2027



Wembley Downs Soccer Club

HANDBOOK

January 2025

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Constitution

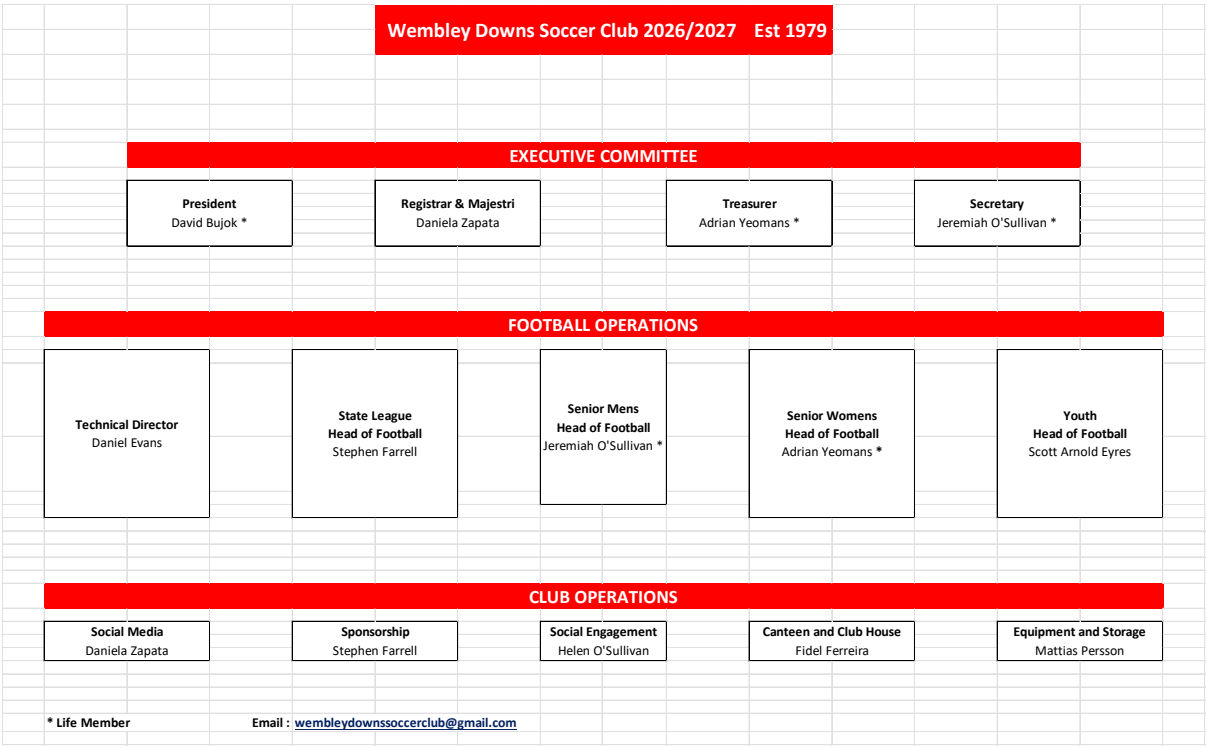
Wembley Downs Soccer Club (the Club) is located at Butlers Reserve 80 Calais Road, Scarborough, WA 6019 and is registered as an association in Western Australia incorporated under the Associations Incorporation Act 2015 with ABN 78941859578.

The Club is affiliated with Football West (FW), the governing body for football in Western Australia, which is itself affiliated to Football Australia (FA).

The Club operates under a constitution, “Wembley Downs Soccer Club Constitution and Rules”, and is managed by a committee elected by eligible members at an Annual General Meeting (AGM). Only senior financial members are eligible to vote at an AGM.

Club Management and Committee

Executive Positions on the Committee are President, Treasurer, Registrar and Secretary. In addition, there are operational positions contingent on the needs of and resources available to the Club. Details of the 2027 team are provided below



Registration

WDSC is affiliated with FIFA and its state representative body Football West.

It has approximately 700 players registered each year and caters for all age groups from 5 to 12 years in the Miniroos Football West competition, 13 to 18 years in the Junior League Football West competition and 7 senior teams in various state competitions.

Our philosophy is to encourage and grow the love of football amongst children and create a community club atmosphere.

Registration opens in the first week of January and will close towards the end of January. Please check the WDSC website and Facebook (@officialwembleydownssoccerclub) to be updated on final closing dates.

Grading periods can change depending on returning players applications for any age group. Dates for grading will be confirmed and posted on Facebook and Website.

Senior registration is open throughout the season; however, it is best to register as soon as possible. For additional senior team registration and grading information, please refer to Facebook and Website updates.

Juniors and Miniroos training will start soon after grading.

Training days can vary as most coaches are volunteers and the days and times will be dependent on their availability. Generally, Miniroos (6 - 12 years) train on Wednesday afternoons for periods of 60 - 90 minutes depending on age and from 4:30pm onwards, with the latest time slot finishing at 7pm.

Junior teams (13 - 18 years) generally train twice a week on Tuesday and Thursday at similar times.

Senior teams also train on Tuesdays, Wednesdays and Thursdays from 7pm onwards.

Only players who have completed the registration and have paid the fees will be allowed to attend grading sessions and subsequent training.

Please note that registering your child as a player also means that, as a parent/guardian, you may be called upon to assist the team or club in various roles. This may be coaching a team, managing a team, being involved in the “refreshments” roster for games, being a referee or game leader, a linesperson for junior games, ground marshal, being involved in canteen duty and so forth.

The club’s success is attributable to the work and effort of volunteers – most of whom are parents of players - which we greatly appreciate and continue to welcome into the club community. We encourage involvement and have resources available to support those without previous experience with club football.

A coaches and managers information evening for those interested will be held early in the year when there is an opportunity to understand matters including Squadi app, Code of Conduct, Working With Children Check, Equipment, Training and Volunteers’ roles. Please refer to updates on Facebook and website.

In order to field a team in the Football West competition a coach is required. We want to provide the opportunity for every interested child to play soccer and we require parents to volunteer as coaches to make this possible. We run sessions for parent coaches during the season and have resources and contacts available within the club to help.

In the event that no coach is available then a team will not be entered into competition by the Club.

Club Fees

Approximate Fees: (to be confirmed on registration)

All payments must be made through the online portal.

For registrations with a Kidsport voucher, you should contact wembleydownssoccerclub@gmail.com

Registration Process (once registration opens)

There is a two stage registration process.

Stage 1 is Club Registration where payment of the Club portion of the fee is made.

Stage 2 is Football Australia Registration where payment of fees to Football West and Football Australia are made.

Upon completion of Stage 1 a link is provided to https://www.playfootball.com.au/ where players, coaches, managers, and volunteers can apply to register with Football Australia including details of terms and conditions, code of conduct and payment will be found. Payment for registration will only be accepted through the playfootball registration portal.

Applicants will receive email confirmation of their application status for .

Parents/guardians may register as volunteers before registering the player(s). All personal details must belong to the applicant.

When filling out registration application please do not use all CAPS, when possible, use a different email address for each parent volunteer and player(s). Upload an updated photo (passport style).

Follow these steps for registration.

1. Choose “Club Football”

2. Choose level “Community”

3. Choose Juniors if playing 18’s and under.

Your child will be placed in the age division that corresponds with the age he or she will turn in the year that he or she is playing. For example, season 2027 if your child is turning 10 in 2027, he or she will play in 10’s.

The club’s preference and policy are for players to play in their age group. There may be circumstances where players are moved but this is at the discretion of the Club.

4. All players must upload a passport style photo (under 5MB – eg. school photo) on to the registration details page. This must be done for your registration to be complete.

Photo image guidelines - please ensure

- Photo is a passport style image
- Head faces camera directly with full face in view
- No hats or sunglasses are to be worn in the photo
- Photo was taken within the last 12 months
- Photo is clear and legible with appropriate lighting

- Under 5 MB in size
- File type of .PNG or .JPG

Please Note: any inappropriate photos may result in your registration being declined.

New Players - before you can register you will need to request a FFA number for the player. The FFA number can be created on the same website used to register players. Once you have the players FFA number you can complete the registration.

Returning players - If you are unable to retrieve your FFA number after following the instructions on the website, you will need to contact Football West, do not register for a new FFA number.

If you are 10 years or older and have moved to Australia but not an Australian citizen, you may be required to fill in an International Transfer Clearance form. Further explanation is available on the above Playfootball website.

If you are 10 years or older and an Australian citizen and returning to Australia having played for a club overseas you are also required to fill in an International Transfer Clearance (ITC) form.

Getting Help

Any questions regarding the registration process please contact wembleydownssoccerclub@gmail.com

Any issues with registration applications should be reported to support@playfootball.com.au

Information can also be found:

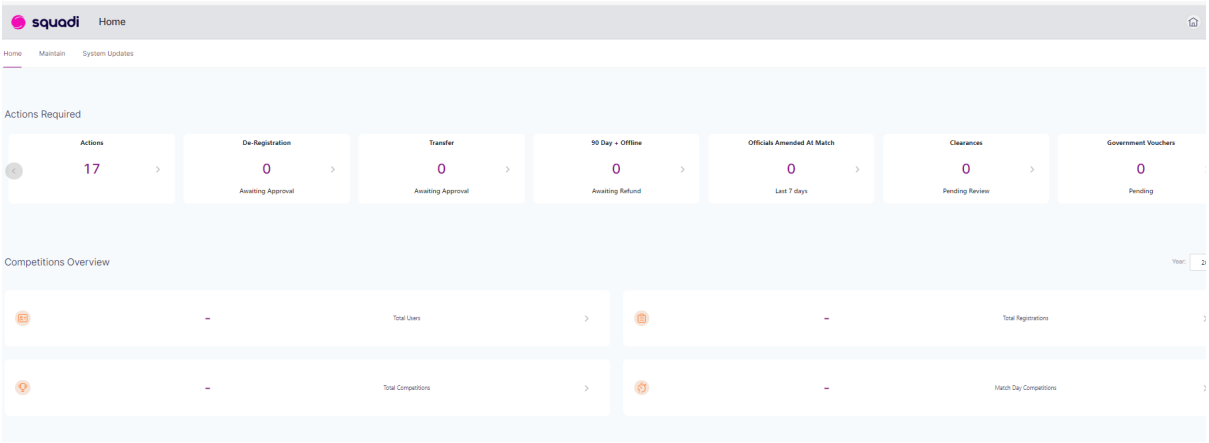
- Visit the Play Football Support site for useful resources or to submit a support ticket.
- Call the support desk on 02 8880 7983: Monday-Friday 9am - 9pm AEST

Code of Conduct

Participation in the Club's activities is predicated upon observance of the Code of Conduct by Players, Guardians and Volunteers. The Codes of Conduct can be found in the Terms and Conditions associated with the application for membership on playfootball and in the appendix to this Handbook.

Team Registration

The Club registers teams for competition on Squadi at https://admin.squadi.com/login



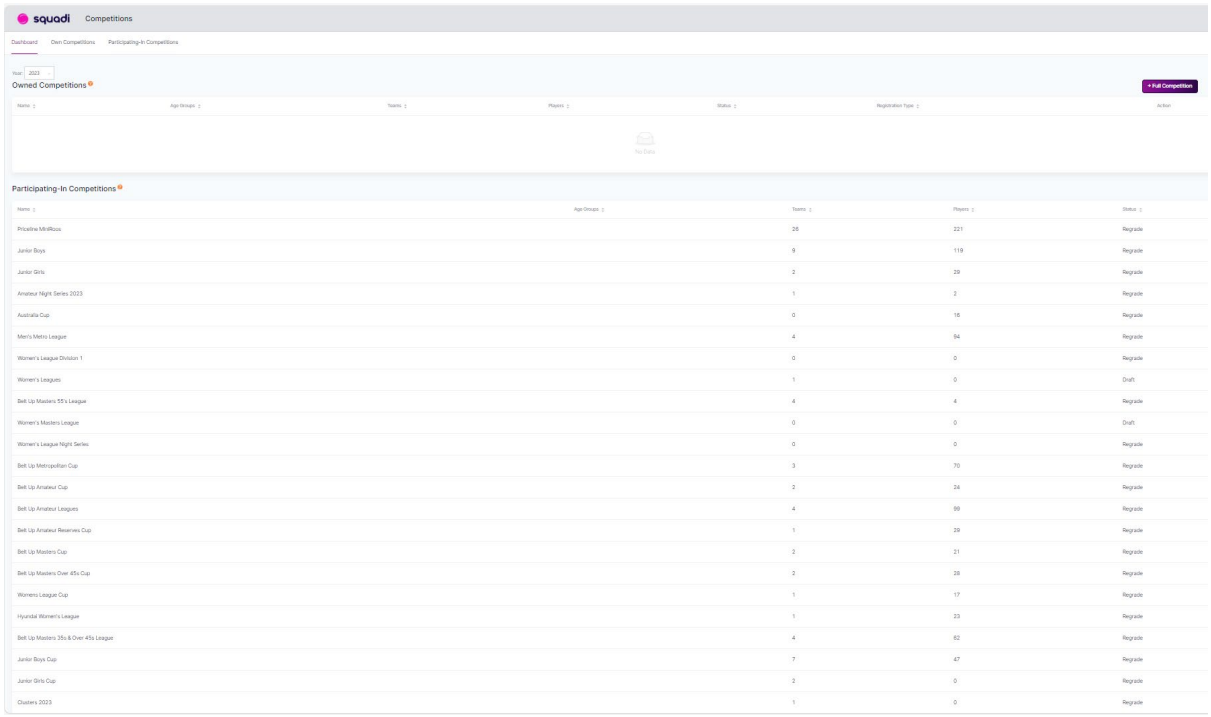
Small Sided, Junior and Senior Coordinators will apply for allocation to competitions.

Information at Squadi Resources | Football West

Team Management

The Club will create an Administration role for Team Managers so that they can allocate players to their teams at https://admin.squadi.com/login

All coaches, managers and volunteers must be in possession of a current Working with Children Certificate (WWC) to be submitted when registering as a volunteer on playfootball.com. The Committee will approve these registrations. Costs to obtain a WWCC will be at your own expense. For more information https://www.wa.gov.au/organisation/department-of-communities/working-children-check-application-and-renewal-process



More information about Squadi in Squadi Resources | Football West

In acknowledgement of the contribution made by Coaches, Team Managers and Coordinators; Teams may request that a gift with a value of no more than $350 be made by the Club at the end of the season and limited to one gift per team.

Competition Management

Football West manages all competitions and provides support on request to clubsupport@footballwest.com.au

Competition rules can be found at https://www.footballwest.com.au/play/resources/competition-rules

Small sided rules for 6s to 12s can be found at https://www.playfootball.com.au/sites/play/files/2020-01/Playing-Formats-and-Rules.pdf

Fixtures and Results

Squadi App

This app is used by Football West and the club to display all fixtures details and results. The app is available online and through Google Play and the App Store.

All coaches, team managers and coordinators should download the app and create a profile using the exact details provided during registration, the system is case sensitive and the use of same spelling in names and emails is important to prevent issues with the app and registration system. Players can download the app if they have their own personal mobile number and email but is not compulsory.

Fixtures and results are managed by Football West and can be viewed at Squadi Live Score Season Fixture

Home teams (team managers) are responsible for allocating a "Scorer" (someone to keep the score) and filling out team sheet for every game on Squadi.

Information sessions regarding Squadi will be held before the beginning of the season, the club encourages all volunteers to attend these sessions.

For more information at Squadi Resources | Football West

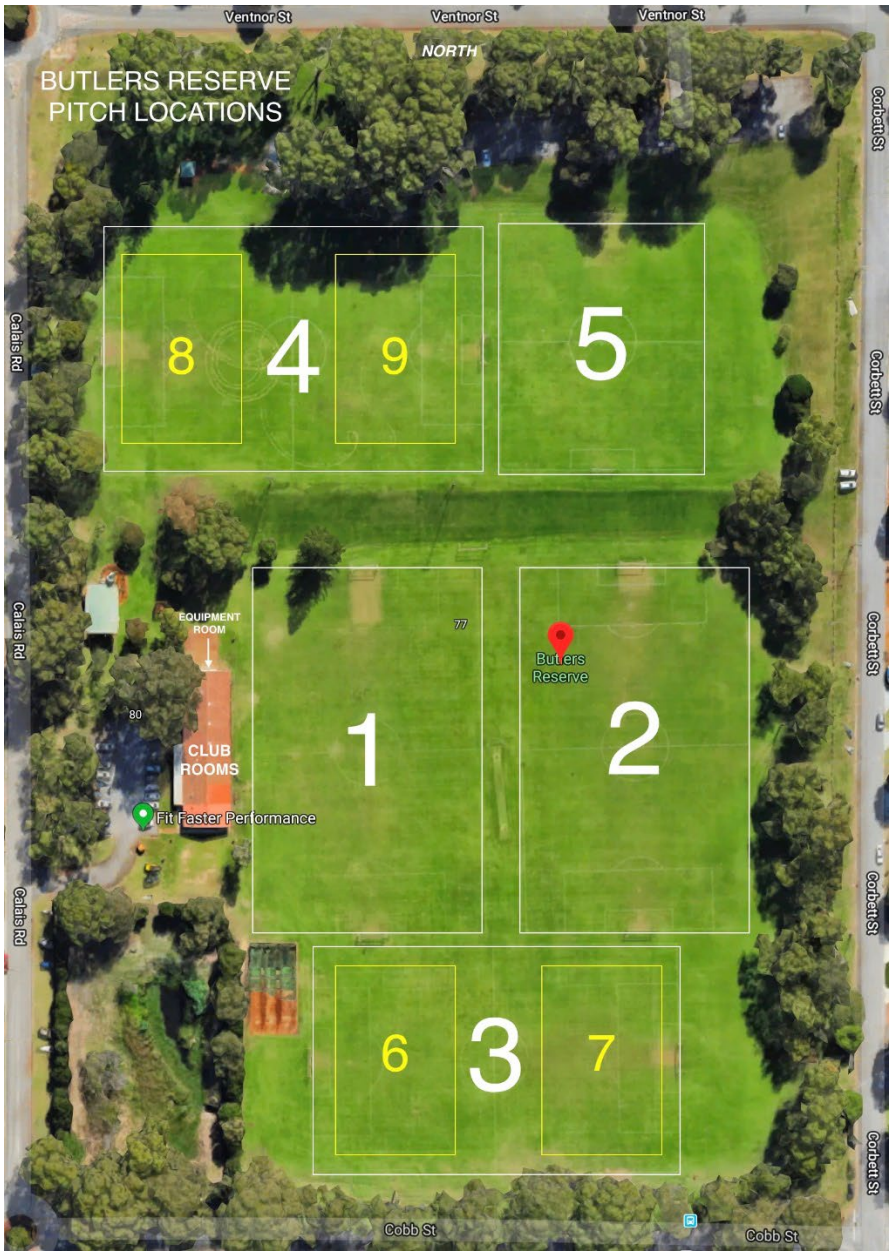
Ground booking requests are to be submitted at https://wembleydownssc.majestri.com.au/grounds-booking

Rescheduled fixtures are fixtures that have already been scheduled by Football West.

Unscheduled fixtures are all other fixtures. Night fixtures may be subject to a charge for match lighting. Friday night fixtures and fixtures at a time when the Club Rooms might not otherwise be open may also be subject to a charge.

Pitch Allocation

Pitch allocation at Butlers Reserve is managed by the Club.



The Club will issue a schedule of fixtures and pitch allocations for each Sunday of the season. Teams should consult the schedule posted at the Club premises upon arrival at the ground to confirm allocation and any duties regarding setting up or taking down nets and goals.

Check the Club website on Sunday mornings for Pitch Allocations.

Teams with fixtures on any day other than Sunday will be solely responsible for organising access to grounds and facilities, pitch allocation, set up and take down.

Match Day

Referee allocation, results, infringements and incident reports are managed on Squadi which is available online and through Google Play and the App Store.

Information at Squadi Resources | Football West

All teams are responsible for providing a Ground Marshall who is at least 18 years of age for their fixture and whose duties include:

a) to provide an escort for the Match Officials to and from the field of play at the start and finish of each playing period;
b) to liaise with Club Officials and emergency services if required; and
c) to supervise the conduct of ball persons if provided.
d) ensure that a fixture finishes within the time allocated regardless of when it commenced
e) follow other duties described here

Grounds Equipment

Grounds equipment including pop up goals, portable goals of various types, net bins with pegs, corner flags, agility poles, an air compressor and mobile ground marshal station can be found in the equipment shed.

Children under the age of 12 are not allowed to enter the shed.

Teams should familiarise themselves with the equipment needed for game set up on their allocated spaces.

Teams	Pitches	Goals	Nets	Corners
6s and 7s	1	Pop ups	n/a	cones
8s and 9s	6 and 7	4 x 1.5m Demountable aluminium frame and cross bar	in bins	yellow agility poles
10s and 11s	8 and 9	5 x 2m portable goal and net with ground poles and hoop pe	attached	yellow agility poles
12s	5	5 x 2m portable goal and net with ground poles and hoop pe	attached	yellow agility poles
Juniors and Seniors	1, 4	Portable	in bins	corner flag poles
Juniors and Seniors	2,3	Permanent	in bins	corner flag poles

Teams allocated with take down duty should return the equipment to the shed and store it in its proper location leaving the shed tidy for the next team to access or return equipment.

Incident Management

All Teams are provided with a small first aid kit as part of the team kit.

Ice can be requested from the Canteen.

The Emergency Access point for the grounds is a chained opening at the north western corner of the clubrooms. The key to the padlock is kept in the key box in the canteen and will be provided on request.

All ground marshals, team managers, coaches should know where the Emergency Access point and padlock key are located.

Our Emergency Management Procedure can be found on our website
https://www.wembleydownssc.com/_files/ugd/65a907_2e5d1ade50114ed48d98d3456bf73c73.pdf

Player Kit

Team shirts, shorts and socks are supplied by SDLeisure sdleisure.com.au

Orders are placed by the teams through their Team Manager and are solely for the teams' account.

Uniform Requirements

The requirements for the uniform are as follows:

- Red Wembley Downs Nike Jersey
- White Shorts (male)
- Red Shorts (female senior and junior)
- Red Socks
- Shin pads (compulsory for all training sessions and games)
- Football (soccer) boots are highly recommended for all training sessions and games.

Uniform Sizes

Contact SDL for sizing

Jersey Numbers

All players will be allocated a jersey number by their age group coordinators or team managers. Players **MUST purchase the jersey with this number.** Do not change numbers as that number may have been allocated elsewhere and is not available to your team.

Check carefully to ensure you have ordered the correct kit. Should you purchase the incorrect number, there is no exchange or return on jerseys. You will be required to purchase the correct top at an additional expense.

Returning players have been pre-allocated a jersey number from season 2023. If you need to change jersey numbers or are not sure if a particular number is available, get in contact with your team manager or age group coordinator. You may use last year's Nike jersey IF your player number has not changed.

If your number has changed from last year, then you will need to purchase a new jersey.

Team Kit

Team kit including balls, cones, bibs and first aid kit is supplied by the Club to the Team Manager or coach(es).

The following team kit should be available to teams

	6s 7s	8s 9s	10s 11s	12s	13s	14s - 18s	seniors
squad size	7	10	13	13	18	18	20
match balls size 5					3	3	3
balls size 3	5	10					
balls size 4			12	12			
balls size 5					15	15	15
bibs small	7	10	6	3	3		
bibs med			7	10	10	6	6
bibs large						12	12
cones pack of 10	2	2	2	2	2	2	2
first aid kit	1	1	1	1	1	1	1
whistle	1	1	1	1	1	1	1
pump	1	1	1	1	1	1	1
keeper gloves	1	1	1	1	1	1	1
keeper shirt	1	1	1	1	1	1	1
coach bag	1	1	1	1	1	1	1
kit bag	1	1	1	1	1	1	1
budget allowance	$ 271	$ 336	$ 431	$ 431	$ 806	$ 831	$ 831

Teams are responsible for their team kit from season to season. Items needed to complete the Team Kit at the beginning of the season in whole or in part can be acquired on the basis of a quotation obtained from Onside Sports in Malaga https://onsidesports.com.au/contact-us/ . The quotation should be presented to the respective coordinators for approval and endorsement for payment by the Club. Once this is confirmed the team can arrange for collection directly with Onside Sports.

The budget allowance for each team represents 50% of the replacement cost for a full pack on the basis that most teams will require a top up as they transition from season to season. Acquisition of full packs will be by exception and subject to endorsement by coordinators when being considered for approval.

First aid kits can be obtained directly from the Club.

Goal Keeper Gloves can be obtained from sdleisure.com.au

Juniors and seniors will from time to time require access to an alternative strip and arrangements should be made with the respective Coordinator and other team managers .

Training Pitch Allocation

Small Sided train on Wednesdays between 1630 and 1900

Juniors train on Tuesdays and Thursdays between 1630 and 1900

Seniors train on Tuesdays, Wednesdays and Thursdays 1900 to 2100

Communications

The Club uses a variety of tools to communicate to its members and other stakeholders.

Club level communications with Football West and the City of Stirling are managed by the Club Secretary.

Players should direct their communications to their team managers and coaches.

Team managers and coaches should direct their communications to the respective Small Sided, Junior and Senior Coordinators.

Small Sided, Junior and Senior Coordinators will be supported by the Heads of Football on all matters where it is requested.

Club website - https://www.wembleydownssc.com/

Club Facebook page – like our page "Official Wembley Downs Soccer Club" https://www.facebook.com/wdscperth

Enquiries - Contact us on the Club Website https://www.wembleydownssc.com/get-in-touch

Squadi – this will be the main form of communication to all members regarding fixtures schedule, match results. You will need to download the app for Apple or Android and find Wembley Downs Soccer Club (WDSC), then select the age group and team you are following (can be more than one under a parent profile).

WhatsApp and Heja - the most effective form of communication. Please make sure to check messages sent here as they may contain time sensitive requests or information. Coaches and team managers use different communication apps to keep parents and players informed about training and game changes, locations, rosters, and attendance. Please ask your team manager or coach which app they will use for the season.

Email - an effective form of communication. Please make sure your email address is up to date during the season.

Football West - https://www.footballwest.com.au/ Rules and resources.

Play Football - https://www.playfootball.com.au/ Registration and resources.

Role Descriptions - https://www.footballwest.com.au/club-resources

Club Code of Conduct – will be published as it becomes available.

Referee Fees

Request for advances or reimbursement of referee fees should be directed to the Youth and Senior Heads of Football.

The schedule of fees can be found at https://www.footballwest.com.au/sites/fw/files/2023-02/2023%20FW%20Referee%20Fees.pdf

Only referees certified by Football West are to be paid in cash directly prior to the match, with each team to pay 50% of the total match fee. A volunteer refereeing a match does not receive a fee.

Canteen and Bar

Teams will be notified of their duty during the season.

On Sundays the canteen is run by the Small Sided and Juniors from 0700 to 1200 and the Bar is run by the Seniors from 1200 to 1800.

During home games, parent or guardian volunteers will be called upon to cover shifts or part of a shift for small sided and junior players. A roster for canteen duties will be updated weekly, no previous experience required. When arriving for canteen duty, please contact Canteen manager to mark your attendance and a canteen induction.

Waste Management

The Club is provided with a large lockable solid waste bin located on the premises which acts as the single collection point for all waste generated by the Club's activities. The key is kept in the lockbox in the kitchen and is available on request.

The Club is a member of the Containers for Change Program. Any items suitable for collection by the Program should be deposited directly into the Containers for Change receptacles which are located at multiple locations on the ground side of the clubrooms.

Infringements and Discipline

Teams are responsible for managing obligations related to behaviour and compliance with competition rules including any fines arising from poor discipline or non compliance.

Appendix 1 Code of Conduct for Juniors

Players Code of Conduct

Play by the rules.

Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.

Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting, or provoking an opponent are not acceptable or permitted behaviours.

Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.

Be a good sport. Acknowledge good play whether by your team or the opposition.

Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.

Cooperate with your coach, team-mates and opponents. Without them there would be no competition.

Participate for your own enjoyment and benefit, not just to please parents and coaches.

Respects the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion.

Parents Code of Conduct

Remember that children participate in sport for their enjoyment.

Encourage children to participate, do not force them.

Focus on the child's efforts and performance rather than winning or losing.

Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.

Never ridicule or yell at a child for making a mistake or losing a competition.

Remember that children learn by best example. Appreciate good performances and skilful play by all participants.

Support all efforts to remove verbal and physical abuse from sporting activities.

Respect officials' decisions and teach children to do likewise.

Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.

Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Membership acknowledgement

I understand there will be no reimbursement of registration fees.

I understand that my allocation to a particular team is at the discretion of Wembley Downs Soccer Club, that my allocation may be on the basis of a grading process and that neither my team allocation nor the grading process is subject to review.

I understand that I am required to provide proof of identification and/or proof of age to a nominated Wembley Downs Soccer Club representative in order to be accepted for membership.

I understand that my application may be subject to a request for an International Transfer Certificate as required under FIFA regulations and where required, it must be received by Wembley Downs Soccer Club so that I can be accepted for membership.

I understand that no team is confirmed until a coach is in place.

I understand that registrations will be done strictly on first come – first served basis (This includes payment) so that we can maintain transparency and ensure that those who have committed to WDSC early are rewarded.

I understand that registrations are limited to a max number per team set by the coach and will be cut off at that point. We have multiple teams per year group as long as Coaches are appointed.

I understand that NO Player is allowed to play up in any age group unless numbers are required after the registration cut-off. There will be no exceptions.

I understand that Playfootball website will specifically state age group and we will post on our website the year of birth relevant to each age group. Your registration date will be taken from your correct registration.

I understand that EVERY PLAYER is graded by the Club. It is expected that you attend grading sessions, if organised for your age group.

I understand that any changes between squads will be handled by the respective coaches only and if in dispute will be decided by the Junior Coaches Co-ordinator.

I understand that once registration has been accepted, no refunds will be given.

I understand that no pre-arranged teams will be accepted regardless of whether they have a pre-arranged coach and team manager. All players must be graded.

I understand that if you have a child who for medical or other reasons will be requesting to play down an age group, there is a formal application process that is administered by Football West.

I understand that applying for registration and making payment DOES NOT confirm a position at the club until you receive an automated email confirming ‘Approval’.

I understand that Players that have registered and made payment in full will be given priority over those that have registered but payment is still pending.

I understand that I am required to abide by the Players / Parents Code of Conduct as part of my obligations as a member of Wembley Downs Soccer Club.

Appendix 2 Code of Conduct for Seniors

Players Code of Conduct

Play by the rules.

Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.

Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours.

Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.

Be a good sport. Acknowledge good play whether by your team or the opposition.

Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.

Cooperate with your coach, team-mates and opponents. Without them there would be no competition.

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Respects the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion.

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I understand that I am required to abide by the Players Code of Conduct as part of my obligations as a member of Wembley Downs Soccer Club.