

FFV Club Information System – The Definitive User Guide

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Designed to ensure that all club information is readily updated and available, the Club Information System is available to all FFV member clubs in **SportNet**. When you login to your club account, you will see an option entitled, **Club Information**.

Click on this option and a new browser window will appear displaying the information to the right.

The first screen deals with three (3) specific areas:

1. Club Information
2. Club Contact
3. Playing Strip

Club Information

Here you will find that the **Name** of the club and the **League** are not editable. Any errors in this information should be reported to clubs@footballfedvic.com.au.

It is important that the full **Incorporation Name**, **Incorporation Number** and **ABN** of the club are submitted in accordance with FFV Regulations.

The **Municipality** refers to where the playing ground of the club is situated. For existing clubs, municipal information will already be in the database.

Club Contact

The **Postal Address**, **Suburb**, **State** and **Postcode** are imperative information for any correspondence that FFV sends to your club. Most clubs will have their own PO Box, but in cases where smaller clubs may not have a PO Box, this address contact should reflect that of the club secretary. This information is compulsory, and will be communicated via the FFV website.

The **E-mail** address is equally important, as FFV will be communicating more regularly with clubs via this medium. The e-mail specified will again be communicated via the FFV website.

Note: The FFV e-mail address that clubs have used in the past will be phased out in 2007. Clubs who want to create their own e-mails can simply use any one of the commercial e-mail products available (i.e. Hotmail, Gmail, Yahoo, etc). These e-mails are all free and simple and easy to setup.

Some clubs will have a **Website**, and if you wish to have this website communicated by FFV via it's own website, please enter the appropriate URL.

Club Information

Club Information
Committee Information
Ground Information

Club Information	
Club Name	Berwick City SC
Club League	S3SE
*Incorporation Name	Berwick City Soccer Club Inc.
*Incorporation Number	<input type="text"/>
*ABN	<input type="text"/>
*Municipality	Casey
Club Contact	
*Postal Address	P.O Box 52
*Suburb	Narre Warren
*State	Victoria
*Postcode	3805
*E-mail	berwick.city@ffv.org.au
Website	www.berwickcityfc.com
Playing Strip	
	*Home
*Shirt	Red with White Panel
*Shorts	Red
*Socks	Red
	*Away (Alternate)
*Shirt	Navy Blue white Pane
*Shorts	Navy Blue
*Socks	Navy Blue

Cancel
*Mandatory fields

Save & Exit

Playing Strip

All clubs should place as much detail in here as required. It is important that this information is correct as some clubs change strips from season-to-season without informing other clubs or the FFV.

Along with colours, feel free to specify any information regarding stripes, hoops, trimming or piping.

Equally important as the Home strip is the Alternate playing strip of a club, particularly in the event where there is clash in playing strip between two competing teams.

Saving Changes

Each screen in the Club Information system is independent of one another. Thus, when clicking on another screen, the changes you have made on your current screen will automatically be saved.

If you want to exit the system, simply click on **Save & Exit**. Note, the system will not move to another screen or save changes unless all mandatory fields have been entered.

Club Information

Club Information		Committee Information		Ground Information	
*President		Results Liaison			
*Given Name	John	*Given Name	Quentin		
*Surname	Doe	*Surname	Doe		
+Mobile	0000 555 999	+Mobile	0000 555 999		
+Home/Work Phone	03 9474 1800	+Home/Work Phone	03 9474 1800		
Fax	03 9474 1899	Fax			
E-mail	jdoe@footballfedvic.com.au	E-mail			
*Secretary		Coaching Contact			
*Given Name	Kevin	*Given Name			
*Surname	Doe	*Surname			
+Mobile	0000 555 999	+Mobile			
+Home/Work Phone	03 9474 1800	+Home/Work Phone			
Fax	03 9474 1899	Fax			
E-mail	kdoe@footballfedvic.com.au	E-mail			
*Treasurer		Elite Development Contact			
*Given Name	Doris	*Given Name			
*Surname	Doe	*Surname			
Mobile		+Mobile			
Home/Work Phone		+Home/Work Phone			
Fax		Fax			
*E-mail	ddoe@footballfedvic.com.au	E-mail			
*Registrar		Goalkick Coordinator			
*Given Name	Harry	*Given Name			
*Surname	Doe	*Surname			
Mobile		+Mobile			
Home/Work Phone		+Home/Work Phone			
Fax		Fax			
*E-mail	hdoe@footballfedvic.com.au	E-mail			
<input type="button" value="Cancel"/>		+ At least one phone number must be supplied. *Mandatory fields		<input type="button" value="Save & Exit"/>	

The second screen deals exclusively with contact information for the key members of your club:

It is compulsory for all clubs to provide information the following club members:

1. President
2. Secretary
3. Treasurer
4. Registrar

Whilst not compulsory, it would be helpful for clubs to provide details on the following club members:

1. Results Liaison
2. Coaching Contact
3. Elite Development Contact
4. GoalKick Coordinator

President

Mandatory information for your club's President is **Given Name, Surname, Mobile Phone** and **Home/Work Phone**.

Secretary

Mandatory information for your club's Secretary is **Given Name, Surname, Mobile Phone** and **Home/Work Phone**.

Treasurer

Mandatory information for your club's Treasurer is **Given Name, Surname** and **E-mail**.

Registrar

Mandatory information for your club's Registrar is **Given Name, Surname** and **E-mail**.

Results Liaison

The Results Liaison is the person at your club who has the responsibility of telephoning or submitting your club's results on-line (this facility is available to Junior and Women's State, Thirds and Masters). In the event that Results have not been phoned in, this person will be the first point of contact for FFV staff

Coaching Contact

This is designed for senior clubs who have one team (i.e. Senior Men's). Multiple team clubs can submit their coach details in the On-line Team Entry system.

Elite Development Contact

For larger junior clubs who focus on developing talent, this contact is helpful for our Elite Development department who primarily deal with representative team selection.

GoalKick Contact

Focused primarily at Junior and Regional clubs, the GoalKick coordinator is the first point of call for any club that runs a MILO GoalKick program in the 2007 calendar year.

The third screen focuses on a club's ground information, and is vitally important to the timely release of FFV fixtures. The information contained here forms the basis of the fixturing process, thus it is imperative that all information submitted is accurate and complete.

Note: If your club plays out of more than one ground, please submit details of your secondary grounds by e-mail to clubs@footballfedvic.com.au.

Name of Ground

Please include the complete name of the ground. e.g. Jack Edwards Reserve.

Ground Address

Please include the street name. Street numbers are **NOT** required.

Suburb, State, Postcode

Please ensure the correct suburb and postcode are included

Clubroom Phone, Clubroom Fax

If your clubroom has a phone or fax, please submit these details here. All Men's Premier League venues must have an operable clubroom fax.

Melways Reference

Please ensure you submit the correct map reference for the location of your ground.

Share Ground

If you share your ground with another club, place a check in the box marked 'Yes'.

Nearest Public Hospital

Essential information in the event of an emergency.

Available Dates

For council owned facilities, grounds may only be available during the winter season. If the club owns its own ground, then simply key in 01/01/2007 to 31/12/2007.

Club Information

Club Information		Committee Information		Ground Information	
Ground Information					
NOTE: If you play on more than one ground please contact FFV on clubs@footballfedvic.com.au					
*Name of Ground	Darebin International SC				
*Ground Address	Darebin Road				
*Suburb	Thornbury				
*State	Victoria				
*Postcode	3071				
Clubroom Phone	03 9474 1800				
Clubroom Fax	03 9474 1899				
*Melways Reference	31 A7	*Share Ground?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
*Nearest Public Hospital	Austin				
*Available Date From	01/02/2007 (dd/mm/yyyy)	*Available Date To	31/10/2007 (dd/mm/yyyy)		
*Competition Standard Flood Lights	<input checked="" type="radio"/> Yes <input type="radio"/> No		*Training Standard Flood Lights	<input checked="" type="radio"/> Yes <input type="radio"/> No	
*Competition Availability	<input checked="" type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun				
*Training Availability	<input type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
*Number of Pitches	3	*Council Owned?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Cancel		*Mandatory fields		Save & Exit	

Competition Standard, Training Standard Floodlights

Some grounds are equipped with floodlighting. For clubs who have competition standard floodlighting, please check the 'Yes' box. Guidelines for competition standard floodlighting can be found on the FFV website. For clubs who have training standard floodlighting, please check the 'Yes' box.

Competition Availability

Please nominate the days your ground is available for matches.

Training Availability

This is to assist FFV with locating grounds for programs and clinics that it runs from time to time. The days you select here are not the days that your club trains, rather the days that the ground may be available for FFV to use.

Number of pitches

If your ground has multiple pitches, please key in the number here. This is particularly important for junior fixturing.

Council Owned

If the council owns this ground, please check the 'Yes' box.