



FOOTBALL  
**VICTORIA**

# **2019 NEW CLUB APPLICATION**

## INTRODUCTION

Congratulations on being invited to submit a full application to enter Football Victoria (“FV”) community competitions in 2019.

This New Club Application must be completed in order for FV to approve entry into any community competitions. Please note that completion of this New Club Application does not guarantee entry into FV Competitions, and FV may decline a new club entry at any time.

Successful new Clubs will be required to register as incorporated associations with Consumer Affairs Victoria (“CAV”). Do not register with CAV until instructed to do so by FV.

Please refer to the relevant pages in this Application for further information on all criteria.

The New Club Application must be submitted via the following form, [Click here](#).

If you have any further questions regarding the application process, please contact FV on 9474 1800.

## ABOUT FOOTBALL VICTORIA (FV)

Football Victoria (FV) is the governing body for football (soccer) in Victoria.

We are recognised as the organisation responsible for the administration, promotion and delivery of football and futsal (indoor football) in the state by both the State and Federal Governments, as well as Football Federation Australia (FFA). Our funding derives from membership and club affiliation fees, government grants and corporate sponsorship.

Through the national body's affiliation with FIFA (Federation of International Football Associations), we administer football in Victoria including:

- semi-professional ranks
- amateurs
- women and girls
- youth
- referees
- coaches
- officials & Volunteers

## FV CORE VALUES

- **Unity** - Victorian football stakeholders will work together to deliver a shared vision and purpose for the growth and health of the game.
- **Pride** - We are proud of the organisation we work for and bring infectious enthusiasm in pursuit of our vision for football.
- **Integrity** - The affairs of the FV will be unconditionally embedded in honesty and fairness.
- **Respect** - We will treat others the way we expect to be treated. We will also earn respect through becoming a positive and powerful force capable of delivering meaningful sport and social outcomes within the broader community.
- **Openness** - We will engage and communicate transparently with the football family and listen with open-mindedness.
- **Performance** - We will strive for service and business excellence off the field and inspired results on the field for Victorian clubs, players, coaches and referees.

We are a not for profit sporting organisation run by a Board of Directors, elected by football stakeholders made up of Zone Representatives and Standing Committees. We reinvest any money generated by the game in a financially prudent manner, prioritising in providing more coaching, education, facilities, support and participation opportunities to the community and our partners back to where it is needed most.

We currently employ over 50 staff to deliver administration of weekly football matches, producing annual football fixtures and appropriate rules of competition. Referees are also appointed to these matches to facilitate a safer and more enjoyable participation experience.

We also deliver education programs and resources to talented players, coaches, referees and club volunteers while promoting the game through various channels, keeping our members informed regularly through a dedicated communications program.

## **WHERE ARE NEW CLUBS NEEDED?**

Football has grown at a rapid rate, with around 33% increase of team entries since the 2014 season. This increase in player numbers has intensified the pressure on community facilities to cater for more players, more matches and more training. While some areas have increased player numbers significantly, the number of available football venues may not have increased at a rate commensurate with the needs of the sport. FV is working closely with local and state government to ensure that the football community has access to the best possible facilities to meet growing demand.

FV determines the need for a new club in an area by examining the following:

- The opportunity the Club will provide for women's and girls participation at Junior & Senior Level.
- The opportunity the Club can provide for participants with special needs and disabilities.
- Current number of players and recent growth
- Current number of clubs and average player numbers
- Current number of facilities and planned developments
- Current population and projected growth
- Current Club Committee structure

When assessing a new club application, FV will review the need for a new club in the proposed area. FV will also look at other factors such as club culture, proposed teams, financial and business planning and governance structure.

## NEW CLUB APPLICATION PROCESS

FV will assess all prospective New Club Applications and will notify successful applicants by December each year.

**Step 1** – Clubs must complete the Online Application form by COB Monday 3<sup>rd</sup> December 2018, which must provide the following documentation.

1. Club name, representatives, colours and logo
2. Council letter of support
3. Previous participation in Non-Affiliated Leagues
4. Club Vision
5. Budget Development
6. Provisional Team Entries

**Step 2** – FV will assess all applications and provide feedback on whether they have been short listed for 2019. FV will organise a meeting with member of the Club's Committee of the short-listed Club's.

**Step 3** – FV will provide an outcome which is subject to the Club participating in Systems training and attending the Club Development Conference which is to be held in February 2019.

Successful applicants must complete relevant paperwork and undertake systems training/information seminars as directed by FV prior to entering teams for the upcoming season.

New Club Applications will be assessed according to the following criteria:

- **Availability of grounds with appropriate facilities.**
  - Grounds hired from a Council or a private facility must be confirmed and meet the minimum standards for the relevant levels of competition.
  - A Club must have a confirmed home venue before being registered as a Club with FV.
- **The need for a new club within the proposed area.**
  - Ensure minimal impact of players moving from existing Clubs to new clubs that may negatively impact established FV Affiliated Clubs.
- **Governance structure and business planning.**
  - New Clubs must have a proposed committee structure including a Member Protection Officer in place with a budget for at least the first year of operation and if applicable, a previous season operation budget.
  - Community Clubs must not be a front for an academy program or private enterprise.
- **Potential for short and long-term growth and development.**
  - Clubs should aim to encompass multiple age groups for male and female participants.
  - Clubs that show limited scope for growth or do not provide adequate junior or female development, may not be considered.
- **Female Participation**
  - The opportunity the Club will provide for women's and girls' participation at Junior & Senior Level.
- **The history of the new Club.**
  - If the Club has played in FV leagues or another Association's leagues prior to its application, FV will consider its history in terms of discipline, governance and solvency.
- **People of all abilities and diverse backgrounds**
  - The opportunity the Club can provide for participants with special needs and disabilities.

## SUBMITTING YOUR EXPRESSION OF INTEREST

Clubs are required to submit an Expression of Interest via the following online form, [2019 New Club Application](#) or [Click here](#).

The following information outlines the key items clubs must provide in the application. To assist clubs in better preparing for the submitting their application, please read through the following listed items and ensure all items have been considered prior to submitting to FV.

### CLUB NAME, COLOURS AND LOGO

The Football Federation Australia ("FFA") National Club Identity Policy notes that:

1. A Club Name may only contain:
  - (a) Words or letters in English; and/or
  - (b) References to the broader geographic area in which the Club is located; and/or
  - (c) Colours; and/or
  - (d) Numbers; and/or
  - (e) References to flora; and/or
  - (f) References to fauna,provided that these components do not carry any ethnic, national, political, racial or religious connotations either in isolation or combination.
2. A logo or emblem of a new Club may only contain or display:
  - (a) Words or letters in English; and/or
  - (b) References to the broader geographic area in which the Club is located; and/or
  - (c) Colours; and/or
  - (d) Numbers; and/or
  - (e) References to flora; and/or
  - (f) References to fauna; and/or
  - (g) Shapes;provided that these components do not carry any ethnic, national, political, racial or religious connotations either in isolation or combination.

**Click [here](#) to view the FFA National Club Identity Policy.**

Additionally, the FV Rules of Competition required that any new the Club name must not contain any part of the name of any Club in the same or immediately adjoining municipalities, except for the following traditional generic football names:

- (a) United
- (b) Rovers
- (c) City
- (d) Old
- (e) Sporting

A club name should reflect the local geographical area in which the club is based. Names considered too broad, or already in use, will not be accepted.

## **COUNCIL LETTER OF SUPPORT**

To ensure FV can maintain strong working relationships between councils/venue owners and clubs, a letter of support must be provided to FV and included in the application.

New Club applications must be supported by a Council (Local Government) if the new Club proposes to play at a Council managed facility. Likewise, new Clubs playing from school or university venues must be endorsed by the relevant school or university.

## **BUDGET DEVELOPMENT & FINANCE**

One of the most important tasks for a Club to undertake is the preparation of a budget for the upcoming season describing potential sources of income and expenditure. This will allow the Club to adequately plan its finances for the upcoming season and ensure that the Club will remain financially sustainable long term.

Through the identification of each source of revenue and expenditure, a club is able to identify financial targets for the forthcoming year. Specific revenue streams need to be identified (i.e. player registration revenue, sponsorship revenue, etc.) and the target amount of money that is required to be generated through each revenue stream needs to be set. Furthermore, all possible expenses need to be identified (i.e. team entry fees, player registration fees, council fees, etc.) with a target amount of expenditure to be set for each of these. Expenses should be reduced as much as permissible.

It is important to take a cautious approach when preparing the Clubs' budget. Underestimate revenue and overestimate expenses wherever there is uncertainty when selecting the budgeted figure for particular revenues or expenses.

Throughout the season the Club should perform regular comparisons between budgeted figures and actual figures to identify any variances. Reasons for why these variances have occurred need to be ascertained and investigated accordingly. If appropriate, a budget can be amended to reflect new information that has become available to the club (i.e. new revenue streams identified, new expenses that need to be acknowledged). This is known as a flexible budget.

The importance of a budget is that it will assist the Club with its decision making as it is a source of timely financial information relating to its operations, which club management can use to support decision making processes. It allows a Club to plan its financials accordingly to ensure short and long-term viability.

Separate to this form, FV will have sent a Budget Template that can be used to design a budget. Each club is unique with its own particular expenses and revenues.

The Budget Template should only be used as a guide and must be submitted via the following template ([Click here](#)) and uploaded in the Club's online Application.

All FV Fees and subscription reflect the 2018 season and are subject to change for 2019.

The FV Finance Department can also be contacted for assistance by phone on 9474 1800 (dial 5 for Finance) or by email at [accounts@footballvictoria.com.au](mailto:accounts@footballvictoria.com.au)

## PROVISIONAL TEAM ENTRIES

Clubs can enter a variety of teams across genders, age groups and levels, provided grounds and facilities meet minimum requirements. Please refer to the below table on what Community Competitions are available.

Please note participation in Men's State League Seniors & Reserves competitions is application based and must be submitted once the new club has formally been accepted by FV. The Men's Masters (over 35's) competition, Women's State League competition, Men's Metropolitan competition and all Junior teams are all single team entries. Teams entered in MiniRoos leagues do not play for points or ladders.

<b>Team Type</b>	<b>Normal Day of Play</b>
<b>Men's State League</b>	<b>Saturday *</b>
<b>Women's State League</b>	<b>Sunday*</b>
<b>Men's Metropolitan</b>	<b>Sunday*</b>
<b>Men's Masters</b>	<b>Sunday*</b>
<b>Boys under 20</b>	<b>Sunday</b>
<b>Boys under 18</b>	<b>Sunday</b>
<b>Boys under 17</b>	<b>Sunday</b>
<b>Boys under 16</b>	<b>Sunday</b>
<b>Boys under 15</b>	<b>Sunday</b>
<b>Boys under 14</b>	<b>Sunday</b>
<b>Boys under 13</b>	<b>Sunday</b>
<b>Boys under 12 (9v9)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Girls under 18</b>	<b>Sunday</b>
<b>Girls under 15-16</b>	<b>Sunday</b>
<b>Girls under 13-14</b>	<b>Sunday</b>
<b>Girls under 12 (9v9)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Boys under 11 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Boys under 10 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Boys under 9 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Boys under 8 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Girls under 11 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Girls under 10 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Girls under 9 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>
<b>Girls under 8 (MiniRoos)</b>	<b>Saturday or Sunday<sup>#</sup></b>

\*Selected matches may also be played on Friday nights or Monday nights

# Leagues are available on both Saturday and Sunday provided enough teams enter to create a viable league on that day

FV will exercise its discretion to determine the viability of any given league.

## COACHING EDUCATION

For all Coach Education enquiries, e-mail [Coaching@footballvictoria.com.au](mailto:Coaching@footballvictoria.com.au)

In Australia, coach education has been divided into two pathways – community and advanced. Community courses are short, inexpensive and readily available for those people coaching local amateur teams. Advanced courses are long, intensive courses aimed at those who intend to become professional coaches of professional or advanced players.

The community coaching courses provide coaches with an understanding of appropriate coach behaviour, exposure to model training sessions organised by the instructor as well as the opportunity to get involved in the planning and presentation of safe, appropriate and age-related practices. Clubs wanting further information regarding coaching course dates and locations should refer to either the FV or FFA coaching websites or contact the FV coaching department.

Clubs that have a large number of coaches needing appropriate training and accreditation should contact FV to arrange a course at the Club's grounds. Advanced courses are organised both centrally by FFA and regionally through FV at least once a year.

FV Coach HQ: <http://www.footballfedvic.com.au/coach-hq>

## ADDITIONAL INFORMATION

### Club Finance System

The Club Finance System (CFS) is the online payment system that clubs use to manage their financial account with FV.

The Club Finance System allows a user to view payable invoices, view financial statements, make online payments, view alternative methods of payments, view eligible and ineligible player lists as well as eligible and ineligible team lists.

### Referees

Please note that all Men's Metropolitan and Women's State Leagues as well as Junior matches (12-20) usually have at least 1 Referee, but may have up to 3 scheduled, for any matches. Clubs must be prepared to pay for every official that is appointed to their matches. Non-payment will result in monetary fines. Payment in cash or cheque of all fees for Referees must be made by the Home team.

In the absence of a Referee, clubs are required to provide an individual who can fill this role.

If you require any further information regarding FV Referees, please [click here](#) to visit Referee HQ

### Match Record Books

Clubs must list in the Match Record all players taking part in a fixture and must produce the list to the Senior Match Referee not less than 30 minutes before the commencement of any match. Clubs will be required in 2019 to upload match results online.

Match Record Books are available from FV at a cost of **\$15** (based on 2018 fees - subject to change). Each book contains team sheets for 50 matches.

### Rules of Competition

Rules of Competition will be released on the FV website and via e-mail usually by January/February each year.

Please [click here](#) to view the relevant Community Competition Rules and Regulations

## **National Registration System (NRS)**

The National registration System is an online registration system developed by Football Federation Australia.

Every person has their own individual account which is designated a unique 8-digit FFA ID number. This account is a record of their registration history, which includes playing, coaching, refereeing and volunteering.

Clubs also have their own accounts - access to which may be granted via an individual's account once they have applied for access and met the relevant requirements.

## **Sports TG**

STG is the FV **online competition management system**. Clubs use STG to:

- Register teams during the online team entry period (Men's State League excluded).
- Enter team strip details.
- Log coach and team manager FFA ID numbers.
- Assign players to teams and create online match records.
- Enter all match results.