



Policies and Procedures Manual

SUPPLEMENTS 2022

The following pages relate to each new season and are subject to seasonal change. These pages will be made available to all club members on an annual basis

Supplement 1	Full Mission Statement
Supplement 2	Season Office Bearers
Supplement 3	Season Membership Fees Club Merchandise
Supplement 4	Season Fixture Dates
Supplement 5	N/A
Supplement 6	Player Insurance Cover
Supplement 7	List of Game Day Job Descriptions

CLUB THEME SONG



Supplement 1

Mission Statement

It is the mission of ALL members of WSJFC to foster ongoing respect, tolerance and success, by providing a positive and enjoyable football experience for all, while developing players, people and partnerships in the community.

We will achieve this by:

- Providing an environment that encourages achievement, team spirit and sportsmanship
- Encouraging active participation in the Club at all levels and by any person
- Nurturing and fostering football skills in children
- Assisting players to meet their maximum potential by maintaining pathways and partnerships at all levels
- Striving to offer the best facilities and coaching available
- Providing a welcoming and friendly social atmosphere
- Preserving and promoting the Club's history by maintaining active links between past and current members
- Providing a safe environment for children of all abilities to play and train for football
- Selecting, without prejudice, any child to play football for our club
- Ensuring that racial remarks, teasing and bullying have no place at our club across all levels or by any person
- Embracing feedback from our members
- Ensuring the children have fun. Football is a game. Games are meant to be fun
- Ensuring the future of the Club through responsible fiscal and corporate management
- Fostering ongoing relationships and building partnerships within the community and with club sponsors



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Supplement 2

Committee Members – 2022

President	Paul Montgomery	0413 888 395
Secretary	Steve Hobbs	0425 745 245
Treasurer	Shaun Newton	0407 564 603
Football Manager	Andrew Foskett	0439 656 635
Football Operations	Damian Taylor	0431 175 445
Registrations Secretary	Renee Weidemann	0411 165 940
Merchandise	Amelia Taylor	0431 074 045
Bar Manager	Cara Williams	0433 525 160
Auskick Co-ordinator	Casey Easdown	0413 455 078
Team Manager Co-Ordinator	Chris Prosser	0407 052 074
Welfare Officer	Travis Geary	0451 301 607
Social Liaison	Jacqui Stone	0410 439 316

Support Roles - 2022

Website/IT		
Vilification Officer	Rachael Morris	0417 562 370
Canteen Manager	Graham Sturridge	0429 058 048
Grants Liason		
Medical Management		

Contact Email addresses can be found on the Club Website wsjfc.org.au and Team App - WSJFC

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Supplement 3

Membership Fees - 2022

Membership Type*	Cost
Non-Competitive Under 8-10	\$170.00
Competitive Under 11-17	\$200.00
Discounts	
2 Children	\$20.00
3 or more children	\$50.00

***NOTES:**

* Unless arrangements are in place with either the Treasurer or President, all Membership Fees **must** be paid to the Club Treasurer before Round 1.

Players will be ineligible for selection whilst the fees are outstanding.

* Fees are exclusive of the EFNL insurance fee of \$18 which **must** be paid PRIOR to Round 1

Club Merchandise - 2022

Shorts	\$42.00
Shorts discontinued lines	\$26-\$36
Socks	\$25.00
Club Polos	\$45.00
Polo discontinued lines	\$30
Club Spray Jackets	\$61.00
Club Hoodies	
Kids	\$70.00
Adults	\$70.00
Club Hoodies Discontinued Lines	
Kids	\$44.00
Adults	\$44.00
Club Trucker Caps/Beanies	\$22.00
Club Caps/Beanies Discontinued Lines	\$17.00
Club Bags	\$50.00
Training Singlets	\$22.00



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Umbrellas	\$25.00
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All items are available for purchase each Friday Night.

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Supplement 4

EFNL Junior Fixture - 2022

Game details will be available from the EFNL Website www.efnl.org.au closer to commencement of the Season. Team Managers and Coaching Staff will provide their teams with details when they come to hand.

Date	Round	Details
10 April	1	Opening Round
17 April	BYE	Easter Weekend
24 April	2	Anzac Day Round
1 May	3	
8 May	4	BCNA Round
16 May	5	
22 May	6	
29 May	7	
6 June	8	
12 June	BYE	Junior Interleague
19 June	9	Fight MND Round
26 June	10	
3 July	11	
10 July	12	
17 July	13	
24 July	14	
31 July		Semi Finals
7 August		Prelim Finals
14 August		Grand Finals



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N/A

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Supplement 6

Player Insurance Cover

The EFNL in conjunction with BJS Insurance Brokers Pty. Ltd., have arranged compulsory Insurance Coverage for all affiliated members, clubs, players, coaches, officials and voluntary workers.

Below is a summary of the general outline of the Group Personal Accident Insurance Policy. For further information, including full terms, conditions, limitations, exclusions and benefits please visit the EFNL Website www.EFNL.org.au.

Date of Coverage	01.01.22 – 01.01.23
Who is Covered	Any member of The Insured, or any person actively engaged in and appropriately registered for the purpose of playing the Sport of The Insured (Australian Rules Football) This includes any officials, and/or co-opted volunteers of The Insured
When are you Covered	<p>(a) Playing in official matches under the auspices of The Insured (b) Engaged in organised training or practice (including practice matches) for the Sport as noted in The Schedule</p> <p>(c) Travelling directly to or from or between activities described in (a) or (b) above and the Insured Person's normal place of residence or place of employment. Any amount payable under Section 4.1 Capital Benefit shall be limited to 20% of the applicable benefit.</p> <p>(d) Staying away from the Insured Person's home district including overseas travel during a tour for the purpose of participating in representative matches and/or any other games duly authorized by The Insured.</p>

Summary of Non-Medicare Benefits:

Description	Coverage
Reimbursement of Non-Medicare Medical expenses incurred within 12 Calendar months results in; <ul style="list-style-type: none"> • Private Hospital Accommodation • Ambulance Transport Cost • Chiropractic • Dental Services (to whole sound teeth only) • Ancillary Medical Procedures • Theatre Fees in Private Hospital where Medicare does not apply • Orthotics, Splints & Prosthesis where Medical Practitioner considers medically necessary. • Physiotherapy (as per Policy Benefit) • 50% reimbursement • \$2,000 maximum per claim • \$100 Excess per Claim 	50% reimbursement \$2,000 maximum per claim \$100 Excess per Claim

How to Claim:

Step 1	All claims must be notified to Sportscover within 30 days of the accident, injury or damage occurring. Please notify Sportscover in the following ways: <ul style="list-style-type: none"> • Phone the Sportscover Claim Hotline – 1300 134 956 to register the claim. Once registered via phone Sportscover will post out a claim form which must be completed and returned or; • Download a claim form and forward completed form to Sportscover via fax or mail. Sportscover Details: Postal: Locked Bag 6003, Wheelers Hill, Vic, 3150 Fax: 1300 134 956
Step 2	Once you have completed all sections of the claim form and have returned the completed claim form to Sportscover you will then receive via post your Claim Number and Internet Access PIN.
Step 3	Once you have received your PIN from Sportscover you can monitor your claim progress by visiting the Sportscover website www.sportscover.com and hit the claims link or you can contact Sportscover direct on the Claims Hotline phone number – 1300 134 956.

This Insurance Cover provides basic coverage for injuries incurred, so to ensure full protection, it is our recommendation that all players consider having their own private health insurance cover to offset any out of pocket expenses that may result from injuries incurred during matches and training. Ambulance Membership is also recommended as this policy only covers half the incurred costs



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GAME DAY JOB DESCRIPTIONS

Job Descriptions play an integral part of the smooth running of The Club. They are used as a guide to ensure that all aspects of the running of the club are carried out in a continuous and analogous manner.

Full Job Descriptions of all positions are kept with the Football Operations Manager and a copy can be obtained upon request. The following pages outline game day job descriptions and are based on the EFNL's regulations.

- Team Manager
- Trainer
- Runner
- Goal Umpire
- Umpire's Escort
- Timekeeper
- Scoreboard Attendant
- Water Carrier



Job Description – Coaches Co-ordinator

Objectives

- To provide strong, efficient and effective direction and advice to the coaches.
- To oversee all coaches, (with the support of football operations) and ensure they are equipped with the right tools to implement club policies and procedures throughout the season.

Responsibilities

- Assist coaches and provide feedback and guidance to enable them to fulfil their coaching requirements.
- Implement strategies, coaching frameworks to enable coaches to improve the quality of player skills and their enjoyment of the game.

Relationships

- Coaches and assistants, senior club and external organizations for ideas on development concepts, Football Operations Manager

Accountability

- The Coaches Co-ordinator reports to committee via Football Operations periodically on the development of coaches and advises on any possible concerns or improvements that have been achieved.

Job Description – Team Manager

This is an outline of the Team Manager's role based upon, and has been adapted from, the EFNL Team Manager's Guidelines. In general, this position is responsible to see that all activities and/or League Rules associated with the actual playing of the game (other than coaching) are carried out and adhered to.

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for your grade of competition.
- Provide administration support to the coach and other football staff.
- Support the coaching staff to make sure the required administrative and support arrangements are in place, so that coaches and players can concentrate on the game.
- Arrange the required support staff for games to take place. Ensure they are aware of all necessary dress requirements, age requirements and duties in accordance with the EFNL regulations:
 - Trainer
 - Runner
 - Boundary Umpire
 - Goal Umpire
 - Umpire's Escort
 - Interchange Steward
 - Timekeeper
 - Scoreboard Attendant
 - Water Carrier

Responsibilities

- Ensure the coach and players are provided with sufficient equipment (within the guidelines set down by the Committee) to ensure the efficient operation of the team.
- Liaise with the Registrations Secretary to ensure all players on your list are either currently registered with the League or have an approved clearance from previous Club.
- Maintain and amend the Team List by liaison with the Registration Secretary or Club Secretary
- Check jumpers are in good condition at all times and have appropriate sponsors logos attached if required.
- Ensure that any other support staff have been appointed and are in attendance as required.
- Ensure the integrity of best and fairest voting in accordance with Club Policy

Dress Code

- Armband is compulsory.



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Game day responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each week. Duties may be varied to reflect an individual's time commitment of the role as negotiated with the team Coach.

Team Sheets

- Have each player sign, including jumper number and give to Umpire in accordance with EFNL rules.
- Ensure all players are named on the team sheet including runner, trainers and water boys are compliant with EFNL rules.
- Full names are required, first and surname

Goal Kickers

- If required ensure that a tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.

Club Best and Fairest and Awards

- Ensure the Best and Fairest voting is carried out in accordance with the Club Policies and Procedures (Competitive Teams only)
- Maintain a list of game awards and distribute across the board.

Players' property

- This aspect should be considered prior to players taking the field. No home club can fully guarantee the safety of items that remain in change rooms during a game therefore it is the players responsibility to make sure that they do not leave any valuables in their bags
- Check the rooms at the end of the game for any left items, especially at away games and venues.

Boundary and Goal Umpires

- Boundary and Goal Umpires are to be arranged as required.
- All club Umpires are to be correctly attired according to league regulations.

Drinks

- Ensure players drinks are on hand at all times (liaise with trainers on the provision of drinks).

Trainers Equipment

- Liaise with trainers to ensure sufficient equipment including towels are on hand.

Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.
- Ensure ball is returned after the completion of each match.

Scores Reporting

- Check your league procedures for this.

Scoreboard

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

Transport of Gear

- Team manager responsible for the organisation of transport of gear to away matches.

Umpires

- Ensure that the umpires' room is adequate in terms of cleanliness and security.
- Liaise with Umpire Escort to ensure umpires are offered refreshments during quarter breaks.
- Check with umpires within 10 minutes of finish of game that there were no reports ("all clear")
- If reports given, collect report and return to Football Operations or Club Secretary and advise any player involved that he/she has been reported and direct them to Football Operations Manager.
- Ensure that all details of any reported players are handed to Football Operations officials as soon as possible and that players involved are informed.
- The Team manager and/or Coach complete and Umpire's Performance Report following the game. Reports should be constructive including positives and negatives, and be completed every game regardless of the result. Reports are to be placed in sealed envelopes and forwarded to Football Operations.

Start Times

- Be aware of the starting times of all quarters and ensure that the Coach has the players ready to start accordingly.

Match Reports

- Match Reports are completed by umpires after all games. The team manager must attend the umpires' room after the game to collect the report. If the team manager does not attend the umpires are instructed to leave the report in the umpires' room.

List of Medical Phone Numbers

- Liaise with the team trainer to compile a quick reference list of local phone numbers for ambulance, doctors, dentists and medical centres for use at all games. Ensure these numbers are given to the 'away' teams should the situation arise.

Relationships

- Supports the coaches and match committee and other football staff as appropriate.
- Reports to the Football Operations Manager of the Club.

Accountability

- The Team manager is accountable to the Football Operations Manager, Club Secretary and Coach of that team which he/she manages.

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Job Description - Team Runner

Objective

- To assist coach on match day by delivering messages to players during the match.

Responsibilities

- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately.
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game.
- The runner must be correctly attired in accordance with EFNL requirements.

Dress Code

- Approved EFNL branded Runner's Shirt and Shorts

Age

- Must be at least 18 years of age

Relationships

- Liaise with Coach, Coaching Staff and Team Manager.

Accountability

- Reports to the Team Coach.

Job Description - Medical Trainer (minimum age 15, 3 per team allowed)

Objective

- To provide medical treatment and advice to the Coach and players for the team allocated to his/her care.

Responsibilities

- Maintain a current First Aid and Sports First Aid Certificate and provide a copy to the Club Secretary
- Ensure adequate supplies of strapping tape and medical supplies are available in accordance with club policy.
- Communicate with players placed under their care on the treatment of any injury.
- Be in attendance on team training nights as arranged by the Committee member responsible for Trainers.
- Wear appropriate attire as required by the EFNL.
- Ensure a stretcher is at the appropriate location point on the ground for each game
- Be in attendance in the change rooms prior to the game at a time agreed upon with the Team Coach.
- Provide game day medical support to all players
- Provide post game treatment of any injuries to players.
- Provide regular reports to the relevant coaches on the state of any injury to any player.
- Complete EFNL Injury Report and submit to Team Manager at conclusion of game.

Dress Code

- White Pants with Club colour Tops, or white tops if club colours not available.
- Trainers Bib must be worn

Relationships

- Liaise with Coach and Head Trainer and Football Operations.

Accountability

- Accountable to Head Trainer, when one is appointed or Football Operations.



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Job Description - Goal Umpire

Objective

- To umpire matches in accordance with Laws of the Game.

Responsibilities

- Ensure the details of the match have been entered on the scorecard supplied by the EFNL
- Determine whether a goal or behind has been scored.
- Signal that a goal or behind has been scored after being given the all clear or touched all clear by a field umpire.
- Record all goals and behinds scored by each team during a match.
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded.

Dress Code

- White Jacket and flags

Age

- Must be at least 15 years of age
- Goal Umpires are not required for Under 8 & 9 competition

Relationships

- Liaise with all other umpires officiating in the match.

Accountability

- Reports to Field Umpire.
- Accountable to the Team Manager.

Job Description - Umpires Escort

Objective

- To ensure the safety of umpires.

Responsibilities

- Escort the umpires from their change rooms to the centre of the field prior to the start of each match and again at the start of the second half
- Escort the umpires from their assembly point on the field to their change rooms at half time and again at the conclusion of the match
- Stand with the umpires during the quarter and three quarter time intervals.
- At home games offer the umpire a drink at each break in play.

Dress Code

- EFNL Bib is compulsory

Age

- Must be at least 18 years of age

Relationships

- Reports to the Team Manager.



Job Description - Time Keeper

Objective

- To act as the official keeper of time for the duration of the match

Responsibilities

- Keep time for each quarter of the match in accordance with the EFNL rules.
- Record on time cards the time taken to play each quarter (not required for non-competitive teams)
- Lodge completed time cards with the Team Manager after the game has finished.
- Sound the siren in accordance with the procedures contained the EFNL rules and regulations.
- Stop the clock used for timing of each quarter as required by the EFNL rules and regulations.
- Keep a record of scores for use by the controlling body in the event of the Goal Umpires cards not agreeing
- Perform any other function as may be directed.

Relationships

- Report to the Team Manager.
- Liaises with the umpires and the timekeeper from the opposition team.

Accountability

- The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager.

Age

- A Timekeeper must be at least 18 years of age

Job Description – Scoreboard Attendant

Objective

- To update the scoreboard with correct scores as goals and behinds are scored

Accountability

- The Scoreboard Attendant is accountable to the Goal Umpires during the game and the Team Manager.

Job Description – Water Carrier

Objective

- To run water out to players in a timely and efficient manner.

Responsibilities

- Run water out to players during distinct breaks in play. This includes when a goal has been scored or the game has been stopped for injury.
- Must remain in the designated squares located around the ground when play is in motion.

Dress Code

- White trousers or white shorts and a white top or a top in club colours
- EFNL Approved Water Carrier Bib

Age

- Non-Competitive Age Groups – must be minimum age of 10
- Under 11 -17 – must be minimum age of 12
- Under 17 – must be maximum age of 17
- Each team is permitted three water carriers

NOTES

**W.S.J.F.C.
Club Song**

Sung to the tune of "Up There Cazaly"

**Up there Wantirna South
In there and Fight
Out there and at 'em
Show 'em your might
(that's right)**

**We are Wantirna South
Don't let 'em in
We are the Devils
And we're here to win**