



**EAST RINGWOOD JUNIOR  
FOOTBALL CLUB  
PLAYING POLICIES**



## Introduction

The East Ringwood Junior Football Club (ERJFC) provides an opportunity for the youth of East Ringwood and the surrounding suburbs to play football in an environment which is safe, enjoyable and conducive to learning.

Our aim is.

- *to provide a club where our junior players have the best opportunities to develop their football and life skills*

This is reflected in our mission statement:

‘To provide a safe, enjoyable and well resourced environment that provides the opportunity for personal development and team achievement. To create an elite football pathway for players to become the best footballers they can be.’

Our strategy which is designed to achieve this is built around our team core values:

- Respect
- Responsibility
- Sportsmanship
- Persistence
- Enthusiasm
- Spirit

The ERJFC strives to provide a positive football environment for all its members and we have developed a set of policies that are designed to reinforce these values and ensure that the ERJFC continues to develop as one of the strongest clubs in the Eastern Football League.

The policies ensure the ERJFC operates in a fair and transparent way. By registering to play with the East Ringwood Junior Football Club a player, along with his/her parents, guardians and supporters agree to abide by the Club’s Policies. In accepting their various positions, all coaches, team officials and Club officials agree to abide by the policies.

It is possible that matters may arise which are not covered by existing policies. Such matters or any suggestions regarding the policies should be referred to the ERJFC Secretary.

Any variations to these policies require the approval of the Executive Committee.

This document is to be read in conjunction with the attached East Ringwood Junior Football Club Rules of Association - Appendix A.

Executive Committee  
East Ringwood Junior Football Club



## **East Ringwood Junior Football Club Playing Policies**

1. East Ringwood Football Club Committee.....	p4
2. Behaviour Policy.....	p6
3. Player Registration Policy.....	p10
4. Financial Members Policy.....	p13
5. Team Management Policy.....	p15
5.2. Under 8s - 10s.....	p15
5.3. Under 11s - 15s.....	p19
5.4. Under 17s.....	p27
5.5. Girls Football Policy.....	p34
6. Player Welfare Policy .....	p35
7. Coaching Policy.....	p39
8. Issue Resolution Policy.....	p42
9. Privacy Policy.....	p44
10. Social Media Policy.....	p45
11. Conclusion.....	p46
12. Appendix A - East Ringwood Junior Football Club Rules of Association.....	p47



# 1. East Ringwood Junior Football Club Committee

The East Ringwood Junior Football Club is managed by a committee.

The Executive Committee is responsible for: (1) the overall governance of the ERJFC; (2) setting ERJFC policy; (3) appointing coaches and (4) dealing with complaints matters that require consideration by the Committee.

<b>Role</b>	<b>Function</b>
President	leadership, adherence to policy
Vice President	leadership, support and planning
Secretary	correspondence, concerns and club administration
Treasurer	financial management
Football Department	administration and support
	player development
	coaching development
	support and logistics
Registrar	registration and team lists
Trainer Manager	coordination of trainers and medical supplies
Property Manager	Coordination of property and equipment

The Executive Committee is supported by a General Committee, responsible for: (1) providing advice to the Executive Committee and; (2) undertaking operational activities.

Meetings are held monthly from February through to November. The AGM is held in November.

## 1.1 East Ringwood Junior Football Club Objectives

The aim of the ERJFC is to provide an opportunity for the youth of our area to participate in Australian Rules Football in a safe and enjoyable environment, enhance their health and wellbeing through organised sport and provide a pathway for players into the ERFC. The ERJFC will, at all times, endeavour to provide for the health, welfare and wellbeing of its players, supporters and spectators. This aim will be achieved by promoting and developing the following values and objectives:

- Respect: for the club, officials, opposition players and supporters
- Responsibility: for one’s own action and for what’s in the best interest of the club
- Sportsmanship: the virtues of fair and disciplined play
- Persistence: determination, promoting resilience and giving support
- Enthusiasm: providing a fun environment in which to participate
- Spirit: learning and demonstrating what the club stands for and it’s history and traditions

They will be achieved by providing:

- Competent and well supported coaches and assistants.
- Adequate facilities, amenities and equipment.
- Supervised social functions encouraging family participation.



- Regular communication and consultation with players and parents with clear policies and guidelines
- Active and transparent leadership and management of the ERJFC.

In the early years, our focus is on fun and participation as we develop individual skills and the importance of being part of a team. Even as our players get older and the game becomes more competitive, we pride ourselves on developing our players to the best of their abilities in line with our team values.

## **1.2 East Ringwood Junior Football Club Policies**

The ERJFC have developed a set of policies in line with our Rules of Association (Appendix A) that reflect our values to help ensure that we can provide the best possible environment to play football and retain the great culture of our club. Throughout this document you will find reference to the words 'must' and 'should'. Such words convey an obligation with any variation from the Policy requiring the approval of the Executive Committee. The use of the words 'may' and 'shall' convey an element of discretion.

If you have any questions or comments, please do not hesitate to contact the ERJFC Secretary, [erjfcsecretary.erjfc@gmail.com](mailto:erjfcsecretary.erjfc@gmail.com)



## **2. Behaviour Policy**

### **2.1 Code of conduct**

The ERJFC fully supports the EFL Code of Conduct and expects all players, coaches, officials and parents to abide by the code as well as the ERJFC Code of Conduct.

The ERJFC Code of Conduct:

Remember that children play football for fun - they are not playing for your entertainment, nor are they miniature professionals.

- Encourage players to participate, do not force them.
- Focus on the player's efforts - never ridicule or yell at a player for making a mistake or losing the game.
- Remember that players learn best from example. Applaud good play by both teams.
- Encourage players to always participate according to the rules and respect official's decisions.
- Recognise the value and importance of volunteer coaches and officials.
- An umpire's job is a difficult one – put yourself in their position – how would you like to be treated?
- If you disagree with an umpire or official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public.
- Demonstrate appropriate social behaviour by not harassing, intimidating, using foul language to umpires, players, coaches, or other spectators and including other clubs and the EFL. This includes electronic platforms such as social media.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Respect the rights and dignity of every player regardless of their gender, ability, cultural background or religion.
- Discuss the Codes of Conduct with your son/daughter so that you are both are aware of your obligations.
- Actively promote the Codes of Conduct at all times. Always play by the rules.
- Control your temper - treat others as you would like to be treated – bullying will not be tolerated.
- Verbal abuse to umpires, officials or other players is not acceptable.
- Co-operate, support and encourage your teammates. Your team's performance will benefit so will you.
- Play for the “fun of it” - it's just a game!

### **2.2 Racial and religious vilification**

No person in his/her capacity as a spectator or participant in the ERJFC in the course of carrying out his/her duties or functions as or incidental to being a participant in the ERJFC shall engage in conduct that offends, humiliates, intimidates, contempt's, ridicules, incites, threatens, disparages, vilifies or



insults another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

No person in his/her capacity as a spectator or participant in the ERJFC in the course of carrying out his/her duties or functions as or incidental to being a participant in the ERJFC shall intentionally engage in conduct that s/he knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

All persons associated with the ERJFC must comply with these requirements. Any breaches should be reported to your team manager or to the ERJFC Secretary and will be managed in accordance with the Issue Resolution Policy.

The EFL has established its own racial vilification policy. The ERJFC supports this policy. The ERJFC is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), and the Equal Opportunity Act 1995 (Vic) (the legislation). This Policy is consistent with the legislation but not in substitution of the legislation.

### **2.3 Victimisation**

No person in his/her capacity as a spectator or participant in the ERJFC in the course of carrying out his/her duties or functions as or incidental to being a participant in the ERJFC should victimise another person.

A person will victimise another person (the victim) if:

(a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or

(b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

All persons associated with the ERJFC must comply with these requirements. Any breaches should be reported to your team manager or to the ERJFC Secretary and will be managed in accordance with the Issue Resolution Policy.

### **2.4 Gender**

East Ringwood Junior Football Club actively encourages girls to play football. In accordance with the Equal Opportunity Act 1995 (Vic.) ("the Act"), people aged under 12 years of age cannot be excluded on the basis of sex or gender identity from participating in a competitive sporting activity.

Pursuant to section 66 (1) of the Act, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of competitors is relevant.

As a member of AFL Victoria, the EFL excludes females who reach 14 years of age as at 1 January in the year of play from playing in any competition that is not a 'female competition'. All persons



associated with the ERJFC must comply with these requirements. Any breaches should be reported to your team manager or to the VJFC Secretary and will be managed in accordance with the Issue Resolution Policy.

## **2.5 Reported players/officials**

It can be a very traumatic experience for a junior player to be reported or to be the victim of a reportable incident. The ERJFC will endeavour to ensure that the distress associated with this 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) ERJFC officials to ensure:

- a. 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.
  - i. That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
  - ii. That supporters, and in particular, the parents of the reported player remain calm and do not incite a further incident
  - iii. 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 timing and actions to be taken
- c. The Secretary of the ERJFC needs to be notified of any report as soon as possible 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 will then contact the Football Operations Manager, who will then commission the services of the ERJFCs 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 moral 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 Set Penalty.
- f. 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.
- g. Disciplinary Action may be imposed upon any individual / player /official associated with the ERJFC if found guilty by the Executive Committee with respect to misconduct or bringing the game or the ERJFC into disrepute. This action may be taken even if a report has not been made.



It should also be noted that the ERJFC in certain circumstances might impose penalties or suspensions outside the findings of the League / Tribunal. These decisions will be at the discretion of the Executive Committee.

*All incidents / outcomes should be recorded on an incident report form and should be filed by the Secretary.*

## **2.6 EFL penalties and fines**

A player who is suspended is not eligible to be selected to play for the duration of the suspension. A suspended player should not be considered to be rostered off.

Players (and their parents) or any officials are liable for the payment of any fines imposed on them by the EFL (e.g. uniform fines, conduct fines etc). If the EFL issues the fine to the ERJFC it is expected that the player/parents or official will fully compensate the ERJFC.

An unpaid fine will be considered a debt to the club.

- The player cannot play for the Club until the fine is paid
- The ERJFC will not re-register a player in future season until the fine is paid
- The ERJFC will not approve a transfer to another club until the fine has been paid.
- The above will also apply to the registered children of club officials who have received a fine

A reported player is ineligible to receive a match day award or any best and fairest votes on that day. A suspended player is ineligible to receive an end of year award (incl. Best and Fairest, Runner Up, Coaches, Team Player, Most improved etc).

A player who is yellow carded or red carded is ineligible to receive a match day award or any best and fairest votes on that day.

## **2.7 Breaches of the ERJFC Code of Conduct and Policies**

Refer to Appendix 'A' Section 7 'Discipline, suspension and expulsion of members' page 7.



## **3. Player Registration Policy**

### **3.1 Registration day**

The ERJFC will schedule a registration day to be held in November. The ERJFC will also hold a second Registration day in early February.

### **3.2 Registration process**

The ERJFC will notify all past players of the registration day. It will also advertise on its website, to local Auskick centres and to local primary schools.

A copy of the registration form will be placed on the ERJFCs website.

To register on time, players will need to:

- Submit their completed registration forms with payment on registration day; or
- Complete on line or post or email their completed registration forms so that they are received by the ERJFC Registrar by the last Friday before Registration day

### **3.3 Registrations Order of processing.**

Registrations will be processed in the following order:

1. Returning player registrations received on time (per above)
2. New registrations received on time (per above), provided that the maximum numbers have not been reached. \*NB refer to section 3.6 “New players”
3. All “Late registrations” (per above), to be processed in the order in which they are received.

Registrations will not be considered until they are received by the ERJFC Registrar. Applications should not be given to coaches, team managers or other ERJFC officials.

Registrations will be processed on a ERJFC basis with all registrations submitted on time processed in the order set out below:

### **3.4 Late registrations**

Registrations received AFTER the first registration day in November will be deemed to be late with the player placed on a waitlist (even if the player has previously played with ERJFC) and will be processed in the order in which they were received after all those registrations that were received on time have been processed.

### **3.5 Existing Players**

All players wishing to play in the upcoming season must submit completed registration forms with payment on registration day; or complete on line or post or email their completed registration forms with payment so that they are received by the ERJFC Registrar by the last Friday before Registration day.



Registrations for existing players received AFTER the first registration day in November will be deemed to be “Late registrations” with the player placed on a waitlist.

### **3.6 New players**

Registrations from new players will not be processed until the ERJFC has been able to allocate a place to all the previous year’s players who registered on time. The Executive Committee, in consultation with the relevant coach, will determine whether new players should be offered a place.

### **3.7 Correct age groups**

All children must play in their correct year level according to their age as of 01<sup>st</sup> January.

Player / Parent request to play above correct age levels will need to fill out the *‘Request to play up a year level’* form. (This form is available on request from the registrar).

Once you have submitted your ‘Request to play up a year level’ form it will be reviewed by the ERJFC Executive Committee.

All parties will be taken into account; the Club, coaches, the players list, the player and parents.

Exceptions will be granted on a year to year basis and the committee’s decision is final.

Players will have to re-apply the following season and thereafter.

### **3.8 Gender**

Please refer to section 2.4

### **3.9 Mixed abilities**

East Ringwood Junior Football Club actively encourages people of mixed abilities to play football where it is safe to do so.

### **3.10 Too many players**

The ERJFC may have multiple teams in the same age group. Depending on the number of players who register in subsequent years it may be necessary to consolidate the teams into a single team.

Should this be the case, the ERJFC will endeavor to accommodate all players (e.g. it may invite players to play in the next highest team). No new players will be accepted into the higher team until this process has been completed.

The ERJFC will endeavour to select a team on a case by case basis as required which will ensure that the strongest team for the club is selected. Selection for this team would be based on but not limited to the following criteria:

1. Players who have a sibling playing with the ERJFC;



2. Players whose parents have made a significant contribution to the ERJFC in past years (i.e. coach, team manager, trainer, committee person or other persons deemed by the Committee to have made a significant contribution to the ERJFC in past years);
3. Players who have played the most years with the ERJFC;
4. If necessary, priority will then be given to those players who have played the most games with the ERJFC.
5. Player ability.
6. At the Executive Committee discretion.



## **4. Financial Members Policy**

Refer to Appendix A - Page 4, section 4 'Membership entry fees and subscriptions'.

### **4.1 Payment**

Players must be financial members of the ERJFC and pay their playing fees prior to playing in their first game. The ERJFC may accept progressive payment in exceptional circumstances. A request to make progressive payments should be sent to the ERJFC Secretary and will be considered by the Executive Committee. Any such requests will remain confidential.

### **4.2 Fees**

The ERJFC shall set the playing fees prior to Registration Day. The fee covers:

- ERJFC operating costs and games costs (e.g. venue hire, umpires, training equipment, match day equipment, medical supplies, Council curation costs, EFL charges etc).
- The provisions of a jumper which is provided on loan and must be returned at the end of the season.
- The provision of a helmet which is provided on loan to players (Under 8s - 9s teams) and must be returned at the end of the season. No additional game fee will be charged.

### **4.3 Discounts**

The ERJFC will offer a reduced fee to families who have two or more siblings playing at the ERJFC in the same season. These discounts will be set prior to Registration Day. The ERJFC may waive or reduce the fee in exceptional circumstances (e.g. genuine financial hardship).

The ERJFC may offer a reduced fee to players who register late:

- Register prior to and including Round 8 No discount
- Register after Round 8 Equivalent to the second sibling fee

Requests for a discount (other than the family discount) should be sent to the ERJFC Secretary and will be considered by the Executive Committee.

### **4.4 Refunds**

The ERJFC may provide a refund in exceptional circumstances:

A request for a refund should be sent to the ERJFC Secretary and will be considered by the Executive Committee. Refunds will not be provided to players who are rostered off or are not available to play.

If a refund has been agreed, it will be offered at a Pro rata rate. (Registration Fee/14x number of rounds remaining). There will be no refunds after the completion of Round 7.



#### **4.5 ERJFC equipment**

The ERJFC provides each player with a jumper. It also supplies each child in the Under 8s – 10s with a helmet. These items plus any other items borrowed from the ERJFC must be returned to the ERJFC within two (2) weeks of the player having played his/her last game for the season. Damaged items or any items not returned when requested to by the property manager will be considered 'lost' and the player liable to pay for its replacement at the following rates:

- Jumpers - \$70
- Helmets - \$50
- Other items - at cost plus \$20

The ERJFC will not provide a clearance to any player who has not returned any ERJFC property.

#### **4.6 Non-financial members**

A player who has not paid his/her fees will be considered a non-financial member of the ERJFC.

A player or the playing children of an official who has not paid any fines imposed by the EFL or reimbursed the ERJFC for such fines will be considered a non-financial member of the ERJFC.

A player who has not returned ERJFC equipment (e.g. jumper, helmet etc) at the end of the season or on notifying the ERJFC of their resignation will be considered a non-financial member of the ERJFC.

Non-financial members will not be rostered to play, with the exception of any Executive Committee hardship approvals.

The ERJFC will not provide a clearance to any player who has an outstanding debt to the ERJFC or who has not returned ERJFC property.



## **5. Team Management Policy**

### **5.1 Development Pathways**

The ERJFC is committed to the development of all of its players. The ERJFC has adopted a pathway approach encouraging children to participate in Auskick, then developing them through their junior years (Under 8s – 17s) with the hope that they will then go on to play senior football. The underlying aim is to have fun and develop players to the best of their ability.

It is the club's intention to field a maximum of 2 teams per age group.

### **5.2 Under 8s - Under 10s**

#### **5.2.1 Player Development**

The majority of players in the Under 8s, 9s & 10s are still in the early stage of learning what many would consider to be the basic skills.

In these age groups the emphasis is placed on participation and enjoyment. Additional goals are the acquisition of football skills and the nurturing of physical and emotional development and wellbeing.

The ERJFC believes strongly in providing equal opportunities to players in the Under 8s, Under 9s & Under 10s. Players should be provided equal game time, although this may need to be averaged out over several weeks. Similarly players should be provided with the opportunity to play in all positions, although this may need to be averaged out over several weeks. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

#### **5.2.2 Team size and selection**

The ERJFC considers that the ideal number of players for teams to be:

- 24 – if fielding 2 teams per age group or
- 26 – if fielding one team per age group

Team selection will be determined after registration day, although it is expected that teams will be based on school groupings and existing friendships. Generally the Club will seek to place all the players from the one school in the same team. However, if there are a significant number of players from one school, the Club may divide the players into two teams so as to avoid the dominance of players from one school over another.

The coaches will:

- Liaise with the East Ringwood Junior Football Club Football Operations Manager;
- Agree the proposed composition of the teams, and
- Forward the team lists to the Executive Committee via the ERJFC's Football Operations Manager for approval.

The coaches should not disclose the composition of the recommended teams to any players or parents or finalise team officials until the teams have been approved by the Executive Committee. (See 5.2.11 Support Staff).



The teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities.

At it's discretion the Executive Committee may change team sizes but teams will not exceed 26 players.

See Section 3.10 for single teams with too many players.

### **5.2.3 Player Safety**

Players must wear mouthguards when training and during games.

The wearing of helmets is compulsory during games from Under 8s up to and including Under 11s.

### **5.2.4 Training**

The Under 8s, 9s & 10s shall train one night a week.

Players are encouraged to attend training and to participate in a cooperative manner. Non-attendance at training shall not affect a player's selection or game time.

Players must wear mouthguards and helmets are recommended (optional) at training.

The Club does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions. Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.

### **5.2.5 Captains**

The coach shall appoint a captain or co-captain each week. A player shall not be reappointed until all players have had the chance of being a captain.

### **5.2.6 Game Player Numbers**

Where sufficient players are available a team of 24 players will be selected to play which subject to injury or other extenuating circumstances will allow each player the opportunity to play the same number of games as their team mates.

Often teams do not have sufficient players. As such, any players who are rostered off are encouraged to attend the game as they may be offered an opportunity to play with the opposition.

### **5.2.7 Game Time**

Subject to injury or other extenuating circumstances each player:

- Should be afforded the same amount of game time over the course of the season.
- Selected on game day will play a minimum of three quarters of a game (equiv).
- Should not play a full game until all players have had the opportunity of playing at least three quarters of a game (equiv).



### **5.2.8 Positioning**

Players should be provided with the opportunity to play in all positions (i.e. backline, centre/on ball, forward line and bench), although this may need to be averaged out over several weeks.

We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

Players should rotate their position on the ground at least once during the game, to maximize exposure to the game.

### **5.2.9 Lightning Premiership**

Does not apply to Under 8 teams.

Depending on the number of teams allowed and the number of players interested in participating, there may be the need to depart from the above requirements.

All players wishing to participate in the Lightning Premiership should be entitled to play. However, if there are too many players, priority will be given to those players who turn 9 (U9) that year or who turn 10 (U10) and who have not participated before.

Subject to injury or other extenuating circumstances, every player should be rostered for approximately the same amount of game time, although there may not necessarily be equal rotation through all positions.

### **5.2.10 Playing up**

There may be occasions where a team has insufficient players for a game. Coaches may seek players from other teams.

Where there are two teams in the same age group, coaches should seek players from the other team in their age group in the first instance. Where additional players cannot be sourced from the same age group, coaches should seek players from the age group below.

The two relevant coaches should satisfy themselves that any child nominated to play up is capable of playing in the higher competition. The EFL poses severe limits on players playing up (e.g. number of games allowed, final's qualifications etc): coaches must consult with the Football Operations Manager for his or her approval before seeking to play a player up.

The coach has total discretion about the amount of game time a substitute player may play if he/she has already played a game that day.

### **5.2.11 Support Staff**

The ERJFC greatly appreciates the time and effort of our many volunteers, including the coaches and their support staff (i.e. assistant coaches, team managers, runners and trainers).

Where a single side exists in an age group, the support staff should be confirmed as soon as possible and definitely before pre-season training commences.



Where multiple teams exist, it is important that coaches take an active role in establishing support staff appointments having regard to the likely and most suitable team for their players.

Supporting staff roles should not be finalised until the teams are selected: players should not be selected based on the roles their parents may undertake in the ERJFC, or indicated they will undertake within a specific team; rather they should be selected based on the team most suitable for their enjoyment and development.

Match day support roles will be rostered or appointed by the Team Manager for each week's match, all families are required to perform any tasks as requested by the Team Manager. Team Managers should roster all families to assist in match day duties throughout the season.

The ERJFC encourages that support staff, which includes team manager and runner perform their role for no more than two years to encourage maximum parent participation.

#### **5.2.12 Awards**

All Under 8, Under 9 and Under 10's players will receive a participation trophy or medallion at the end of the season.

#### **5.2.13 Records**

The Team Manager must:

- Keep a record of player availability and individual season game tally.
- Forward a copy of each teams game tally to the Secretary prior to presentation day



## **5.3 Under 11s - Under 15's**

### **5.3.1 Player Development Under 11s & 12s**

Some players in the Under 11s and 12s have developed good skills and are able to perform at a faster pace, which places them at a more competitive level in a match situation. However, some players are still in the early stages of understanding the game and developing their skills. In many ways this is a transitional period as the players' progress into a more competitive environment.

In these age groups the emphasis is placed on participation and enjoyment. Additional focus is placed on skill development and team work supplemented through set plays and positioning.

The ERJFC believes strongly in providing equal opportunities to players in the Under 11s and 12s. Players should be provided equal game time, although this may need to be averaged out over several weeks. While some players at this age become naturally suited to set positions, we encourage players to try various positions. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

### **5.3.2 Player Development Under 13s - 15's**

Many players in the Under 13s, 14s and 15s have developed good skills with some even playing representative football while others are still developing.

This can be a difficult time as players mature at different rates: individual players can grow rapidly leading to significant differences in size, ability, confidence and maturity.

In these age groups there is still an emphasis on participation and enjoyment but with an increasing focus on development as the players mature.

The ERJFC believes strongly in providing equal opportunities to players in the Under 13s – 15s. Players should be provided equal game time, although this may need to be averaged out over several weeks. Players are still encouraged to try various positions while recognizing that this is a time when players can begin to specialize as they develop and mature.

### **5.3.3 Team Size and Selection**

The ERJFC considers that the ideal number of players for teams to be:

- 24 – if fielding 2 teams per age group or
- 26 – if fielding one team per age group

If player numbers allow to fill two teams, players will be graded based on their individual abilities where there are enough players to form two competitive teams in the one age group.

On this basis it is expected that the majority of the more competent players but not necessarily all the better players will be in the higher graded team (e.g. one team should not be too heavily top loaded as ball winners, ruckmen etc are required in all teams).

The higher graded team shall be referred to as the Blue team and the lower graded team known as the White team.

The teams will operate as separate teams (i.e. the White team shall not be considered a 'reserve' team). Notwithstanding this, it is expected that the two teams will train together and that the coaches will



cooperate during the selection process and in the sharing of players throughout the season should a team be short of players.

The teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities. In order to determine the formation of multiple teams, the two coaches should:

- Observe all players during the pre-season 'try-out' period;
- Take into account the player assessments prepared by the previous year's coaches;
- Liaise with the previous year's coaches (if necessary);
- For Under 11's only take into consideration existing friendship groups
- Liaise with the ERJFC Football Operations Manager;
- Agree the proposed composition of the two teams, and
- Forward the team lists to the Executive Committee for approval.

The coaches should not disclose the composition of the recommended teams to any players or parents or finalise team officials until the teams have been approved by the Executive Committee. The Executive Committee shall appoint a three person sub-committee to review the teams prior to its decision.

Once the teams have been established, the Club would prefer that the majority of the teams stay together in future years. However, it is important that players play in the most appropriate division having regard to their abilities and the competitiveness of our teams.

In recognition of this and the fact that players develop at different rates (both physically and ability wise) all players will be assessed during the pre-season period to determine the most appropriate team that they should play in.

See Section 3.10 for single teams with too many players.

### **5.3.4 Tryouts**

If required the ERJFC will determine a try-out period.

Prior to the try-outs, the coaches shall develop player assessment guidelines to assist them with the team selection process. The Guidelines must be approved by the Executive Committee and shall be made available to parents and players prior to the commencement of the try-outs.

Players must attend a majority of the try-outs to be considered for the higher graded team.

However, a player may be exempt from this requirement in exceptional circumstances and subject to the approval of the Executive Committee.

Any player who does not participate in the try-outs will automatically be placed in the second team and will be assessed in their first two games to determine which team they should play in for the remainder of the season.

### **5.3.5 Timing**

It is anticipated that the teams will be finalised at least four weeks prior to the first game.



### **5.3.6 Grievances**

Team selection is not an exact science and requires consideration of a range of factors. Coaches will be provided with selection guidelines to ensure that players are placed in the most appropriate teams having regard to their skill level.

The coaches will provide feedback on areas of improvement to all players in the second side within two weeks of the announcement of the teams.

Any person who feels aggrieved should first raise the matter with the relevant coaches and or team managers. If the matter cannot be resolved at that level, the matter may be referred to the ERJFC Secretary prior to Round 3. (Note EFL rules make it difficult to move players after Round 3) for consideration in accordance with the ERJFC's Issue Resolution Policy.

### **5.3.7 Player Safety**

Players must wear mouthguards when training and during games.

The wearing of helmets in Under 12s to Under 17s is at the discretion of the individual players and their parents. Any child playing up is actively encouraged to wear a helmet.

### **5.3.8 Training**

The Under 11s and 12s may train one or two nights a week.

The Under 13s - Under 15s should train 2 nights a week.

The coaches will advise the location, timing and duration of training.

Players are encouraged to attend training and to participate in a cooperative manner. Non-attendance at training provided the coach or team manager has been notified shall not affect a player's selection or game time.

However, a player who is not able to regularly attend training and player numbers allow two teams (blue/white), the player may be selected in the white team where the coaches believe that the player's failure to regularly attend training could prejudice his/her skill development and the ability to effectively compete at a higher level.

The ERJFC does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions. Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.

### **5.3.9 Captains**

Ideally a captain should be appointed for the season. Alternatively, the team may elect to appoint a leadership group.

Where a captain is appointed, the team may also appoint a vice captain or vice captains.



The coach may appoint the captain or invite the players to vote for whom they believe should be the captain. The coach should ensure that the captain demonstrates maturity, leads by example, has the respect of the players and, most importantly, complies with the ERJFC's behaviour policy.

Coaches must advise the Football Operations Manager of appointments prior to the players being notified.

A player in the Under 11s – 15s teams should not be appointed as a captain for two or more consecutive seasons.

### **5.3.10 Game Player Numbers**

Where sufficient players are available a team of 24 players will be selected to play which subject to injury or other extenuating circumstances will allow each player the opportunity to play the same number of games as their team mates.

### **5.3.11 Game Time**

Subject to injury or other extenuating circumstances each player:

- Should be afforded the same amount of game time over the course of the season.
- Selected on game day will play a minimum of three quarters of a game (equiv).
- Should not spend an entire quarter on the interchange bench.

No player should play a full game until all players have had the opportunity of playing at least three quarters of a game (equiv).

Coaches are expected to develop and implement a player interchange rotation system which best suits their team and in keeping with the modern trends of interchange rotations.

### **5.3.12 Positioning**

While some players are naturally suited to set positions, the ERJFC encourages players to be tried in various positions. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

### **5.3.13 Finals**

EFL rules determine eligibility for finals, usually stipulating that a minimum number of games must be played during the season.

It is generally recognised that finals football is different from 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 for success.



### **5.3.14 Finals Player Numbers**

Where sufficient players are available a team of 24 players should be selected to play. Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available or to assist the team (e.g. water carrier etc).

### **5.3.15 Finals Player Selection**

Where a team will play two or more finals then every player on the team list should be selected in at least one of the first two finals.

Where a team is not guaranteed to play more than one final then team selection is at the discretion of the coaching staff. It is expected that a fair and reasonable selection process will be undertaken should the team continue to progress (i.e. the Committee expects that all players should be given the opportunity to play in finals).

Where a team plays three or more finals, it is expected that a fair and reasonable selection process will be undertaken to give all players equal opportunity to play in finals.

*\* Coaches must inform all players and parents of the teams finals selection policy prior to the first game of the season.*

### **5.3.16 Finals Game Time**

Subject to injury or other extenuating circumstances, every player selected in a finals game will play a minimum of half a game.

### **5.3.17 Finals Positioning**

Players should be positioned having regard to their abilities and the needs of the game.

### **5.3.18 Playing up**

There may be occasions where a team has insufficient players for a game. Coaches may seek players from other teams.

Where there are two teams in the same age group, coaches should seek players from the other team in their age group in the first instance. Where additional players cannot be sourced from the same age group, coaches should seek players from the age group below.

The two relevant coaches should satisfy themselves that any child nominated to play up is capable of playing in the higher competition. The EFL poses severe limits on players playing up (e.g. number of games allowed, final's qualifications etc): coaches must consult with the Football Operations Manager for his or her approval before seeking to play a player up.

The coach has total discretion about the amount of game time a substitute player may play if he/she has already played a game that day.



### **5.3.19 End of season assessments**

At the end of the season, the coaches will provide the ERJFC with a simple player assessment addressing: size; skills (kicking, marking, handball; positioning and reading of play); confidence (to attack the ball under pressure, tackle players etc); maturity; and the recommended team for the following year.

These assessments will be used in subsequent years to assist in the selection of teams where we have multiple teams in the Under 11s - 17s.

The assessments are confidential documents and will not be released to players or parents. Once the teams have been selected the Football Operations Manager will review the teams against the previous year's assessments

### **5.3.20 Support staff**

The ERJFC greatly appreciates the time and effort of our many volunteers, including the coaches and their support staff (i.e. assistant coaches, team managers, runners and trainers).

Where a single side exists in an age group, the support staff should be confirmed as soon as possible and definitely before pre-season training commences.

Where multiple teams exist, it is important that coaches take an active role in establishing support staff appointments having regard to the likely and most suitable team for their players.

Supporting staff roles should not be finalised until the teams are selected: players should not be selected based on the roles their parents may undertake in the ERJFC, or indicated they will undertake within a specific team; rather they should be selected based on the team most suitable for their skills and ability.

Match day support roles will be rostered or appointed by the Team Manager for each week's match, all families are required to perform any tasks as requested by the Team manager. Team Managers should roster all families to assist in match day duties throughout the season.

The ERJFC encourages that support staff, which includes team manager and runner perform their role for no more than two years to encourage maximum parent participation.

### **5.3.21 Awards and Milestones**

#### **5.3.22 Weekly awards**

Weekly encouragement awards (Hungry Jacks etc) should be distributed evenly to all players over the year to recognise their efforts and achievements. These awards are granted at the discretion of the Coach.

#### **5.3.23 Home and Away**

The following awards will be presented at the end of the season for the Under 11s – 15s:

- Best and Fairest (by votes and count back). First, runner-up and third place.



- Most Improved. Selected at discretion of coach and support staff. Single award only.
- Most Determined. Selected at discretion of coach and support staff. Single award only.

The method for determining the best and fairest and runner up awards will be as follows:

- The team manager should nominate at least two parents each week to vote. The roles should be rotated among all parents.
- The parents should collectively identify the best five players, awarding 5 votes to the best player down to one vote for the fifth best player on the day.
- Votes should be based on the players' performance on the day and their contribution to the team; they should not be given as encouragement awards or to reflect improvement unless they were genuinely one of the best five players on the day.
- The voting parents should place the votes into an envelope, seal it and give it to the team manager who must ensure they are held in a secure place.
- Team managers and coaches will count the votes at the end of the season.
- The votes should remain confidential with the winners to be announced at the Club's annual presentation day.
- If two or more players are tied on the same number of votes, they should be declared joint winners. The same applies to the runners up.

### **5.3.24 Reported players**

A reported player is ineligible to receive a match day award or any best and fairest votes on that day. A suspended player is ineligible to receive an end of year award (incl. Best and Fairest, Runner Up, Coaches, Team Player, Most improved etc).

A player who is yellow carded or red carded is ineligible to receive a match day award or any best and fairest votes on that day.

### **5.3.25 Finals**

A Most Valuable Player award will be provided for each team participating in the final series.

The method used to identify the best player of the home and away season will also apply to the finals series.

### **5.3.26 Milestones**

The ERJFC will recognise the outstanding achievement of a player reaching 50/100/150 junior games, as follows:

- 50 Games – 50 game medallion, 50 game certificate and mention on in ERJFC website
- 100 Games – 100 Game medallion, 100 Game certificate, mention on ERJFC website, EFL 100 Game Medallion and mention in Eastern Footballer
- 150 Games - 150 Game medallion, 150 Game certificate, mention on ERJFC website, EFL 150 Game Medallion and mention in Eastern Footballer

The ERJFC keeps a list of games played at East Ringwood Junior Football Club. The list is provided to team managers at the start of the season. Players who transfer from another club to ERJFC, should



advise their team manager of the number of games played. The Team Manager will advise the ERJFC committee when a player is approaching his/her milestone.

### **5.3.27 Records**

The Team Manager must:

- Keep a record of player availability and individual season game tally.
- Forward a copy of each teams game tally to the Secretary prior to presentation day.



## **5.4. Under 17s**

### **5.4.1 Player Development - East Ringwood Football Academy Under 17s**

By this stage we expect that most players will have developed good skills and a sound understanding of the game. While the coach has overall responsibility for the development and well being of the team we expect players to become more accountable and take greater responsibilities for their training and performance.

This is a watershed period: some players have developed very good skills and have been selected by Eastern Rangers. Others are aspiring to play senior football at East Ringwood while others are less driven to play senior football. Hence it can be a difficult period with players having various aspirations. Our aim is to help the players develop to the best of their abilities and while the Club will seek to achieve this, it will very much depend on the desires of the players and their individual commitments to not only training but their own development.

The East Ringwood Football Academy was established to provide our Under 17 players with the opportunity to learn important life skills as they enter into adulthood. The program requires players to complete a number of learning components which is consistent with our mission statement of providing opportunity for personal development.

### **5.4.2 Team Size and Selection**

The ERJFC considers that the ideal number of players for teams to be:

- 24 – if fielding 2 teams per age group or
- 26 – if fielding one team per age group

If player numbers allow to fill two teams, players will be graded based on their individual abilities where there are enough players to form two competitive teams in the one age group.

On this basis it is expected that the majority of the more competent players but not necessarily all the better players will be in the higher graded team (e.g. one team should not be too heavily top loaded as ball winners, ruckmen etc are required in all teams).

The higher graded team shall be referred to as the Blue team and the lower graded team known as the White team.

The teams will operate as separate teams (i.e. the White team shall not be considered a 'reserve' team). Notwithstanding this, it is expected that the two teams will train together and that the coaches will cooperate during the selection process and in the sharing of players throughout the season should a team be short of players.

The teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities. In order to determine the formation of multiple teams, the two coaches should:

- Observe all players during the pre-season 'try-out' period;
- Take into account the player assessments prepared by the previous year's coaches;
- Liaise with the previous year's coaches (if necessary);
- Liaise with the ERJFC Football Operations Manager;



- Agree the proposed composition of the two teams, and
- Forward the team lists to the Executive Committee for approval.

The coaches should not disclose the composition of the recommended teams to any players or parents or finalise team officials until the teams have been approved by the Executive Committee. The Executive Committee shall appoint a three person sub-committee to review the teams prior to its decision.

Once the teams have been established, the Club would prefer that the majority of the teams stay together in future years. However, it is important that players play in the most appropriate division having regard to their abilities and the competitiveness of our teams.

In recognition of this and the fact that players develop at different rates (both physically and ability wise) all players will be assessed during the pre-season period to determine the most appropriate team that they should play in.

See Section 3.10 for single teams with too many players.

### **5.4.3 Tryouts**

If required the ERJFC will determine a try-out period.

Prior to the try-outs, the coaches shall develop player assessment guidelines to assist them with the team selection process. The Guidelines must be approved by the Executive Committee and shall be made available to parents and players prior to the commencement of the try-outs.

Players must attend a majority of the try-outs to be considered for the higher graded team.

However, a player may be exempt from this requirement in exceptional circumstances and subject to the approval of the Executive Committee.

Any player who does not participate in the try-outs will automatically be placed in the second team and will be assessed in their first two games to determine which team they should play in for the remainder of the season.

### **5.4.4 Timing**

It is anticipated that the teams will be finalised at least four weeks prior to the first game.

### **5.4.5 Grievances**

Any person who feels aggrieved should first raise the matter with the relevant coaches and or team managers. If the matter cannot be resolved at that level, the matter may be referred to the ERJFC Secretary prior to Round 3. (Note EFL rules make it difficult to move players after Round 3) for consideration in accordance with the ERJFC's dispute policy.

### **5.4.6 Player Safety**

Players must wear mouthguards when training and during games.

The wearing of helmets in Under 12s to Under 17s is at the discretion of the individual



players and their parents. Any child playing up is actively encouraged to wear a helmet.

#### **5.4.7 Training**

The Under 17s shall train two nights a week. The sessions may be extended or a third training night provided for those players receiving specialist coaching from our Under 19s Coach or selected Under 17 Development Coach.

Players are encouraged to attend training and to participate in a cooperative manner.

Non-attendance at training may affect a player's selection or game time where the coaches believe that the player's failure to regularly attend training could prejudice the player's skill development and the ability to effectively compete on game day.

This also may contribute to player roster decisions for finals.

The Club does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions. Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.

#### **5.4.8 Captains**

The captains for both teams will be appointed for the season.

Where a captain is appointed, the team may also appoint a vice captain or vice captains.

The coach may appoint the captain or invite the players to vote for whom they believe should be the captain. The coach should ensure that the captain demonstrates maturity, leads by example, has the respect of the players and, most importantly, complies with the ERJFC's behaviour policy.

The Captain of the Under 17 Blue team shall also be appointed as the Junior Club Captain. He shall, in consultation with his coach, arrange for each Under 17 player to attend at least one Under 9 or 10 training session to assist with coaching.

The captain of the second Under 17s (white) team is eligible to be the Under 17s (blue) captain for the following season.

Coaches must advise the Football Operations Manager of appointments prior to the players being notified.

#### **5.4.9 Game Player Numbers**

Where sufficient players are available a team of 24 players will be selected to play which subject to injury or other extenuating circumstances will allow each player the opportunity to play the same number of games as their team mates.

#### **5.4.10 Game Time**

The committee of the ERJFC have agreed to give their full support backing the coach's discretion.

Game time decisions will be based on:



- The preparation of the player (incl. attendance and commitment at training)
- The performance of the player (incl. commitment to the game)
- The calibre of the opposition
- The safety of the player concerned
- The status of the game.

Coaches are expected to develop and implement a player interchange rotation system which best suits their team and in keeping with the modern trends of interchange rotations.

#### **5.4.11 Positioning**

Players should be positioned having regard to their abilities and the needs of the game.

#### **5.4.12 Finals**

EFL rules determine eligibility for finals, usually stipulating that a minimum number of games must be played during the season.

It is generally recognised that finals football is different from 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 for success.

*\* Coaches must inform all players and parents of the teams finals selection policy prior to the first game of the season.*

#### **5.4.13 Finals Player Numbers**

Where sufficient players are available a team of 24 players should be selected to play.

Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available or to assist the team (e.g. water carrier etc).

#### **5.4.14 Finals Player Selection**

Where a team will play two or more finals then every player on the team list should be selected in at least one of the first two finals.

Where a team is not guaranteed to play more than one final then team selection is at the discretion of the coaching staff. It is expected that a fair and reasonable selection process will be undertaken should the team continue to progress (i.e. the Committee expects that all players should be given the opportunity to play in finals).

Where a team plays three or more finals, it is expected that a fair and reasonable selection process will be undertaken to give all players equal opportunity to play in finals.



#### **5.4.15 Finals Game Time**

Subject to injury or other extenuating circumstances, every player selected in a finals game will play at coaches discretion.

#### **5.4.16 Finals Positioning**

Players should be positioned having regard to their abilities and the needs of the game.

#### **5.4.17 Playing up**

There may be occasions where a team has insufficient players for a game. Coaches may seek players from other teams.

Where there are two teams in the same age group, coaches should seek players from the other team in their age group in the first instance. Where additional players cannot be sourced from the same age group, coaches should seek players from the age group below.

The two relevant coaches should satisfy themselves that any child nominated to play up is capable of playing in the higher competition. The EFL poses severe limits on players playing up (e.g. number of games allowed, final's qualifications etc): coaches must consult with the Football Operations Manager for his or her approval before seeking to play a player up.

The coach has total discretion about the amount of game time a substitute player may play if he/she has already played a game that day.

#### **5.4.18 End of season assessments**

At the end of the season, the coaches will provide the ERJFC with a simple player assessment addressing: size; skills (kicking, marking, handball; positioning and reading of play); confidence (to attack the ball under pressure, tackle players etc); maturity; and the recommended team for the following year.

These assessments will be used in subsequent years to assist in the selection of teams where we have multiple teams in the Under 17s.

The assessments are confidential documents and will not be released to players or parents. Once the teams have been selected the Football Operations Manager will review the teams against the previous year's assessments

#### **5.4.19 Support staff**

The ERJFC greatly appreciates the time and effort of our many volunteers, including the coaches and their support staff (i.e. assistant coaches, team managers, runners and trainers).

Where a single side exists in an age group, the support staff should be confirmed as soon as possible and definitely before pre-season training commences.

Where multiple teams exist, it is important that coaches take an active role in establishing support staff appointments having regard to the likely and most suitable team for their players.



Supporting staff roles should not be finalised until the teams are selected: players should not be selected based on the roles their parents may undertake in the ERJFC, or indicated they will undertake within a specific team; rather they should be selected based on the team most suitable for their skills and ability.

Match day support roles will be rostered or appointed by the Team Manager for each week's match, all families are required to perform any tasks as requested by the Team manager. Team Managers should roster all families to assist in match day duties throughout the season.

The ERJFC encourages that support staff, which includes team manager and runner perform their role for no more than two years to encourage maximum parent participation.

#### **5.4.20 Awards and Milestones**

##### **5.4.21 Weekly awards**

Weekly encouragement awards (Hungry Jacks etc) should be distributed evenly to all players over the year to recognise their efforts and achievements. These awards are granted at the discretion of the Coach.

##### **5.4.22 Home and Away**

The following awards will be presented at the end of the season for the Under 17s:

- Best and Fairest (by votes and count back). First, runner-up and third place.
- Most Improved. Selected at discretion of coach and support staff. Single award only.
- Most Determined. Selected at discretion of coach and support staff. Single award only.

The method for determining the best and fairest and runner up awards will be as follows:

- The team manager should nominate at least two parents each week to vote. The roles should be rotated among all parents.
- The parents should collectively identify the best five players, awarding 5 votes to the best player down to one vote for the fifth best player on the day.
- Votes should be based on the players' performance on the day and their contribution to the team; they should not be given as encouragement awards or to reflect improvement unless they were genuinely one of the best five players on the day.
- The voting parents should place the votes into an envelope, seal it and give it to the team manager who must ensure they are held in a secure place.
- Team managers and coaches will count the votes at the end of the season.
- The votes should remain confidential with the winners to be announced at the Club's annual presentation day.
- If two or more players are tied on the same number of votes, they should be declared joint winners. The same applies to the runners up.

##### **5.4.23 Finals**

A Most Valuable Player award will be provided for each team participating in the final series.



The method used to identify the best player of the home and away season will also apply to the finals series.

#### **5.4.24 Reported Players**

A reported player is ineligible to receive a match day award or any best and fairest votes on that day. A suspended player is ineligible to receive an end of year award (incl. Best and Fairest, Runner Up, Coaches, Team Player, Most improved etc).

A player who is yellow carded or red carded is ineligible to receive a match day award or any best and fairest votes on that day.

#### **5.4.25 Milestones**

The ERJFC will recognise the outstanding achievement of a player reaching 50/100/150 junior games, as follows:

- 50 Games – 50 game medallion, 50 game certificate and mention on ERJFC website
- 100 Games – 100 Game medallion, 100 Game certificate, mention on ERJFC website, EFL 100 Game Medallion and mention in Eastern Footballer
- 150 Games - 150 Game medallion, 150 Game certificate, mention on ERJFC website, EFL 150 Game Medallion and mention in Eastern Footballer

The ERJFC keeps a list of games played at East Ringwood Junior Football Club. The list is provided to team managers at the start of the season. Players who transfer from another club to ERJFC, should advise their team manager of the number of games played. The Team Manager will advise the ERJFC committee when a player is approaching his/her milestone.

#### **5.4.26 Records**

The Team Manager must:

- Keep a record of player availability and individual season game tally.
- Forward a copy of each teams game tally to the Secretary prior to presentation day.



## **5.5 Girl's Football Policy**

ERJFC actively encourages girls to play football. The Club will field girls' only teams where there is sufficient demand.

It shall be the choice of the girl and her parents/guardians whether she plays in a mixed or girls only team as per EFL rules.

### **5.5.1 Applicable policies**

The policies set out in this document apply equally to the girls as to the boys. Hence an Under 12 girls' team shall be managed in accordance with the policies for an Under 12 mixed team.

However, the rules for girls-only football can vary. Accordingly the policies may be varied from time to time to ensure that they are applicable to girls' football provided they comply with legislative requirements and the objectives of the Club.



## **6. Player Welfare Policy**

### **6.1 Medical notification**

At the start of the season each player must submit a medical form.

The player (or parents) must advise of any conditions that would place the player at risk or could impede his/her ability to participate.

The medical forms are retained by the team trainer and destroyed at the end of the season. Players (or parents) must notify their coach and or trainer of any changes in circumstances (injury / health problem etc) that could place the player at greater risk.

### **6.2 Injuries**

There may be occasions during the season when injuries occur.

All teams must have a qualified first aider (Refer Section 6.8). At least one parent or guardian of each child is expected to remain at training and during the games, to attend to any off site medical attention that their child may need.

Any player who is sent to a hospital or medical centre for treatment as a result of an incident at a game or training, must provide a medical certificate stating that they are fit to play, prior to resuming training / playing.

The cost of transportation and/or medical treatment is the responsibility of the parent/guardian.

All injuries are to be reported to the Trainer in the first instance. Serious injuries (i.e. those that may require medical treatment) should be reported to the Team Manager who should then inform the ERJFC Secretary within 24 hours.

Team trainers are provided with accident forms in their kits.

### **6.3 Concussions**

Any player who suffers a concussion as a result of an incident at a game or training, must not return to the field.

If a coach or trainer suspects a player may have suffered a concussion at a game or training, s/he must require the player to provide the coach or trainer a medical certificate stating that the player is fit to play, prior to resuming training / playing.

Any player who suffers a concussion or suspected concussion away from the field must provide the coach or trainer with a medical certificate stating that the player is fit to play, prior to resuming training / playing

### **6.4 Mouthguards**

Players must wear a mouth guard during matches and at training.



## **6.5 Helmets**

The wearing of helmets is compulsory in the Under 8s – 11s teams.

The wearing of helmets in Under 12s – 17s is at the discretion of the individual players and their parents. Any child playing up is actively encouraged to wear a helmet.

## **6.6 Extreme weather**

If at the start of training the temperature is below 5 degrees celcius or in excess of 35 degrees celcius as according to the Bureau of Meteorology website for latest weather observations for the Scoresby area, then training will be cancelled. The welfare of players is paramount and a coaches decision to cancel training due to weather does not have to be based solely on these temperatures but what is in the best interests of the players.

If lightning is present at the commencement of training then training will not proceed until the lightning dissipates. Players and coaches should seek shelter. Parents should feel free to take their children home. A coach should cancel training if s/he believes that weather conditions are unsuitable.

When the weather is extremely cold or inclement parents should decide if they want to subject their child to training or to keep them home. The decision ultimately remains with the parents. In heat conditions (pre and early season) parents should decide if they want to subject their child to training or to keep them home. The decision ultimately remains with the parents.

In extreme weather conditions it is better for parents to either remain at the ground until a decision is made on training proceeding as if it is called off then the parents will be there to take their children home. On several occasions coaches or team managers have remained well after the rest of the team has left as parents have not been on time to collect their children. We have a duty of care to these kids not to leave them alone however we need to be advised if parents are running late to collect their children from training.

It is not unreasonable for coaches to expect players to attend training as prescribed and take an active interest in their development. At the same time ERJFC expect our coaches to have a duty of care and take responsibility for their players' welfare during training and match day (for example - if it's really bad weather coaches will be sensible enough to cancel or delay training).

Parents need to be assured that their child's interest are paramount and will be taken into account and that cancellation of training or a non-attendance in extreme weather will not be held against them. Conversely, parents have a responsibility to advise coaches if their child can't attend training.

## **6.7 Ground safety**

The Coach should satisfy him/herself that the ground and weather condition are such that it is safe to play football.

If the Coach considers that the conditions are not safe, s/he should first consult with his/her team manager and the coach and team manager of the opposing team to discuss the matter.



If the Coach still considers that the conditions are not safe s/he, should immediately raise the matter with the field umpire, although it should be noted that the EFL does not give the umpires the responsibility of determining whether an oval is fit for play.

If the matter still cannot be resolved s/he should immediately contact the ERJFC President or a member of the Executive Committee who will liaise with the EFL.

The ERJFC will fully support a coach who determines and can demonstrate that the conditions are unsafe for football. A parent or parents may determine that the conditions are not safe for their child and withdraw them from the game without fear of recrimination.

## **6.8 Trainers**

Each team must have a suitably qualified trainer in attendance for the duration of the game:

- Under 8s, Under 9s and Under 10 teams must have one or more Trainers with a minimum Level 2 First Aid qualification.
- Under 11 to 15 teams must have one or more Trainers with a minimum Level 1 Sports Trainer qualification.
- Under 11 to 15 teams competing in finals must have two Trainers one of which must hold a minimum Level 1 Sports Trainer qualification.
- Under 17 teams must have two Trainers, one of whom must hold a Level 1 Sports Trainer qualification or higher.

## **6.9 Smoking and Alcohol**

### **6.9.1 No smoking**

The ERJFC is strongly opposed to smoking at all Junior Football activities. Whilst we acknowledge the individual right to smoke we also recognise the potential health implication associated with smoking.

From 1 April 2014, under the *Tobacco Act 1987* smoking is prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised underage sporting events, as well as in the outdoor areas of public swimming pools.

The ban applies at or within 10 metres of sporting venue that is an outdoor public place during an organised underage sporting event. This includes training or practice sessions to prepare for an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session.

The ban applies to outdoor dining and drinking areas within 10 metres of an outdoor public sporting venue during an organised underage sporting event or training session. Further to this;

- Smoking is not allowed in or within 10 metres of the ERJFC rooms, change rooms and coaches box.



All persons associated with the ERJFC must comply with these requirements.

### **6.9.2 Alcohol policy**

A total prohibition on alcohol consumption within the reserve applies during game days, whilst games are in progress and during training sessions.

There is also a total prohibition of alcohol on the ground during training nights or other events sanctioned by the Committee. The latter applies to training nights etc held at other grounds.

While alcohol may be served on social occasions, it may only be served:

- in accordance with liquor licensing requirements; and
- in a responsible manner.

Alcohol should not be served to nor consumed by persons who are:

- under 18 years of age; and /or
- intoxicated

All persons associated with the ERJFC must comply with these requirements.



## **7. Coaching Policy**

ERJFC seeks to appoint the best available coaches to lead its teams.

### **7.1 Coaching appointments**

At the end of the season, the ERJFC will declare all coaching positions vacant and invite existing and new coaches to apply for coaching positions in the following year. Coaching applications will be in writing and coaches will be required to attend a club interview. Successful applicants will be advised by the ERJFC. Coaches must be able to demonstrate that they have the right attributes to coach relevant to the applicable age group.

### **7.2 Tenure**

A coach shall be appointed for one year and must reapply for each additional year.

### **7.3 Coaching attributes**

Our head coaches are expected to:

Be qualified and in doing so:

- must have a Level 1 qualification or in receipt of a Level 1 qualification by May 31 in the year that they are coaching (NB the ERJFC will pay the fees for attending a Level 1 course).
- Must have a valid working with children check prior to commence pre-season training and for the duration of the season.
- Must attend ERJFC coaches' nights and recommended professional development opportunities

Act responsibly and in doing so:

- Adhere at all times to the EFL's code of conduct.
- Adhere at all time's to the ERJFC's policies.
- Not speak to the media without the consent of President or Vice President.
- Not enter into any commercial arrangements or make purchases without the consent of the President, Vice President or Treasurer.
- Not bring the club or ERJFC brand into disrepute.

Display a sense of professionalism and in doing so:

- Wear appropriate attire, including a ERJFC polo/hoodie/jacket to all games.
- Promote the 'East Ringwood' brand of football.
- make decisions which are in the best interests of our players and the ERJFC.

Display fairness and in doing so:

- Respect all players.
- Adhere to the ERFC's policies.
- Maintain records of the number of games played for each player and ensure all players receive an equal amount of game time over the course of the season.



Demonstrate commitment to their team and the ERJFC and in doing so:

- Arrive promptly and well prepared for training and games.
- Develop and implement a player interchange rotation system which best suits their team and in keeping with the modern trends of interchange rotations.
- Teach & educate players with the aim of preparing them for the next age level of football and in keeping with the ERJFC junior development pathway.
- Attend family nights and other key events (incl. jumper presentation, presentation night and awards nights).

Show leadership and in doing so:

- Display sincerity, integrity and honesty.
- Base actions on reason and not emotions.
- Set goals and share a vision with your team.
- Display confidence and inspire players.
- Be fair to all players and responsive to their sensitivities.
- Seek out and listen to the opinions of others to help you succeed.

Build an appropriate support network and in doing so enlist a team manager, a runner and trainer(s) who are responsible, and who are prepared to act in accordance with the policies and values of the ERJFC.

#### **7.4 Assistant Coaches**

The ERJFC requires each team to have a minimum of 2 assistant coaches consisting of a senior assistant and assistant coach.

Our assistant coaches are expected to be qualified and in doing so:

- The senior assistant must have a Level 1 qualification or in receipt of a Level 1 qualification by May 31 in the year that they are coaching. (NB the ERJFC will pay the fees for attending a Level 1 course).
- Must have a valid working with children check prior to commence pre-season training and for the duration of the season.
- Must attend ERJFC coaches' nights and recommended professional development opportunities.
- On game day the assistant coach to be responsible for interchange rotations and timings.

Assistant coaches are also expected to display the responsibility, professionalism, fairness, commitment and leadership as per our head coaches as well as to be able follow instructions and fully support the head coach in his role.

The head coach for all teams must submit the name of their senior assistant and assistant coach at the time of their application for consideration.



Parents may also apply for assistant coach positions when declared vacant by the club at the end of the season.

It is the ERJFC preference that potential head coaches perform at least one year as an assistant coach prior to applying for the head coach position.



## **8. Issue Resolution Policy**

### **8.1 Raising a concern**

Any person wishing to raise an issue should do so as follows:

- Team/Game related – raise with team manager or coach then onto Football Operations team.
- General nature – raise with executive committee member, preferably the ERJFC Secretary.

### **Team complaints**

#### **8.2 Parents/Players concerns about coaching**

Our coaches are not paid. They volunteer a lot of time and effort to provide a positive learning environment for our children. Parents are asked to fully support and, where possible, assist coaches when required. If you have any concerns regarding the coach, you should inform the Team Manager and where possible, speak directly to the coach about your concerns. At no time should you attempt to confront a coach whilst training or a game is in progress.

#### **8.3 Coaches concerns about parents**

If a coach has a problem with a parent they should try to establish and maintain an open line of communication and talk to the parent about your concern. It is advisable that this is done in the presence of the Team Manager. Do not let the situation become heated. If the matter is not able to be resolved in this manner, it should be referred to the Football Operations Manager who in turn may refer it to the Executive Committee for mediation and resolution.

#### **8.4 Coaches concerns about players**

If a coach has a problem with a player they should talk to the player and express concerns. Discussions are always best undertaken in the presence of a parent. If concerns continue, Coaches in consultation with the Football Operations Manager have the authority to suspend players if the further incident warrants this action.

If they are unable to resolve the matter at that level they may refer it to the ERJFC Secretary for consideration.

#### **8.5 Player concerns about another player**

If a player has an issue with another player, s/he (or their parents) should not take matters into their own hands but rather refer the matter to the coach in the first instance.

If they are unable to resolve the matter at that level they may refer it to the ERJFC Secretary for consideration.

#### **8.6 Complaints against another Club**

If a ERJFC member has concerns about the behaviour of a player, team official or spectator, they should first raise the matter with the relevant ERJFC team manager who should address it by speaking to the opposing team manager.



If they are unable to resolve the matter, they may refer it to the ERJFC Secretary for consideration. Irrespective of the outcome any complaints made to an opposing Club must be referred to the ERJFC Secretary for noting.

### **8.7 Complaints by another Club**

If a representative of another club wishes to raise a concern, they should do so in the first instance with the relevant ERJFC team manager. If they are unable to resolve the matter, they may refer it to the ERJFC Secretary for consideration.

Irrespective of the outcome any complaints received from an opposing club must be referred to the ERJFC Secretary for noting.

### **8.8 Complaints to the ERJFC Secretary**

The ERJFC Secretary shall act as the ERJFC's Complaints/Investigating Officer.

### **8.9 Responsible officers**

Depending on the nature of the issue the Secretary will, in consultation with the President, refer the matter to the relevant ERJFC Official for investigation and resolution, typically:

- Player selection, game time etc - Football Operations Manager
- Coaches and other team officials behaviour - Football Operations Manager
- Player behaviour – Football Operations Manager/President
- Matters involving claims of vilification, discrimination and bullying - President
- Parent / spectator behaviour - President
- Matters involving the EFL and/or other Clubs - Secretary

Depending upon the nature of the issue the matter may be referred to a third party either internally or externally to the ERJFC (e.g. Child Protection Officer).

The ERJFC President, Vice President and Secretary are the only representatives of the ERJFC who may lodge an official complaint with another team, the EFL or any other organisation.

### **8.10 Resolution**

Refer to Appendix 'A' Section 8 Disputes and mediation page 8.

### **8.11 Sanctions**

Refer to Appendix 'A' Section 7 Discipline, suspension and expulsion of members page 7.

### **8.16 Confidentiality**

Confidentiality must be maintained throughout the complaints process. All parties to a complaint must all agree to the maintenance of confidentiality. No person involved in the complaints process should publicly comment on any aspect of the complaints process without the prior written agreement of all parties.



## **9. Privacy Policy**

The East Ringwood Junior Football Club is fully committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the ERJFC's responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

- ERJFC will only collect personal and health information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand.
- Information will only be accessed by Team Officials and Committee Members.
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purposes.
- Agreement will be sought beforehand before any information is passed onto third parties .

### **9.1 Working With Children Checks**

The Working with Childrens Check register will be the responsibility of the secretary.

All committee members, coaches and club officials must have a current Working with Childrens Check unless exempt.

Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.



## **10. Social Media Policy**

Using the internet and electronic communication is essential for communicating with clubs, members and the general public. The ERJFC is committed to communication being appropriate and related to relevant business.

When using technology the ERJFC will ensure that /volunteers/committee personnel' privacy is protected, clear boundaries are maintained and bullying and harassment does not occur.

### **10.1 Website, SMS, Emails, Facebook , Twitter, Instagram or any other social media platform**

Information on competitions, social events, committees and policies will be placed on our website.

- No offensive content or photos will be uploaded to our website, especially about social activities and events.
- The Website Coordinator will provide accountability and control over what goes onto our website and monitor Facebook and other social media pages.
- May be used to communicate business and sanctioned events and or promotions.
- Text communication should be short and about relevant matters
- No statements will be made that are misleading, false or likely to injure the reputation of another person.
- No statements will be made that might bring the ERJFC into disrepute.

### **10.2 Team Facebook Pages**

The ERJFC will provide each team a facebook page.

The coach, team manager and the ERJFC social media officer are to be administrators for the page.

No other facebook pages relating to the operations of the ERJFC are to be established or used by ERJFC members.

### **10.3 What We Ask Members to Do**

All members are expected to use the internet and electronic communication appropriately, so think about what you want to say before you write it.

Remember, an Email, Face book or Twitter (and any other form of electronic written media) is a written record of your thoughts on a matter and can be used against you later.

Communication (including photos and video):

- Must not offend, intimidate, humiliate or bully any member/clubs/league
- Must not be misleading, false or injure the reputation of members/clubs/league
- Should seek to protect the privacy of members
- Must not bring the sport, member, club or league into disrepute

### **10.4 Non-Compliance**

Any member or club found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate or humiliate another member or club, may face disciplinary action as outlined in this document.



Cyber bullying (eg, bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or web pages) under certain circumstances is a criminal offence that can be reported by victims to the police.

The ERJFC can also initiate separate action where there has been a breach of this Policy.

## **11. Conclusion**

The East Ringwood Junior Football Club committee will endeavour to ensure that all decisions that it makes are done so in the best interests of the club and will maintain a fair, flexible and progressive approach in it's management and adherence to it's policies.

The policies contained in this document were voted on and passed by the East Ringwood Junior (full) Committee on 7/3/2016.



## Appendix A



ERJFC Rules Of  
Association