelled or rescheduled.

No refund will be offered for cancelled sessions though cancelled sessions may be rescheduled, if possible. When possible, notification of the cancellation of a training session will be posted on the RPF AA website.

Attendance Policy

For administrative purposes, the attendance of all players at all training sessions will be noted by RPFAA officials. Players must report to the Academy/ Club official recording attendance prior to beginning of each training session.

Friends & Family Policy

Only family or friends dropping off or collecting players may view training sessions. Sessions are closed to others without the authorisation of RPFAA officials.

Parents, siblings, friends, etc are not permitted on pitch unless requested by RPFAA officials to assist. Parents, siblings, friends, etc are asked not to address coaches or players during training sessions.

New Player Policy

New players are welcome to visit most RPFAA training sessions and watch training. If, after watching training, new players are interested in registering, they need to complete a registration form and make the appropriate payment prior to starting training.

If starting within the first two weeks of the term, a full term's fee is due. If starting after the first two weeks of the term, a pro-rata fee is calculated plus \$75.

Player, Parents and coaches Conduct Policy

The Football Federation Victoria (**FFV**) has strict guidelines on coaches, players and parents conduct. (they are displayed in our clubrooms)

Fines are very hefty and the RPFAA reserves the right to charge the fines incurred directly to the coaches, parents and players responsible.

Players and Parents will display good sportsmanship at all times.

Players and Parents will treat everyone, including fellow players, with respect – bullying, in any form, will not be tolerated.

Players and Parents will refrain from arguing with coaches or other players.

Players and Parents will not engage in the use of crude, foul or abusive language that may be determined offensive.

Players and Parents will not engage in any conduct detrimental to the Academy or club's image when on or off the field, including comments made on the internet, including Facebook.

Players are not permitted to smoke cigarettes, use any banned substance or drugs of dependence.

Players under the age of 18 are not permitted to drink alcohol.

The consequence(s) for breaching the Player Conduct Policy will be (in order) or depending on severity.

1. Verbal warning from a RPFAA coach, Football Operations Director or President
2. A written warning from the Football Operations Director or President plus suspension for 1 week from all training,
3. A written warning from the Football Operations Director or President plus suspension for the remainder of the term,
4. Immediate and permanent suspension from all RPFAA or Club's football training programs

Complaints Policy

All complaints and concerns should be directed in writing to the RPFAA management. All complaints will be responded to as quickly as possible.

Media Policy

Parents or players may not address media on behalf of RPFAA.

Parents and players agree not to discuss RPFAA training programs or systems with the media.

All media enquires must be directed to the RPFAA management.

Solicitation of Players & Coaches Policy

Parents, players and coaches are not permitted to solicit players for other teams/clubs/Academies other than the Aston Athletics FC unless RPFAA or Aston Athletics FC officials have advised that player they are not selected for the team in the upcoming FFV season.

Parents and players are not permitted to solicit coaches for other teams or football academies.

Parents and players are not permitted to solicit coaches directly for personal coaching sessions.

Working With Children Check Policy

All RPFAA officials will obtain a Victorian Working With Children check.

Photographs and Video Policy

By participating in the RPFAA programs, players, guardians and parents consent for RPFAA to use video and photographic images of players in subsequent promotional material including on the RPFAA website.

Parents and guardians may take photos of their players for personal use only.

The video of full games by parents must be authorised by the club.

Coach-to-player Ratio Policy

RPFAA does not believe that a “coach-to-player ratio” is an accurate reflection of program quality. As such, we will concentrate on ensuring each session has adequate coaches involved depending on the skills of the player, the ages of the players, the training activity involved, the training location and the experience of the coaches overseeing the particular session.

Uniform Policy

RPFAA will be introducing a stringent uniform policy from Sept 2013. Until the announcement of the policy details, players are requested to wear red, black and/or white apparel to all training sessions.

Policy Updates

Updates and changes will be made to the RPFAA Policies & Procedures when needed. Updates will be posted on the RPFAA website.

Participants are bound by updates and changes to RPFAA Policies & Procedures and any questions regarding changes should be directed to the RPFAA General Manager.

Privacy Policy

River Plate Football Academy Australia Pty Ltd (RPFAA) is committed to abiding by the provisions of the Privacy Act 1988 (and amendments) and will honour its obligations relating to the collection, use and disclosure of personal information.

RPFAA will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless RPFAA obtain the consent of the individual concerned or as required by law.

RPFAA will only retain personal information as long as necessary for the fulfilment of those purposes.

RPFAA will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.

Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.

RPFAA will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification.

RPFAA will make available to members and customers information about our policies and practices relating to the management of personal information.

RPFAA will act promptly on requests to edit or delete personal information, where relevant.

Any questions or concerns regarding the Privacy Policy or the integrity of the personal information on file with RPFAA, should be directed to RPFAA management.

Changes to this policy may be implemented by RPFAA, as required.

River Plate Football Academy Pty Ltd
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