New Lambton Football Club Induction Manual

March 2025

newlambtonfcjuniors.org.au

NEW LAMBTON FOOTBALL CLUB

Introduction

Emergency Contacts

EMERGENCY SERVICES - IN AN EMERGENCY DIAL 000		
Police		000
Fire		
Ambulance		
Electricity - Ausgrid - 24 Hour Emergency Service		13 13 88
EPA - General Enquiries		13 15 55
Gas - Gemena - 24 Hour Emergency Service		13 19 09
Hospital	John Hunter	4921 3000
	Mater	4921 1211
Mine Subsidence		4908 4300
Poison Information		13 11 26
RMS - Roads and Maritime Services		13 17 00
SES - Newcastle		4940 8059
Telephone - Telstra		13 22 03
Water - Hunter Water Corp		1300 657 000
SafeWork NSW		13 10 50

Forward

Without you, local community football would cease to exist. We know this and we appreciate your support, passion, commitment and enthusiasm very much.
This year we will see a strong team of volunteers in a variety of roles which are critical to the success of the season, as well as a big number of players, supporters and Officials. We encourage you to respect and support your fellow volunteers, look out for them if they look like they need some help and of course, seek our support if it is needed.
Please read the information contained in this manual thoroughly and remember to keep a copy either printed or electronically with you so that you can refer to it when needed. If something is unclear, then please let us know and we can clarify it for you.
Information contained in this manual is correct at time of compilation, although it is subject to change. If changes do occur that will affect you, we will advise you as soon as possible.
For up-to-the-minute information please visit our website:
www.newlambtonfcjuniors.org.au

Purpose

The New Lambton FC (NLFC) Induction Manual aims to provide our NLFC family with important information regarding their role within the Club. The induction process serves to welcome new people to the Club and help you transition into your new role; enabling you to feel supported. It is considered best practice to provide an induction program to new members.

This induction ensures that you are initiated in the expectations, performance and culture of the Club and help you understand your role and how it fits into the Club. The document aims to:

- Support the safety and wellbeing of members and participants of NLFC.
- Promote effective and consistent procedure implementation, reporting, responses, management and understanding of things that may affect our Club.
- Promote a systematic approach to work practices and "the way we do things" in our Club.
- Be aware of the services available to support our Club, members and associates.

Welcome to and Acknowledgement of Country

The Awabakal and Worimi peoples are acknowledged by New Lambton Football Club as the Traditional Custodians of the land and waters situated within the Newcastle local government area, including wetlands, rivers, creeks and coastal environments. It is known that their heritage and cultural ties to Newcastle date back tens of thousands of years.

Welcome to the New Lambton FC Team

Join our Club and connect with real people, who live, work, and play locally.

NLFC has a long history of being a competitive, welcoming, and family-friendly place for people of all ages to enjoy their love of community football. By becoming a member of NLFC you cement your support for local football, become an integral part of a community sporting club and make a meaningful contribution to grassroots football.

New Lambton Football Club is one of the largest Clubs in Northern NSW with approximately 1,000 members. Volunteers are the lifeblood of the Club and the community. As volunteers, you offer your time so that children can play the game they love without recompense so please if ANYONE ever treats you in any other manner other than with respect, dignity and fairness please let us know as soon as possible.

Volunteering is a great way to meet new friends, learn new skills and doing something worthwhile for your community. NLFC appreciates the assistance of volunteers and so do our participants. Without volunteers, NLFC services cannot be provided.

As a volunteer with NLFC you will be required to follow the organisation's policies and procedures. This is our way of making sure our participants can receive equitable and fair treatment and that we comply with the relevant requirements and legislation.

All volunteers, staff and office bearers are required to comply with a Code of Conduct and must hold a valid Working With Children Check prior to commencement in any position with NLFC. We also recommend that all members complete the Laws of The Game online course (the course is free, and there is a link from our website).

This NLFC Induction Manual offers knowledge and information so that you have support across varied tasks, roles and duties that may be relevant to your NLFC volunteer role.

As well as regular and occasional events, NLFC has key events that involve volunteers on an annual basis, these include: Presentation Day / Family Picnic Day and Muster Day.

So we welcome you to NLFC and thank you for offering your time and skills to a very worthy community organisation. We're certain you will gain as much as you give in your volunteering and find it rewarding!

New Lambton FC has committed to values which will dictate behaviour, shape our culture and determine the way we do business. Living our values in our behaviours, actions and decisions is fundamental to achieving our vision and fulfilling our mission for football. In accordance with our commitment to accountability, we will do what we say we are going to do and imbed this principle throughout the game.

We are confident that the identified focus areas, priorities and ensuing actions outlined in the plan are reflective of the Club's needs and expectations. Our progress and performance will be monitored continually by the Committee to ensure that the Club responds proactively to opportunities and threats which have the potential to derail our vision.

Our WEIR values (Wellbeing, Excellence, Integrity and Respect) underpin everything we do as a Club, as well as how we expect all our players, volunteers and others to engage with one another and the community. Our Values help set our Club's Vision and Mission Statement.

Our History

New Lambton was originally a coal mining township, with the New Lambton Colliery situated to the east across the railway in what is now Adamstown and became a municipality on 8 January 1889 covering 2,560 acres (10km2) until it was eventually incorporated into Greater Newcastle.

The suburb is home to the New Lambton Football Club, one of the largest football clubs based on members in Northern NSW and we play games out of Novocastrian Park and Regent Park.

Our Club traces its origins back to 1896 when Scottish miners from South Lambton first played football, which became an official club in 1917 as returned servicemen came home from the Great War to again work in the mines.

The first competitive game was played somewhere near the corner of Mackie Ave and St James Rd and New Lambton played a team made up of Miners from Lambton. This history is honoured by the miner's lamp and date on New Lambton's crest.

New Lambton has been home to a number of legends of Newcastle, National and International football. Both Ray Baartz and Colin Curran, heroes of our 1974 World Cup campaign, both played junior football for New Lambton South. In 1974, New Lambton played in the final of the then State Cup and followed on to win the championship – a tournament similar to today's FFA Cup.

In 2007 with approximately 250 players, New Lambton FC moved from Alder Park to the larger and better-supported Novocastrian Park, with the vision to build the "club of choice" in Newcastle. Today, New Lambton FC is well represented at the community grass-roots level, guiding talented players through a development pathway and acting as a feeder Club for a number of the local Premier Clubs in the local area.

New Lambton FC is continuing to be the best they can be and work hard to remain a leading football Club in the local community – in both male and female codes. We value diverse styles, experiences, and perspectives. People from diverse backgrounds (including but not limited to, Aboriginal and Torres Strait Islander Australians, people with diverse gender identities and sexualities, people from different cultural and linguistic backgrounds, people with disability, and veterans) are welcome!

Our WEIR values (Wellbeing, Excellence, Integrity and Respect) underpin everything we do as a Club, as well as how we expect all our players, volunteers and others to engage with one another and the community.

- Wellbeing: We develop and promote a safe and supportive environment
- Excellence: We strive for quality and improvement in everything we do
- Integrity: We know and do what is right
- Respect: We respect diverse views and opinions and act with integrity, and treat others as we expect to be treated

Our Values help set our Club's Vision and Mission Statement.

Our Vision for New Lambton FC to be the leading and most respected local community football club and to support and promote football to ensure it is the largest and most popular sport for males and females.

Our Mission is to:

- To provide for all our members a Club run to the highest standard, without limitation as to age, race, religion or gender.
- To improve the publicity of, and public perception of, amateur football at the Club level, so as to foster the continued prosperity of the sport.
- To encourage and assist new and current players wishing to participate in organised amateur football.
- To provide high-quality facilities for the benefit of all our members and the wider community.
- To provide a progression pathway for all our members, from grass-roots through to the highest level of football available.
- To do all these things whilst having regard for the amateur nature of our membership, and therefore keeping Club / Player costs at the lowest possible level.

New Lambton FC understands the value of diversity, equity and inclusion and expects its members to treat each other and members of the community with dignity and respect. We are committed to creating an inclusive Club culture where everyone feels respected, valued and safe to contribute their opinions and talents to the success of the organisation so that we can drive positive community outcomes.

Equal Employment Opportunity (EEO)

NLFC is committed to the development of a culture that is supportive of equity and diversity principles. This includes:

- Providing a place that is free from all forms of discrimination, bullying, harassment and victimisation,
- Identifying and removing barriers to the participation of various groups of people including Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, people with a disability, women and those from LGBTI communities; and
- Providing a confidential grievance process where volunteers can gain accurate advice and make complaints about EEO related and other issues.

Privacy and Confidentiality

NLFC is committed to protecting personal information in accordance with the Privacy and Personal Information Protect Act (Privacy Act).

NLFC discloses personal information only where it is directly related to the purpose for which it was collected and where the person is unlikely to object, or would have known that information is usually disclosed in that way. We will also disclose information where it is necessary to lessen a threat to someone's life or health or where it is required by legislation.

This means that you must not disclose personal information held by NLFC to anyone outside of NLFC. This includes any information that is not publicly available, such as telephone numbers.

Volunteers shall not use information including confidential information gained through their activities as a volunteer for the purpose of securing a private benefit for themselves or for any other person. Volunteers shall not disclose any confidential information for any reason without the authority to do so. Volunteers shall not use or disclose private or personal information unless it is in accordance with the Privacy and Personal Information Protection Act.

Media Protocol

Volunteers are not permitted to make any comments to the media on behalf of NLFC.

All media communication is managed by the NLFC Executive.

Any queries for a statement to the media should be referred to an NLFC Official.

This protocol does not limit your ability to make comments as an ordinary citizen.

Personal Property

Volunteer's personal items are not covered by NLFC's insurance whilst undertaking volunteer activities. Volunteers are encouraged not to bring or wear items of any significant value (including jewellery).

All attempts should be taken to secure personal items against theft or damage.

Grievance and Complaints

A grievance is a real or perceived cause for complaint and can be any type of problem, concern or complaint related to your voluntary work environment. It may arise from a situation, decision or omission which you consider to be discriminatory, harassing or unfair. You should feel happy and safe whilst volunteering with NLFC and a situation that affects your wellbeing should be discussed with a Committee member or the Club's Member Protection Information Officer (MPIO).

NLFC recognises that open communication and feedback are essential elements of a satisfying and productive work environment. Every effort will be made to solve problems cooperatively and informally before presenting them in writing as a formal grievance. Volunteers are assured they will not be disadvantaged by the use of such procedures whether decisions are found for or against their grievance.

While in the first instance grievances and complaints should be directed to a Committee member, you may also contact NLFC's MPIO for confidential advice and assistance.

All grievances will be dealt with as soon as possible, confidentially, impartially and with sensitivity. All formal avenues for handling grievances will be fully documented and the volunteer's wishes will be taken into account in the determination of appropriate steps and actions.

All complaints and questions will receive thoughtful consideration in a timely manner and will be discussed with the individual who raises them.

Out of Pocket Expenses

From time to time, volunteers may need to use their own money to purchase materials or pay fees. Volunteers are required to have approval (preferably written, e.g., email) provided by a member of the Committee Executive prior to the expense being incurred if they wish to be assured of reimbursement. Volunteers will also need to provide a proof of purchase attached to the reimbursement claim. e.g. tax invoice.

The Club Committee

The Club Committee meets monthly, and oversees the financial management of the organisation, its direction and policy development. The Club Executive includes the President, Vice President, Secretary and Treasurer.

We would like to take this opportunity to invite you to come along to the regular monthly Club committee meetings to see what we do, maybe consider volunteering for the Club or joining the committee and help us run the Club for the participants (mostly children) and future generations.

Without volunteers and a committee the Club cannot operate.

If you think you have something to offer the committee, want to have a say, or are just interested in how the Club is run please think about joining - or just attending a meeting.

Attending the meetings is a great way to get to know the committee and you may find that there is something that you can help us with.You are welcome at any committee meeting and we would very much like to see you all.

Some myths dispelled about being a volunteer or on the committee at New Lambton FC:

You have to do a lot of work: You do not have to do anything more than have an hour or so to listen and share your opinion with others. Each meeting the agenda is set with items that have come up in the previous month and they are discussed and decided on then and there. It is up to the President or appointed committee members to do the research and ground work with any proposal.
We are hoping to establish various sub-committees to help focus on specific projects and tasks. Volunteer help will be essential for this and we would appreciate any assistance or input in these matters.

You have to give a lot of time: No. The committee meets once a month to discuss Club business. Any commitment outside the meeting is up to the individual. You can help as little or as much as you are able. We recognise that everyone is busy and have a lot of commitments and the committee endeavours to share out workloads and work around everyone's schedules.

You have to commit to help with everything: This is not true. You are only expected to give as much time as you are able to manage. After all, it is a voluntary position. The meetings are designed to make decisions and if you are able to assist then that is great, if not, your assistance in helping to come to the decision is just as valuable.
If you can spare time to help with game days, working bees, Club events either as a volunteer helper or committee member it is always much appreciated.

I'm a mum, dad, carer, step-parent, etc and mums, dads, carers, step-parents, etc don't go to meetings like that: That is definitely not true. We have had all people in the past volunteer for us and / or hold office bearer positions. Everyone has a lot of things that they can contribute and you should not feel that you cannot attend or be a volunteer. The committee welcomes any family members, caregivers, parents, grandparents...it is your Club too!
If you have not come along to a committee meeting, volunteered or joined the committee for any of the reasons above then please think about it and give it a go.

Risk Management

New Lambton FC has a comprehensive Risk Management Policy and Plan as well as a Critical Incident Response Guide in place - both of which are available on the Club website. The objective of NLFC's Risk Management Policy and Plan is to provide a proactive approach in "Raising the Awareness'" of the risks associated with the activities of the Club and to provide a practical framework to minimise or manage these exposures.
Risk Management involves identifying hazards, assessing the risk and developing controls to eliminate or reduce the risk of hazards in the workplace. We all have a responsibility to report hazards. Prior to conducting work, the risk assessment must be read and understood. If a risk assessment is not in place, one must be undertaken in consultation with the workers undertaking the work.

Risk Rating Matrix		Consequence				
		Catastrophic	Major	Moderate	Minor	Insignificant
Likelihood	Almost Certain	25 H	23	20	16	11
	Likely	24	21	17	12	7
	Possible	22	18 M	13	8	4
	Unlikely	19	14	9	5 L	2
	Rare	15	10	6	3	1

Consequences Types (Severity Type)

- **Catastrophic:** Severe injury / illness requiring life support, actual or potential fatality, greater than 250 days off
- **Major:** Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days of
- **Moderate:** Multiple medical treatments, non-permanent injury, less than 10 days off
- **Minor:** Single occurrence of medical treatment, minor injury, no time off
- Insignificant: First aid treatment, minor injury, no time off

Likelihood (Probability)

- **Almost Certain:** Will occur in most circumstances 90%
- **Likely:** Will probably occur in most circumstances 51% - 90%
- **Possible:** Might occur 21% - 50%
- **Unlikely:** Could happen at some time 1% - 20%
- **Rare:** May happen only in exceptional circumstances 1%

Risk Rating	Risk Acceptance Guide	Action	Action Time Frame
Extreme	Not acceptable	Cease or isolate source of risk	Immediate
		Implement further risk controls	Up to 1 month
		Monitor, review and document controls	Ongoing
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable	1 - 3 months
		Monitor, review and document controls	Ongoing
Medium	Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable	3 - 6 months
		Monitor, review and document controls	Ongoing
Low	Acceptable	Monitor and review	Ongoing

Hazard control measures must be developed in accordance with the hierarchy of controls and consider requirements of legislation, codes of practice and national standards. Changes to work conditions or scope require a review of the risk assessment to ensure additional control measures are identified.
The Club is responsible for checking that risk control measures are implemented for the relevant tasks through regular observations.

Incident Management

All incidents must be reported as soon as possible, and no later than within one (1) day to the Club, who will gather the relevant details and initiate appropriate investigations where required.
To minimise scene disturbance and loss of information all Incidents must be investigated as soon as practicable, and within 7 days after the event.

First Aid and Defibrillator

First aid kits are located in the following locations:

- Novocastrian Park: Canteen
- Novocastrian Park: Referee's Room

Defibrillators are located in the following locations:

- Novocastrian Park: Park side of the amenities facility - external
- Regent Park: Eastern (park) side of the amenities facility - external

During your site specific induction you will be shown the location of the first aid facilities and introduced to site Nominated First Aiders (NFA).
In the event of an injury, seek first aid assistance from the site NFA.
All incidents must be reported to an NLFCJ representative as soon as possible.

Personal Protective Equipment (PPE)

All volunteers are required to wear the task / role specific PPE requirements.
For example, when working in the Canteen or BBQ, the following is applicable:

- Gloves
- Apron
- Enclosed shoes
- Long hair tied back

Where PPE is required to manage specific hazards these requirements will be listed on the task specific risk assessment/s.
It is recommended that when conducting manual handling, gloves are worn.
It is recommended that when outdoors in the sun, the following is worn:

- Broad brimmed hat
- Long sleeved shirt
- Long pants
- Sunscreen

Housekeeping

Good housekeeping is an essential part of incident prevention and can lead to greater productivity and efficiency. As a minimum requirement:

- General areas and walkways are to be kept clean and free from debris and waste material, minimising risk of trips, slips and falls,
- Removal of protruding objects such as nails and sharp metal to reduce risk of struck-by and struck-against injuries,
- General areas are to be left in safe conditions during and at completion of tasks, disposing of waste in appropriate bins,
- Combustible waste materials are to be placed in metal containers with metal lids and appropriately disposed of on a regular basis, and
- Contaminated waste is collected and disposed of according to local disposal requirements and kept away from meal areas.

Site access and site security all form part of good housekeeping practices.

Temporary fencing / barricades is required where there is a need to prevent persons from entering restricted areas and coming into contact with hazards.

Electrical Work

NLFC and our volunteers must ensure:

- All electrical installations and equipment are free from damage and have a current test tag. If an electrical item is noted to be faulty, damaged or not have a current test tag, DO NOT USE IT AND REPORT IT TO AN NLFC OFFICIAL IMMEDIATELY,
- Electrical equipment when being serviced or maintained is isolated, tagged and locked out,
- Plant is not used in conditions likely to give rise to an electrical hazard,
- Prior to conducting any work, information on the position of underground or hidden electrical services is obtained and provided to all workers involved in the task,
- Extension cords and fittings are not located where they are likely to be damaged, are not to be piggy-backed and are not laid across access ways unless they are protected,
- Signs are used to warn of electrical hazards and to restrict access where there is a risk of electrical exposure, and
- Any repair or maintenance is carried out by a licensed electrician.

If a piece of equipment is identified as damaged or unserviceable, it must be removed from service by placing a yellow and black out of service tag on the equipment and then immediately notified to a designated NLFC representative for follow up.

Manual Tasks

A hazardous manual task is a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing that involves one or more of the following:

- repetitive or sustained force,
- high or sudden force,
- repetitive movement,
- sustained or awkward posture,
- exposure to vibration.

Risk assessments detail control measures to manage manual task hazards.
Safe manual handling techniques must be established prior to work commencing.
The seven steps to safer manual handling:

- Step 1. Size up the load: Make sure the load is stable, balanced and light enough for you to safely lift. If it is not, get help or use a dolly or some other lift aid.
- Step 2. Plan the job: Find a route that is free of slip and trip hazards. Figure out where you will drop the load off, and plan rest stops along the way if necessary.
- Step 3. Establish a base of support: Keep your feet at least shoulder-width apart. A staggered stance, with one foot slightly behind the other, can help form a strong base of support.
- Step 4. Bend at your knees: Bend at your knees, not at your waist.
- Step 5. Get a grip: Grip the load firmly, using your whole hand, not just your fingers.
- Step 6. Lift with your legs, not your back: Flex your knees and hips, not your back, and avoid bending at the waist.
- Step 7. Keep the load close: The closer the load is to your body, the less force it puts on your back. Carrying 4.5 kilos at arm's length feels like lifting 45 kilos.
- Step 8. Pivot; don't twist: If you need to change direction, move your feet, taking small steps.

Wherever possible, utilise mechanical lifting (such as a forklift of trolley) or engage group lifting techniques with a colleague.

Hazardous Chemicals

NLFC are responsible for the management of hazardous chemicals at the workplace. This includes ensuring risk control measures are identified and implemented.
A risk assessment of all work involving hazardous chemicals must be readily available to workers that may be exposed to the hazardous chemicals.
A register of all hazardous chemicals used at the place of work must be kept on site with copies of the Safety Data Sheet (SDS) available at the worksite or point of use.
The SDS must be read and understood PRIOR to use.
Hazardous chemicals such as fuel and other flammables are to be stored only in approved containers and proper separation of incompatible chemicals is required.
When using hazardous chemicals, PPE is to be worn in accordance with the requirements of the risk assessment and the relevant specific SDS.
Workers are to be trained in the safe use, storage and handling of hazardous chemicals they work with.

Emergency Management

During the site specific orientation you will be familiarised with the location of firefighting equipment, first aid kits, the defibrillator and emergency assembly areas.
If you identify an emergency situation, notify an NLFC Official immediately. Phone 000 to request appropriate emergency assistance if necessary, follow site procedures to raise internal alarm and proceed to the emergency assembly area.
Provide detailed information regarding the nature of emergency; specific location; assistance required; casualties' status; and your contact number.
There will always be an NLFC Official and / or Duty Officer present on any game day activity.

Fit for Duty

Volunteers are obliged to present themselves for work in a fit state so that in carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety.
Our Alcohol and Prohibited Drugs Policy (available on the NLFC website) contains measures to deal with alcohol and drugs and their effect on workers' fitness for work whilst performing duties for NLFC.
This ensures the NLFC has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and where required, rehabilitation.
Volunteers must present for work in a fit state, so that in carrying out normal work activities they do not:

- Expose themselves or their co-workers, visitors / the public to unnecessary risks to health or safety,
- Inhibit their ability to fulfil the requirements of the position,
- Present a poor public image of the NLFC, or
- Cause damage to property / equipment.

If in the opinion of a Committee member of the NLFC a person is not fit for duty they shall not be allowed to commence their volunteering role and shall be asked to leave the venue.

Smoking

Smoking and using e-cigarettes are banned in all enclosed public areas and certain outdoor public areas, under the Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016. These bans protect people from harmful second-hand tobacco smoke.

Smoking and using e-cigarettes are banned in the following outdoor public areas:

1. Smoking is banned within 10 metres of children's play equipment in outdoor public places in NSW. This includes equipment in local parks and reserves.
2. Smoking is banned in spectator areas at public sports grounds and other recreational areas in NSW. However, smoking is only banned when an organised sporting event is being held.
3. Smoking is banned within 4 metres of a pedestrian entrance to or exit from a public building in NSW. This law is called the '4 metre law'.
4. smoking is not permitted in a commercial outdoor dining area, being:
    - a seated dining area
    - within 4 metres of a seated dining area on licensed premises, restaurant or café
    - within 10 metres of a food fair stall.

We ask our members and visitors to be respectful of others in respect to smoking and secondhand smoke, and also adhere strictly to the Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016.

There is no safe level of exposure to second-hand smoke.

Well Trained, Competent and Confident

When volunteering, both you and NLFC have shared responsibilities. These responsibilities are underpinned by our core values of Wellbeing, Excellence, Integrity and Respect; and the principles of volunteering. We may also have additional responsibilities which can be found in each role Position Description (available on the NLFC website).

We want all of our volunteers to be well trained, competent and confident. There are Position Descriptions for all roles, which outline the main responsibilities and requirements of the position.

Specific volunteer duties (such as Canteen, BBQ, Duty Officer, Team Manager, Team Coach, Referee, etc) have role guidelines that provide detail around role duties and obligations.

If you are unsure, please ask one of the team members.

If something doesn't feel right, please stop and ask.

For the majority of our volunteer roles, there will be an experienced team member working with you, to provide you with guidance, support and instruction.

As with most roles, it is typically prudent to turn up at least 15 - 30 minutes prior to when you're meant to start.

All of our resources, including position descriptions, policies, guidelines and procedures are available on our website: www.newlambtonfcjuniors.org.au

Every Volunteer has the responsibility to:

- **Be Dependable.** It is very frustrating when people make promises they can't keep. Make sure that you are doing what you really want to do, and that you are reliable.
- **To Actively Participate and Cooperate.** With other volunteers and NLFC officials in achieving common goals and outcomes. Undertake your duties in a responsible, dependable, conscientious and courteous manner.
- **Be Willing to Learn.** Find out all that you can about your job and attend any training or inductions as required and advised.
- **Be Patient.** If you are working with people with special needs, allow them as much independence as possible. Don't do things for them just because it's quicker.
- **Keep Information Confidential.** The things that you learn about people on or off the job should be kept to yourself. Any concerns should be discussed with a Committee member.
- **Be Aware of NLFC's Policies and Procedures.** A general rule of thumb is - if you don't know - then please ASK. Comply with all relevant policies and procedures.
- **Not to Judge.** Don't judge people's capabilities by their age or disabilities, or to try and influence others with your own beliefs.
- **Work as Part of a Team.** When you are working with other people you are not the "star performer" - everyone is equal. Keep a good working relationship with your workmates.
- **Be Open-Minded.** Accept other people's opinions even if you don't agree with them. Don't try to make people accept your views and standards.
- **Tell the Coordinator if you are Happy or Unhappy with your Work.** Don't take on too much, it's better to start gradually and as you gain confidence you can then take on more if you wish.
- **Be aware of your own Limitations.** You are assisting junior members and members of our community. As much as this is commendable, it's also important that you look after yourself. Have your own interests, friends and activities and don't take on more responsibility that you can handle.
- **Wear Appropriate Clothing** including footwear and personal protective equipment at all times in accordance with policy.
- **Promptly Report** all incidents, accidents, illnesses and any risks to health and safety.

NLFC has the responsibility to:

- **Ensure that Volunteers Have Access** to the relevant guidelines and policies.
- **Provide a Safe and Healthy Environment** for volunteers and others.
- **Create a Climate** of mutual respect.
- **Provide Relevant Guidelines**, policies and procedures that clearly explain NLFC's policies and safety requirements.
- **Provide Ongoing Support**, communication, direction and appropriate training as deemed suitable by the nominated supervisor.
- **Recognise the Different**:roles, rights and responsibilities of volunteers.
- **Consider a Volunteer's** wishes and abilities when allocating roles.

Communications

Communications From the Club

The Club uses TeamApp as the primary means of communication with members.
TeamApp can be downloaded from the App Store or Google Play.
The Club has a Communications Plan and Policy available on our website.
To set up TeamApp, we use the email addresses supplied to us by parents at the time when players are registered. It is, therefore, important that contact details (email addresses and phone numbers) are kept up to date. Please let your Team Manager know of any changes to your details throughout the season or if you wish to include any additional contact details.
Occasionally we also use direct email, so please check your email Spam folder regularly to ensure that Club emails have not been inadvertently directed to this folder.

Coaches and Team Managers

Your main point of contact throughout the season will be your Team Manager and Coach. Each Team Manager, in consultation with the Coach, will advise you at the commencement of the season the general protocols to be followed for team communications (who to contact, how to contact, when to contact, etc).
Your Team Manager will be your point of contact for the dissemination of information about training sessions, matches, volunteer roster (for provision of half time refreshments, Canteen BBQ, field set-up, field pack-up or being a referee at MiniRoos matches) and other Club events. They will also be the liaison officer for any communications with coaches.
As a general rule, all queries should be raised with your Team Manager in the first instance.

Training

Our main training ground is Novocastrian Park, 24 Orchardtown Rd New Lambton and our secondary training ground is Regent Park, Regent St New Lambton. Training can be conducted at Novocastrian Park up until 9:30pm Monday to Friday. Training at Regent Park is a little more restricted, and shall be allocated on an as-required basis.
Training is typically conducted once per week, at a time and day mutually-agreed with the team, Coach and Club. More frequent training sessions are possible, depending on the availability and condition of grounds.
All sanctioned training is rostered to ensure all teams have equitable access to training facilities, and is to be authorised and allocated by NLFC by our Grounds Allocation Coordinator. These allocations will be communicated to Team Managers and Coaches as and when appropriate in the pre-season.
With approximately 1,000 members we cannot guarantee that all teams will train at a time or day that suits everyone, so flexibility is required. Your understanding and cooperation is appreciated in this regard.
There is a Training Protocols Policy, which is available on the NLFC website.
Please do not conduct training in the goal mouth area, between the 6 yard and goal lines.

Match Day

Playing Schedule and Game Locations

- Depending on the age group and gender, games are typically played Friday afternoon / evenings, Saturday and Sunday, and occasionally mid-week
- Our main home ground is Novocastrian Park, 24 Orchardtown Rd New Lambton and our secondary home ground is Regent Park, Regent St New Lambton
- Game schedules are available from your Team Manager, or via the My Game Day application. Team schedules can also be accessed via TeamApp and our website
- Check the schedule frequently, especially in the early part of the season as game schedules often change

General Guidelines

- Be on time, and notify your team if you're running late or are unable to play. Make sure you have your coaches / managers mobile number so you can let them know if you are late or can't make the game
- Place all litter in the bins provided - whether you are at home or away
- Don't enter the Officials area unless you are a player, coach or manager (all coaches and managers must have an officials tag)
- Spectators must remain behind the spectators' line along the sidelines
- Follow all reasonable instructions from Duty Officers and NLFC Officials

Home Game Duties

Field Set Up

The first home team playing will (unless notified otherwise by a NLFC Official) need to set their playing field up. This includes:

- Corner and mid-field flags
- Goal posts and nets
- No Entry signage at each end of the Officials area
- Promotional signage (flags, etc) along the entrance path and in front of the Canteen
- Emergency signage and cones on the roadside at Novocastrian Park (Orchardtown Road side, top of footpath)
- Seating and shade shelters in the Officials area
- Game day game schedule desk (located in the Away change shed)
- General tidy-up of the fields, home and away sheds, toilets, referees room and other facilities

It is recommended to arrive at the grounds 1 hour prior to the start of the game to set the field up, or as otherwise requested. All gear is located in the Game Day storage shed. An NLFC Official shall be there to provide access, guidance and advice.

Field Pack Up

The last home team playing will (unless told otherwise by a NLFC Official) need to pack their playing field up. This includes:

- Corner and mid-field flags
- Goal posts and nets
- No Entry signage at each end of the Officials area
- Promotional signage (flags, etc) along the entrance path and in front of the Canteen
- Emergency signage and cones on the roadside at Novocastrian Park (Orchardtown Road side, top of footpath)
- Seating and shade shelters in the Officials area
- Game day game schedule desk (located in the Away change shed)
- General tidy-up of the fields, home and away sheds, toilets, referees room and other facilities

All gear is to be placed in the Game Day storage shed. An NLFC Official shall be there to provide access, guidance and advice.

Duty Officer

Every team needs to supply at least ONE DUTY OFFICER at every home game. The role of the Duty Office at club venues includes being visible, being vigilant and supporting behaviour that is appropriate to a community sporting event. There is a Duty Officer Position Description available on the Club website as well as the TeamApp page.

Canteen Duties

Every team needs to supply at least ONE person at every home game for 2 hours (depending on circumstances, a second person may be required). There is a Canteen Management Manual available on our website.

BBQ Duties

Every team needs to supply at least ONE person at every home game for 2 hours (depending on circumstances, a second person may be required). There is a Canteen Management Manual available on our website, which incorporates the BBQ.

Allocation of Duties

The Roster Coordinator will establish the volunteer roster at the start of the season, and distribute it to each Team Manager. Penalties may apply to teams who do not fulfil their volunteer roster.

Cancellation of Matches

From time to time, matches will be cancelled by Council or the Club for inclement weather or by the match referee on game day if conditions are unsuitable.
The Club works with the governing bodies and opposition Clubs to find mutually convenient times for matches to be rescheduled having regard to a number of factors such as the availability of grounds, referees, both teams and ultimately, the governing bodies approval.
Whilst we will use reasonable endeavours to reschedule matches, from time to time, this may not occur for reasons beyond our control. In the event that matches are cancelled and cannot be rescheduled, the Competition Operating Regulations apply to determine the allocation of results and points for the purposes of the league table (this is not determined by the Club).

Match Officials

At competition matches the match referee is appointed, as are the lines persons. The home team provides a Duty Officer for each match. These roles are performed by the team's parent group (refer section following regarding parent responsibilities).
At MiniRoos matches, the game helper is typically a volunteer parent provided by the home and away team (one for each team), and we also often schedule up-and-coming referees to these matches so they can gain experience. Each home team must also provide a volunteer Duty Officer for each match. These roles are performed by the team's parent group (refer section following regarding parent responsibilities).
Your Team Manager will source willing volunteers from the parent group or create a team roster so that each family performs these functions from week to week. We thank you in advance for your cooperation and assistance.

Key Contacts

Refer to Appendix 1.

Responsibilities

Registration - Players

All Players must be registered directly through Play Football and with NLFC before they are eligible to play in the competition for NLFC.
This registration process typically needs to be undertaken by parents / guardians.

Registration - Volunteers

All Volunteers must be registered directly through Play Football and with NLFC before they are eligible to volunteer for NLFC.

Child Protection

The Club takes its obligation to provide a child-safe environment very seriously.
We endeavour to comply with the Child Safe Environments Guidelines and require ALL Club volunteers, including officials (coaches, team managers and other volunteers having contact with junior players) 18 years or older to hold a valid Working With Children Check (WWCC) clearance.
Our Club has a Member Protection Information Officer (Refer to Appendix 1).
If you have concerns regarding the welfare or safety of a child, please contact the Member Protection Information Officer or a member of the Executive to discuss.

Discrimination and Harassment

The Club is committed to providing a positive environment where all participants (including players, parents, spectators, match officials and Club officials) are supported and respected, and where unlawful discrimination is not accepted.
That applies to team members and their families and spectators at matches.
If you observe any offensive conduct whilst at a match, please raise those concerns with our Club's Duty Officer (they will be at the ground during all matches). Otherwise, please refer any concerns or queries about harassment or discrimination to your Team Manager in the first instance, and your concerns will be escalated through the Club's lines of communication for investigation and action.

Codes of Conduct

The Club is committed to complying with our and Football Australia's Code of Conduct.
NLFC's adopted Code of Conduct (available on the NLFC website) assists volunteers, players, parents / guardians and others to:

- Understand the standards of conduct that are expected,
- Fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence, and
- Act in a way that enhances public confidence in the integrity of our Club.

The Club requires all players, parents, and spectators to be aware of, and comply with, the minimum requirements in regards to behaviour and conduct as set out in the below points:

Players:

- I will learn and play by the rules.
- I will play for enjoyment, work hard to improve my skills and be a fair team player.
- I will respect, encourage and get along with my teammates.
- I will make every effort to be on time for training and games.
- I will respect coaches, teammates, opponents, officials, volunteers and spectators.
- I will not openly or repeatedly argue an official's decision.
- If I have a grievance or concern I will raise this firstly with my Coach or my Team Manager. If resolution cannot be achieved at this level I will inform the Coach of my intention before raising any issue directly with the Committee.
- I understand and respect that the Coach and Team Manager are responsible for the team and I agree to listen to them and to follow reasonable directions from them.
- I will wear the correct footwear, club uniform and shin guards.

Parents and Spectators:

- I will display good sportsmanship, and always respect players, coaches, officials, volunteers and other spectators.
- I will act appropriately at all times and encourage, in a positive manner, fair play from all participants.
- I will be supportive after the game, regardless of the score, and I will recognise good effort, teamwork and sportsmanship.
- I will resolve to conduct myself in a manner consistent with the culture and aspirations of the club even under the most trying circumstances.
- I will not use obscene or vulgar language on the field or in my role as a spectator.
- I will not taunt players, coaches, officials, or other spectators by means of baiting, ridiculing, making negative comments, threat of violence or actual violence.
- I will not boo or jeer players or officials.
- I will not speak directly to or openly challenge the work of an official.
- I will not openly object to an official's call or yell at an official.
- I understand and respect that the Coach and Team Manager are responsible for the team and my child while he / she is playing and I undertake to follow reasonable directions from them.
- I will not consume drugs or alcohol on the playing fields.
- I will respect the facilities and grounds when playing at home or when playing away.
- I will encourage my child to speak to the coach or manager about any concerns or difficulties.

Coaches and Managers:

- I will ensure that the players and parents are aware of their obligations under the NLFC Code of Conduct (available on the NLFC website).
- Winning is a consideration, but not the only nor the most important one. I will care more about the child than winning the game.
- I will remember players are involved in football for fun and enjoyment and a player's safety is of the utmost importance.
- I will give all players an equal opportunity to participate.
- I will be a positive role model to my players, display emotional maturity and be alert to the physical safety of players.
- I will be generous with my praise, consistent, honest, fair and just.
- I will not criticise players publicly.
- I will adjust to personal needs and problems of players, be a good listener and never verbally or physically abuse a player, official, parent or other club member.
- I will give all players the opportunity to improve their skills, gain confidence and develop self-esteem.
- I will organise training that is fun and challenging for my players.
- I will familiarise myself with rules of football, training techniques and the strategies of football.
- I will encourage all players to be team players.

- I will maintain an open line of communication with players and parents and I will explain our goals and objectives.
- I will be concerned with the overall physical and social development of players and stress the benefits of a healthy lifestyle.
- I will not dispute or argue an official's decisions.
- I will not use obscene or vulgar language in my dealings with players, officials, spectators or other club members.
- I will make every effort never to be alone with players under 18 (other than my own children).
- I will NOT do things for children that they can do for themselves. This includes things of a personal nature.
- I will take reasonable measures to avoid placing myself or my players in situations where there could be a risk of or an accusation of abuse or neglect.
- I will be respectful in all dealings with the Club's committee members.

Club Administrators and Officials:

- Respect the diversity and range of skills that all volunteers bring to the Club.
- Be honest and careful in all dealings with the Club's property and reputation.
- Ensure that all players are given an equal chance to participate.
- Ensure that rules, equipment, length of games and training schedules suit the age, ability and maturity of the players.
- Attend meetings as required.
- Provide quality supervision and instruction for coaches and managers.
- Remember that players participate for enjoyment.
- Encourage coaches and officials to highlight appropriate behaviours and skill development, and help improve the standards of coaching.
- Ensure that everyone involved in club football emphasises fair play above winning.
- Take reasonable measures to avoid placing myself or members of the club in situations where there could be a risk of or an accusation of abuse or neglect.

Penalties for Non-Compliance

Players:

In addition to any penalties assessed during the game, any violation of the above noted Code may result in a one game suspension. A second violation may result in a three game suspension. Any additional violation may result in a possible season suspension. When a player is under suspension the player will not be allowed to participate in competition games, practice games or tournament games.

The Committee reserves the right to immediately suspend or discharge a player from the Club for extreme breaches of the code of conduct or any behaviour that the Committee finds to be in stark contrast to the culture and aspirations of the Club.

Parents and Spectators:
If a parent violates any part of the Code the committee may rule that they cannot attend another game, practice, practice game or tournament game for two weeks. In the case of subsequent violations the parent may be subjected to further disciplinary action by the Committee, which may include a permanent ban on attending games or, in the worst case scenario, suspension of the child for the parent's failure to adhere to the Code and / or comply with the sanctions.
All penalties will be assessed and determined by the full Committee.

Coaches and Managers:
Coaches shall be subject to penalties as assessed and determined by the Committee.

Club Administrators and Officials:
These will be decided on a case-by-case basis by a full meeting of the Committee in the absence of the Committee member alleged to have breached the Code.
Please refer to the below section regarding the Club's additional expectations on the role and responsibilities of players and parents.

Social Media
Players and parents are reminded that due care must be observed when using any form of social media. FA's Social Media Policy, which applies to all registered participants (including players, referees and Club officials) needs to be observed at all times.
The Club may, from time to time, have photographers at matches and use the image of players on its various social media platforms in connection with the Club's activities (Facebook, TeamApp, Twitter and Instagram). We will endeavour to do so in a responsible and appropriate manner. If you do not consent to this occurring in respect of your child / children, please contact the Committee.
Our social media channels are as follows:

- TeamApp
- Facebook
- Website
- Instagram
- Twitter

Insurance

The Football Federation of Australia (FFA) maintains a National Insurance Programme for all member federations, which provides basic cover for Players and Club officials registered with NLFC. The FFA and NLFC encourages all players, participants and Club officials to take out their own private health insurance (including ambulance cover), life insurance and "top up" coverage over and above the coverage provided under the FFA's standard insurance policy.

If a player, participant or Club official is involved in a serious injury, Team Managers will note it on the official team sheet for submission to NLFC, inform the Duty Officer and will complete an incident report for submission to the Committee.

If the injured player (or parent / guardian) has incurred out of pocket expenses, they may complete an online claim form. This is a matter between the player (or parent / guardian) and the insurers. The Club accepts no responsibility for reimbursement of expenses incurred.

Physical or Sexual Assault

If a physical or sexual assault has occurred, it is essential that the Club be notified as soon as possible. Contact police first for assistance in response, as their involvement is a priority. The Club should then make a formal report through the relevant Integrity reporting portal, so that they are aware and can assist where appropriate. Respect for those involved is crucial when responding to physical and / or sexual assault allegations due to the nature of the incident and potential future circumstances that may result from the report. The Club may take on the role to emotionally support those involved.

Facilities

Our Club's facilities include:

- Novocastrian Park [Orchardtown Rd New Lambton]. This is a training and match venue for our MiniRoo and Competition teams. It includes two full-size pitches, plus several smaller MinoRoos pitches. There is a set of change rooms, public toilets and storage sheds.
- Regent Park [Regent St New Lambton]. This is a training and match venue for our MiniRoo teams. Whilst this park can accommodate a full-size pitch, it is typically set up to accommodate the smaller MiniRoo pitches.

We operate a Canteen at Novocastrian Park, and it operates every game day.

Roles and Responsibilities

Coaching Philosophy

Our Club's Coaching Philosophy is guided by the FFA's National Curriculum. Our coaches adhere to its principles and all players are coached with its aim in mind - "to achieve a consistently high standard of learning and development for all players". Our focus is based on an effective possession style of play where we endorse:

- Long term player development,
- A competitive training environment to foster a winning mentality,
- Mistakes being learning moments instead of being punished,
- Encouraging individual play instead of forbidding individual play,
- Encouraging taking initiative / risks instead of forbidding taking initiatives / risks,
- Playing out purposely instead of playing the long ball.

Coaches

Our Coaches are often volunteers, and will be responsible for:

- Ensuring that players are able to enjoy the game,
- Using the FFA National Curriculum as a guide for training, etc,
- Fostering an environment of creativity for players to develop a love of the game,
- Giving player development and player enjoyment the priority,
- Making training and match decisions such as player positions, substitutions, and tactics,
- Working with other Coaches and the Committee to make sure players are in the appropriate environment for their current level of development. Player development may be reviewed throughout the preseason and season, and players will be placed in a team that best suits their level of development, performance, coachability, attitude, maturity, and work ethic,
- Players might be moved between teams and grades at the Coaches discretion. Any proposed movement should be instigated by the Coach, not by players or parents. Any proposed movement will of course, be subject to the agreement of the player and their parent(s).

If a player or parent has concerns over team selection, they should follow the Club's line of communication (in sequential order):

1. Team Manager; then
2. Team Coach; then
3. Committee member.

The Parents and Guardians

We ask parents to help us to facilitate a safe, positive, and enjoyable environment where your children can participate in the sport.

In this regard, parents have the following responsibilities in their interactions with the Club and whilst participating in Club activities:

- We expect that parents show respect towards all participants of the sport, including but not limited to your children's fellow teammates, other families, Club officials (coaches, team managers and other volunteers), governing body / association officials, fellow spectators, and the opposition team including their personnel and spectators.
- Please recognise and appreciate that all Club officials (including Committee members, Team Coaches, Team Managers and other personnel around the Club) are all volunteers who provide services to the Club in addition to their usual employment and their other responsibilities to their families. Please be mindful of this when making demands on their time.
- We will not tolerate abusive, threatening, or offensive behaviour whether directed at referees, lines people, ground stewards / Duty Officers, spectators, the opposition team, or anyone else involved in the sport. Anyone engaging in this form of behaviour may face sanctions from the Club and / or the governing body / association.
- We require parents to comply with all rules, policies and procedures, and codes of conduct as set out by the Club, the governing body / association and / or FFA as notified to you from time-to-time.

To enable your children to perform at their optimal level, we ask parents to ensure that:

- Your child arrives punctually at the grounds ahead of any training session or match. Match schedules and training allocations are often scheduled sequentially and it is imperative that all teams comply with their allocated time slots.
- Your child attends all training sessions and matches with all necessary gear (shin pads, adequate water, etc). You must advise your Team Manager of any injuries or of all medical conditions, such as illnesses, allergies and learning difficulties that could affect your child's activities at the Club. You also agree to be responsible for making sure your child has all necessary medication at training sessions and matches.
- Your child is available to attend scheduled training sessions and matches. It is the Club's expectation that, barring unforeseen circumstances, players will be available for training and matches during this period. Typically, there is one training session and one match per week.
- If your child is unable to attend a training session, match or team function, please advise your Team Manager as soon as practicable. Please do not leave it to 5 minutes before a session is due to start or the scheduled kick-off time. It is unfair on Coaches who plan training sessions and match strategies well in advance.
- You refrain from giving instructions or “coaching” during training sessions and matches. Even well-intentioned instructions such as “shoot,” “run down the line” or “take the player on” might be different from team instructions and player tasks.

- You agree to follow the lines of communication at the Club. Queries and concerns should be directed to the following responsible people (in order of priority):

1. Team Manager; then
2. Team Coach; then
3. Committee member.

- You agree to provide assistance to the Club as and when requested. This may range from providing oranges / refreshments at matches, agreeing to be a referee at MiniRoos matches, agreeing to be a Duty Officer at home games, helping to set up goals and other equipment before training / matches and packing equipment away after training / matches, assisting in the Canteen and / or BBQ, actively participating in Club fund raising activities and actively participating in Club social events. We are a community Club and your families are members of that community.

Players

We want players to develop in a supportive environment that fosters a great team spirit. To achieve this, Players have an obligation to behave in the following manner:

- They must be respectful to all teammate and opposition players,
- They must be respectful and polite towards coaches, Club officials, referees, line persons and parents,
- They must respect and take reasonable care of Club property including balls, nets, and other equipment which may be available to players,
- As students of the game, they must be willing to learn from, and accept constructive criticism from, their Coaches,
- They must give their best efforts toward developing as a player, and contributing towards their team,
- They will abide by the laws of the game,
- Respectfully accept the decisions of referees,
- Be modest in victory and gracious in defeat.

Uniforms

One thing we do want to emphasise is how important it is for players to wear their uniform. All Players MUST wear the correct uniform to play - Officials will not allow a Player to commence play if they are not wearing the correct uniform. Metal studded boots are not permitted. Each registered Player gets a full playing kit provided as part of their registration.

Volunteers (such as Coaches, Team Managers, and other general volunteers and supporters) are strongly encouraged to wear the Club's colours when performing a function for the Club, and when attending matches. The Club is not in a position to provide these at no cost to all our volunteers, although such items as Club-branded shirts, jackets, bags, caps, etc are available through the Club shop.

The Club colours are not only encouraged to ensure our volunteers look professional and to promote our Club and sponsors, but also as a form of credential – this sets you apart and shows other volunteers, NLFC Officials and the public that you are there to help.

If you choose not to wear the Club's colours as a volunteer, please ensure that what you do wear is appropriate. Attire deemed inappropriate may include offensive clothing, untidy, dirty or torn clothes, gang colours, costumes and / or swimwear. Shoes must be worn at all times for safety reasons. We recommend that you wear a strong closed toe shoe or work boot.

Social and Fundraising Activities

The Club relies on its members to support all Club fundraising and other social activities.

This may include attending periodic team / Club functions, participating in community lotteries, quiz nights and other social activities as notified by the Club from time-to-time.

Appendix 1

Key Club Contacts

POSITION	NAME	PHONE	EMAIL
General Enquiries			info@newlambronfcjuniors.org.au
President	Steve MANNING	0410 541 160	president@newlambtonfcjuniors.org.au
Vice President	David THOMAS	0429 994 343	vicepresident@newlambtonfcjuniors.org.au
Secretary	Megan PAYNE	0403 500 921	secretary@newlambtonfcjuniors.org.au
Registrar	Chris BURCHELL		rego@newlambtonfcjuniors.org.au
Female Football Coordinator			femalefootball@newlambtonfcjuniors.org.au
Gear Coordinator			info@newlambtonfcjuniors.org.au
Member Protection Information Officer			mpio@newlambtonfcjuniors.org.au
WWCC Officer			wwcc@newlambtonfcjuniors.org.au
Canteen Coordinator	Anita MICHELMORE	0401 546 656	canteen@newlambtonfcjuniors.org.au
Grounds Allocation Coordinator			allocations@newlambtonfcjuniors.org.au
Senior Referee Coordinator			referees@newlambtonfcjuniors.org.au
Newsletter	Editor	N/A	footballistiq@newlambtonfcjuniors.org.au
Grants Officer			info@newlambtonfcjuniors.org.au