



Updated 29th September 2016(S.G)

WILLIAMSTOWN JUNIORS FOOTBALL CLUB INCORPORATED

CLUB POLICY DOCUMENT

Table of Contents

1.0	Introduction to Williamstown Juniors.....	3
1.1	Mission Statement.....	3
2.0	Club Code of Conduct.....	3
2.1	Williamstown Juniors Football Club - Expectation of Coaching Staff ...	3
2.2	Coaches Code of Conduct.....	5
2.3	Officials Code of Conduct.....	6
2.4	Players Code of Conduct.....	6
2.5	Parents Code of Conduct.....	6
2.6	Spectators Code of Conduct.....	7
3.0	Player Rotation and Selection Policy.....	7
3.1	Player Selection Policy.....	7
3.2	Finals Selection (U11's – U16's).....	8
3.3	Interleague Selection Policy.....	8
3.4	Playing in a Higher Age Group Policy.....	9
3.5	Number of Players in Teams Within an Age Group Policy.....	9
3.6	Playing on Bayside Oval 1 and Oval 2 Policy.....	10
4.0	Club Committee and Contacts.....	10
5.0	Coaches Contacts.....	10
6.0	Club and Team Functions.....	10
6.1	Club Nights.....	10
6.2	Team Nights.....	11
6.3	Individual Team Sponsorship.....	11
6.4	Presentation Day.....	11
6.5	Team Photographs.....	11
6.6	Training Arrangements.....	11
7.0	Awards.....	12
7.1	Voting Procedure.....	12
7.2	Awards to be presented.....	12
7.3	Counting of Votes.....	13
8.0	Coach Resources.....	13
8.1	Coach Accreditation.....	13
8.2	Professional Development of Coaches.....	13
9.0	Coach Appraisal.....	14
10.0	First Aid and Health and Safety requirements of Players.....	14
10.1	Dealing with Special Needs of players.....	14
11.0	League Rules.....	15
12.0	Parental Involvement.....	15
13.0	Match Day Officials.....	15
14.0	Official Club Appointments.....	15
15.0	Procedure for the Management of Reported Players.....	16
16.0	Match Day Procedure for Team Managers.....	16
17.0	Property Management.....	17
17.1	Coaches Property.....	17
17.2	Team Manager's Property.....	17
18.0	Grievance Procedure.....	18

19.0	Calendar of Events.....	19
20.0	Player Registration.....	19
21.0	Williamstown Juniors Coaching Criteria.....	19
21.1	General Requirements for Junior/Youth Coaches.....	19
21.2	Additional Requirements U11's age group.....	20
21.3	Additional Requirements U13's-17's age groups.....	20
22.0	Coach Selection Process.....	21
	21	

1.0 Introduction to Williamstown Juniors

The Policy Document that is being provided is the product of considerable hard work and research by the Committee and comes with the support of the Williamstown Juniors Football Club. You can be assured that any input you wish to have into the workings of our organisation is not only welcome but encouraged. That input can be in a variety of ways, be it as to policy, suggestions about the services and amenities within the club rooms, attending social functions or even seeking information as to involvement of Parents on game days. Hopefully, you will find the Williamstown Juniors Football Club an organisation that is a welcoming one, with room for everyone.

1.1 Mission Statement

“To endeavour to teach our young members to work as a team member to achieve a goal, to give every player the opportunity to play at the highest level and reach their full potential and to experience the highs and lows that team sports bring and to participate in a safe, friendly and disciplined environment.”

2.0 Club Code of Conduct

2.1 Williamstown Juniors Football Club - Expectation of Coaching Staff

Through the Williamstown Juniors Football Club, each Coach will endeavour to teach and support our youth not only on the football field, but also in their day to day life. To do this each Coach needs to be committed to modelling the types of behaviour and qualities we espouse.

The Role of the Coach

- The development of all player skills, knowledge and attitudes.
- Acknowledgment that all players are unique and have their particular strengths and weaknesses, which need to be addressed.
- Positively support and encourage players for their efforts helping to build self-esteem.

Equity of Opportunity

The spirit of equity is that all players have the same opportunity to develop and enjoy their football. We acknowledge that as our players move through the age groups the implementation of equity may vary. The following points will apply:

(Under 9s to 10s)

Every effort should be made to ensure that all players have the opportunity to play as much football as possible in relation to:

- The number of games played in a season
- The on field playing time each week (at least 3 quarters each)
- Opportunity to be involved in the game while on the field
- Teams to be capped at 24 players per team where possible.
- Players to be rotated every quarter i.e. backline to half back line to centre to

half forward to full forward to on ball to bench.

- If there is an excess of players above the maximum of 24, players will be 'rostered off' or additional players may be played at the Coaches discretion
- It is anticipated that players will not be 'rostered off' more than ONCE during the home and away season

(Under 11s to 14s)

- May rotate players through teams to ensure all children gain playing experience
- Children should expect a minimum of at least 2 qtrs on field playing time each week,
- Coaches will endeavour to provide as much playing time to each player as possible.
- Endeavour to teach players the skills that they will require to advance to become good sports people
- If two teams are fielded in an individual age group, the 'A' team ideally shall have a maximum of 22 players and the B team shall have a maximum of 23 players
- If there is an excess of players above the maximum, players will be 'rostered off' or additional players may be played at the Coaches discretion up to a cap of 25 (as per WRFL rules)
- It is anticipated that players will not be 'rostered off' more than TWICE during the home and away season

(Under 14s to 17s)

- May rotate players through teams to field the strongest team available each week
- Children should expect a minimum of at least 2 qtrs on field playing time each week,
- Endeavour to give players the confidence and knowledge of the game that they will require to advance to not only become good sports people, but enable them to continue playing football at higher age level and open age football.
- If two teams are fielded in an individual age group, the 'A' team ideally shall have a maximum of 22 players and the B team (and any additional teams) shall have a maximum of 23 players
- If there is an excess of players above the maximum, players will be 'rostered off' or additional players may be played at the Coaches discretion up to a cap of 25 (as per WRFL rules)
- It is anticipated that players will not be 'rostered off' more than TWICE during the home and away season

Coaches & Team Managers will be asked to keep records to support this. This information will be discussed at coaches meetings during the season.

It is not the intent of the club to have a roster greater than 24 per side but from time to time this may be unavoidable.

If however a team list extends beyond 24 then players will need to be formally rostered off during the season. It will be the responsibility of the coach and team manager to ensure that all players are rotated equitably

Also it is the responsibility of the parents to inform the coach and team manager of a player's inability to play whether due to sickness, injury, holidays etc.

2.2 Coaches Code of Conduct

- Players must always be addressed in a controlled and positive manner.
- No offensive language or cultural, sexist or racist references.
- Coaches, where avoidable, are not to involve themselves in negative dialogue with opposition coaches, officials, players, spectators or umpires.
- Coaches and Team Managers are responsible for the conduct of their officials, players and parents and should ensure that all behave in a responsible manner, accepting the decisions of all umpires and officials.
- Abide by the Laws and Rules:-
The Laws of the Game and Rules of your Club and the League
- Abide by the AFL Coaches Conduct Guidelines
- Teach the Rules:-
Rules are mutual agreements which nobody should break
- Group players competitively
- Avoid overplaying talented players
- Maximise fun:-
Place winning in perspective
- Stress safety always
- Consider maturity levels:-
Devise training programs to suit all
- Develop team respect:-
For opponents, umpires and coaches
- Recognise the importance of proper injury treatment
- Keep up to date:-
With coaching developments
- Attain coaching accreditation and update regularly
- Avoid derogatory language:-
Based on gender or race
- Acceptance that the club is based on the principle of a quality teaching and Learning philosophy where commitment to individual, team and club success is a given.
- The coach must be willing to accept full responsibility for the team's operations including:
 - On field performance.
 - Off field behaviours of players and team officials.
 - Total compliance to Club and committee directions.
- Attendance at all Coaches meetings
- The coach shall ensure the concept of team rules, and strong discipline with a focus on team commitment as the foundation of the team management philosophy.
- All coaches and assistant coaches require Working with Children's Check and Level 1 AFL Coaching qualifications
- Coaches shall be well presented at all times, including training sessions and game days.
- This will be general requirement for all team officials.
- All players to be initially signed up in their right age group. Any decision for a player to play up an age will be made by the WJFC Executive committee in consultation with parents, after taking into account club, team and players interests.
- Playing up more than one age group still requires WJFC and WRFL approval.

For more information, see the Age Group Criteria document.

- All Youth coaches need to work as a team, not just in their age group, but also as a whole, strengthening the club by working as a combined group.
- Youth footy requires a continual focus on skill extension. Therefore Coaches must accept assistance, as the job is too big for one person to continually focus on 22+ players each week.
- All Coaches must be fully accredited to the appropriate level, and be willing to seek additional experience and training.
- All coaches must abide by the AFL Code of Conduct, as well as the WJFC Guiding Principles for Coaches.
- No coach will use abusive, insulting or obscene language while instructing players or partake in any form of unacceptable behaviours towards any player.
- Coaches shall undertake appropriate judgment and refrain from making inappropriate comments about players in public.
- All coaches must sign Code of Conduct every year
- At the end of the season all coaching positions will be vacated and up for application
- Inappropriate comments towards other WJFC teams/players/coaches will not be tolerated.
- The WJFC has a **ZERO TOLERANCE to Umpire / Official abuse.**

2.3 Officials Code of Conduct

- Remember you are representing your club / league and setting an example to your players / parents
- Try to resolve any conflict in a calm, sensible manner (when possible in private)
- Be aware of potential volatile situations at all times and be prepared to deal with them appropriately

2.4 Players Code of Conduct

- Play by the laws and rules
- Don't argue with fellow team members, club officials or opposition players
- Control your temper
- Be a team player
- Be a good sport
- Treat all players fairly, and as you would like to be treated
- Cooperate with your coach, teammates, opponents and officials
- Play for fun and improvement
- Avoid ugly remarks based on race or gender

2.5 Parent's code of Conduct

- Encourage kids to play sport if they are interested, do not force them.
- Focus on effort and performance rather than just winning
- Teach honesty is as important as winning

- Encourage kids to always play by the rules
- Never ridicule or yell at kids for making a mistake or losing
- Lead by example-applaud good plays by both teams
- If you disagree with an official, raise the issue through appropriate channels rather than approaching the official publicly
- Support all efforts to remove verbal and physical abuse
- Recognize the value and importance of volunteer coaches
- Sportsmanship and having fun is very important

2.6 Spectators Code of Conduct

- Encourage participation but do not force them
- Teach that honest effort is the victory, not the winning
- Encourage to always play by the rules and accept the umpires decision at all times
- Never ridicule mistakes or yell at a child for making mistakes or losing
- Remember, involvement is for their enjoyment, not yours
- Remember, they learn best by example. Applaud both teams.
- Recognise positively the recreational contribution of voluntary officials, coaches and administrators
- Never publicly disagree with officials. Raise issues privately
- Support all efforts to remove verbal, racial and physical abuse and to settle disagreements without resorting to hostility or violence.
- Support your club officials to foster high standards of behaviour for your club and the league

Coaches and Team Managers are required to report, to the Committee, any official or spectator who they believe is behaving in a manner which may reflect badly on the Williamstown Juniors Football Club, as soon as possible.

3.0 Player Rotation and Selection Policy

At the very core of our club is the maintenance of equity of 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. To this end, three significant policies have been developed and implemented that have become mandatory.

3.1 Player Selection Policy

If team lists extend past the maximum numbers, some players will be required to be rostered off each week during the season. If possible, Coaches and Team Managers should give parents and players the opportunity to advise in advance, any times of unavailability to ensure these games missed are counted as games rostered off. It is expected that all players will be rotated equitably. Again an accurate record of player selection is required, and dates when players were rostered off.

3.2 Finals Selection (U11's – U16's)

It is generally recognised that finals football is different from the home and away games. The policy will be based on the following principles:

- An opportunity for as many players as is possible to experience finals football.
- 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 the under 11's through to under 16's a greater scope for varying playing time for individual players than in a home and away game.
- The Coach will have full discretion over the length of playing time that individual players will have on the field and the time each player spends on the bench.
- The Coach will endeavour to give the team the best possible chance to win finals games.
- Selection of Finals teams have to be made before after the first training session of
- It is the sole responsibility of the coach to talk face to face with the player that may be dropped from the team altogether or the second team if applicable.

3.3 Interleague Nomination Policy

The process for nominations is as follows-

- The League will ask the club for their nominations across the age groups, including 13's, 14's, 15's and 17's. This is done as a general e-mail to all club administrators.
- The number of nominations is dependent on what the League decides in that particular year. The League in previous years has had no limit to the number of nominations per age group except for the 13's, in which they limited the number to 4 per club in the 2016 season. This is to ensure that the U13 interleague team has a greater spread and more even representation of players from as many clubs as possible, rather than selecting the best players which may result in certain clubs having dominance over others. This approach is purely at U13s level which is designed as an introduction to Interleague. The Football Operations Manager will communicate with each coach (generally the coach of the A squad) and then ask them for their preferred nominations.
- Generally, the coach and Football Operations Manager will decide it is the top 5 from each age group from the previous B&F that will be nominated (except the U13's which is limited to 4) plus any other player warranting nomination. The top 5 criteria is not a rule or set policy and may not be adopted at the discretion of the Football Operations Manager.
- If the Football Operations Manager believes a player playing in a higher age group who qualifies for a younger age group warrants nomination in the younger age group then that is a decision to be made by the Football Operations Manager in consultation with the coach. In the U13 age group, this may result in a player/s who placed in the top 4 of the previous year's B&F missing out. The Football Operations Manager's decision is final.
- Players must be nominated in their birth year, not their playing age group. This is a non-negotiable League rule.

3.4 Playing in a Higher Age Group Policy

1. It is the club's view that in the situation where a player plays up an age group/s to enhance their development that the following process is followed-
 - The head of footy ops in consultation with the coach determine that a player for their own development should play in a higher age group.
 - The player agrees.
 - The parent/s and coach agree.
 - The head of footy ops presents the case to the Committee who then votes on each individual case.

2. *There are sometimes instances that warrant players playing up an age group other than for their development. These include-*

- Playing numbers allow it.
- The next age group up is struggling with numbers.
- Kids want to play with their mates e.g often kids who qualify for a younger age group are in the same level at school as kids that play in the next age group.
- Parents express their want for it to happen.

The Football Operations Manager will present individual case by case requests to the Committee who will then vote. The Committee will always take into account that we want as many kids to play and enjoy their football with their mates.

3.5 Number of Players in Teams Within an Age Group Policy

In age groups where there is more than 1 team the teams should be split as per the below examples-

40 players-20 per team	60 players-20 per team
38 players-19 per team	57 players-19 per team
37 players-19/18 split	55 players-19/18/18 split etc

The A's team in each age group always gets filled first.

When deciding team numbers the following is to be taken into account-

- It is the aim of all coaches to give players as much game time as possible and not have players sitting on the bench for extended periods when they could be playing in another team.
- The coaches within an age group must work together to achieve maximum success for both teams e.g it is ok to drop players from the A's down to the B's or C's if the As are playing the bottom team and to qualify As players for the lower teams if they reach finals.
- The aim of the coaches is to develop all players in a squad and to promote/rotate players from the lower sides when form warrants it. They are not to have an A's and C's squad mentality.

- The A's coach is the senior coach of the age group and must assure the above takes place.

3.6 Playing on Bayside Oval 1 and Oval 2 Policy

The Football Operations Manager will decide who plays on both ovals 1 and 2 during the season. The same teams often play at the same time and will rotate each home game so that all players, coaches, team mangers and player's families etc experience playing football on both grounds.

4 Club Committee and Contacts

Refer Williamstown Juniors website for current committee contact information
www.williamstownjuniors.com.au

5 Coaches Contacts

Refer Williamstown Juniors website for current season coaching panel & contact information
www.williamstownjuniors.com.au

6 Club and Team Functions

6.1 Club Nights

The club will fund one function per age group per year. ie. Pie night, mini-Olympics or an outing to a cost set down by the committee. Approval is required by the Committee prior to funds being spent. Receipts will need to be presented to the Committee for re-imbursement.

6.2 Team Nights

Individual teams can organise their own "Team Nights" according to the coaches' plans. There are many options for these nights, ranging from attending training at a league club, or visiting alternative training venues such as the swimming pool. The teams are responsible to fund the costs of these nights. When at official club training nights (regardless of the venue), all Coaches, Players, Officials and Parents behaviour should be governed by this policy document.

6.3 Individual Team Sponsorship

It is club policy that no individual teams receive exclusive sponsorship from an organisation. This includes resources, apparel and financial support. Offers of sponsorship need to be directed to the club Committee. Any sponsorship should be benefited by all teams at Williamstown Juniors where possible. This does not preclude each team from organising weekly awards for their team and others as well. It is important that the committee is aware of all awards (sponsorship) to ensure sensitivity and equality.

6.4 Presentation Day

The Presentation Day will be held after the completion of the finals series. All awards will be presented on this day. Dates and details of the night will be advised.

6.5 Team Photographs

It is expected that all players, Coach, Runner, First aid, Assistant Coach and Team Managers be in attendance. Team and individual photographs are available for purchase. Full details of timetable will be distributed prior to the photos.

6.6 Training Arrangements

With the size of the club, and the large number of teams, a great deal of pressure can be placed on the Bayview Ovals as the training venue. It is important that we are aware and respect the training needs of other teams within the club. The times the ground has been set aside for teams and age groups should be respected and the condition of the ground should be taken into account. The committee reserves the right to cancel training to protect the playing surface at Bayview St. Coaches should consider weather conditions and look for alternative venues and training during adverse conditions. Coaches should use the ground wisely and work with other coaches to do longer drills when more room is available.

Training times and dates will be determined by the Football Operations Manager.

7 Awards

7.1 Voting Procedure

There is no voting at under 9 & 10 age group, only weekly encouragement awards to be distributed evenly to all children over the year to recognise their efforts and achievements. It is advised that a record be kept to ensure an even spread of awards throughout the year.

Calculation of Best and Fairest Awards for U11, U12, U14, U15 & U17.

The team manager will hand out 3 vote cards at the end of each game as follows-

1. Coach
2. Support staff-assistant coach, runner or team manager
3. Parents

It is important that team managers advise vote givers the importance of the voting procedure and that the votes should go to the **fairest and best** player on the field that day for Williamstown.

Votes are given on a 5, 4, 3, 2, 1 basis – 5 for the fairest and best player on that day, 4 for the next fairest and best player and so on down to 1 vote for each Home and Away match

Completed vote cards are to be kept in a sealed envelope by team managers and then placed in their pigeon holes at the Bayside change rooms by no later than 5.30pm on Sunday. The envelopes are then picked up by the Team Manager's Coordinator for safe keeping.

The club will award a 'Best In Finals' trophy to the best player in each team who participate in finals matches. The voting process is the same as described above, except it will be only for finals games.

7.2 Awards to be presented

Participation awards will be presented to all U9 & U10 players

The top 5 vote getters for each team at U11 to U17 level will receive special awards/trophies at the presentation day. An additional award will be presented by the Coach at the Coaches discretion, being the Coaches Award.

No one player should receive more than one of the 6 individual awards as described above.

If players poll votes in more than one team (ie U14A and U14B for example) and the player finishes in the top 5 for each team, the player will be awarded one trophy only, being the one in the highest grade.

The only exceptions to these are :

- 'Best In Finals' award : Awarded to the Best Player during finals games as described above in 7.1.
- The Bill O'Dwyer Memorial Award : Awarded to the player who polls the highest number of WRFL Best & Fairest votes in U11's thru to U16's.

7.3 Counting of Votes

'Vote counts' are not to be held by individual teams, where votes are announced and counted, unless agreed to by the Committee. All votes are to be kept confidential and will be counted by the coaches and team managers on a dedicated night after the home and away season. The same process will be followed for Best In Finals voting.

8 Coach Resources

8.1 Coach Accreditation

To coach within the WRFL, it is mandatory that all coaches and assistants are accredited Level One coaches. As a club, the Committee endorse this policy and the club will cover all costs incurred in Level One Accreditation.

Coaches are strongly encouraged to pursue higher levels of accreditation. The club will support coaches in this activity and assist with the expenses of such an endeavour. This can be arranged via the Football Operations Manager.

8.2 Professional Development of Coaches

Club Coach Meetings

The club in conjunction with the CYMS Football Club have developed a coaching program. As part of this program a number of meetings are conducted throughout the year. It is mandatory for all coaches to attend these meetings. The purpose of these meetings is to improve the knowledge and skills of our coaches plus address any issues relevant to coaching at Williamstown Juniors Football Club. In addition, it allows the club to maintain a level of consistency amongst the coaches.

9 Coach Appraisal

The Football Operations Manager will be responsible for giving feedback to the coaches from time to time. Williamstown Juniors will use its resources to assist coaches with coaching assessments.

10 First Aid and Health and Safety requirements of Players

It is a requirement that all first aiders are accredited to level 1. Any costs involved in meeting these requirements will be covered by the club. If a person benefits from special first aid training it would be hoped that that person would assist in first aid duties for a number of years or while their child was participating at the club. The appointed 'Head Trainer' is responsible for maintaining the first aid kits to the required standard. Any extra first aid needs to be obtained from the Head Trainer. The club does have Asthma, Diabetes and Concussion Management Policies and 'other' medical issues policy. These are available from the Head Trainer upon request.

It is a requirement for all players to wear a mouth guard during a game and recommended they are worn during competitive training.

10.1 Dealing with Special Needs of Players

As a coach you may become aware that one or more of your players have special needs, apart from obvious physical needs such as injuries and skill deficiencies. The other needs may fall into three (3) other categories. These being Educational, Emotional and Social.

- **Educational Needs:** Not all students within a classroom learn the same way or learn at the same rate. Some students have 'Specific Learning Problems' that make it very difficult to learn using traditional teaching and coaching methods. It is important to be aware of any learning difficulties that a player in your team may have. Modify your presentation of information in an attempt to accommodate these players Learning Needs.
- **Emotional and Social:** From time to time players may exhibit uncooperative behaviour that negatively affects training and coaching. Often this can be put down to adolescent behaviour and nothing more needs to be done, however such behaviour could be indicative of a more serious emotional or social problem that the player may be experiencing. 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 there are social or emotional issues that affecting the child's behaviour. As coaches it is not our role to solve such issues, but we play a very important role by being a 'significant' adult in this person's life. Be prepared to talk and communicate with the child, in a supportive environment where a common interest exists, that being football. The club has access to a large support network for its members who are experiencing Emotional and Social difficulties within their lives. Professional advice for our

coaches is available in dealing with such situations and many professional services are available through this network for the player.

11 League Rules

WRFL have relevant rules. These rules can be obtained from the WRFL Website (www.wrfl.asn.au) or by request from the WJFC Committee. All WRFL rules must be adhered too.

12 Parental Involvement

The club relies on continual parent support to ensure that all official duties are carried out. These positions are *either match day officials or official club appointments*. A document has been produced and is available outlining the duties of the team manager and is a very helpful tool available to team managers

13 Match Day Officials

The organising of these officials is the responsibility of the Coach & Team Manager.

These positions are:

- a) Club Central Umpire; (if no WRFL umpire is appointed)
- b) Goal Umpire;
- c) Umpires Escort;
- d) Boundary Umpire; (U11's – U18's)
- e) Runners;
- f) First Aid; (Permanent basis)
- g) Time Keeper;

Team Managers/Coaches have several options to ensure parental involvement is maximised. A Roster can be drawn up to include all parents OR requests for volunteers to identify positions they would fill on a more permanent basis.

14 Official Club Appointments

There are four (4) positions that need to be sanctioned by the committee. These are:

- a) Coach;
- b) Team manager
- c) Runner;
- d) First Aid.

In the event that a team needs to appoint a person to one of these positions, this person's details need to be submitted to the Administrator of the club prior to an appointment being made.

15 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 this event is minimised. To ensure this happens, the following needs to occur:

- a) 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: 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.
 - That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
 - That supporters, and in particular, the parents of the reported player remain calm and do not incite a further incident.
 - Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
- b) 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 events. At this stage the reported player has the option of accepting a set 2 week penalty if offered by the umpire. The player is not required or should be pressured into accepting the set penalty immediately. A final decision needs to be made by midday Monday at which point the Football Operations Manager is informed of the decision. The Football Operations Manager then notifies the League of the decision.
- c) The Administrator of the club needs to be notified by the Football Operations Manager of the report and the decision of the Coach, Team Manager and player regarding the taking of the *Set Penalty* if offered. If the case goes to the tribunal, the Football Operations Manager will then commission the services of the clubs Official Advocate.
- d) 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 support for the player. At the tribunal, it is recommended that the parents do not attend.
- e) In the event of one of our players being required to give evidence, then all steps will be followed except those related to the *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 also.

16 Match Day Procedure for Team Managers

- Arrive at the ground at least one (1) hour before game time
- Fill out the team sheet if you have not been able to do so the night before. Make sure you sign it.
- Mark off players who will not be playing
- Engage parents to do *Match Jobs*, ie:
 - a) Club Umpire (if required);
 - b) Goal Umpire;
 - c) Umpires Escort;

- d) Boundary Umpire;
- e) Runners;
- f) Trainers;
- g) Time Keeper; and
- h) Interchange Steward (if required)
- Fill their names in on the *Match Day Game Sheet*.
- On home games, take into the Match Day Umpire:
 - a) Two (2) balls;
 - b) Team Sheet;
- On away games, give umpire the teams sheet.
- Swap team sheets with the opposition.
- Hand out vote cards to three people
- Fill in goal cards during the match.
- On home games, complete the following:
 - a) Sign the Umpire Sheet supplied by the umpire/s;
 - b) Give the umpire *Goal Cards* after noting the *Goal Kickers*;
 - c) Retrieve the match footballs;
 - d) Fill in the *Game Summary* for the paper;
 - e) Fill in the Williamstown Juniors votes and goals sheet from *Vote and Goal*;
- On away games, complete the following:
 - a) Sign the Umpire Sheet supplied by the umpire/s;
 - b) Fill in the Umpire Report sheet;
 - c) Hand in goal kickers card to the umpire/s after filling goal kickers onto the Williamstown Juniors Vote and Goal sheet;
 - d) Fill in Williamstown Juniors Vote and Goal sheets from Vote and Goal cards;
 - e) Fill in Game Report sheet for paper;

17 Property Management

17.1 Coaches Property

- Training balls - 12 to 15
- Training hats/markers.
- Coaches magnetic folder/board
- Tackle bags are available at the Club Rooms.

If you require other equipment please contact Property Manager or Football Operations Manager.

All property should be returned to the Football Operations Manager or Property Manager at the end of the season.

17.2 Team Managers Property

- Jumpers

1. Each team should have a set of jumpers. Keep an accurate record of jumper

numbers and update this when required throughout the season.

2. Jumper Collection: Please collect all jumpers after the last game even if they are wet/muddy. It is easier to wash the set of jumpers than to chase every player after the season. Please chase-up jumpers from players who may leave throughout the season as soon as you know they are leaving.

- First Aid Kit

The First Aid Kit will be stocked at the start of each season. Individual Trainers should contact the Head Trainer to replace and replenish items.

- Kit Bag Content

White Coat	Goal Umpire
Goal Flags x 2	Goal Umpire
White T-shirt x 2	Central/Boundary Umpire
Whistlex2	Central/Boundary Umpire
White Pants	Trainers
Trainers WJFC Polo Top	Trainers
Trainers WJFC Jacket	Trainers
One (1) Fluoro Green Jacket	Umpires Escort - Security
One (1) Fluoro Orange Polo Shirt	Runner
Two (2) Green Polo Shirts	Water persons

18 Grievance Procedure

At times parents may have issues that concern them and/or their child. The Committee of the club has addressed a number of areas that they believe are significant in the coaching and management of players. This has resulted in the production of policies and procedures associated with Team Selection, Player Rotation and Finals Selection. These policies have been made very public, in an attempt to educate parents and make them fully aware of how coaches are expected to act in regards to these areas.

In the event of a grievance being raised by parents in regards to these areas or other areas of concern, the following steps should be followed:

- Under normal circumstance, parents are encouraged to approach the coach to resolve the matter – but not during the game.
- At times the parent may approach the Committee prior to approaching the coach or may not be satisfied that a resolution has been arrived at, even after the initial discussion with the coach.
- In this situation the Football Operations Manager will act on behalf of the Committee and communicate directly with the coach to inform them of the concern that has been raised. It is then hoped that a resolution to the issue will occur, based on the clubs relevant policies and procedures.

If no resolution is arrived at, the President of the Club will be required to mediate and give binding direction to the parties involved.

19 Calender of Events

A calendar of events to be established, outlining all major events and dates for the season and is available from the Club Website (www.williamstownjuniors.com.au)

20 Player Registration

20.1 All new and returning players are expected to register for the new season on or before the nominated Registration Day. This includes payment of the Registration Fees on or before nominated day.

20.2 Players who register AFTER the nominated day will go onto a 'wait list' where they will only be accepted if a position is available within that age group. Refer to section 2.1 for relevant age group, team numbers.

20.3 Players will be prioritised on the wait list in order of registration forms and payment being received.

20.4 If players choose to be taken off the wait list, they will be entitled to a full refund of the registration fees.

20.5 If players or parents have a grievance with this process, they should raise it with the Football Operation Manager.

20.6 Any exception to this process MUST have the full support of the Committee, no one Committee member OR Coach can commit to overriding the wait list process.

21.0 Williamstown Juniors Coaching Criteria

The aim of the Williamstown Juniors Football Club is to provide the opportunity for Junior Players to participate in Australian Football in an organized and safe environment.

To assist in achieving this, the Club has guidelines and a set of criteria for Coaches that will assist in this aim, whilst complying with the overall objectives of the AFL.

21.1 General Requirements for Junior/Youth Coaches

The following general requirements will apply to all Junior / Youth Coaches:

- Acceptance that the club is based on the principle of a quality teaching and Learning philosophy where commitment to individual, team and club success is a given.
- The coach must be willing to accept full responsibility for the team's operations including:
 - On field performance.
 - Off field behaviours of players and team officials.
 - Total compliance to Club and committee directions.

- Attendance at all Coaches meetings
- The coach shall ensure the concept of team rules, and strong discipline with a focus on team commitment as the foundation of the team management philosophy.
- All coaches and assistant coaches require Working with Children's Check and Level 1 AFL Coaching qualifications
- Coaches shall be well presented at all times, including training sessions and game days.
- This will be general requirement for all team officials.

All Youth coaches need to work as a team, not just in their age group, but also as a whole, strengthening the club by working as a combined group.

Youth footy requires a continual focus on skill extension. Therefore Coaches must accept assistance, as the job is too big for one person to continually focus on 22+ players each week.

All Coaches must be fully accredited to the appropriate level, and be willing to seek additional experience and training. All coaches must abide by the AFL Code of Conduct, as well as the WJFC Guiding Principles for Coaches.

No coach will use abusive, insulting or obscene language while instructing players or partake in any form of unacceptable behaviours towards any player.

Coaches shall undertake appropriate judgment and refrain from making inappropriate comments about players in public.

Inappropriate comments towards other WJFC teams/players/coaches will not be tolerated. The WJFC has a **ZERO TOLERANCE to Umpire / Official abuse**.

21.2 Additional Requirements – Under 11 age group

Coaches should be able to provide an initial 6-week team-training programme prior to season commencement for review by the Executive Committee/ Coaching Co-ordinator if requested.

The coach will ensure the standards required by the club and the team meets WJFC on all occasions. This applies both on and off the field.

Coaches must be skilled at teaching the fundamentals of the sport. Skill development is critical in ensuring players remain with the club and involved in the sport.

All players by end of Under 12 should be able to effectively apply skills for both sides of the body.

Prior coaching experience at U12 - U14 is desirable, however not mandatory.

Coaches need to be excellent role models able to develop good rapport with players and maintain positive leadership both at the game and off the field.

Premiership coaching Staff and Players will be required to wear appropriate Club attire both at training and on game days.

The core focus at this age group is on skills improvement and competence.

21.3 Additional Requirements – Under 13-17 age groups

Coaches should be able to provide an initial 6 week team training and fitness programme prior to season commencement for review by the Executive Committee/ Coaching Co-ordinator if requested.

The coach should ensure that the standards that are required by a representative team should apply in the team environment. This applies both on and off the field.

Coaches must be able to demonstrate well-developed game tactics and game day competence. In this respect, prior coaching experience at Under 14/16/18/Senior level is an advantage.

Coaches need to be excellent role models, able to develop good rapport with players and maintain positive leadership both at the game and off the field.

The coach must be able to teach young athletes to enjoy success and to respond to failure with renewed determination. The need to train players in longer kicking skills and to effectively teach modern game skills is paramount.

22.0 Coach Selection Process

Please refer to Williamstown Juniors Football Club – Coach Selection Policy document dated 29th September 2016 which outlines the selection process.