The International Football Program

Student Handbook

STUDENT NAME

The International Football Program At:

**Campus:** Forest Hill College
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(03) 9814 9444

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Welcome Letter from FC 11

Dear FC 11 Student,

On behalf of the FC 11 team at Forest Hill College, welcome to our highly advanced football program and a new phase in your life as an elite student athlete. We are proud you have chosen the Forest Hill International Football Program (FHIFP) to further both your education and your athletic career.

As a member of the FC 11 athletic family, our expectations for you are similar to your own personal family’s expectations. Act responsibly as you represent FC 11 and yourself, study, go to class, practice hard, and do your best to excel. Take pride in the opportunity to your institution in a first class manner.

FC 11 holds the philosophy that the athlete’s most important tasks are pursuit of personal growth through academic work and team experiences and development of a sense of ethical responsibility. FC 11 strives to maintain an outstanding athletics program conducted in a manner that sets an example for good sportsmanship.

The FC 11 staff recognises that its primary commitment is education of the student and, to this end, extends academic support, tutoring, and priority class scheduling as a few of the tools offered as you progress through your educational studies. We encourage you to be responsible as a student and use these services, so that you can maintain satisfactory progress throughout the academic year.

FC 11 hopes you will take full advantage of this exciting opportunity while participating in high performance training for football. You are an important member of the FC 11 team. We want you to succeed at the highest level both academically and athletically.

Please remember that the coaches and administrators are here for you. Our goal is to help you succeed in life. Once you have completed your educational journey at Forest Hill, we hope you will remain involved with the FC 11 program as an ambassador for the future.

FC 11 is happy to have you as a part of the FC 11 family of students and we encourage you to please feel free to contact us should the need ever arise.

We wish you the best in all of your academic and football endeavours.

Regards,

FC 11 Team
The International Football Program

The FC 11 International Football Program at Forest Hill offers a unique blend of high performance soccer education and training which has been specifically designed for the sport of football. This program is offered on a full time basis for four days a week over four terms, totalling 40 weeks.

The program merges sports science, coaching methodology, high performance training, and personal academic development and mentoring by current professional players.

All students will be provided with an opportunity to train within an elite football environment where progress is consistently evaluated and recorded. Results of which are used to follow the individual development and progress of each student. Students will be provided with a tailored strength and conditioning program to maximise their fitness capabilities; this will run alongside their football development program to ensure each player has the best opportunity to fulfil their potential.

Duration of Program

- Full-time course
- Four days a week (8:30am – 10:30am)
- 4 terms to run along School Year Calendar.
Our Football Philosophy at FC11 FHIFP

Our philosophy is to develop and nurture within a progressive football performance model, both the individual, and their relationship within a team. Each footballer should strive to realise their respective personal best, by gaining a greater understanding of the core fundamental principles of football and the individual physical, mental, technical and tactical skills and knowledge presented throughout the program.

Our focus for the football player is on producing:

• An innovative and creative player who can solve problems under pressure;
• A player that can read play, has vision and can communicate effectively;
• A player who can score and create goals, defend well and build and maintain play;
• A player who understands any number of roles in variations to playing systems;
• A player who demonstrates leadership, excellence, work ethic and mental resilience;
• A player who constantly seeks to improve him or herself, but understands the value of teamwork;

As the program develops over the course of the year each player will participate in a variety of different football activities which have been specifically designed to ensure potential success in reaching the above objectives. Our coaches Nathan Peel, Harry Bingham and Nebjosa Stojkovic will deliver sessions which target individual areas for improvement as well as position specific sessions which are game related and will develop a player’s tactical awareness and knowledge. By completing the FHIFP we will:

• Create better technical players who are competent in all of the core skills;
• Players who can achieve ball mastery in skill acquisition practices;
• Players who make better decisions which have a positive outcome on the game;
• Creative players who can improvise and express football control and excellence with fluent and instinctive actions;
• Tactically gifted players with a deep understanding of the game;
• Intelligent players who fully understand the roles and requirements of different positions and formations;
• Players who are mentally tough who and focus on any situation and remain resilient and reliable in pressurized situations;
• Players who set themselves high standards and can achieve this standard by setting achievable goals.
The student also receives...

- Student Athlete Performance Record (SAPD)
- A fully comprehensive training manual and training load management system used to record recovery data, wellness information, training goals/objectives, testing information, technical football evaluations and progress reports.
- Access to all Elite Training Facilities
- Customised Athlete Fitness Profiling & Programming
- Comprehensive Field and Laboratory Fitness Assessment
- Periodic testing for Speed / Power / Movement Screening / Body Composition / Technical &Tactical Football Ability
- Personalised Strength & Conditioning Sessions (including remote programs)
- High Performance Training Sessions
- Match Performance Analysis (GPS and/or SportsCode)
- Access to Local and Overseas High Profile Coaches & Players
- Opportunities for Academic Pathways & Progression
- Leadership, Communication, and Team Work Programs
- Football Training Apparel (Macron)
Nutrition

Shown in the graph below is an example of where someone would get his or her energy from during a session at 25%, 65% and 85% intensity. As you can see, glycogen and glucose (carbs and sugar) are the most important fuels, hence the importance of carbohydrates pre, during and post any training session or game. You will be training and playing at roughly 75-90% intensity for most of your sessions, therefore carbohydrates will be important on that day.

![Graph showing energy sources during different intensities](image)

**The Science Behind Soccer Nutrition – Jay H. Williams Ph.D.**

With this much energy expenditure in a huge range of forms and intensities makes it difficult to write the perfect diet suited to all players, they must be individual and targeted to their performance.

Understanding nutrition is to understand how the body actually accumulates energy for use

- First it can use phosphocreatine which is readily stored in muscle cells and quickly converted into ATP for quick bursts of energy lasting up to 15 seconds without the need of oxygen however this is a limited anaerobic energy source.
- Secondly the use of carbohydrate and sugars are broken down into glucose and then glycogen and stored for use with oxygen for longer, more sustained aerobic efforts between 1-5 minutes depending on intensity.
- Lastly the body can use fats which are broken down and stored in the body and turn them into free fatty acids which are used by muscle fibres to generate the ATP. This is working with oxygen for the aerobic long, slow or light intensity movements.

During a match all three energy systems are used by the player, but position can determine how much of each system is called upon. The Phosphocreatine system is used for sprints, jumps, starts, stops, Considering the entire match, glycolysis and aerobic metabolism of glucose are the most important because the intensity is, for the most part, low to moderate such as jogging or shuffling.

The athlete must be fuelling their system correctly to ensure repeated high performance levels based on this energy use. Players running low on fuel will not stop as such, but in fact slow down and fatigue to levels affecting performance greatly. Maintaining muscle glycogen levels is crucial for players aiming to withstand the full 90 minutes and also recover in time for either their next training session or match.

The most effective way to maintain these levels is a high carbohydrate and low fat nutritional plan, this ensures stocks are replenished for repeat performance and thus the athlete is able to train at higher levels more often, hopefully improving performance. It is recommended that athletes eat

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between 8-10g/kg of bodyweight per day, easily eclipsing the amount of protein and fats in their diet.

Protein intake of around 1.6g/kg per day is also extremely important in aiding with the muscle growth and repair from the vigorous and consistent sessions and energy expenditure. Most of this is easily found in a normal diet everyday and the need of supplements is not necessary due to protein levels in milk, meat, fish, chicken and eggs being high enough.

Fat is also important for energy, storage of vitamins and protection of internal organs and cell membranes, it is also important to take the right amount and type of fats to make up around 25% of their daily needs without putting on excessive weight.

### Fuelling up the day before a game

This is an example of the ideal food intake for an 80kg male the day before a very long training session or a major event. It must be noted that if your calorie intake is this high every day, you are likely to gain body fat, hence reserve these high-energy intake days to before big training session or for the day of big games. Again, this is an example of an 80kg adult male. You may require more or less.

<table>
<thead>
<tr>
<th></th>
<th>Quantity of food required to provide high carbohydrate and high protein needs for an 80 kg athlete</th>
<th>Amount of Carbohydrate (g) Need 560-720g/d (7-9g/kg/d)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>1 ½ cups cereal + 200 ml milk 2 slices toast 1 tablespoons jam 1 cup juice</td>
<td>48 30 18 19</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>2 bread rolls each with ham, low fat cheese + salad 1 banana 500mL low fat flavoured milk</td>
<td>53 20 42</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>1 ½ cups pasta with 100g meat &amp; 1 cup veggies 1 cup fruit salad with 200g low fat yoghurt 1 cup cordial</td>
<td>80 43 27</td>
</tr>
<tr>
<td><strong>Snacks</strong></td>
<td>1 banana 200g tub low fat yoghurt</td>
<td>20 34</td>
</tr>
<tr>
<td></td>
<td>Up&amp;Go Milk Drink 600ml Gatorade (proper dilution) 2 cereal bars &amp; 200g low fat yoghurt &amp; 5 snakes</td>
<td>50 53 100</td>
</tr>
</tbody>
</table>

**Intake for an 80kg person**

|                                                          | 669g = 8.4g per kg of body |
Fuelling up on the day of a game

Breakfast:
- Aim is to top up carbohydrate, fluid, prevent being too hungry or full and ready to go
- High carb, low fat, low fibre meal best option
- Examples:
  - Cereal & milk
  - Toast/crumpets/muffins with jam/honey/Vegemite
  - Juice, Cereal bars, Sustagen Sport
  - Pancakes with maple and banana (no butter)

1-2 hours before the game:
- Small amount of solids up to 30min before game time (half a jam sandwich / fruit)
- 200-300mL fluid into the stomach 10mins before a the game can help speed up stomach emptying and minimize bloating/discomfort

During the Game
- HYDRATION: It is important you avoid over drinking. Finding a balance between your sweat rate and the amount you drink can be tough. The best method is to weigh you before and after a training session. If you drop more than 500g in a one session then you’re obviously not drinking enough fluid. The goal is to finish the session or game at the same weight you started. A loss of only 3% in body weight can have a very negative effect on your performance.
- On average, if you’re already hydrated before training (2L of water the day before or on that particular day if it’s an afternoon game), then you should be able to maintain your weight throughout the game/session.

Summary - Nutritional Recovery Suggestions
Rebuild: 20 grams protein within the first hour of a training session
Refuel: Minimum 50g carbohydrate
Rehydrate: Minimum 1000mL in first two hours

Examples of a quick way to get recovery food
- Ham, cheese & salad sandwich & 1 banana + 500mL of Gatorade
- Up & Go Energize or Big M Edge + 500mL water or Gatorade

Football enjoys one of the highest participation rates for children and adolescents around the world, offering the benefits of aerobic fitness, skill development, and a team environment without the risks of a contact sport. Girls and boys can start playing at an early age, often with modifications to rules, playing time, and pitch sizes. Football continues as a popular sport from junior school through to college or university levels. Those with particular talent may be chosen for scholarships to youth development programs for football. Others continue to play football for recreation, fitness or social contact.

Special issues and eating strategies:

Parents are often roped in to become the coaches and trainers of under-age teams. They may accept these positions without an appreciation of either the physical demands or the nutritional needs of football or young people, and without any resources to implement a team program. It is important
that educational resources are made available to these coaches so that they can guide young players into good habits.

Players should be encouraged to develop good nutritional habits at an early age. Adolescence is a time marked by an increased independence in food choice and food preparation. The promise of sporting success may provide strong motivation to develop good dietary practices. Information and the example of good role models may help a young person to develop sound eating practices in their everyday (training) diets as well as the specific preparation for matches.

**Strategies for high energy eating:**

It is usually more efficient to increase the number of times that food is eaten each day – for example, a series of 5-9 meals and snacks – than trying simply to increase the size of meals. Drinks such as fruit smoothies, liquid meal supplements, fortified milkshakes, and juices can provide a substantial source of energy and nutrients that are quick and compact to consume and less likely to cause gastrointestinal discomfort than bulky foods. Sugary foods and specialised sports products (drinks/bars) can provide a compact form of carbohydrate and other nutrients, which is particularly useful when energy needs are high.

A food record can identify the times in a busy day that aren’t being well used for fuelling up. The player should use creative ideas and good planning to arrange a supply of portable snacks and drinks that can travel with them over their day.

Adaptation to a resistance training program may be enhanced by consuming “recovery” snacks providing protein and carbohydrate before and after each workout.

**Nutrition Meal Options**

**Breakfast:**

*Something quick and easy to prepare before class*

- 2 Eggs in a wrap/toast with spinach leaves
- Oats & Protein Shake
- Omelette
- Boiled Eggs

**Lunch:**

- Homemade Beef mince rissoles with vegetables
- Chicken breasts, vegetables and brown rice
- Steak and vegetable stir fry with brown rice
- Pasta Bolognese, use pork or turkey mince for something lower in fat and different flavours
- Marinate Chicken drumsticks and vegetables
- Tuna and salad or rice
- Salmon and quinoa patties

**Dinner:**

Try and change it up as much as possible with fresh salad, vegetables, brown rice, pasta, and quinoa

- Chicken
- Salmon
- Steak
- Kangaroo
- Pesto chicken and vegetable pasta

**Snacks:**

- Yogurt with protein mixed in
- Protein Shake
- Fresh Fruit
- Almonds
- Peanut Butter on rice crackers
- Kale chips – home made in the oven
- Boiled eggs
- Salmon tin
- Omelette
Student Contract

Congratulations! You are participating in the FC 11 Program. The articles of this contract are intended to provide you and your parents/guardians with guidelines for basic participation in our football program. Participation in this program at Forest Hill is a privilege; you are about to become part of a new tradition.

All Forest Hill International Football Program (FH-IFP) students and their parents/guardians must read and sign this contract in order to participate.

Team Commitment

By joining a team, students are making a commitment to: demonstrate exemplary sportsmanship, demonstrate punctuality and diligence vis-a-vis practices and games, demonstrate respect toward teammates, coaches, officials and opponents, honour the game and play to the best of their ability. Failure to meet any of these commitments will lead to consequences designed to help educate and train each student on a case-by-case basis; however, in extreme cases, whereby a student persistently fails to honour these commitments, he or she may be expelled.

Attendance

FH-IFP students are committed and responsible individuals, dedicated to attending all practices and games. 100% attendance to all practices and games is the expectation, because participation is a privilege and not an entitlement. Students have a responsibility to their fellow teammates to prepare for the season in advance and to attend all practices and games during the season. For every practice missed, that student will need to inform the head of campus and provide a medical certificate for consecutive days missed, failure to do so will result in consequences decided by the FH-IFP.

Academic Responsibility

Students are responsible to meet the goals outlined in all of their classes. These expectations include class attendance, effort, behaviour and achievement. Students must remember that their number one priority is academic education; academically, students are always expected to perform to the best of their abilities in the classroom. Students may need to miss some portion of classes from time to time. It is the responsibility of each and every individual student to obtain any missed class materials, make up any missed class work, retrieve any handouts distributed in his/her absence, and inquire about any assignments he or she may have missed while absent. Student athletes must inform all their teacher(s) of any anticipated absence well in advance. Notification two (2) weeks prior to the event is recommended.

Dismissal Time

From time to time, students may be excused from school earlier than normal or required to stay back a little later. The announced dismissal time allows students to gather their belongings and get ready; it does not allow time to play on their phone or engage in any other errands. All students must organise their books and equipment ahead of time. Student athletes are reminded to leave only at the announced dismissal time and not prior to it.
Conduct

FH-IFP student conduct will reflect all the positive qualities of an exemplary FH-IFP student. As school representatives, students are expected to conduct themselves respectfully and with impeccable manners. This applies to all school situations, whether at FH-IFP or any other school. Students will be held accountable for behaviour outside of school, including travelling to and from the campus and at other school events. This includes behaviour that brings praise and distinction to the school community as well as conduct unbecoming of an FH-IFP student. Poor sportsmanship, inappropriate language or any form of student misconduct will not be tolerated and dealt with on a case by case basis. It is an honour and a privilege to be an FH-IFP student.

Possible Measures

Academic concerns will first be discussed between the student and the relevant coach(es). If positive results are not achieved or sustained, a case conference involving the coach(es) and/or the FH-IFP Director will be convened. If the matter persists beyond this, parents will be invited to attend a meeting at FH-IFP with the Coach(es) Director and other, appropriate members of staff. Future involvement in the program would be discussed at this conference, and may ultimately be contingent on the student’s capacity to improve marks in the given area(s).

Behavioural matters will be managed in accordance with current FC 11 policy and practices. Any initial concerns will be addressed by the coach(es) involved, followed by a meeting with the Director if necessary. If these measures prove unsuccessful, the relevant Head of Campus will be informed and help the student(s) make the necessary adjustments. If the matter persists beyond this, parents will be invited to attend a meeting at the school with the Head of Campus & Director and other, appropriate members of staff. Future involvement in the given sport and other sports would be discussed at this conference.

Agreement

I pledge to do my best to ensure that FH-IFP program experiences will be positive and rewarding for me, all players, all coaches, all parents and the wider community. I promise to take pride in representing the Forest Hill International Football Program and to conduct myself honourably. By signing below, I attest to the fact that I have read and understand all articles in this contract and agree to abide by them completely.
Player Contract & Code of Conduct

1. I acknowledge that it is my responsibility to honour my own & the FC 11 Community values.

2. I understand it is my sole responsibility to be aware of and abide by all current and future FC 11 policies, procedures, rules and regulations.

3. I understand that it is my sole responsibility to be aware of and abide by all current and future federal laws, state laws and local laws and ordinances.

4. I understand that my coach is in charge of the behaviour of the team and its individual members at all times, I will say Hello & shake their hand and Goodbye & shake their hand every day.

5. I understand that I am a part of a team and I will abide by the principles of teamwork. I will not behave as if I am a one-person team, “superstar,” etc.

6. I will honour the principles of true sportsmanship; refrain from using profanity, demonstrate fairness, and be hospitable to my opponent. I will exercise humility in victory and grace in defeat. I will not brag or boast.

7. I will not gamble, wager or bet in any form or consort with those attempting to bring the game into disrepute through illegal betting.

8. I will not engage in trickery or evasion of rules in order to gain an advantage over an opponent.

9. I will not forge a FC 11 official’s signature or falsify records of any kind.

10. I will not engage in behaviour considered by the FC 11 to be harmful to the honour and reputation of the FC 11, its programs and my classmates.

11. I will not bring alcohol or illegal drugs on campus and I will not engage in use off-campus gatherings involving the consumption of illegal drugs.

12. I will not engage in any form of hazing or harassment.

13. I will not make, print, or publish any offensive, profane or sexually suggestive language, or make, print, or publish any inappropriate, derogatory, or disparaging remarks about the FC 11 program, faculty, staff or students, including in websites such as Facebook, etc.

14. I will strive, in both attitude and behaviour, to make a positive contribution to FC 11, the program, and my classmates.

15. I will respect myself, my coach, my classmates, game officials, and FC 11 officials at all times.

16. I will respect FC 11 and associated property and facilities.

17. I will immediately report any misconduct or violation of FC 11 policies by my classmates or other students to my coach or a member of FC 11.

Student Name: ___________________________________________ Date: ______________

Student Signature:___________________________________________ Date: ______________

Parent/Guardian Signature:___________________________________ Date: ______________
A Typical Day & Week

The International Football Program at Forest Hill College is delivered over four days a week, between 8:30am – 10:30am (Monday to Thursday)

**Football Session:** (8:30am – 10:30am Monday - Thursday): Applied practical sessions in maintaining high performance: Athlete recovery and performance management, athlete fitness profiling and conditioning, the fundamental concepts of football.

<table>
<thead>
<tr>
<th>Year 7-9</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
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<td>8:30</td>
<td>8:45</td>
<td>9:00</td>
<td>9:15</td>
<td>9:30</td>
<td>9:45</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td>Football – Skill Acquisition / Finishing</td>
<td>Strength &amp; Conditioning</td>
<td>Recovery</td>
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<tr>
<td><strong>Tuesday</strong></td>
<td>Football – Game Principles</td>
<td>Strength &amp; Conditioning</td>
<td>Recovery</td>
<td></td>
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<tr>
<td><strong>Wednesday</strong></td>
<td>Game / FCW / WT/ VA/ Feedback*</td>
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<tr>
<td><strong>Thursday</strong></td>
<td>Football – Position Specific / Individual Work</td>
<td>Strength &amp; Conditioning</td>
<td>Recovery</td>
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<tr>
<td><strong>Friday</strong></td>
<td>Rest Day</td>
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</table>

*All Wednesday Sessions will be held during Period 3 (If more time is required for Games, part of recess and lunch may be used)*

<table>
<thead>
<tr>
<th>Year 10-12</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
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<td>Rest Day</td>
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</tbody>
</table>

*All Wednesday Sessions will be held during Period 3. (If more time is required for Games, part of recess and lunch may be used)*
Uniforms

In order to maintain hygiene and common decency within the academic facilities where students can focus and concentrate during their classroom or practical based sessions, students are expected to follow the below dress code:

- Students to wear provided uniforms at all times unless otherwise instructed
- No visible undergarments (pants/shorts around waist)
- Clean clothing to be worn to all classes
- For extra warmth on those chilly days, wear a short or long sleeved top (white or black only)
- Clean presentable trainers (no open shoes, thongs or canvas slippers)
- Suitable workout gear and trainers for the practical sessions
- We want you to smell good too so please consider your personal hygiene.
- Deodorant, body wash/spray to be used daily
- No jewellery or watches to be worn during practical sessions
- Students are to label all their uniforms
- Bring your own towel daily
- If students lose any part of their uniform they will be replaced for a fee determined by FC 11
- No sports tape will be provided for strapping, students are required to bring their own and do their own taping unless advised by FC 11 staff.

We believe that looking like a professional from the very first session of your course will assist you to kick start your career. Being presentable and well groomed is integral to feeling like you belong and representing yourself in a positive manner.

Your Macron uniform will be presented to you in your first session.

You are required to be in uniform for every session and assessment.
Your uniform consists of a range of attire, from polo shirts to shorts to jackets and bags:

*You will be advised on Day 1 of which uniform to wear during practical and class sessions once your allocation has been handed out.*
Rules & Regulations

Classroom

To ensure a quiet learning environment for all students and respect in the classroom, making or receiving calls mobile phones is prohibited unless used during break times or urgent calls taken outside in special circumstances as discussed with the coaches prior.

The academic responsibilities of each student include:

- Making satisfactory progress each semester towards earning a diploma and making good academic standing under all policies, rules and regulations.
- Preparing for and attending all classes; arriving on-time and staying until the end of each class.
- Preparing for and attending all scheduled tutoring appointments, advising/coordinating appointments and other academic-related meetings.
- Conducting themselves in all academic settings (e.g., classroom) in a manner that demonstrates a sincere dedication to learning and promotes a positive learning environment. This includes paying attention, actively engaging in class discussions and refraining from distracting behaviour.
- Satisfying all academic expectations outlined by the course instructor for each class even with the additional time demands related to practice, competition and travel. This includes submitting all assignments on time, striving for academic achievement, investing the time and energy necessary to create high-quality academic work and contributing to the overall learning environment.
- Abiding by the Student Handbook and all academic policies of FH-IFP.

Training Pitch

All students are obligated to represent themselves, their team, FH-IFP and their communities with the highest level of sportsmanship. Members of the community, and especially young boys and girls, admire successful athletes and students and look up to them as examples.

Students must conduct themselves according to the following ideas and principles:

- Treat classmates, opponents, coaches, officials, media and fans with respect, fairness, civility and courtesy
- Accept victory humbly and without boasting
- Accept defeat graciously and without complaint
- Take advantage of opportunities to develop oneself as a skilled competitor; train hard and strive for the highest diploma of athletic achievement
- Exert maximum effort within the rules of the game
- Maintain self-control in both language and action
- Admire earnest effort made fairly in pursuit of victory
- Never use the prospect of defeat as an excuse for unethical or unsportsmanlike behaviour
- Accept the role of a public figure and embrace that role to set a positive example for others.
Sports Hall/High Performance Centre

Dress
- Enclosed Shoes must be worn and tied
- Shirt with FC 11 logo that is visible must be worn
- Shorts, Tights (Full or Half Length), or Tracksuit Pants must be worn
- Some other sessions you may be advised to bring other attire at the discretion of your coach
- No jewellery or watches

All Backpacks should not be taken into the gym area.
All personal items such as mobile phones, iPods, watches, jewellery, etc. are stored in your backpack.

Safety

All students will be taken through individual and group programs, only when sufficient at lifts and exercises will they be able to move on, if you do not feel safe, do not perform the movement.

Always have a spotter to help you in harder exercises

All barbell exercises performed have a safety clip on them.

- Barbell squatting and pressing movements are performed with a spotter present.
- Dumbbells are never dropped to the floor after performing the exercise.
- All Barbells, Dumbbells, Plates, Bumpers, Kettle bells, clips, etc. are returned to their specific storage space immediately after use.
- Thumbs are wrapped around the bar or dumbbell during use.
- No Outside Food and Drink
- No Fighting or Wrestling.
- No Spitting.
- No Sitting or lying down unless exercise requires you to do so.
- Use a water bottle and bring your own towel.
- Wipe down cardio equipment after use.

Injuries

Students must fill out a full injury report with a coach prior to attending their scheduled strength training or classroom sessions. Individuals will be given specific programs in order to maintain fitness and strength while injured; there will be full support for injured students.

Media Relations

You possibly will have to deal with the media through interviews. Most interview topics are about FC 11 and you. Possible interviews should be looked at as part of the educational experience offered at FC 11, helping you develop communication skills that can assist you not only in the classroom but in future professional and business careers. The more interviews you do, the better you will become at handling them and the more fun they will be. We encourage you to make yourself available to the media, especially because students are tremendous representatives of FC 11.

We ask the media to direct all interview requests through the FC 11 Main Office, you are not to seek out interviews yourselves or represent FC 11 without written approval first. We will contact you and work around your athletic, academic and social schedules.
All FC 11 Students accept their image and likeness may be used in photos, videos and other promotional material throughout the course.

**When doing interviews:**

- Be smart and think before you speak.
- Respect your opponents, classmates, coaches and FC 11.
- Be positive.
- Be humble.
- Don’t make predictions.
- Smile and have fun.
- Look presentable (appearance can say more than words), so take off your hat, spit out your gum, and get rid of gaudy jewellery.
- It’s easy to talk to the media after good times, but your true character comes out after tough times and adversity (so be accountable and available).
- You don’t have to answer every question or do every interview, but be polite when declining.
- Anticipate tough questions and prepare answers beforehand.
- Have message points you’d like to make.
- Turn a negative question into a positive answer.
- Don’t go “off the record” or say “No comment.”
- Don’t use slang.
- Remember, you can’t control the questions, but you can control the answers.

**Drugs & Alcohol**

The use of alcohol or drugs by students while involved in any team-related activities (e.g., practices, competitions, banquets, team travel) is prohibited, regardless of whether the student is of legal age. Students of legal age must handle the consumption of alcohol responsibly and in a manner consistent with the policies of the team, the law and FC 11 Regulations.

**OH&S**

We encourage safe working practices as an integral part of our program. We comply with State and Territory legislation, namely the Occupational Health and Safety (Commonwealth Employment) Act 1991. In the case of emergency, please follow all relevant signage to the meetings points under direction of staff.

Should an incident happen while you are at FC 11, Students must complete an “Incident Report Form” at the time of the incident. A first aid kit is available on campus and there is a designated first aid officer. If you have any questions regarding safety and the prevention of accidents, including the use of equipment, please do not hesitate to speak to your Coach.

**Academic Integrity**

General principles of academic honesty include and incorporate the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own. All students are expected to understand and abide by these principles.
Social Networking

The profiles you create on Facebook, Twitter, etc. can be seen by anyone and everyone. Your profiles are a representation of you and FC 11. You will be held responsible for anything that appears under your profile, which includes things that you write and photos that you post. The guidelines that govern your actions while on and off-campus will also apply to your profiles on the Internet. You could be held responsible for anything that is deemed improper or unacceptable according to FC 11 policies governing student conduct and behaviour.

Social media is a fun and useful tool but it can also spread information in a negative way that exposes your personal life to the world. FC 11 supports an individual’s expression of rights of free speech. We do not place restrictions on the use of social media sites by our students.

Please remember that you represent FC 11 and your team at all times. Because the Internet can be accessed by anyone, it is recommended that students do not post information including photographs and text and/or join “groups” that do not promote positive behaviour.

Remember that the general public, coaches, administrators, media, opponents, law enforcement agencies and future employers have access to these websites. Inappropriate online language, behaviour or postings, as well as postings that violate FC 11 rules, could lead to repercussions from FC 11.

It is highly recommended that you do not post any personal information, including your address or phone number, to any on-line site. Put your viewing setting on “Private” so only your friends can see your postings. As a student, you are highly visible and many people are interested in you, sometimes, it’s the “wrong kind” of people who could put your career or even your life in jeopardy.

Also, use discretion when posting pictures of yourself, your classmates and friends to your website. Do not allow yourself to be photographed in a compromising situation. A photo could be “tagged” to you, leaving you with little control over the content or usage of the photograph. Bottom line: You are accountable for your social media presence. Understand that inappropriate postings can follow you for life. Do not post anything that would embarrass FC 11, your team or your family. If you believe something you posted would upset your parents, and then know that it is going to upset FC 11, too.

Examples of inappropriate and offensive behaviours concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco, e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender).
- No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use).
- Content online that would constitute a violation of FC 11 rules (examples: commenting publicly about a prospective student, providing information related to sports wagering activities).
• Information that is sensitive or personal in nature or is proprietary to the FC 11 Company which is not public information (examples: tentative or future team schedules, student-, travel plans/itineraries or information and other course work or materials).

**When using social media, check that you:**

1. Did I set my privacy settings to help control who can look at my profile, personal information and photos? You can limit access somewhat, but not completely, and you have no control over what someone else may share.

2. How much information do I want strangers to know about me? If I give them my mobile phone number, date of birth, address, email, schedule or a list of possessions, how might they use it? With whom will my information be shared? Not everyone will respect your personal or physical space.

3. Is the image I’m projecting by my communications and photos the one I want my parents, friends, teammates, coaches, faculty/staff and fans to know me by? What does my profile say to potential employers? Which doors am I opening and which am I closing?

4. What if I want to remove information from my posts? Have I read the social networking site’s privacy and caching statements? Removing materials from network caches can be difficult. Posted material can remain accessible on the internet until you complete the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.

5. Have I asked permission to post someone else’s image or information? Could I be hurting someone? Am I infringing on their privacy? Could I be subject to libel suits or other legal actions?

6. Does my equipment have spyware and virus protection installed and up to date? Some sites collect profile information to spam you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up critical files on an external source in case of destructive attacks.

Sanctions for failure to agree and adhere to this policy and the guidelines set forth above may result in actions including, but not limited to, public or private reprimand, suspension from practice or competition and dismissal from the program. It is FC 11’s intention to achieve a level of behaviour that reflects positively on all of us.

**Grievances**

FC 11 is committed to treating all students equitably and fairly. Consequently, in its interactions with students, the FC 11 does not differentiate between students on the basis of race, colour, religion, gender, gender identity, sexual orientation, national origin, disability, medical condition or veteran status. Likewise, in creating and maintaining a learning environment that promotes academic excellence, one element of maintaining such an environment is ensuring that students are free from the effects of misconduct by other members of the FC 11 community, including faculty members.

FC 11 is committed to integrating access and equity principles within all services provided to students. We recognise the rights of Students and provide information, advice and support that are consistent with our core business values and code of practice.
Feedback

Students are encouraged to provide constant feedback to FC 11 in regard to the course and any help or concerns they would like to raise. Any complaints should be put in writing and an electronic copy sent to FC 11 Head of Campus for formal processing and is taken seriously. FC 11 promotes anti bullying and a fair and equal process for all staff and students.

Personal Conduct

The learning industry is founded on very high standards of professional service, trust and personal integrity. As a student of FC 11 you should always behave in a manner which maintains such trust and integrity.

Punctuality

FC 11 class hours are 8:30am – 10:30 am including a transition period. As FC 11 sets out to provide a professional service, students must ensure they are punctual. You may be required to attend events or sessions outside these times and will be given prior warning by your coaches. You must also be punctual for each session when coming back from lunch or toilet breaks.

Confidentiality

Information obtained during the course of your time as a student must be regarded as confidential. Accordingly you shall not during your time as a student or at any time after ceasing to be a student:-

(i) Disclose information relating to class work and information, business practices and plans to any party outside FC 11 or utilise such information for your own personal benefit.
(ii) Disclose the FC 11 procedures, documents and clientele to any other party without prior consent of FC 11 partners.

Sexual Harassment

Under the Commonwealth Sex Discrimination Act (1984) and the Victorian Equal Opportunity Act (1995) sexual harassment in the workplace is unlawful. Under these Acts employers are legally responsible for the actions of their employees whether or not those actions occurred with the employer’s knowledge or approval. In cases of proven sexual harassment, the employer and management can be liable for the harassment, as well as the harasser, and all parties may be required to settle with the complainant. The onus for preventing sexual harassment in the workplace is on directors and managers not on those being harassed.

FC 11 Pty Ltd acknowledges that sexual harassment is unlawful and will not knowingly permit its occurrence or continuation. FC 11 Pty Ltd further acknowledges that sexual harassment creates a harmful work environment which adversely affects the well being of employees, and will not be tolerated under any circumstances. As such, FC 11 Pty Ltd commits to providing relevant, impartial and confidential means for the investigation and handling of sexual harassment complaints, and will enforce disciplinary action in such cases.
Support & Welfare

At the FC 11 Forest Hill International Football Program (FHIFP) you will access a wide range of services including academic, health and welfare, social and sporting services. Your time at FC 11 will be among the best years in your life, to a great extent because of the broad range of support services that provide you the individual assistance you need to make your study experience a positive one. If you require extra help with your studies, learning difficulties or even personal and wellbeing please let the coaches know as early as possible so we can provide the adequate assistance.

Attendance

- If a student is absent from class on any given day they must contact the Head of Football as well as follow Forest Hill College procedures.
- If a student has a pre planned break from class this must be put in writing to the Head of Football with at least 1 months notice.
- All students will be required to sign an attendance form upon arriving to the FHIFP Office each morning (Monday – Thursday).

Behaviour

Students will abide by all FC 11 policy, rules and regulations and their behaviour in a class or practical environment will be monitored closely. FC 11 and its staff reserve the right to withdraw any student at their discretion depending on severity of the behavioural issue. No refund will be given to students withdrawing from the course for behavioural issues as initiated by FC 11.
Confidentiality, Security and Privacy

(a) All information provided to the Student by or on behalf of FC 11 shall be treated as confidential by the Student. Such information shall be referred to as "Confidential Information".

(b) The Student agrees that it shall not disclose to any person any Confidential Information or the affairs of others which may have come to its or their knowledge as a result of their Contract of study.

(c) All Confidential Information shall remain the property of the Student and (where possible) shall be returned by the Student to FC 11 on completion of the Contract.

(d) The Confidential Information supplied to the Student pursuant to their Contract shall be used only as directed by FC 11 and shall not be reproduced or used for any purpose other than pursuant to their Contract.

(e) The Student shall not divulge any information regarding the nature or progress of the FC 11 business or the business of the FC 11’s customers or give any publicity concerning FC 11 or its customers except with prior written consent of the Managing Director of FC 11.

(f) The Student’s obligations under this clause shall not extend to:
   i. Any disclosure required by law.
   ii. Information already in the public domain other than due to a breach of this Contract by the Student;

(g) The Student acknowledges that FC 11 shall be entitled (in addition to any entitlement to damages) to an injunction or other equitable relief with respect to any actual or threatened breach by the Student of this clause and without the need on the part of FC 11 to prove any special damage.

(h) The Student shall be bound by the Information Privacy Principles of the Information Privacy Act 2000 (Vic) and the Health Privacy Principles of the Health Records Act 2001 (Vic) and any applicable Code of Practice with respect to any act done or practice engaged in by the Student for the purposes of this Contract in the same way and to the same extent as FC 11 would have been bound had the relevant act or practice been undertaken or engaged in by FC 11.

(i) The Student will keep confidential all trade secrets and information which comes to the Student in circumstances where the Student knows or ought to know that the information is to be treated as confidential. Confidential Information includes but is not limited to:
   i. Technical information;
   ii. Proposals;
   iii. Student & FC 11 records;
   iv. Student & FC 11 reports;
   v. Business plans;
   vi. Financial reports;
   vii. Intellectual property;
   viii. Quotes and submissions to FC 11 and potential FC 11 staff, students and clients;
   ix. Information considered to be commercially valuable; and
   x. Policy documents, quality documents or other training or internal documents used by the Trainer.

(j) The Student must not remove information from the premises without consent from FC 11.

(k) All computer files relating to the FC 11 business must be saved only to the relevant folders on the FC 11 server and not saved to a local file on the Student’s personal computer, laptop or other hardware.

(l) The Student agrees that an IT representative for FC 11 may back up the Student’s files and work with the Student to delete any files relating to FC 11 from the Student’s hardware.
The Forest Hill International Football Program Team of Coaches

Name: Nathan Peel
Position: Head Football Coach & Recruitment
Email: n.peel@fhc.vic.edu.au
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Name: Harry Bingham
Position: Coaching & Recruitment
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Name: Nebojsa Stojkovic
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Name: Kosta Drakoulakos
Position: Strength & Conditioning Coach
Email: k.drak@fhc.vic.edu.au
Phone: 0401 758 503
Facilities & Maps

The FC 11 International Football School is based at Forest Hill College, 178-180 Mahoneys Road, Burwood East, Victoria 3151. The facilities at Forest Hill FC 11 Sport are considered as some of the very best in Melbourne. The facility is the equivalent to an 'athlete high performance’ level environment.

Facilities in the Football Department include a brand new high performance training centre and a quality artificial playing surface; a full-sized grass football pitch and two indoor futsal courts, with changing room facilities.
Permission Form

I give permission for my child to attend excursions which take place during Football Program hours within the local area. If at any time during the course of the excursion, my child suffers injury or illness, I authorise the FC 11 staff to arrange for the provision of hospital and/or medical treatment and a representative of the school is hereby empowered to give authority for such treatment.

I also give permission for correct use of:
- Social media
- IT acceptable use
- First aid and medical treatment
- FC 11 staff discretion for any other relevant requirements

The FC 11 coaching staff believes the number one priority is the safety of our students. During the course of our practices and our participation at competitions and other events our athletes will be photographed and videotaped by staff members, parents and professionals hired at various competitions and activities in which our athletes participate.

As a parent of an athlete participating as a member of FC 11 FHIFP we feel it is important for you to agree to have your child’s picture or video taken. Below we are asking for you to sign, thereby giving anyone affiliated with our program or anyone affiliated with a competition or event that our program participates in permission to take your child’s photo or video of a performance.

These photos and/or videos are only used for our own athlete’s family personal use or to promote FCF 11. They are not allowed to be used to promote any other program or business without express written consent of FC 11 administration.

I ______________________ agree and grant my permission for myself or child/children to be photographed and videotaped for usage as described above (Parent Initials if under 18).

I ______________________ disagree and refuse my permission to have myself or child/children to be photographed and videotaped for usage as described above (Parent Initials if under 18).

Student’s Name: ______________________ Signature: ______________________
Parent’s Name: ______________________ Signature: ______________________
Date Signed: _____/_____/_____

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