

ESJFC Club Information Document

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Introduction to East Sandringham Junior Football Club

The East Sandringham Junior Football Club – the mighty Zebbies – is one of the largest juniors-only club's competing in the South Metro Junior Football League (SMJFL). It was formed in 1948, and is based at Chisholm Reserve, Duncan Street, Sandringham. The club has more than 500 registered players and conducts a very successful Auskick program catering to almost 220 boys and girls. We have built a track record of success and a first-class reputation for professionalism, innovation, community involvement and the imposition and maintenance of high standards of behaviour.

This document contains the complete range of information about the club, its scope of operations, policies, processes and procedures. If you have any questions or require any further information, please contact the club at secretary@gozebs.com. In the meantime, we look forward to working with all our players, parents, coaches and officials to continue to create an outstanding junior football environment.

Go Zebbies!

1.0 Purpose Statement and Club Objectives

The East Sandringham Junior Football Club (ESJFC) exists to provide local boys and girls the opportunity to participate in Australian Rules Football promoting both healthy exercise and community involvement. The Club has the following objectives:

- To provide the opportunity for physical and social development of junior footballers of both sexes through the provision of healthy competition

- Through training and competition , to expand and develop Australian Rules Football skills and overall team participation of and by all Junior members
- To give children the pleasure and satisfaction of participating in team efforts
- To develop self discipline and the respect for peers
- To develop team spirit, pride and co-operation with other Junior Members
- To provide an opportunity for Junior Members to inter-act with peers from competing clubs
- To provide an opportunity for both individuals and teams to achieve their maximum potential
- To provide an opportunity for recognition and development of confidence in individuals through sporting achievements

2.0 Club Code of Conduct

East Sandringham Junior Football Club is committed to the highest standards of behaviour from players, coaches, officials, parents and supporters. Every coach, official, player and at least one parent must sign the club's Code of Conduct. The Code of Conduct is consistent with the SMJFL's Code of Conduct, which itself is based on AFL Victoria's general expectations of conduct and behaviour.

2.1 Coach's Code of Conduct

- Players must always be addressed in a controlled and positive manner.
- No offensive language or cultural, sexist or racist references.
- Coaches, where avoidable, are not to involve themselves in negative dialogue with opposition coaches, officials, players, spectators or umpires.
- Coaches and Team Managers are responsible for the conduct of their officials, players and parents and should ensure that all behave in a responsible manner, accepting the decisions of all umpires and officials.
- Abide by the Laws of the Game and Rules of your Club and the League
- Abide by the AFL Coaches Conduct Guidelines
- Teach the Rules - rules are mutual agreements which nobody should break
- Group players competitively
- Avoid overplaying talented players
- Maximise fun: Place winning in perspective
- Stress safety always
- Devise training programs to suit all skill and maturity levels
- Develop team respect - for opponents, umpires and coaches
- Recognise the importance of proper injury treatment
- Participation in ESJFC Football Department activities to keep up to date with coaching developments
- Attain coaching accreditation and update regularly
- Avoid derogatory language based on gender or race

2.2 Team and Club Official Code of Conduct

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

2.3 Player Code of Conduct

- Play by the laws and rules

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

2.4 Parent and Supporter Code of Conduct

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

Please note, it is an SMJFL requirement that coaches and team managers report to the Committee any official or spectator who they believe is behaving in a manner which may reflect badly on the East Sandringham Junior Football Club, as soon as possible.

3.0 Team Size and Composition, Minimum Age, Game Time

The East Sandringham Junior Football Club has established policies on team size, team composition, age and game time which are designed to achieve the following key outcomes:

- Equal opportunities for all girls and boys to play football, regardless of their size or skill level;
- To provide girls and boys in their early football years the opportunity to play in friendship and/or school groups;
- As players get older, to ensure they are playing with and against players of similar skill levels, thus extending their enjoyment of the game;
- To encourage the development of a very strong team ethic, where the contribution of all the players is valued equally.

3.1 Team Size and Composition

Teams will be restricted to 24 players a side unless in exceptional circumstances. From Under 9 to Under 12 inclusive, the ESJFC encourages all players to play with friends and schoolmates, subject to ensuring adequate numbers on all team lists.

From Under 13, the club reserves the right to organise teams and players to the best of its ability to provide an environment in which they can be competitive and continue to develop their skills.

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

Finally, no player is allowed to be a full-time member of more than one team.

3.2 Minimum Age Requirements

The East Sandringham Junior Football Club has a minimum age policy for players as follows:

- All players joining the club must turn a minimum eight years of age in the calendar year of their first season.
- Players are not permitted to play more than two seasons of Under 9 football.

3.3 Game Time

From Under 9 to Under 12 inclusive, numbers permitting, all players will play a minimum of three quarters game time.

3.4 Finals Selection Policy (U11–U17)

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

- All players must play a minimum of half a game to ensure as many players as is possible to experience finals football.
- Otherwise, player selection and playing time for individual players should give the team the best possible opportunity to win.
- An understanding that the policy will provide coaches from Under 11 and above greater scope for varying playing time for individual players than in a home and away game.
- Other than the minimum requirement, the Coach will have full discretion over the length of playing time that individual players have on the field and the time each player spends on the bench.

3.3 Grading Policy

From Under 9 to Under 12 inclusive, the ESJFC encourages all players to play with friends and schoolmates, subject to ensuring adequate numbers on all team lists.

From Under 13, the club reserves the right to organise teams and players to the best of its ability to provide an environment in which they can be competitive and continue to develop their football skills.

For more detailed information on grading, please refer to the separate “Grading Policy” document which is located on the club’s website.

4.0 Committee and Contacts

The East Sandringham Junior Football Club is managed by a Committee of Members consistent with the Constitution. The Committee is responsible for all major administrative activities of the club, including planning for the future and compliance with all regulations and laws.

Information about the Committee, including contact information, is available at www.gozebs.com.

5.0 Coaching Support

East Sandringham Junior Football Club has a dedicated Football Department to maintain the highest standards of coaching in the South Metro Junior Football League. The Football Department reports to the General Committee and provides training and support to coaches, and oversees and administers all football-related areas.

6.0 Club and Team Functions and Fundraising

6.1 Club Nights

The club runs a strong social program. For all details of club events, please click here www.gozebs.com/events.php

The club also conducts a limited number of fundraising activities during the year, which we would encourage you to support.

6.2 Team Nights

Team events are an important part of team building, and provide an opportunity for parents and players to support the coach and team manager build a strong team ethic. There are many options for these nights, ranging from attending training at a league club, or visiting alternative training venues such as the swimming pool. The teams are responsible for funding these nights.

Many teams, and particularly the younger age levels, hold a jumper presentation night at the start of the year at the club. Pizza nights and barbecues are also popular.

The clubrooms must be booked for any function by contacting secretary@gozebs.com. Please give the maximum possible notice.

When at official club training nights or events (regardless of the venue), all Coaches, Players, Officials and Parents behaviour should be governed by this policy document.

6.3 Individual Team Sponsorship and Awards

The Committee has sponsorship arrangements in place at a club level, and it is a policy that no individual teams receive exclusive sponsorship from any organisation without referring to the Committee. This includes resources, apparel and financial support.

Offers of major sponsorship need to be directed to the club Committee.

However, many teams have families who provide weekly or regular awards, and this is encouraged.

Additionally, as part of its sponsorship arrangements, the club provides a number of weekly awards to each team. It is club policy that these awards are used as encouragement awards to reward all players rather than as merit awards to reward just the best players.

6.4 Presentation Day

The Club holds a major presentation day in September after the completion of the finals series. All major awards are presented on this day, with details provided each year well in advance.

6.5 Team Photographs

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

6.6 Training Arrangements

With the size of the club, and the large number of teams, a great deal of pressure can be placed on the training venues. It is important that we are aware and respect the training needs of other teams within the club. The times the ground has been set aside for teams and age groups should be respected and the condition of the ground should be taken into account.

Coaches should use the ground wisely and work with other coaches to do longer drills when more room is available.

Training times and dates are determined at the beginning of each year by the Football Department working closely with the coaching staff to try and meet all coaching demands for preferred times and venues.

The committee reserves the right to cancel training to protect the playing surfaces.

7.0 Awards

The club, through the goodwill of its sponsors and its members, provides a number of awards to each team each week. These are designed as encouragement awards to recognize the efforts and achievements of all players, regardless of their skill level.

They tend to be distributed evenly to all children throughout the year. It is advised that a record be kept to ensure an even spread throughout the year.

7.1 Voting Procedure

Two sets of best and fairest votes are awarded at the end of each game in every age group: one by the coach; and a second by another party agreed to by the coach and team manager. The team manager will hand out vote cards, ensure the vote givers understand the importance of the voting procedure, and that the votes should go to the fairest and best player on the field that day for East Sandringham.

Votes are given on a 5, 4, 3, 2, 1 basis – 5 for the fairest and best player on that day, 4 for the next fairest and best player and so on down to 1 vote for each Home and Away match. Completed vote cards are to be handed back to the club each week.

Please note: voting for club awards concludes at the end of the home and away season. If coaches want to present an award or awards for finals performances, it is at their discretion.

7.2 Team Best and Fairest Awards

All Under 9 and 10 players receive participation awards, the timing of presentation to be decided by the coach and team manager of each team. Additionally, the top three best and fairest vote winners receive awards each year, with the coach having discretion to award another three awards – either for the next three vote getters, most improved, best team man etc.

At Under 11 level, the top three best and fairest vote winners receive awards each year, with the coach having discretion to award another three awards – either for the next three vote getters, most improved, best team man etc.

From Under 12 onwards, the result of best and fairest awards is one consideration in selection in SMJFL Representative Training Squads, a significant achievement. As a result, the top 6 vote getters will be recognized, with an additional award available for the coach to present at his discretion to a player who has made a major contribution. This award is called the Coach's Award.

No one player should receive more than one of the 6 individual awards as described above. If players poll votes in more than one team (as happens when players fill in for a higher age group) and the player finishes in the top 5 for each team, the player will be awarded one trophy only in the team to which he or she is assigned at the beginning of the season.

The only exceptions to these are the following specific club awards:

- The Chris Judd Award, which recognizes a player who has demonstrated a high level of excellence – on and off the field; and
- The Trevor Barker Award, which recognizes the most courageous or inspirational player at the club.

The club awards these major trophies at its discretion and, given their prestige, they may not be awarded every year.

7.3 Counting of Votes

The votes will be counted by the coach and team manager at the completion of the season under the guidance of the Football Department.

8.0 Coaching

East Sandringham Junior Football Club is committed to the highest standards of coaching.

8.1 Coach Accreditation

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

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

8.2 Coach Re-Accreditation and Professional Development of Coaches.

To remain accredited, coaches are expected to be actively coaching, members of AFCA and attend Professional Development evenings. The club sees the coaches as the “face of the club”, and will meet reaccreditation. Any costs need to be approved by the Committee. At the same time, the Football Department is responsible for holding coaching training sessions and seminars, and is available at all times to assist all coaches.

8.3 Coach Appraisal

The Football Department will be responsible for giving feedback to the coaches from time to time. East Sandringham Junior will use its resources to assist coaches with coaching assessments.

9.0 First Aid and Health and Safety requirements of Players

East Sandringham Junior Football Club takes its health and safety obligations seriously. Every team must have at least two people other than the team manager and coach who are accredited to Level 1 standard. The club holds training sessions prior to season start and meets all the costs involved.

The appointed ‘First Aid Officer’ is responsible for maintaining the first aid kits to the required standard. Any extra first aid needs or enquiries should be directed to Rob Knight 0419 558894.

N.B. All players must wear mouth guards during games and at training.

9.1 Dealing with Special Needs of Players

From time to time, a coach, team manager or other official may become aware that one or more players have special needs, apart from obvious physical needs such as injuries and skill deficiencies. The other needs may fall into three other categories - Educational, Emotional and Social needs:

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

Please understand, our volunteer coaches put in an enormous amount of time and effort, and it is important that parents work with coaches in these circumstances to ensure the best

outcome for children with special needs. Coaches with specific issues should contact the Football Department.

10.0 South Metro Junior Football League(SMJFL) Rules

East Sandringham Junior Football Club competes in the South Metro Junior Football League and adheres to all its rules and regulations. Information can be obtained from the SMJFL website at www.smjfl.com.au.

11.0 Parental Involvement

The East Sandringham Junior Football Club relies on and welcomes parental involvement. It is a non-negotiable condition of registration that parents agree to undertake specific game day duties on a rostered basis.

12.0 Match Day Officials

The organising of all match day officials is the responsibility of the Team Manager. These positions are:

- Club Central Umpire (if no SMJFL umpire is appointed)
- Goal Umpire
- Umpires Escort
- Boundary Umpire (U11 – U16)
- Runners
- First Aid (Permanent basis)
- Time Keeper

It is a non-negotiable condition of registration that parents agree to undertake specific game day duties on a rostered basis. It is the responsibility of the rostered parent, not the team manager, to organize any changes to the roster.

13.0 Official Team Appointments

There are four positions that need to be filled in each team – coach, team manager, runner and first aid officer.

Each of these people needs to undertake a Working with Children check, and details provided to the Club Secretary. Often, a coach will rely heavily on an assistant who may assume the Assistant Coach title. This person too needs Working with Children clearance and their details provided to the Club Secretary.

Information on Working with Children checks is available from secretary@gozebs.com.

14.0 Procedure for the Management of Reported Players

It can be a very traumatic experience for a junior player to be reported or to be the victim of a reportable incident. The club will endeavour to ensure that the distress associated with this event is minimised. To ensure this happens, the following needs to occur:

- a) The coach and Team Manager need to manage the situation in a calm and supportive manner.

Often a report may occur as a result of a heated incident. It is the responsibility of the two (2)

club officials to ensure:

- The player is removed from the ground for the coach to be able to talk to the player about the incident and point out the outcomes of such an incident.
 - That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
 - That supporters, and in particular the parents of the reported player, remain calm and do not incite a further incident.
 - Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
- b) After the game, the Coach and Team Manager, in consultation with the player and parents (if they are able to contribute in a positive manner) will discuss the events and report issues to the Football Department.
- c) The Club Secretary needs to be notified of the report and the decision of the Coach, Team Manager and player regarding the taking of the Set Penalty. If the case goes to the tribunal, the Football Department will commission the services of the club's Official Advocate.
- d) The Advocate will then take charge of the defence. It would be expected that the Coach would still take a very active role in the support for the player. At the tribunal, it is recommended that the parents do not attend.
- e) In the event of one of our players being required to give evidence, then all steps will be followed except those related to the Set Penalty. A player who has been on the receiving end of a reportable incident and is required to give evidence needs to be well-supported also.

15.0 Match Day Procedure for Team Managers

- Arrive at the ground at least 30 minutes before game time or earlier at the coach's direction
- Fill out the team sheet if you have not been able to do so the night before. Make sure you sign it.
- Mark off players who will not be playing.
- Engage parents to do Match Jobs, ie club umpire if required, goal umpire, umpire's escort, boundary umpire, runner, training and timekeeper.
- Fill their names in on the Match Day Game Sheet.
- On home games, take into the Match Day Umpire before the game two match balls and the team sheet.
- On away games, give umpire the team sheet.
- Swap team sheets with the opposition.
- Hand out best and fairest vote cards.
- Fill in goal cards during the match.
- On home games, complete the following:
 - a) Sign the Umpire Sheet supplied by the umpire(s);
 - b) Give the umpire Goal Cards after noting the Goal Kickers;
 - c) Retrieve the match footballs;
 - d) Fill in the Game Summary for the paper;
 - e) Fill in the East Sandringham Junior votes and goals sheet from Vote and Goal Cards;
- On away games, complete the following:
 - a) Sign the Umpire Sheet supplied by the umpire/s;
 - b) Fill in the Umpire Report sheet;
 - c) Hand in goal kickers card to the umpire/s after filling goal kickers onto the East

Sandringham Junior Vote and Goal sheet;

d) Fill in East Sandringham Junior Vote and Goal sheets from Vote and Goal cards;

e) Fill in Game Report sheet for paper.

16.0 Property Management

16.1 Coaches Property

Each coach will be issued the following equipment from the club: 12 training balls; training cones; magnetic board; drink bottles. Training equipment such as tackle bags is available at the club rooms.

If you require other equipment please contact the Property Manager, Paul Tammesild, on 0418 827228. All property must be returned to the Property Manager at the end of the season.

16.2 Team Managers Property

- Jumpers

a) Each team should have a set of jumpers. Keep an accurate record of jumper numbers and update this when required throughout the season.

b) Please collect all jumpers after the last game even if they are wet/muddy. It is easier to wash the set of jumpers than to chase every player after the season.

c) Please chase-up jumpers from players who may leave throughout the season as soon as you know they are leaving.

- First Aid Kit

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

- Kit Bag Contents

a) Coaches bib

b) Assistant coach bib

c) White Coat -Goal Umpire

d) Goal Flags x 2 -Goal Umpire

e) Boundary Umpire bib

f) Trainers bib

g) Umpires Escort bib

h) Runners bib

i) Water persons bib

17.0 Grievance Procedure

At times parents may have issues that concern them and/or their child. The Committee of the club has addressed a number of areas that they believe are significant in the coaching and management of players. This has resulted in the production of policies and procedures associated with Team Size and Composition, Minimum Age, Game Time Policy and Grading Policy. These policies have been made very public and are available on the website.

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

- Under normal circumstance, parents are encouraged to approach the coach or team manager to resolve any matter – but not during a game.
- At times the parent may not be satisfied that a resolution has been arrived at, even after the initial discussion.

- In this situation the Football Department will attempt to mediate a resolution between the
- parties based on the club's policies and procedures.

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

18.0 Calendar of Events

We are a very busy club at East Sandringham, and to help you plan we have placed on the website the club's calendar events for all major social and football related activities.

19.0 Player Registration

All new and returning players are expected to register for the new season on or before the nominated Registration Day. This includes payment of the Registration Fees on or before nominated day. Priority in team allocation will be given to those who register by the nominated day.

Players who register AFTER the nominated day will go onto a 'wait list' where they will only be accepted if a position is available within that age group. Players will be prioritised on the wait list in order of registration forms and payment being received. If players choose to be taken off the wait list, they will be entitled to a full refund of the registration fees.

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

20.0 Reference Documents

The following reference documents have been used in preparing this information:

- Club Constitution
- Club Rules and By-Laws
- South Metro Junior Football League (SMJFL) rules
- Laws of Australian Football
- Australian Football League (AFL) documents

