



EAST RINGWOOD JUNIOR FOOTBALL CLUB PLAYING POLICIES 2020



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. ERJFC is a child safe organisation and adhere to a commitment of child safe standards.

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 safe and positive football environment for all it's members. We have developed the following 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 & Netball League (EFNL).

The policies ensure the ERJFC operates in a fair and transparent way, and apply to all players, coaches, team officials, volunteers, administrators, spectator, visitors and all people reasonably connected to the ERJFC.

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.

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 B.

Executive Committee
East Ringwood Junior Football Club

East Ringwood Junior Football Club Playing Policies

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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.

Role	Function
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

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 B) 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

2. Behaviour Policy

2.1 Code of conduct

The ERJFC fully supports the EFL Code of Conduct (Appendix A) and expects all coaches, team officials, volunteers, administrators, spectators, visitors and all people reasonably connected to the ERJFC to abide by the code in conjunction with 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 EFNL 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 Diversity

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate volunteers from diverse cultural backgrounds.

2.5 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 EFNL 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 ERJFC Secretary and will be managed in accordance with the Issue Resolution Policy.

2.6 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:

1. The player is removed from the ground for the Coach to be able to talk to the player about the incident and point out the outcomes of such an incident.
2. That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
3. That supporters, and in particular, the parents of the reported player remain calm and do not incite a further incident
4. Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
5. 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.
6. 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 President & Football Operations Manager.
7. The President or Football Operations Manager 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.
8. 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.

9. 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.
10. Disciplinary action may be imposed upon any individual, player, and/or 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.

2.7 EFNL 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 EFNL (e.g. yellow or red card fines, uniform fines, conduct fines etc). If the EFNL 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 seasons 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 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.

A player who receives two yellow card suspensions, or a red card suspension, in the one season is ineligible to receive an end of year award (incl. Best and Fairest, Runner Up, Coaches, Team Player, Most improved etc).

2.8 Breaches of the ERJFC Code of Conduct and Policies

Refer to Appendix 'B' 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 may, at its discretion, 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.

Directions will be made available for players to register online through www.efnl.org.au.

To register on time, players will need to:

- Submit their registration & full payment of ERJFC Fees and EFNL Insurance through www.efnl.org.au on or prior to the first Registration Day in November
- Registrations received after the first Registration Day in November will be considered Late Registrations

3.3 Registrations Order of Processing.

Registrations will be processed in the following order:

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

Registrations will not be considered until they are received by the ERJFC Registrar. Applications given to coaches, team managers or other ERJFC officials will only be accepted in exceptional circumstances, and with the approval of the Executive Committee.

Registrations will be processed on an 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 registrations that were received on time have been processed.

3.5 Existing Players

All players wishing to play in the upcoming season must have submitted their registrations as above on or prior to the first registration day in November through the EFNL website with payment so that they are received by the ERJFC Registrar by COB on 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 01st 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 to the Registrar 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 Executive 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 endeavour 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 B - 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 & EFNL Insurance Fee prior to playing their first game. The ERJFC may accept progressive payments 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, EFNL 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) at the discretion of the Executive Committee.

The ERJFC may offer a reduced fee to players who register late based on the following:

- 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/14 x 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, at the request of the player or players parents. 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 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 EFNL 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 financial 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. Coaching Policy

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

5.1 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 for 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.

5.2 Tenure

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

5.3 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 Round 1 ~~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 commencing 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 EFNL's code of conduct.
- Adhere at all time's to the ERJFC's Playing 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' style 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 an assistant coach, 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.

5.4 Assistant Coach

The ERJFC requires each team to have an assistant coach. Assistant coaches are expected to be qualified and in doing so:

- The assistant coach must have a Level 1 qualification, or in receipt of a Level 1 qualification by Round 1 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 is to be responsible for interchange rotations and timings.

The 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 assistant coach at the time of their application for consideration.

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

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

6. Team Management Policy

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.

6.1 Auskick

The Australian Football League (AFL) requires all Auskick Centres are affiliated with a legal entity in order to facilitate its operations and decrease risk to volunteers. East Ringwood Auskick centre will now be directly affiliated with ERJFC as per the attached Memorandum of Understanding (appendix 3).

6.2 Under 8s - Under 10s

6.2.1 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.

6.2.2 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 its 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.

6.2.3 Player Safety

Players must wear mouthguards when training and during games.

The wearing of helmets in Under 8s to Under 11s is at the discretion of the individual players and their parents. Any child playing up is actively encouraged to wear a helmet.

6.2.4 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.

6.2.5 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.

6.2.6 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.

6.2.7 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).

6.2.8 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.

6.2.9 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.

6.2.10 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 EFNL 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 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.

6.2.11 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.

6.2.12 Awards

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

6.2.13 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.

6.3 Under 11s - Under 16's

6.3.1 Player Development Under 11's & 12's

Some players in the Under 11's and 12's 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 11's and 12's. 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.

6.3.2 Player Development Under 13's - 16's

Many players in the Under 13's – Under 16's 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 13's – 16's. 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.

6.3.3 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 from the ERJFC Playing Policies for single teams with too many players.

6.3.4 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.

6.3.5 Timing

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

6.3.6 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.

6.3.7 Player Safety

Players must wear mouthguards when training and during games.

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

6.3.8 Training

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

The Under 13's - Under 16's 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.

6.3.9 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 11's – 16's teams should not be appointed as a captain for two or more consecutive seasons.

6.3.10 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.

6.3.11 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.

6.3.12 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.

6.3.13 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.

6.3.14 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).

6.3.15 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 team's finals selection policy prior to the first game of the season.***

6.3.16 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.

6.3.17 Finals Positioning

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

6.3.18 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.

6.3.19 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 11's – 17's.

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

6.3.20 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.

6.3.21 Awards and Milestones

6.3.22 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.

6.3.23 Home and Away

The following awards will be presented at the end of the season for the Under 11's – 16's:

- 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.

6.3.24 Reported & Suspended Players

A reported player is ineligible to receive a match day award or any best and fairest votes on that day. 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.

A player who receives two yellow card suspensions or a red card suspension in one season is ineligible to receive any end of season awards including:

- Best and Fairest
- Most Improved
- Most Determined

6.3.25 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.

6.3.26 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.

6.3.27 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.

6.4. Under 17 Boys & Under 18 Girls

6.4.1 Player Development - East Ringwood Football Academy

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's 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.

The Academy program is in its formative year for the Under 18's in 2020.

6.4.2 Team Size and Selection

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

- 24 – if fielding 2 or more 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.

One set of jumpers will be made available for the Under 17s squad, numbering 1 to 50. Top age players will have the preference of requesting a jumper number for the season, regardless of which team they are graded into. Where possible, and if sizing allows, players that have worn a jumper number for the majority of their junior football at ERJFC will be catered for, based on availability and at the discretion of the coaches. Players will wear the same jumper number for the season even when transitioning between the Blue and the White teams.

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 to 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 from the ERJFC laying Policies for single teams with too many players.

6.4.3 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.

6.4.4 Timing

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

6.4.5 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.

6.4.6 Player Safety

Players must wear mouthguards when training and during games.

The wearing of helmets in Under 12s to Under 18s is at the discretion of the individual players and their parents. Any child playing up is actively encouraged to wear a helmet.

6.4.7 Training

The Under 18 girls, and Under 17 Boys 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 18 girls or Under 17 Boys 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.

6.4.8 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 Boys Blue team shall also be appointed as the Junior Club Captain. He shall, in consultation with his coach, arrange for each Under 18 girls, and Under 17 player to attend at least one Under 9 or 10 training session to assist with coaching.

The captain of the second Under 17 Boys (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.

6.4.9 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.

6.4.10 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.

6.4.11 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.

6.4.13 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).

6.4.14 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.

6.4.15 Finals Game Time

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

6.4.16 Finals Positioning

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

6.4.17 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.

6.4.18 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 18 Girls, and Under 17 Boys. 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

6.4.19 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.

6.4.20 Awards and Milestones

6.4.21 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.

6.4.22 Home and Away

The following awards will be presented at the end of the season for the Under 18 girls, and Under 17 Boys:

- 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.

6.4.23 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.

6.4.24 Reported Players

A reported player is ineligible to receive a match day award or any best and fairest votes on that day. A 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.

A player who receives two yellow card suspensions or a red card suspension in one season is ineligible to receive any end of season awards including:

- Best and Fairest
- Most Improved
- Most Determined

6.4.25 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.

6.4.26 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.

7. Player Welfare Policy

7.1 Medical Notification

At the start of the season each player must review and update their medical information on the SportTG website at the time of registration.

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

The medical details 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.

7.2 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.

7.3 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, the player must 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 advise the coach or team manager and provide the coach or trainer with a medical certificate stating that the player is fit to play, prior to resuming training / playing

7.4 Mouthguards

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

7.5 Helmets

The wearing of helmets in all age groups is at the discretion of the individual players and their parents. Any child playing up is actively encouraged to wear a helmet.

7.6 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.

7.7 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 EFNL 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 EFNL.

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.

7.8 Trainers

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

- Under 8s, Under 9s and Under 10s teams must have one or more Trainers with a minimum Level 2 First Aid qualification & have an Emergency Response Coordinator.
- Under 11s to 13s teams must have one or more Trainers with a minimum Level 2 First Aid (including CPR) qualification & have an Emergency Response Coordinator.
- Under 14s to 18s teams must have one or more Trainers with a minimum Level 1 Sports Trainer qualification or higher.

7.9 Recruiting Volunteers & Staff

The Club takes the following steps to ensure best practice standards in the recruitment and screening volunteers:

- All positions require a current Working with Children Check
- Police checks are done where required & at the discretion of the Executive Committee
- Our commitment to Child Safety and our screening requirements are part of the induction process for new volunteers.

7.9.1 Supporting Volunteers & Staff

The ERJFC seeks to attract and retain the best volunteers possible. We provide support and supervision so volunteers feel valued, respected and fairly treated.

The ERJFC Code of Conduct provides guidance to our volunteers.

7.9.2 Volunteer Behaviour Guidelines

The ERJFC aims to create a child safe and child friendly environment where our volunteers:

- Provide positive guidance
- Adhering to ERJFC Code of Conduct & Playing Policies

- Be aware at all times of language and tone of voice
- Maintain multiple adult supervision – never be alone with children, particularly in change rooms, and after training
- Adhere to our Social Media Policy
- Have parental approval to take and use photographs of children , must only relate to club events
- Maintain appropriate physical contact with children
- Have a zero tolerance to sexual misconduct
- Never transport children without parents written consent
- No gift giving, with the exception of club sanctioned trophies and awards
- No overnight stays with the exception of club sanctioned activities with the President’s approval and written consent from the parents
- No provision of alcohol &/or drugs in any circumstances

7.10 Working with Children Checks

The Working with Children’s Check register will be the responsibility of the Secretary.

All committee members, coaches, club officials, and volunteers must have a current Working with Children’s Check unless exempt. This is to be provided to the Secretary prior to pre-season training commencing.

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

8. Child Safety Policy

The ERJFC is a child safe organisation and adhere to a commitment of child safe standards. This policy aims to provide an outline of the practices ERJFC has developed to keep players safe from any harm, including child abuse.

This policy is underpinned by the Victorian Government. ERJFC is bound by and has developed this policy utilising and adapting content from The Commission for Children and Young People (2016), Child Safe Policy & AFL Vic – Child Safety Standards in Football

8.1 Commitment to Child Safety

ERJFC recognises the importance of all children who are a part of the club having a right to feel and be safe. The welfare of the children in our care is our first priority and the ERJFC has a zero tolerance to child abuse. The ERJFC aims to create a child safe and child friendly environment where children feel safe and have fun and all club activities are carried out in the best interests of the children.

8.2 Application of this Policy

This policy applies to all individuals involved at the ERJFC including, but not limited to players, coaches, team officials, volunteers, administrators, spectator, visitors and all people reasonably connected to the ERJFC.

All individuals to which this policy applies have a role and responsibility in relation to child protection. In doing so they:

- understand the indicators and risks of child abuse;
- act appropriately on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

8.3 Children's Right to Safety & Participation

The ERJFC encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who attend our club to 'have a say' about things that are important to them.

We listen to and act on any concern's children, or their parents, raise with the club.

8.4 Reporting a Child Safety Concerns or Complaints

The ERJFC has appointed a Child Safety Officer with the specific responsibility of responding to any complaints in regard to the safety of children made by, but not limited to;

- Committee & Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators

Any concerns about the safety and/or wellbeing of a child should be emailed to the ERJFC Secretary, to be forwarded in confidence to the President and Child Safety Officer.

All ERJFC volunteers including coaches, assistant coaches, trainers, runners and team managers receive training on the process for reporting child safety concerns.

8.5 Complaints Process

ERJFC takes all allegations of child safety and/or abuse seriously and, in conjunction with AFL Victoria Child Safe Standards, has developed a reporting process to investigate thoroughly and quickly any disclosure, allegation or observation relating to child safety and/or child abuse. To ensure this the ERJFC Executive Committee has appointed a Child Safety Officer to support the club in its child safety endeavours.

If anyone associated with the club in any capacity has a reasonable belief that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves);
- behaviour consistent with that of an abuse victim is observed, ie:
 - a) Physical signs of abuse or neglect – these could include bruises, burns, fractures (broken bones), frequent hunger, sexually transmitted infections (STIs) or poor hygiene.
 - b) Behavioural signs of abuse or neglect – these could include showing little or no emotion when hurt, wariness of their parents, alcohol or drug misuse, age-inappropriate sexual behaviour, stealing food, excessive friendliness to strangers or wearing long sleeves and trousers in hot weather (to hide bruises).
 - c) Disclosure – if the child tells you they have been abused.
- someone else has raised a suspicion of abuse but is unwilling to report it ;
- observing suspicious behaviour

8.6 Process for Responding to and Reporting Suspected Child Abuse

- Any report of child abuse is to be made to the ERJFC Secretary to pass onto the President and Child Safety Officer. The Child Safety Officer is to report to Police if there is any report of sexual or physical abuse of a child. The Child Safety Officer is to stay in contact with reporter and alleged victim to provide support.

- The Child Safety Officer is to communicate the report to the ERJFC President & Secretary. A detailed written report must be recorded and stored by the Child Safety Officer & the ERJFC Secretary, including Who, What, When, Where & Why the incident is of concern.
- At their discretion, the ERJFC President or Secretary may to report the incident to the EFNL Management, i.e. if the report was communicated to Police or DHHS, or if the report is of significance to the EFNL Management, etc.
- If the alleged perpetrator is a club volunteer, they are to be reassigned to other duties (no child-related work) until the process is completed.
- If the alleged perpetrator is a club volunteer, an EFNL appointed independent investigation is to take place, only after Police involvement has been completed. Communication with and approval of the investigation process from AFL Victoria Community department is required.

If you have received an allegation, have concerns, or have received a complaint about child safety you must direct your concerns to the ERJFC Secretary.

If you want to report a child in immediate risk or danger of a sexual offence, please call Triple Zero (000).

9. Issue Resolution Policy

9.1 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

9.2 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.

9.3 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 the 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.

9.4 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.

9.5 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.

9.6 Complaints Against Another Club

If an ERJFC member has concerns about the behaviour of a player, team official or spectator from another club, 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.

9.7 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.

9.8 Complaints to the ERJFC Secretary

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

9.9 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 EFNL and/or other Clubs - President
- Matters involving physical & emotional safety or suspected child abuse – Child Safety Officer/President

Depending upon the nature of the issue the matter may be referred to a third party either internally or externally to the ERJFC. The ERJFC President, Vice President and Secretary are the only representatives of the ERJFC who may lodge an official complaint with another team, the EFNL or any external organisation.

9.10 Resolution

Refer to Appendix 'B' Section 8 Disputes and Mediation page 9.

9.11 Sanctions

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

9.12 Confidentiality

Confidentiality must be maintained throughout the complaints process. All parties to a complaint must 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.

10. 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 .

11. 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 individuals privacy is protected, clear boundaries are maintained and bullying and harassment does not occur. ERJFC volunteers & committee personnel are not to engage in individual social friendships with children from the club on personal social media sites.

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet

11.1 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 & Social Media 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 content that may be considered to be of a confidential nature will be posted on any social media platforms or the club website.
- No statements will be made that might bring the ERJFC into disrepute.

11.2 Team Facebook Pages

The ERJFC will provide each team a Facebook page.

The ERJFC President and/or Secretary, Coach, Team Manager and the ERJFC Social Media Coordinator are to be administrators for each Facebook page.

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

ERJFC Team Facebook pages will be reviewed annually by the Social Media Coordinator, with access to each Team Page being limited to:

- Team Coach, Assistant Coach, Team Manager, Trainer and any verified Support Crew.
- Registered Players in the relevant age group for the current season.
- Parents / Guardians.
- Relevant Committee Members (President, Secretary, Social Media Coordinator, Child Safety Officer)
- Anyone else that can satisfactory show they should be an approved member, at the discretion of the Executive Committee.

Anyone that is not able to be verified by the Friday prior to Round 1 of the season will be removed from the page, with a new request for approval being subject to verification.

11.3 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, Facebook 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, and must obtain express permission from an individual to use a direct, clearly identifiable image of that person
- Must not bring the sport, member, club or league into disrepute

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense and seek out advice from the ERJFC Secretary.

11.4 Non-Compliance

Any member or club found to have sent inappropriate electronic communication, engaged in individual social media friendships with children, 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.

12. Alcohol Management Policy

This policy aims to provide a basis for the responsible management & service of alcohol by the East Ringwood Junior Football Club and is seen as fundamental to the aims of the club.

The club recognises the importance of holding a Liquor License in the value it adds to the club, enabling it to generate income and hold social functions. In doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the Liquor Licensing laws, in conjunction with being a member of Good Sports, working closely with Victorian Commission for Gambling & Liquor Regulations (VCGLR), Vic Police & Maroondah City Councils regulations.

To ensure the aims of the club are upheld and that the club and its members manage alcohol responsibly, the following requirements will apply during training & on games days, as well as when alcohol is served at the club or during a club function.

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

- in accordance with the 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.

12.1 Training & Game Days (From Original Policies - 6.9.2)

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 & around the ground during training nights or other events sanctioned by the Committee. The latter includes training nights etc held at other grounds, and includes but is not limited to undercover areas & carpark areas.

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

- in accordance with the 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.

12.2 Serving Alcohol

Alcohol will be served according to the legal and moral requirements of the club's Liquor License with the safety and well-being of patrons the priority.

- The Club maintains a current appropriate Liquor License
- Only RSA trained servers will serve alcohol
- Bar servers do not consume alcohol when on duty
- The club does not encourage excessive or rapid consumption of alcohol
- When serving non pre-packaged alcohol standard drink measures will be served at all times
- Information posters about Standard Drink measures will be displayed in the bar
- The Liquor License and all legal signage will be displayed at the bar
- Names of RSA trained bar staff will be displayed
- An incident register shall be maintained and any incident recorded

12.3 Intoxicated Patrons

- Alcohol will not be served to any person who is intoxicated or drunk
- Servers will follow RSA training procedures when refusing service
- Drunk patrons will be asked to leave the premises

12.4 Underage Drinking

- Alcohol will not be served to persons aged under 18
- Servers and committee members will ask for proof of age whenever necessary or whenever in doubt
- Only photo ID's will be accepted

12.5 Alcohol Alternatives

The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol.

- Tap water is provided free of charge or at a reasonable price
- At least four non-alcoholic drinks and one low-alcoholic drink option is always available and are at least 10% cheaper than full strength drinks
- Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present
- The club will avoid player prizes and raffle prizes that have an emphasis on alcohol

12.6 Camps

While the ERJFC prefers a zero alcohol policy during any club activity, if alcohol is to be consumed on camp/s, the following policies must be adhered to:

- Under NO circumstances is alcohol to be provided to, or consumed by, any person under the age of 18 years;
- Alcohol may only be consumed in a responsible manner by persons aged 18 years or over at the discretion and under the supervision of camp organisers, ensuring complete adherence to ERJFC policies at all times;
- There is to be at least one licensed person per four people fit to drive, and under 0.05 blood alcohol concentration, at all times in case of an emergency

12.7 Safe Transport

The Club has a (separate) Safe Transport Policy that is reviewed regularly in conjunction with the Alcohol Management Policy.

12.8 Non Compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function

The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the club Mission and Values Statement.

12.9 Committee Policy Management

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries
- Ensure the admission of members and guests and completion of the visitor's book
- Compliance in respect of persons under 18 years of age on premises
- Ensuring intoxicated people are refused service and are asked to leave the premises
- Ensuring strict compliance with the club policy in accordance with the key provisions of the Liquor Control Reform Act
- Recording any incidents in the incident register

12.10 Policy Promotion

The club will promote the alcohol management policy regularly by:

- Having a copy of the policy available on the club website
- Displaying a copy of the policy in the club social rooms
- Periodic announcements to members at functions

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports Accreditation Program with an ongoing priority to maintain Level 3 accreditation.

13. Safe Transport Policy

East Ringwood Junior Football Club recognises that alcohol is served at our club and that as a club we are responsible for the safety of our members. In doing so the club shall ensure our members are aware of this policy and are encouraged to make alternative transport arrangements when consuming alcohol at such functions.

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration
- Telephone calls will be made free of charge to arrange a taxi or other transport
- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non alcoholic drinks and bar food free of charge by the club
- In specific cases, bar servers will be provided non alcoholic drinks and bar food free of charge by the club
- In the case of extra club activities, ie camps, adequate transport will be made available for all participants, at all times in the case of an emergency. Nominated drivers will remain below 0.05 blood alcohol concentration at all times during the activity

14. Smoke Free Policy

East Ringwood Junior Football Club recognises that passive smoking is hazardous to health and those non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials, players and club visitors.

14.1 Training & Game Days

From 1st 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.

14.2 Facilities

All club facilities are to be completely smoke free and shall include:

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage area
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room

Cigarettes will not be sold (including vending machines) at any time at or by the club

14.3 Players, Officials & Coaches

Coaches, players, trainers, volunteers and officials will attempt to refrain from smoking and remain smoke free while involved in an official junior and senior capacity for the club, on and off the field.

14.4 Functions

All club functions including social and fund raising events and meetings are to be completely smoke free:

- Ashtrays will be removed from all club facilities.
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at club facilities

- Smokers leaving the designated licensed area of the clubs social rooms will not be permitted to take alcohol from that area

14.5 Non-compliance

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function

14.6 Policy Promotion

The club will promote the smoke free policy regularly by:

- Publishing a copy of the policy in club newsletters, notice boards and printed member/player information
- Displaying a copy of the policy in the club social rooms
- Periodic announcements to members at functions

The club recognises the importance of educating club members, particularly players and the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports program with an ongoing priority to maintain Good Sports accreditation.

15. 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 its management and adherence to its policies.

The policies contained in this document were voted on and passed by the East Ringwood Junior (full) Committee in **January 2020**.

Appendix A

EFNL CODE OF CONDUCT

(Source: EFNL By-Laws 2017)

Coaches:

- Be reasonable in your demands on players' time, energy and enthusiasm.
- Avoid over-playing the talented players, the "just average" players need and deserve equal time.
- Remember that players participate for fun and enjoyment.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- Take into consideration the maturity level of the players, when scheduling and determining the length of practice times and competition.
- Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches.
- Follow the advice of a physician when determining when an injured player is ready to recommence training or competition.
- Keep yourself informed of the sound coaching principles and the principles of growth and development of players.
- Create opportunities to teach appropriate sports behaviour as well basic skills.
- Ensure that skill learning and appropriate sports behaviour have priority over highly structured competitions for young players.
- Help players understand the responsibilities and implications of their freedom to choose between fair and unfair play.

"A child's self-esteem is delicate and easily damaged, particularly by parents attempting to act out their own lives through the youngsters on the sports field. Participation in sports events must be something for children to enjoy. They should not be saddled with win-at-all costs attitudes at any early age."

Daily Telegraph editorial.

Administrators/Officials:

- Ensure that equal opportunities for participation in sports are made available to all players, regardless of ability, size, shape, sex (for females under 14), age, disability or ethnic origin.
- Ensure that rules, equipment, length of games and training schedules take into consideration the age, ability and maturity level of participating players.
- Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique.
- Remember that players participate for enjoyment and play down the importance of rewards.
- Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate behaviour and skill technique.
- Ensure that parents, coaches, sponsors, physicians and participants understand their responsibilities regarding fair play

- Modify rules and regulations to match the skill level of players and their needs.
- Condemn unsporting behaviour and promote respect for all opponents.
- Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of players.

Parents/Spectators:

- Encourage players to participate, if they are interested.
- Encourage players to always participate according to the rules.
- Never ridicule or yell at a player for making a mistake or losing the game.
- Remember that players learn best from example. Applaud good plays by all teams.
- If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches.
- Remember that children play organised sports for fun. They are not playing for the entertainment to spectators only, nor are they miniature professionals.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- Encourage players to follow the rules and the officials' decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.

Players:

- Play by the rules.
- Never argue with an official. If you disagree, discuss the matter with your coach.
- Control your temper. Verbal abuse of officials or other players, or provoking an opponent is not acceptable.
- Work equally hard for yourself and/or for your team. Your team's performance will benefit, so will you.
- Be a good sport. Applaud all good plays whether they be by your team, opponent or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Co-operate with your coach, team mates and opponents. Without them there would be no competition.
- Play for the "fun of it" and not just to please parents and coaches.
- Avoid using derogatory language.

Note: Codes of Conduct are part of the National Football Policy provided by the Australian Football League.



Appendix B

ERJFC Rules Of
Association