

Wantirna South Junior Football Club Inc.

**FOOTBALL OPERATIONS
CLUB POLICIES & PROCEDURES**



Wantirna South Junior Football Club



All members of the Wantirna South Junior Football Club agree to adhere to these Policies and Procedures upon registering with the Club.

It is a living document and is subject to change at the approval of the Committee of the day. Any changes will be issued with a revision number and date.

It is the responsibility of the Club Secretary to maintain a complete copy and provide a copy to members upon request.

Each member will be given access to the most recent version of this manual at the beginning of each season. Any material changes made to the document throughout the season that impact on the members of the club, will be noted and an updated version issued.

Revision No.	Date Revised
1	28/04/2015
2	14/02/2016
3	7/03/2017
4	25/04/2018
5	22/01/2020
6	20/01/2021
7	15/03/2022

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CLUB THEME SONG



SECTION 1: Introduction to Wantirna South Junior Football Club

This Policy and Procedure Document provides the guidelines through which the players, parents and officials of the Wantirna South Junior Football Club (WSJFC) will operate.

1.1 Our Vision

Our vision is to be a well-respected football club across the Eastern Football Netball League (EFNL), known for its positive culture and a club of choice for families. In addition, we will be seen as a pro-active contributor to and integral part of the community.

1.2 We Value

- Adhering to the Football Club's Operational Policies and Procedures
- Promoting enjoyment, friendship and participation for all players and their families
- Open communication between players, parents and Club officials
- Ongoing development of our players, coaches and support staff
- New ideas that will contribute to the greater success of our Club
- Our sponsors and supporters' contribution in the promotion of our Club

1.3 Our Objectives

- To continue to provide the opportunity for all players to develop and improve their skills, their teamwork and enjoy their football
- To ensure our players and their families have a safe and welcoming environment which treats its players, officials and umpires with dignity and respect
- Continually work to improve our facilities and equipment for the benefit of the community.
- Continue to attract more players and their families to our club, including the planned introduction of girls' teams in the future
- To obtain further sponsorship to assist in meeting the Club's financial obligations, ensuring the future of the Club through responsible fiscal and corporate management
- To achieve a greater voluntary participation in filling the many key roles required to successfully operate our Club e.g. Committee positions, game day staff.

1.4 Mission Statement

Our mission is to ensure children are all given the opportunity to develop skills whilst learning the importance of teamwork and about the value of winning and losing. We will create an environment that focuses on having a go, playing for fun, meeting new people and creating friendships.

1.5 Club Committee / Coaching Staff Contacts

Refer to the WSJFC Website, Team App or Facebook

<http://www.wsjfc.org.au>

<https://www.teamapp.com/> (or download the app via your smartphone)



SECTION 2: Club Expectations of Coaching Staff

2.1 Club Expectations of Coaching Staff

Through the WSJFC we endeavour to teach and support our youth both on the football field and also in their daily lives.

Remember that we are coaching to develop football and life skills for these young players and it is not all about winning each game we coach.

To do this, we need to be committed to displaying the types of behaviours and qualities we advocate.

Our Expectations are that all Coaching Staff will:

- Focus on the development of all player's skills, knowledge and attitudes
- Acknowledge that all players are unique – having their own particular strengths and weaknesses which may need to be addressed.
- Positively support and encourage players for their efforts, helping to build self-esteem.

2.2 Equity of Opportunity

The spirit of Equity means that all players shall have the same opportunity to develop and enjoy their football. We acknowledge that as our players move through different age groups the methods of implementing an ensuring Equity may vary, however, the fundamental principles of *fairness to all* will remain.

2.3 Club Expectations of U8 to U12 Coaching Staff

- Focus on improving the skill level of all players
- Emphasis for all players to use both sides of the body
- Skills such as tackling, shepherding and marking should be under development
- Concentrate on skill development and skill consolidation rather than fitness.
- Instil the fundamentals of team play and the importance of playing as a team
- Encourage team bonding amongst players and parents
- Introduce the elementary concepts of position play. Using words and language that is age appropriate ensuring they understand
- Give praise when it is justified, encourage when it is not.
- Do not belittle or intimidate players at any time.
- Ensure all players are treated equally and are given equal opportunities
- All players **must** have at least three (3) full quarters on the ground during the home and away season with a minimum of two (2) full quarters for finals games.
- Do not "*hide*" less capable players *out of the action*
- Players should be exposed to various positions (within reason), not just their favourite position
- When the team, if winning by a large margin, players must be rotated in positions to ensure that ALL players are given equal opportunity
- Respect all umpires and teach the players to respect the umpires. (Most umpires are usually no older than the players)

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- **Do not approach games with a *win at all costs* attitude.** Your job is to educate. Do this properly and the wins will follow. Premierships are an added bonus.
- Communicate clearly to players and parents as to how and what you expect to achieve and get out of the season, and what you expect from them in return.
- Players who receive the *Order Off* rule two or more times during one or more games will receive, by the WSJFC, an automatic 1-week suspension from playing for their side, regardless of any other penalty incurred.

VERY IMPORTANT - DO NOT SWEAR
MOST IMPORTANT – HAVE FUN

2.4 Club Expectations of U13 to U17 Coaching Staff

- To be a leader in the implementation of these policies and procedures at the club.
- Improve the skill level of all players. By U13-U17 level, all players should be proficient on both sides of the body.
- Reinforce the fundamentals of team play and the importance of playing as a team.
- Encourage team bonding amongst players and parents
- Ensure all players are treated equally and are given equal opportunities within the player selection policy that applies to multiple teams in an age group (*Refer Section 4 of this document.*)
- Do not “hide” less capable players *out of the action*
- Players should be exposed to various positions (within reason), not just their favourite position
- Give praise when it is justified, encourage when it is not
- Respect all umpires and teach the players to respect the umpires. (Most umpires are usually no older than the players)
- Do not make verbal attacks on players either in private or in public.
- Communicate clearly to players and parents as to how and what you expect to get out the season, and what you expect from them in return.
- It is club policy that players be exposed to a variety of coaches and methods where possible. In some circumstances however, where coaches are deemed to be of great benefit to the players and club, the club may choose to continue with the same coach for a particular team ongoing.
- Players who receive the *Order Off* rule two or more times will receive, from the WSJFC, an automatic 1-week suspension from playing for their side, regardless of any other penalty incurred.



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SECTION 3: Club Code of Conduct

The Wantirna South Junior Football Club expects that all players, officials, parents, guardians and families (Stakeholders) will at all times behave appropriately to ensure that WSJFC is represented in a professional and positive manner.

All matches and club functions shall be conducted in a way that ensures members and/or visitors are able to participate and enjoy the occasion without being affected by inappropriate, irresponsible or unruly behaviour.

Protecting the players of WSJFC is a priority and therefore it is a requirement that all Committee Members, Coaches and support staff consent to a Police Check/Working with Children Card and provide a copy of this document to the Club Secretary.

The Club has a zero tolerance to bullying and inappropriate behaviour and the following Code of Conduct requires all stakeholders of WSJFC adhere to the guidelines described below.

All Members and Club Supporters shall:

- Respect each other and visitors at all times
- Not make offensive remarks, particularly relating to race, religion, culture or sex
- Not verbally, physically abuse or threaten any person
- Not dispute any decisions in a threatening or disapproving manner
- Not use abusive or obscene language in public
- Refrain from making any posts on social media that are negative to either individuals or the club or are not in line with the Code of Conduct guidelines.

WSJFC has ZERO TOLERANCE to any breaches of the above expected behaviours. Anyone alleged to have behaved in a manner which contravenes any rule, regulation or law, may be reported to the relevant authorities, such as, EFNL or Police. In addition, everyone should be aware that anyone has the right to refer the matter to the relevant authorities without engaging or notifying the Club.

3.1 Coaches' Code of Conduct

- Remember you are representing our Club and you need to set an example to players and parents.
- Abide by the Laws and Rules: the Laws of the Game and Rules of your Club and League
- Teach the Rules – rules are mutual agreements which nobody should break
- Group players competitively
- Avoid over-playing talented players
- Maximise fun – place winning in perspective
- Encourage the Player to be honest with themselves in their effort and play
- Safety is your number one priority.
- Consider player's maturity levels when devising training programs ensuring all players can participate
- Promote respect for coaches, opponents, umpires and opponent officials
- Attain coaching accreditation and update regularly. WSJFC will assist you financially to attain your accreditation in the first instance.
- Keep up to date with coaching
- Respect the team trainer's advice for appropriate and effective treatment of injuries.
- Take into account the proper, appropriate and effective treatment for any injuries
- Refrain from making any comments on Social Media regarding other Clubs/players or officials



3.2 Officials' Code of Conduct

- Remember you are representing our Club and you need to set an example to players and parents.
- Try to resolve any conflict in a calm, sensible manner and whenever possible, privately, to avoid drawing attention to the conflict
- Be alert for any potentially volatile situations and be prepared to manage them appropriately

3.3 Players' Code of Conduct

- Remember you are representing our Club and you need to conduct yourself in an appropriate manner.
- Abide by the EFNL's Code of Conduct document, which you signed at initial registration.
- Play by the Laws and Rules of the Game
- Do not argue
- Control your temper
- Be a team player
- Be a good sport
- Treat all players fairly
- Co-operate with your coach, team mates, opponents and all Club Officials
- Follow instructions from your coach and all Club Officials
- DO NOT respond to opposition players and spectators who verbally or physically abuse you. Report this behaviour to your Coach or Team Manager who will deal with this for you.
- Avoid ugly remarks based on gender, race or religion
- Refrain from making any comments on Social Media regarding other Clubs/players or officials.

3.4 Parents' and Spectators' Code of Conduct

- Remember you are representing our Club and you need to set an example to players and parents.
- Encourage participation but do not force the children
- Teach that honest effort is the victory
- Encourage Players and Officials to always play by the rules and accept the umpire's decision at all times
- Encourage the Player to be honest with themselves in their effort and play
- Never ridicule mistakes or yell at a child (on either side) for making mistakes or losing
- Remember, involvement is for their enjoyment, not yours
- Remember the children learn best by example – set a good example and applaud both teams
- Recognise positively, the contribution of voluntary Officials, Coaches and Administrators
- Never publically disagree with officials. Raise issues privately and in the appropriate forum or channels.
- Support all efforts to stop verbal abuse particularly regarding gender, race or religion. Ensure disagreements are settled without resorting to hostility or violence.
- Support your club officials to foster high standards of behaviour for your Club and the League
- Follow and adhere to the EFNL's Parent's Code of Conduct, which you signed upon initial registration of your child
- Refrain from making any comments on Social Media regarding other Clubs/players or officials.

3.5 Trainers' Code of Conduct

- Remember you are representing our Club and you need to set an example to players and parents.
- Show respect and co-operation towards the coaching staff and other officials



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- Treat all injuries to the best of your training and ability and advise parents of injuries and recommendations for further treatment if required
- Make sure all players have appropriate safety gear including, footwear, mouthguards (mandatory) and helmets if required. Helmets are not considered mandatory by either the EFNL or the Club.
- Ensure you have been provided with any information regarding any medical conditions or allergies of all players in your care and have appropriate management procedures in place.
- Be familiar with any emergency equipment that is available, where it is located and that it is in place before commencement of games, including away games
- Be familiar with the location and operation of the Club's defibrillator.
- When attending on-field injuries, be aware of potential volatile situations and where safe remove your player from danger. When it is not possible to remove the player from the field, ask the umpire to stop play until the player is removed from danger. REMEMBER - DRSABCD
- Do not approach opposition players unless assisting with the administration of First Aid.
- Follow the advice of a physician when determining when an injured player is ready to recommence training or competition
- Recognise and promote teamwork within the team

3.6 Committee Code of Conduct

- Remember you are the leaders of WSJFC and you need to set an example for all other members and officials.
- Respect the Organisation Chart and use it as it is intended
- Promote WSJFC in a positive way at all times
- Extend respect and co-operation to all other Committee Members – their ideas, their grievances and their dedication
- Be mindful of your role on the Committee and perform your duties and tasks associated with your role to the best of your ability
- Do not take personal advantage of your position on the Committee when making decisions for the Club.
- Help other Committee Members to fulfil their duties where possible and without dissent
- Do not belittle other Committee Members
- Direct queries from members to the appropriate Committee Member where possible
- Accept decisions in a positive manner, even if you disagree

3.7 Life Members Code of Conduct

Life Membership is an integral part of the Football Community. Members are awarded Life Membership, by their peers, to show appreciation and recognition of the continued display of dedication, time and effort, both on and off the field. These awards create club history and the recipients should be well respected. However, it is an award that is earned and for the same reason you earn this award, you must preserve it by continuing to uphold the Club's Values, Vision and Objectives.

**Please refer to Section 8 - Grievance Procedure,
to remedy any alleged or suspected breach of the Club Code of Conduct.**

***Failure to comply with any of the above may result in a Member, Supporter or Club
Official being asked to appear before the Executive Committee.***



SECTION 4: Player Selection Policy

At the core of WSJFC is the maintenance of equity or opportunity to play football. This has a profound impact on the self-esteem of the child, the development of their skills, fitness and understanding of the game.

4.1 Maximum Player Numbers

The following outlines the Club's policy of maximum player numbers, based upon the EFNL's maximum Player Numbers Policy:

- U8 to U10 – maximum of 26
- U11 to U15 – maximum of 26
- U17 – maximum of 30

Note: *The Maximum numbers are subject to review on a periodic basis and will be determined by the Committee upon review of the EFNL's directive.*

4.2 Age Groups

All underage players must play in the correct age group upon reaching the Competitive Age Groups (U11 Boys & U12 Girls). Some leeway will be given in the non-Competitive age groups based on club and/or individual needs. If the player has not returned to their correct age level by the highest non-competitive age group (U10 Boys & Girls), they will need to have another season at this level before progressing to the Competitive Age Group.

This policy will be re-assessed should the club not offer a team at a particular age level.

4.3 Player Rotation

The capped number of registered players per team set by the EFNL is 26 and up to 30 for Under 17. Non-competitive teams may play all 26 on game day, however, competitive teams are allowed 24 players on the team sheet to play each week (U11 to U17). The Club and the League may exercise the right to change player numbers, and if occurs, then the following will come into effect.

If team lists extend past 24 or 26 for non-competitive teams, some players will be required to be rostered off each week during the season, (numbers 25 and above). If possible, parents should advise the Coach and Team Manager as far as practicable in advance that a player will be unavailable for a specific match and these games will be treated and counted as being rostered off. It's expected that all players will be rotated equitably. It is critical that the Coach and Team Manager maintain accurate records of player selection and dates when players were rostered off.

4.4 Team Selection

If after the Registration process, the number of players is sufficient enough to field two teams in the same age group then, the processes below will come into place.

- **U8 to U10**
The two (2) coaches appointed by WSJFC together with Football Operations Manager will select the squads for each team noting the following. Age will be the first factor considered followed by an equalisation of skill and friendship groups. The teams should be balanced with skills so as no team is left unbalanced in any position. Remember, player development should always come first. These age groups are about participation, learning and fun.
- **U11 to U15**
A panel of no less than five (5), made up of and including, both Team Coaches, Football Operations Manager and delegate (if required) and two (2) other Club Coaches involved with coaching the age group in previous years will select the players to fill the teams noting the following. Age will be the first factor considered followed by an equalisation of skill. No team is to be left short in the skills of any position. This process may take a few weeks, but we will always strive to field two competitive team,



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versus a “haves and have nots” scenario. Player Development should always come first – it is not all about winning premierships.

- **U17**

A panel of no less than three (3), made up of both Team Coaches, Football Operations Manager and delegate(s) (nominated by coaches and confirmed by Committee Executive) will select the players to fill the teams for the season noting the following. Selection of the two squads will be based on a number of criteria including but not limited to: appropriate skill level to ensure players enjoyment, development and match time is maximised; consideration of attitude and approach throughout pre-season training, requirements of each team from a positional perspective.

This process will be undertaken throughout the pre-season and the first four (4) weeks of the season, based on current EFNL rules regarding player movement and games eligibility. We will always strive to field two competitive teams, versus a “haves and have nots” scenario but player development to encourage continuation in the game at a senior level will always come first – it is not all about winning premierships.

4.5 **Match Day Policies**

- All players in U8 to U12 age groups shall play a minimum of three quarters of each home and away game. An active roster must be kept to record each player’s game time by quarters, to keep equality within the team. Remember fun, learning and participation before winning. Winning is the bonus.
- All players in the U13 to U17 age groups shall play a minimum of one half of each home and away game. An active roster must be kept to record each player’s game time by quarters, to keep equality within the team. Given the current trend within the game, upper age groups may instil a player time-based rotation program to keep fresh legs on the ground at all times. This is the Coach’s individual preference and will be communicated to players and parents.
- For upper age groups, player rotation through field positions is not mandatory, as players are settling into team allocated roles, however, rotation can still occur as players develop and mature at different stages of adolescence.
- Poor/Nil attendance at training may result in the above being altered on the following match day at the discretion of the coach.
- It is the responsibility of all coaches to have their game day match reports and paperwork back at the Club by no later than 5:00pm on Sundays in legible handwriting
- The first home team to play at either WSJFC grounds must set up the ground. At Templeton this includes, goal pads, stretcher, ground signs, chairs and table must be set up minimum 15 minutes before game start time. At Wantirna Reserve this also includes siren, timekeeper clock and paperwork and scoreboard numbers.
- The last home team to play either WSJFC grounds must place away and secure the Goals pads, stretcher, ground signs, chairs, tables and at Wantirna also siren, timekeeper clock and scoreboard numbers. The team must report to committee any equipment missing or in need of replacement due to use.

4.6 **Training**

Proposed training nights for the different teams and ages will be advised once coaches are appointed. In the event of your child being unable to train, parents must contact the Coach/Team Manager and advise accordingly. Failure to comply with this request may result in a player being overlooked for selection. This decision shall be at the discretion the Coach. The Club recognises the need to compromise between junior football, schooling and other sporting and non-sporting commitments.

4.7 **Finals Selection**

It is generally recognised that finals football is different from the home and away season so selection of players for finals will be based on the following principals:

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- An opportunity for as many players as is possible to experience finals football. This number is determined and sanctioned by the EFNL and not the Club.
- An understanding that player selection and playing time for individual players gives the team the best possible opportunity to win.
- An understanding that the policy will provide Coaches in competitive teams a greater scope for varying playing time for individual players versus non-competitive teams, when playing finals.

The above is provided as a guide only. The Coach will have some discretion over the length of playing time for individual players and the time at which players on the bench would come onto the ground. This primarily concerns players who are injured or have been disciplined.



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SECTION 5: Awards

5.1 Encouragement Awards

Weekly encouragement awards are to be distributed evenly to all children (over all age groups) over the year to recognise their efforts and achievements. It is advised that a record be kept ensuring an even spread of awards throughout the season.

5.2 Participation Awards

Participation awards at the end of the season are presented to all non-competitive age groups i.e. From U8 to U10. The cost of these trophies is covered in the player's registration fees.

5.3 Best and Fairest Awards – Competitive Age Groups

- There are 4 vote slips per game to be completed by each competitive team.
- Votes are from 5 – 1.
- The Coach (1 x slip), Assistant Coach (1 x slip), and regular member of the coaching staff (trainer, runner etc – 1 x slip) will complete, without deliberation or bias, their voting slips at the end of the game and give them to the Team Manager to seal in the game day envelope.
- Team Manager will establish a weekly roster for parents to participate in voting. 2 x parents (1 x slip) are to vote together per 4th slip. It is important that the Team Manger advises vote givers the importance of the voting procedure i.e. votes should be given to the Fairest and Best WSJFC Player on the field that day (not the child who has played better than expected).
- Completed vote cards are to be returned to the Team Manager and placed in a sealed envelope together with the Coach and Assistant Coach's votes and submitted to the Football Manager by 6.00pm on Sunday night being game day.

5.4 Counting of Votes

The Committee will sanction a Vote Count night where a minimum of 3 members of each competitive team, being Coach, Assistant Coach and Team Manager are expected to attend. The WSJFC Executive will also be present to verify all votes and address any deadlocks.

Trophy recipients and vote tallies will be handed to the Football Operations Manager at the completion of the said vote count. Six trophies are to be awarded to each team.

The vote count will determine "Fairest & Best", "Runner Up Fairest & Best", "3rd Place Fairest & Best". The coach will choose the "Coaches Award" and only 2 of the following awards. "Most Determined", "Most Improved" and "Most Consistent".



SECTION 6: Coaching Information and Resources

6.1 Coach Accreditation

It is mandatory of the EFNL that all Coaches (including Assistant Coaches in competitive age groups) be accredited to Level One as a minimum. As a Club, we endorse this requirement, therefore, the Club will cover all costs incurred for the initial Level One Accreditation.

Coaches are strongly encouraged to pursue higher levels of accreditation (based on age group to be coached). The Club will support Coaches in this activity and will assist in the financial reimbursement of such course.

- Coaches must obtain prior approval from Football Operations/ Match Committee with respect to attending all proposed/intended training courses.
- The approval process will be the responsibility of Football Operations/Match Committee in consultation with the Committee.

6.2 Coach Re-Accreditation and Professional Development

To remain accredited, Coaches are expected to be actively coaching, members of the AFCA and attend Professional Development evenings. Coaches are seen to be the "face of the Club", therefore the Club will meet the costs involved with these programs subject to the approval process.

Members of the AFCA are entitled to regular Coaching Magazines, access to resources provided by AFCA and Seminar nights. Further resources are also available via membership to the Eastern Region Coaches Association (ERCA).

The Club will conduct a number of Coaches Meetings throughout the year. All Coaches are expected to attend these meetings with the purpose of addressing issues relevant to coaching at WSJFC, and share resources and maintain a level of consistency amongst the Coaching Team.

6.3 Coaches Appointment and Appraisal

It is club policy that players be exposed to a variety of coaches and methods where possible. On average a coach will spend no more than two years coaching the same team, with the appointment made on a year by year basis. In some circumstances however, where coaches are deemed to be of great benefit to the players and club, the club may choose to reappoint a coach for a particular team for a longer period. This would also be done via a year to year review.

The Coaches Coordinator (if appointed) along with the Football Operations Manager will be responsible for giving feedback to the Coaches from time to time. An appraisal of coaching performances shall be undertaken to highlight strengths and weaknesses within our coaching staff.

As a club we need to ensure that the basic fundamentals are being coached at the early years so that our players are proficient in the skills of the game and are developing sufficiently to be able to compete as they progress through the age groups. In the middle years, our coaches will be looking to introduce positional play whilst enhancing their skills. At the older age groups, our coaches need to be implementing strategies and game plans that help our players become more focussed on team work and how to handle different game day situations.



SECTION 7: First Aid and Health and Safety

It is a requirement of parents/guardians of all members, to notify WSJFC of any pre-existing conditions, which require particular care or treatment. These conditions must be noted on the registration form and discussed with your Coach, Team Manager and Trainer. Any concerns can be discussed in confidence with the Club Secretary.

In the case of asthma, a management plan must be completed by you prior to season commencement with a copy given to the team Trainer.

Medication for any condition must be available for the Coach or Trainer at training sessions and with the Team Trainer on game day. It must be clearly marked with the child's name.

7.1 Injuries

All Teams will have at least one accredited Trainer/First Aider. There may be occasions during the season when injuries occur. It is the responsibility of the Team Trainer, not the Coach or parent/guardian, to determine if a player is fit to return to the game after an injury.

Parents will be responsible for attending to any off site medical attention that their child may need. The cost of transportation and/or medical treatment is the responsibility of the parent/guardian.

At least one parent or guardian of each child is expected to remain at training and be present during every game.

All injuries, at training or during the game, are to be reported to the Team Manager and then reported to the Club Secretary or Football Operations within 24 hours using the injury Report form.

7.2 First Aid and Health & Safety for Players

It is a requirement that all trainers hold Basic First Aid Certificates. For age groups U11-U17, at least one Trainer be accredited to Level 1 Sports First Aid. Any training costs required will be covered by the Club. If a person benefits from Club funded training courses, it is expected that they would remain an active Trainer with WSJFC for a minimum of two years whilst their child is participating at the club.

Anyone acting in the capacity of a First Aider must provide a copy of their current First Aid Certificates to the Club Secretary.

The Club is responsible for maintaining the First Aid kits to required standards. Trainers are to inform the Club of replenishment stocks as required throughout the season.

It is mandatory all players of all levels, wear a mouth guard during games. The wearing of mouth guards in competitive training drills and at any other time as directed by the coach is compulsory.

7.3 Support for Players with Special Needs

Apart from physical needs including injuries and skill development, other needs may fall into the categories below.

Emotional & Social Needs

From time to time, players may exhibit unco-operative behaviour that negatively impacts training and coaching. Often this can be put down to adolescent behaviour and nothing more needs to be done, however such behaviour can be indicative of more serious emotional or social problems.

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The coaches and officials are unlikely to have the expertise nor be in the position to solve such issues, but they play an important role by being a significant adult in the player's life simply by being prepared to talk and communicate with the player, in a supportive environment where a common interest exists, that being football.

It is in the best interest of the coach to spend time communicating with the player in an environment free from tension to ascertain if these are affecting the players' behaviour.

Educational Needs

Not all children learn the same way or at the same rate. Some children have specific learning problems that make it difficult to learn using traditional teaching and coaching techniques. It is important to be aware of any learning difficulties and modify presentation of information in an attempt to accommodate these learning needs.



SECTION 8: Grievance Procedures

WSJFC is committed to the fair and efficient resolution of complaints received in relation to the football activities that are offered by the Club.

8.1 Complaints Handling Framework

- Provides an efficient, fair and accessible mechanism for resolving complaints
- Monitors complaints in an endeavour to improve the quality of services
- Promotes a positive attitude towards members and complaints handling
- Ensures all parties are treated fairly and with respect. This applies to the complainant, the respondent and the Committee Members.
- Recognises that the principles of natural justice are the minimum standards of fairness to be applied in the investigation, mediation and adjudication of a dispute. Natural justice is defined as the right of a person to have a decision in respect of a complaint made fairly and impartially whilst ensuring that a respondent is given every opportunity to understand the full nature of a complaint made against them and provided with an opportunity to respond to all and any allegations.
- We will respect the current constitution with regards to conflict resolution where appropriate to the complainant and only if appropriate to the complaint, as deemed by the Football Operations Manager.

8.2 Confidentially

The club will, if appropriate, keep confidential the names and details relevant to specific complaints unless disclosure is necessary as part of the investigative, disciplinary and/or corrective process. Disclosure will, however, be strictly confined to individuals in accordance with the principles of need to know basis.

It is expected that all parties involved in any dispute resolution process, including the complainant, the respondent and Club officials such as Coaches, Team Managers and/or Committee Members, will ensure confidentiality is strictly maintained during the resolution process and after the conclusion of the dispute.

Confidentiality does not override requirements for reporting of all and any alleged incidents of a criminal nature. Any complaint alleging criminal behaviour and/or activity will be reported immediately to police or other relevant Authority in accordance with the Club's legal and duty of care obligations.

8.3 Complaints Procedure

- In the first instance all complaints should be raised at the earliest possible opportunity with Club Official nearest to the circumstance of the complaint.
- Complaints relating to matches, training, coaching and player behaviour should, in the first instance, be discussed with the relevant coach.
- Complaints relating to match day duties and/or rosters etc., should be addressed by the relevant Team Manager.
- Complaints relating to Committee decisions and/or Club policies and procedures should be made, in writing, addressed to the relevant Committee member or Club Executive.

8.4 Escalation Procedures for Dispute Resolution

Under certain circumstances, some complaints may not be able to be resolved at the first level and will need to be escalated to the next level of club official for further review and/or resolution. Such situations may include, but are not confined to:

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- Where a club official is not able to identify a suitable resolution to a complaint he/she may request the assistance of the Match Committee for initial resolution. Where a complainant feels that the initial resolution and/or response to their complaint is not of a satisfactory nature.
- Where there is a real and/or perceived conflict of interest involving the club official responsible for the resolution – including close friendship with either the respondent or the complainant.
- Where the complaint relates directly to the club official usually responsible for resolution of issues in the first instance.

The following processes must be used for all and any issues being escalated:

- Issues relating to Coaches and Team Management must be raised with the Football Operations Manager and/or Match Committee.
- Any issue not resolved satisfactorily by the Football Operations Manager and/or Match Committee should then be referred to the Executive Committee to be placed on the agenda for discussion at the next scheduled monthly meeting.
- Any complaints escalated to the Executive Committee level must be made in writing and include all relevant details required for resolution such as;
 - Specific details of the allegation/incident
 - Date that the complaint is being made
 - Full name and contact details of the complainant
 - Details regarding any action undertaken to resolve the complaint in the first instance.

8.5 Methods for Dispute Resolution

The Club may undertake and/or suggest a number of activities to ensure satisfactory resolution of complaints including:

- Mediation
- Investigation
- Referral to disciplinary/Corrective action
- Review by the Committee



SECTION 9: League & Club Rules

The Eastern Football League has relevant rules that all Clubs must abide by. A copy of all EFNL rules can be obtained from the EFNL website www.EFNL.org.au

9.1 Match Day Officials

The organising of these officials is the responsibility of the Team Manager. These positions are:

- Runners (Permanent Basis)
- First Aid/Trainer (Permanent Basis) (Must have Level 1 Training)
- Goal Umpire
- Umpires Escort
- Interchange Steward (not all grades)
- Time Keeper
- Scoreboard Attendant (home games only)
- Water Carrier (age guidelines as per EFNL)

At the start of each season Coaches and Team Managers will be seeking requests for volunteers to identify positions they would fill on a more permanent basis. For those positions not filled Team Manager's will complete a roster for the season and it is expected that all parents carry out the allocated tasks. If for some reason you are unable to attend to these duties, arrange a swap with another parent where possible, prior to game day.

It is important to note that only a maximum of 4 officials are (as per EFNL guidelines) are permitted to be in the Coach's box with the players. Further, for safety reasons, all parents and other supporters must not position themselves inside the ground fence. It is important to remember the coaches have a lot on their mind on game day and during a game, the Club encourages parents and other supporters to not stand around the coach's box and be a distraction for players and officials in the box.

9.2 Procedure for the Management of Reported Players

It can be a very traumatic experience for a junior player to be reported or to be the victim of a reportable incident.

The Club will endeavour to ensure that the distress associated with such an event is minimised. To ensure this happens, the following needs to occur:

- The Coach and Team Manager need to manage the situation in a calm and supportive manner.
- Often a report may occur as a result of a heated incident. It is the responsibility of the two (2) Club Officials to ensure that:
 1. The player is removed from the ground for the Coach to be able to talk to the player about the incident and point out the outcomes of such an incident.
 2. That the bench and player/s remain calm, ensuring that no further incidents grow out the particular case.
 3. That supporters, and in particular, the parents of the reported player remain calm and do not incite a further incident.
 4. Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
- After the game, the Coach and Team Manager, in consultation with the player and parents (if they are able to contribute in a positive manner) will discuss the timing and actions to be taken.
- The Secretary of the Club and Football Operations need to be notified of the report and the decision of the Coach, Team Manager and player regarding the taking of the Set Penalty. If the case goes to the tribunal, the Secretary of the Club together with Football Operations will then commission the services of the Club's Official Advocate.

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- The Advocate will then take charge of the defence. It would be expected that the Coach would still take a very active role in the moral support for the player. At the tribunal it is recommended that the parents do not attend, except in the cases of non-competitive teams.
- In the event of one of our players being required to give evidence, then all steps will be followed except those related to Set Penalty.
- A player who has been on the receiving end of a reportable incident and is required to give evidence needs to be well supported especially morally.
- Disciplinary Action may be imposed, by the Committee, upon any individual/player associated with the Club, if found guilty, with respect to misconduct or bringing the game or the Club into disrepute. This action may be taken even if a report has not been made.
- It should also be noted that the Club, in certain circumstances might impose penalties or suspensions outside the findings of the League/Tribunal. These decisions will be at the discretion of the Committee.
- All incidents/outcomes shall be recorded on an Incident Report Form and shall be filed by the Secretary of the Club.

9.3 Official Club Appointments

There are five (5) team positions that need to be sanctioned by the Committee. These are:

- Coach
- Assistant Coach
- Team Manager
- Runner
- First Aid/Trainer

Anyone being appointed to these positions must hold a current Working with Children's Check and provide a copy of such along with their details to the Club Secretary prior to season commencement.

It is recommended that each Team is also expected to have an assigned representative to the General Committee. The Team Manager would be the preference, as this position is purely to keep the lines of communication clear and to maintain an even balance of representation across the committee. This team representative will not be required to perform any extra duties and whilst not compulsory can attend the monthly meetings, unless specifically requested, in which case attendance is mandatory.

9.4 Parental Involvement

The Club relies on continual parent support to ensure that official duties and the operational requirements on game day are carried out. We would like to think that all members of WSJFC would want to be involved in some small way.

Apart from the official match day positions outlined in Section 9.1, each team is required to provide parents for Canteen Duty (home games only), help in the set up (first home team) and pack up (last home team), along with helping out at team events (e.g. lightening premierships u9/u10, team dinners)

Assistance is also required on training nights, so please approach your Team Manager to find out how you can assist with these duties before they have to come find you.

NOTE: It is important to remember that the Committee, Coach and Team Manager positions are voluntary. There are NO paid positions in the WSJFC. Please keep this in mind when dealing with the Club.

These people give freely of their time to ensure a great football experience for your child.



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Section: 10

Date: 15/03/2022

Revision No.: 7

SECTION 10: Membership / Registration

WSJFC has an upfront registration fee. This fee includes player registration with EFNL, cost of supplies during the season and insurance for each player. It does not include the Annual EFNL Insurance Fee.

It should be noted that all player/parent/member/or family attendance costs for the Annual Presentation Function are not included within this fee.

Please note that NO player may take the field unless the balance of their fee is paid. All outstanding fees must be paid in full prior to Round 1 each year. Generally there will be no exception to this ruling. In special circumstances hardship cases will be considered, provided a request is made in writing and addressed to the President or Treasurer of the Club. No requests will be considered after Round 1.

The minimum registration age for any player shall be in accordance with the current AFL Victoria and/or EFNL guidelines with the birthday for each age group being between 1st January and 31st December of the coming season. The exception is Under 8s where children born in the period 1 Jan to 30 April in the year following can enrol.

Membership fees will be reviewed on an annual basis.



SECTION 11: General Information

11.1 Sponsorship

Offers of Sponsorship need to be directed to the Sponsorship Manager of the Club, so that they may review the sponsorship and determine the benefit to the Club. It is important that the committee is aware of all awards (sponsorship) to ensure sensitivity. The Committee of the Club will at times determine the strategic direction of sponsorship and the appropriateness of individual sponsors.

11.2 Presentation Function

The Presentation Function will be held after the completion of the EFNL Finals Series or earlier at the Committees discretion based on participation by teams in the final series. All awards will be presented at this function. Dates and details of the function will be advised.

11.3 Team Photographs

Team photographs are scheduled each year. This is a significant Club event in that it is a record of your team. It is expected that all players and Team Officials i.e. Coach, Assistant Coach, Team Manager, Runner and Trainer, be in attendance. Full details of timetable will be distributed early in the season.

11.4 Merchandise

You will be able to purchase all Club Merchandise, uniform accessories i.e. shorts, socks, bags, training singlets etc. from the Club. We encourage all members of the Club plus friends and family to help show support for the Club through the purchase of merchandise. Merchandise prices will be reviewed on an annual basis.

11.5 Team Jumpers

All players of the WSJFC will be issued with a jumper prior to the start of the season. We do not ask you to purchase your own jumper.

It is the responsibility of each player and/or parent/guardian to maintain and clean the jumper on a weekly basis. The jumper remains the property of the WSJFC and must be returned at the end of the season in good, clean condition. A register of jumper allocation is kept and any jumpers not returned will result in a replacement fee of \$100.00 being charged.

The team match jumpers are NOT to be worn to a training session at any time. They are only to be worn on game day.

11.6 Calendar of Events

A calendar of events will be established, outlining all major events and dates for the season, which will be advised through the various communication channels of the Club.

Your child's Team Manager will advise of upcoming events or issue communication material. Please "quiz" your child as to any flyers or information sheets that may be handed out after training.

NOTES