



West Coburg Football Club

2017 Junior Operations Policy

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1	JUNIOR FOOTBALL PROGRAM PHILOSOPHY	5
2	JUNIOR FOOTBALL PROGRAM	5
3	JUNIOR OPERATIONS POLICY	5
3.4	Policy Aims	6
4	JUNIOR FOOTBALL DEPARTMENT	6
4.7	Purpose	7
4.8	Department Functions	7
4.9	Membership	7
5	CLUB REGISTRATION AND MEMBERSHIP	8
5.3	Club Registration	8
5.4	Club Membership - Playing	8
5.5	Club Membership – Other	9
5.6	Refunds	9
6	PLAYING LISTS	10
6.3	U9 age division:	11
6.4	U11, U13 (Mixed) age divisions:	11
6.5	U12 Girls, U15 Girls age divisions:	11
6.6	U15 Boys, U17 Boys Age divisions:	11
6.10	Deposits / Down-payments	14
6.11	Waiting Lists	14
6.12	Team Selection	15
6.13	Guiding Principles	15
6.14	Selection Process	15
6.15	Sibling Alignment	17
6.16	Grievances	17
7	MEDICAL CONDITION MANAGEMENT	18
7.1	Parents or guardians registering their child/ren to play with the Club will be asked to declare any relevant medical conditions of the player/s. It is the responsibility of parents and guardians to provide this information truthfully and accurately.	18
7.2	Emergency Treatment Plans	18
7.3	Medical Management Practice	18
7.4	Medical Conditions of Registration	19



8	AGE GROUP OPERATIONAL PRACTICE	19
8.1	Under 17 Boys	19
8.2	Under 15 Boys or Girls	20
8.3	Under 13 Mixed	21
8.4	Under 12 Girls	22
8.5	Under 11 Mixed	23
8.6	Under 9 Mixed	23
9	FINALS	24
10	CLUB UNIFORM	25
10.11	Jumpers	25
11	TRAINING	26
12	MATCH DAY	27
12.2	Trainers	27
12.3	Volunteering	27
12.4	Allocation of Match Day Duties	28
12.5	Match-Day Duties, Failure to Comply	28
12.6	Match Day Roles	29
12.7	Club Song	30
12.8	Incident Management	30
13	COACH RECRUITMENT	31
13.6	Applications	31
13.7	Interview Process	31
13.8	Appointment	32
14	CHILD SAFETY	33
14.2	Working with Children Checks (WWCC)	33
14.3	Reporting	33
14.4	Social Media Use	33
14.5	Recruitment Process	34
15	DISCIPLINE AND CODE OF CONDUCT	35
15.4	Code of Conduct for Parents and Supporters	35
15.5	Code of Conduct for Players	36



15.6 Code of Conduct Breaches	37
16 ESSENDON DISTRICT FOOTBALL LEAGUE RULES AND CODE OF CONDUCT	37
17 SOCIAL	37
18 COMMITTEE DISCRETION	38
ATTACHMENT 1 – CHILD SAFE POSITION APPLICATION FORM	39
ATTACHMENT 2 – MEDICAL CONDITION POLICY ACKNOWLEDGE FORM	40
ATTACHMENT 3 – INCIDENT REPORT FORM	41



1 JUNIOR FOOTBALL PROGRAM PHILOSOPHY

- 1.1 The West Coburg Football Club (“WCFC”, the “Club”) Junior Football Program is guided by a set of principals enshrined in, and supported, by the “West Coburg Football Club (WCFC) Rules of Association and Constitution, 2013”
- 1.2 The purpose of the Club is to provide the community of the Moreland, Victoria area an opportunity to learn and play Australian Rules Football (AFL) at Auskick, Junior, and Senior levels. Participants in ‘on-’ and ‘off-’ field activities will have the opportunity to develop football, leadership and team skills, develop physical fitness and resilience, and experience success appropriate to the level of football played.
- 1.3 As a community football club, the WCFC focus is on including all people interested in our activities which aim to contribute to personal well-being through active participation and values which emphasize respect, responsibility and enjoyment.
- 1.4 The AFL Junior Football Program (“Program”) embodies the principles of the West Coburg Football Club; a family-friendly club built on the values of gender and cultural diversity, good play, fairness, teamwork, responsibility and respect for all.

2 JUNIOR FOOTBALL PROGRAM

- 2.1 Offers players a place to learn to football skills in a comfortable, safe, caring and stimulating environment.
- 2.2 Creates an environment that treats its players, officials and umpires with dignity and respect.
- 2.3 Encourages parents to participate in the development of their children as well as others.
- 2.4 Teaches players to enjoy the positive and lifelong experiences associated with playing team sports.
- 2.5 Encourages players to develop positive attitudes and play within the rules of the Club, the Essendon District Football League (“EDFL”) and the game of Australian Rules Football.
- 2.6 Assists parents and players to appreciate that while team sports sometimes require compromise and flexibility, they also offer opportunities to develop and extend skills and friendship groups while working together for the benefit of the team, Club and community.

3 JUNIOR OPERATIONS POLICY

- 3.1 The WCFC Junior Operations Policy (this document, “Policy”) is the foundation to grow football participation across the Club.

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- 3.2 As a living document, the Policy will be reviewed as required and adapted based on effectiveness, operational experiences or the Club's Vision, Strategy and Execution priorities from time to time.
 - 3.3 The latest and most applicable version of the Policy, is that which has been published to the Club's website at <http://www.wcfc.com.au>.

3.4 Policy Aims

- 3.4.1 Provide a fair, consistent and documented platform for operation of the Junior Football Program as envisaged by the Club's Junior Football Department.
- 3.4.2 Inform all current and prospective members of the process, criteria and terms of player registration.
- 3.4.3 Inform all members of the process and criteria for team and Coach selection.
- 3.4.4 Outline the expectations of parents and players when registering themselves or children to play football with the Club.
- 3.4.5 Describe the obligations of the Club and its officials and volunteers in providing an environment for the community to participate in grassroots Australian Rules Football.

4 JUNIOR FOOTBALL DEPARTMENT

- 4.1 The Junior Football Department ("Department") is a sub-committee of the WCFC committee ("Committee"), focused on the tasks and responsibilities associated with implementing the Junior Football Program.
- 4.2 The Department will be led by the Junior Coordinator who must be a member of the Club Committee.
- 4.3 Members are casual volunteers assembled by the Club Committee-appointed Junior Coordinator to assist him / her in delivering the Program.
- 4.4 The Department, via the Junior Coordinator, reports to the Club Committee which provides indirect supervision and governance over investment and policy decisions. Members of the Junior Football Department are all accountable to the Club Committee and/or its appropriately convened sub-committees for their initiatives and engagements with members.
- 4.5 Club functions of Fundraising, Social events and formal discipline are out of scope for the Department and are delivered as Club-wide initiatives by the Club Committee.
- 4.6 The Department implements the will of the Committee and will develop recommendations and suggestions relating to the management and direction of the Club's Junior program for review and ratification by the Committee.

4.7 Purpose

4.7.1 The purpose of the Department is to implement the vision and strategy of the Club through Junior age groups. It serves to spread the workload and volume of effort required to run the Junior operations of the Club across a broader set of individuals as the Club grows, and to bring a greater range of ideas and perspectives into Club operations. It provides an intermediary platform for administration volunteers to contribute to the Club without full commitment to whole-of-Club responsibilities at the Club Committee level.

4.8 Department Functions

4.8.1 Junior Coordinator – Leads WCFC Junior program and Junior Football Department. Provides Club Committee representation, represents the will of the Committee, reports on Department activities / progress.

4.8.2 Age-Group Coordinators – Focal point for team selection, incident management and grievance handling coming out of teams / parents in assigned age group. Owns interests of Club and playing group at age group.

4.8.3 A Female Football Coordinator – Implements female football development at the Club both short-term and long-term plans. Provides focus and advocacy, ensuring it doesn't become overshadowed by mixed / senior football.

4.8.4 An Auskick Coordinator – Implements the WCFC Auskick centre and manages the Auskick program and its integration with WCFC

4.8.5 A Pre-Season Manager – Overarching planning and coordination of the Junior pre-season spanning recruitment, registration, training, team assembly and practice matches

4.8.6 A Grounds Manager – Oversees the preparation of grounds for match day and ongoing management of ground access through the season.

4.8.7 An Equipment Manager – Manages the portfolio of Club equipment assigned to coaches and team managers throughout the season.

4.8.8 An EDFL Liason – Club representative in EDFL junior development forums; including policy, rules etc. A non-administrative / operational / whole of Club liason (fall to Secretary and President)

4.8.9 General Services – Floating assistance and input as required to accountable positions with department. Provide ideas and perspectives, help as backfill if required.

4.9 Membership

- 4.9.1 Functions within the Department do not need to be uniquely held, but should be spread across sufficient volunteer members to ensure fair distribution of workload.
- 4.9.2 Junior Football Department members must be members of the Club, whether Club Members, Life Club Members or Ordinary Club members are defined by the “West Coburg Football Club (WCFC) Rules of Association and Constitution, 2013”.

5 CLUB REGISTRATION AND MEMBERSHIP

- 5.1 WCFC aims to provide a quality culture and environment for all members and families with appropriate membership fees.
- 5.2 A “Registered” player is associated with the Club for the purposes of registering Club affiliations to various sporting administrative bodies. Membership to the Club is granted upon payment of requisite membership fees each season.

5.3 Club Registration

- 5.3.1 All players must be registered with both the Essendon District Football League (“EDFL”) and the West Coburg Sports Club, Inc. in order to participate with WCFC.
- 5.3.2 Registration to both the EDFL and WCFC is an online process which is the responsibility of the player or their parent / guardian to undertake and manage. Details of this process and required team will be communicated by the Club Registrar or official at the commencement of each season or as required.
- 5.3.3 The Club will register players with the West Coburg Sports Club as part of registering with the Club. No parental / guardian involvement is required for this.
- 5.3.4 Movement to other Clubs once registered with WCFC must be in accordance with EDFL inter-club and inter-league transfer rules and restrictions.
- 5.3.5 The Club will offer an opportunity for Pre-Registration for returning players between seasons each year. This provides existing players the opportunity to preferentially secure their place on the West Coburg playing list for the next season.
- 5.3.6 Open Registration will commence in February each year for new players, transferring players or those who did not pre-register.
- 5.3.7 An Open Registration Day will be organised to provide potential players and opportunity to register with the Club in person, as an alternative to on-line methods.

5.4 Club Membership - Playing



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- 5.4.1 Registered players must pay Club membership fees to the Club to become financial members for the Club and represent it on the field.
 - 5.4.2 Membership fees are set by the Committee ahead of each season and reflect the costs of placing players and teams on the field each week, and operating a sustainable and financially viable football Club.
 - 5.4.3 Membership fees for those pre-registering and registering will be at rates set by the discretion of the Club Committee. The Committee reserves the right to set pre-registration membership fees at a different rate to regular membership fees.
 - 5.4.4 Player memberships are provided on the expectation of a complete season commitment to the Club and team. While periods of absence, whether through sickness, family commitments, holidays or other sporting commitments are understandable, the Club does not provide pro-rata or discounted memberships based on anticipated or actual availability throughout the season.
 - 5.4.5 A fees deadline will be communicated by the Club at the commencement of each year, typically ahead of Round 1. Any registered player deemed not to be a member by their financial status by the Club Treasurer or Club Registrar shall not be eligible to represent the WCFC unless prior arrangements have been entered by agreement with the Club Committee Junior Coordinator.
 - 5.4.6 Special consideration may be granted for the scheduled payment of membership fee payments at the discretion of the Club Committee Junior Coordinator, insofar that the player / family concerned has no outstanding debts to the Club and a suitable payment history from previous seasons. In these circumstances the Committee Junior Coordinator and the player / family will agree on a suitable payment schedule to follow.
 - 5.4.7 Special consideration may be granted to membership fees due in cases of severe hardship or family circumstance, at the sole discretion of the Club Committee, and in response to formal applications made to the Committee. Requests will be treated confidentially, with understanding and respect.

5.5 Club Membership – Other

- 5.5.1 Other forms of Club membership as described by the “West Coburg Football Club (WCFC) Rules of Association and Constitution, 2013” are out of scope of this policy.

5.6 Refunds

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- 5.6.1 Members who have registered and paid their membership fees but elect not to play may request de-registration through the Club Registrar. If de-registering before the Club submits EDFL registrations for a given season, the player is entitled to a refund on Membership fees paid, less a 15% administration fee, less any outstanding debts from previous seasons.
 - 5.6.2 If de-registering after the Club submits EDFL registrations for a given season, the player is entitled to a refund on Membership fees paid, less a 15% administration fee, less outstanding debts from previous seasons, less EDFL and West Coburg Sports Club registrations costs. These costs will be determined by the Club Treasurer and communicated as part of the refund.
 - 5.6.3 Refunds will not be provided to players who seek refunds after the first EDFL fixtured game of the season (including EDFL grading rounds (even if also being used for internal Club grading), but not inter-club practice matches).
 - 5.6.4 The Club does not provide membership refunds for players who cannot play from week to week during the season due to injury or absence.
 - 5.6.5 If a player sustains an injury – on or off the field – that prevents them from playing in more than 50% of games for a scheduled season, and is verifiable by a medical certificate, the Club on request will pro-rata their membership into the following season. The standard refund policy will apply if the player elects not to return.
 - 5.6.6 The Committee may elect to provide membership refunds under terms of its discretion on compassionate grounds or in response to extenuating circumstances. Requests will be treated confidentially, with understanding and respect.
 - 5.6.7 Where membership fees have been collected from players but the Club has insufficient players to field a side for the player (per section 6), paid fees will be refunded in full.
 - 5.6.8 Where a player is seeking transfer from other leagues or clubs within the EDFL and has paid their memberships fees either whole or in-part, and the transfer is not successful due to reasons outside the player's control, the Club will refund any fees paid in full.

6 PLAYING LISTS

- 6.1 The Club aims to have the maximum number of players participate with adequate playing time. For this to occur the Club will place a limit on the number of players per team.
- 6.2 The number of teams fielded by the Club in any given age-group will be influenced by the number of registered players, viz:

6.3 U9 age division:

	Minimum players required	Nominal Maximum Players	Absolute Maximum Players
1 team	12	15	15
2 teams	24	30	30
3 teams	36	45	45
4 teams	48	60	60

6.4 U11, U13 (Mixed) age divisions:

	Minimum players required	Nominal Maximum Players	Absolute Maximum Players
1 team	20	22	24
2 teams	39	46	48
3 teams	58	68	72
4 teams	77	90	96

6.5 U12 Girls, U15 Girls age divisions:

	Minimum players required	Nominal Maximum Players	Absolute Maximum Players
1 team	16	20	22
2 teams	33	40	44
3 teams	51	60	66
4 teams	69	80	88

6.6 U15 Boys, U17 Boys Age divisions:

	Minimum players required	Nominal Maximum Players	Absolute Maximum Players
1 team	20	22	24
2 teams	40	46	48
3 teams	60	68	72
4 teams	80	90	96

6.7 The number of players per team will vary by the age group and the number of teams fielded by the Club. Consideration is given to the age-group, number of teams being fielded, the work-rate of players on the ground and resilience to injury / sickness through the season. Soft targets represent a preferred maximum if player numbers permit, viz:

6.7.1 U9 age divisions:

		Minimum Players	Soft Maximum Players	Hard Maximum Players
1 team	Total	12	15	15
2 teams	Team 1	12	15	15

	Team 2	12	15	15
	Total	24	30	30
3 teams	Team 1	12	15	15
	Team 2	12	15	15
	Team 3	12	15	15
	Total	36	45	45
4 teams	Team 1	12	15	15
	Team 2	12	15	15
	Team 3	12	15	15
	Team 4	12	15	15
	Total	48	60	60

6.7.2 U11, U13 (Mixed) age divisions:

		Minimum Players	Soft Maximum Players	Hard Maximum Players
1 team	Total	20	22	24
2 teams	Team 1	19	22	24
	Team 2	20	24	24
	Total	38	46	48
3 teams	Team 1	19	22	24
	Team 2	19	22	24
	Team 3	20	24	24
	Total	58	68	72
4 teams	Team 1	19	22	24
	Team 2	19	22	24
	Team 3	19	22	24
	Team 4	20	24	24
	Total	77	90	96

6.7.1 U12 Girls, U15 Girls age divisions:

		Minimum Players	Soft Maximum Players	Hard Maximum Players
1 team	Total	16	20	22
2 teams	Team 1	16	20	22
	Team 2	17	20	22
	Total	33	40	44
3 teams	Team 1	16	22	22
	Team 2	17	22	22
	Team 3	17	24	22
	Total	51	60	66
4 teams	Team 1	17	20	22

	Team 2	17	20	22
	Team 3	17	20	22
	Team 4	18	20	22
	Total	69	80	88

6.7.2 U15 Boys, U17 Boys Age Divisions:

		Minimum Players	Soft Maximum Players	Hard Maximum Players
1 team	Total	20	22	24
2 teams	Team 1	20	22	24
	Team 2	20	24	24
	Total	40	46	48
3 teams	Team 1	20	22	24
	Team 2	20	22	24
	Team 3	20	24	24
	Total	60	68	72
4 teams	Team 1	20	22	24
	Team 2	20	22	24
	Team 3	20	22	24
	Team 4	20	24	24
	Total	80	90	96

6.8 The Club will operate a 'First-Past-the-Post' membership policy by which places on the Playing List are allocated based on the order of registration and membership.

6.8.1 Players as they register with the Club will be placed onto the 'Registration List'.

6.8.2 As players on the 'Registration List' pay their membership fees, place a down-payment on their membership fees, or entering into an agreed payment arrangement with the Club (Section 5.4.6), they move to a 'Waiting List'.

6.8.3 Players on the 'Waiting List' automatically transition to the 'Playing List' in the order that they pay their memberships (or enter into an agreed payment arrangement with the Club per Section 5.4.6), and when the number of players on the Waiting List exceed those required to add an additional team to the age group, but not exceed the maximum number of players for a team (per Section 6.2)

6.8.4 The Club does not place any priority or preferential treatment over players based on previous history, perceived skill level or family history with the Club. Per section 5.3.5, returning players have an opportunity each season to pre-register and secure a place on the waiting list ahead of registration being opened to the public.

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- 6.9 The number of teams the Club fields in an age-group will be set and finalized at the deadline for final team registration, as set by the EDFL each season. From this point on, the number of players in a team may change within the limits outlined in Section 6.7 but no new teams will be added, unless the Club has a sudden and late influx of players to meet the defined maximums, and the EDFL can accommodate additional teams in their fixture.

6.10 Deposits / Down-payments

- 6.10.1 The Club shall allow players to pay a deposit of \$50 against their membership fees to transition from Registration List to Waiting List.
- 6.10.2 The Club shall allow players seeking transfers from other leagues or EDFL Clubs to pay a deposit of \$50 against their membership fees to transition from Registration List to the Waiting List.
- 6.10.3 The Club's Refund policy (Section 5.6) will apply to all deposits paid.
- 6.10.4 Any player that has paid a deposit / down-payment to access the Waiting List will have their place held until the fees deadline (refer Section 5.4.5) upon which time they must have paid their membership fees in full or entered an approved arrangement. Failure to pay membership by the deadline will result in players further down the Waiting List able to transition to Playing Lists ahead of them.

6.11 Waiting Lists

- 6.11.1 Players on the Waiting List who do not transition to a Playing List due to insufficient player numbers may remain with the Club and are welcome to train with the playing group week to week.
- 6.11.2 In the event of Club departure, season-ending injury or other unforeseen circumstance that results in a temporary vacancy in the Playing List in any given round, players on the Waiting List may be called up to play on an emergency basis.
- 6.11.3 The Club will approve up to 50% of rounds in a season to be played by Waiting List players as a no-charge emergency.
- 6.11.4 Waiting List players who play as an emergency for more than 50% of rounds in a season will be asked to pay Club fees at 50% of the listed rate, in recognition of the amount of football they have played. The Junior Coordinator may discretionally approve the waiving of these fees based on the circumstances of emergency call-up and the irregularity of play.
- 6.11.5 At any point in the season Waiting List players can, if capacity in the Playing Lists exists to a season-ending vacancy, be upgraded to full Playing List status. Club registration fees shall be charged on a pro-rata basis as calculated by the Club Treasurer.

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- 6.11.6 Emergency players are not to be played ahead of any other full Playing List member who is capable and willing of playing in a team.
 - 6.11.7 Emergency players will only be used within the age-group that they are qualified, and will be placed into a team based on discussions between respective Coaches and the Age-Group Coordinator.
 - 6.11.8 Emergency players are only to be called upon to increase the number of players in a side up to the Soft Maximum (refer to Section 6.7).

6.12 Team Selection

6.13 Guiding Principles

- 6.13.1 Team selection is a complex and subjective process incorporating many variables, and is conducted by Club-appointed Coaches using a process overseen at the age group level by Age Group Coordinators.
- 6.13.2 The guiding principles of Club team selection are to field competitive teams in each age group in which players have the opportunity to have fun, be competitive and have an environment to develop their skills and personal attributes.
- 6.13.3 The Club does not support the building of teams only around particular school or friendship groups. Although parent requests will be considered, and friendships are an important consideration in U9 Mixed, U11 Mixed and U12 Girls age groups, the Club cannot guarantee they will be accommodated, and friendship alignment is only one of many factors used to select teams.
- 6.13.4 Parents are responsible for alerting their Age Group Coordinator to any details that they think should be considered when looking to place their child in a team.
- 6.13.5 Team Selection will take place progressively throughout the pre-season, is expected to be largely complete by the conclusion of declared practice matches, with minor refinement anticipated across EDFL grading rounds. Team Selection will be finalized for the first non-grading EDFL round.
- 6.13.6 All players must be allocated to play in their correct age group, but may from time to time play up age groups where insufficient players numbers exist.
- 6.13.7 Any request for a player to regularly (ie. be allocated) to a team in a higher age group must be in writing from the parent/guardian and submitted to the Junior Coordinator for approval by the Club Committee.

6.14 Selection Process

- 6.14.1 Pre-season training, Club practice matches and EDFL grading rounds provide an opportunity for Coaches and coordinators to observe the skills

and attitudes of players. The more active a player is in their pre-season, the greater familiarity Coaches will have with their skills for team selection.

- 6.14.2 Coaches will evaluate each player through their pre-season across a series of physical and non-physical attributes using a 5-point scale. Across an age-group, players will be stack-ranked on this evaluation to provide an approximate ranking from highest performing to lowest.
- 6.14.3 The evaluation and effective ranking is Club confidential and will not be shared outside the Coaches, Age Group Coordinator and Junior Coordinator. It will not be released to parents or players even on request.
- 6.14.4 Final team selection will be the combination of stack-ranked evaluations, feedback and recommendations from Coaches from the previous season, specific and reasonable parent requests, and the result of general interactions between the Coach and players.
- 6.14.5 Players will be placed into teams generally according to their attitude, skills, ability, leadership, confidence, fitness and interaction with potential teammates and Coaching staff, with consideration to player safety, and opportunity for playing time and development.
- 6.14.6 There are sometimes other confidential circumstances that need to be considered in team selection. These may be considered in the selection process to address extenuating circumstances and ensure outcomes that are in the best interests of a child or family.
- 6.14.7 Age Group Coordinators are empowered to make decisions regarding player and team selection that are in the best interests of 1) the Club, 2) the Team and 3) the individual. They are encouraged to work with Coaches to deliver a playing unit that is balanced in capability and ability to be competitive.
 - (i) Being a second-year player in an age group will not automatically result in selection for a top-division team.
 - (ii) Players will be placed into teams based on the belief of what they can positively contribute from a skills, game-style and overall team capability.
 - (iii) Players with borderline assessments may be deliberately placed in a lower team to provide an opportunity for leadership development, or as a means of building on-field confidence, or providing the player the opportunity to play in positions that will be more influential on a game.

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- 6.14.8 The Club requests of all Coaches and Age Group Coordinators to provide one positive and one constructive point of feedback to all players to explain why they have been selected in the team they have, and what they are asked to focus on improving throughout the season.
- 6.14.9 Coaches will provide to the Club at the conclusion of the season a recommendation summary of their team for next season, grouped into five tiers:
- (i) Players that should be moved up a division (i.e. ahead of the current playing group, currently under-graded), assuming higher divisions exist.
 - (ii) Players that should be considered for moving up a division based on off-season development across the group, assuming higher divisions exist.
 - (iii) Players that are comfortably part of the current playing group
 - (iv) Players that should be moved down a division (i.e. behind the current playing group, currently over-graded), if a lower division is available.
 - (v) Players that should be considered for moving down a division based on off-season development across the group, if a lower division is available.
- 6.14.10 A Team Selection Night will be conducted ahead of each season to provide a forum where coaches of all teams and the relevant Age Group Coordinator can meet and decide on the final allocation of players between teams in a collaborative manner. The Junior Coordinator will provide final endorsement of team selection as part of this.

6.15 Sibling Alignment

- 6.15.1 The Club will endeavour to accommodate sibling alignment within the same age group at parental request. When requested, the lowest ability child (not necessarily the youngest) will determine the division that all siblings play in.
- 6.15.2 When siblings span multiple age groups, the Club's ability to provide sibling alignment is limited by the EDFL's dynamic grading and ground allocation system which sees different Clubs, home and away designation and playing times varying across age groups. Thus, sibling alignment across age groups cannot be offered by the Club.

6.16 Grievances

- 6.16.1 For squad-based age groups where teams are selected each round (ie. U17), parents wishing to query their child's team selection are encouraged to discuss initially with the 1st team coach.

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- 6.16.2 For non-squad age groups where teams are selected at the start of the season, parents wishing to query their child's team selection are encouraged to do so to the Age Group Coordinator for their age group and not the Coaches. Age Group Coordinators will be able to discuss the team selection process as it relates to the parent's child, and the parent's child only. No relative commentary to specific other players will be entertained.
- 6.16.3 Parents with grievances about the selection process should initially seek to discuss them with the Age Group Coordinator. Should the matter be unresolved, the Junior Coordinator will be briefed by the Age Group Coordinator and asked to discuss the matter with the parent. If the matter is still unresolved, parents are entitled to raise the issue formally with the Committee via sending correspondence to the Club Secretary. Contact details are listed on the Club website at www.wcfc.com.au.

7 MEDICAL CONDITION MANAGEMENT

- 7.1 Parents or guardians registering their child/ren to play with the Club will be asked to declare any relevant medical conditions of the player/s. It is the responsibility of parents and guardians to provide this information truthfully and accurately.

7.2 Emergency Treatment Plans

- 7.2.1 A Medical Management and Emergency Treatment Plan is to be completed and provided to the Club for any medical condition that can be considered as severe and potentially life-threatening (including, but not limited to diabetes, anaphylaxis, asthma, epilepsy). These should be developed in consultation with the child's doctor (general practitioner) where necessary.
- 7.2.2 Emergency Treatment Plans must include, as a minimum, name and date of birth of the child, current photo, doctor details, family emergency contact information, description of the condition (including known allergens for anaphylaxis), current medication and treatment, and recommended actions to take in case of emergency.
- 7.2.3 Parents / carers note that in the absence of a Medical Management and Emergency Treatment Plan, the player will not be able to take to the field for the Club.

7.3 Medical Management Practice

- 7.3.1 The Team Manager for each team will be provided a dossier of all Medical Management and Emergency Treatment Plans submitted for players in their team. This will be provided to the appointed trainer / First Aid provider ahead of each game.

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- 7.3.2 Any medication related to the Emergency Treatment Plan is to be provided by the parent / guardian to the appointed Trainer ahead of each match, and collected after.
 - 7.3.3 The Club will not hold or maintain any specific medication for players as part of its First-Aid kits.

7.4 Medical Conditions of Registration

- 7.4.1 While the Club endeavours to provide qualified Sports Trainers for each match, from time-to-time the role is filled by parent volunteers. Parents / guardians cannot rely on the Club having medical-trained staff at every game or Club event. The club does not provide First Aid presence at training nights.
- 7.4.2 A condition of registration for any player with a declared medical condition is that their parent / guardian or carer be in attendance and always available for Club events and activities in which the player will be participating, to lead and direct any First Aid effort required. This includes training nights.
- 7.4.3 Parents of players with declared medical conditions must sign a Club Medical Condition Policy Acknowledgement Form agreeing to the Club's Medical Condition Management policy.

8 AGE GROUP OPERATIONAL PRACTICE

8.1 Under 17 Boys

- 8.1.1 The playing philosophy of U17 teams orients towards competition, skills refinement and specialisation and enjoyment.
- 8.1.2 Players are expected to generally specialize playing certain positions on the ground based on game plan and opposition.
- 8.1.3 Players shall play a minimum of two quarters of each home-and-away or finals game, unless prevented by injury. The Club's guarantee for minimum playing time only applies to players who have made regular presence and commitment at team training sessions.
- 8.1.4 A squad approach is utilized within the age group, with players allocated to teams each round by Coaches based on fitness and form, ability, availability and training attendance.
- 8.1.5 Pre-Season training commences the last week of November each year.
- 8.1.6 Teams will train two nights a week throughout the season. At least one training session will include the entire squad of players.
- 8.1.7 Best and Fairest voting will be conducted each round of the home-and-away season from when teams have been finalized. Voting will be

conducted on a 5, 4, 3, 2, 1 points basis using vote cards provided by the Club. Team officials (Coaches, Team Manager) are to complete one card, and one card is to be rostered to parents. Team Managers are to compile and consolidate votes as the season progresses. Players presented with a yellow or red card during a match are ineligible to receive votes.

- 8.1.8 An U17 team Best and Fairest Award will be presented to the player in each team collecting the highest number of votes across the home-and-away season. A 2nd runner-up and 3rd runner-up will be presented, unless in the case of a tie where a maximum of 3 awards (unless a draw for 3rd) will be presented. Two Coaches' awards, to be named at the Coaches' discretion, will also be presented. Any player suspended by the EDFL or Club is ineligible to receive best and fairest awards.

8.2 Under 15 Boys or Girls

- 8.2.1 The playing philosophy of U15 teams orients towards skills development and specialization, competition and enjoyment.
- 8.2.2 Players are expected to begin specializing playing certain zones on the ground based on game plan and opposition, but with reasonable variation of position within zones.
- 8.2.3 Players shall play a minimum of two quarters of each home-and-away or finals game, unless prevented by injury. The Club's guarantee for minimum playing time only applies to players who have made regular presence and commitment at team training sessions.
- 8.2.4 Teams will be selected and finalized at the commencement of the season and will remain largely intact for the duration of the season. A squad approach to weekly team selection will not be utilized.
- 8.2.5 Pre-Season training commences the last week of November each year.
- 8.2.6 Teams will train two nights a week throughout the season. At least one training session will include the players across the whole age group to build tighter linkage and familiarity between teams.
- 8.2.7 Best and Fairest voting will be conducted each round of the home-and-away season from when teams have been finalized. Voting will be conducted on a 5, 4, 3, 2, 1 points basis using vote cards provided by the Club. Team officials (Coaches, Team Manager) are to complete one card, and one card is to be rostered to parents. Team Managers are to compile and consolidate votes as the season progresses. Players presented with a yellow or red card during a match are ineligible to receive votes.

8.2.8 An U15 team Best and Fairest Award will be presented to the player in each team collecting the highest number of votes across the home-and-away season. A 2nd runner-up and 3rd runner-up will be presented, unless in the case of a tie where a maximum of 3 awards (unless a draw for 3rd) will be presented. Two Coaches' awards, to be named at the Coaches' discretion, will also be presented. Any player suspended by the EDFL or Club is ineligible to receive best and fairest awards.

8.3 Under 13 Mixed

8.3.1 The playing philosophy of U13 teams orients towards skills development, enjoyment and participation. A successful season will not be measured by the win-loss ratio or final position on the ladder, but by the skills and development improvement Coaches have imparted onto players over the season.

8.3.2 Players are expected to experience playing in all zones of the ground and a variety of positions across the season, and play more than one position per match. The Club's objective is to avoid having players entering U15 and U17 with a mono-dimensional playing experience and lacking on-field versatility. Success on the field is important but considered secondary to the Club's overarching requirement to develop players and their skills.

8.3.3 Players shall play a minimum of two quarters of each home-and-away or finals game, unless prevented by injury and an average of at least three quarters per match across the season. The Club's guarantee for minimum playing time only applies to players who have made regular presence and commitment at team training sessions.

8.3.4 Teams will be selected and finalized at the commencement of the season and will remain largely intact for the duration of the season. A squad approach to weekly team selection will not be utilized.

8.3.5 Pre-Season training commences in early February of each year.

8.3.6 Teams will train two nights a week throughout the season. At least half of one training session will include the players across the whole age group to build tighter linkage and familiarity between teams.

8.3.7 Best and Fairest voting will be conducted each round of the home-and-away season from when teams have been finalized. Voting will be conducted on a 5, 4, 3, 2, 1 points basis using vote cards provided by the Club. Team officials (Coaches, Team Manager) are to complete one card, and one card is to be rostered to parents. Team Managers are to compile and consolidate votes as the season progresses. Players presented with a yellow or red card during a match are ineligible to receive votes.

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- 8.3.8 An U13 team Best and Fairest Award will be presented to the player in each team collecting the highest number of votes across the home-and-away season. A 2nd runner-up and 3rd runner-up will be presented, unless in the case of a tie where a maximum of 3 awards (unless a draw for 3rd) will be presented. Two Coaches' awards, to be named at the Coaches' discretion, will also be presented. Any player suspended by the EDFL or Club is ineligible to receive best and fairest awards.

8.4 Under 12 Girls

- 8.4.1 The playing philosophy of U12 teams orients towards skills development, enjoyment and participation. A successful season will not be measured by the win-loss ratio or final position on the ladder, but by the skills and development improvement Coaches have imparted onto players over the season.
- 8.4.2 Players are expected to experience playing in all zones of the ground and a variety of positions across the season, and play more than one position per match. The Club's objective is to avoid having players entering higher age-groups with a mono-dimensional playing experience and lacking on-field versatility. Success on the field is important but considered secondary to the Club's overarching requirement to develop players and their skills.
- 8.4.3 Players shall play a minimum of two quarters of each home-and-away or finals game, unless prevented by injury and an average of at least three quarters per match across the season. The Club's guarantee for minimum playing time only applies to players who have made regular presence and commitment at team training sessions.
- 8.4.4 Teams will be selected and finalized at the commencement of the season and will remain largely intact for the duration of the season. A squad approach to weekly team selection will not be utilized.
- 8.4.5 Pre-Season training commences mid-February of each year.
- 8.4.6 Teams will train two nights a week throughout the season. At least half of one training session will include the players across the whole age group to build tighter linkage and familiarity between teams.
- 8.4.7 Best and Fairest voting will be conducted each round of the home-and-away season from when teams have been finalized. Voting will be conducted on a 5, 4, 3, 2, 1 points basis using vote cards provided by the Club. Team officials (Coaches, Team Manager) are to complete one card, and one card is to be rostered to parents. Team Managers are to compile and consolidate votes as the season progresses. Players presented with a yellow or red card during a match are ineligible to receive votes.

8.4.8 An U12 team Best and Fairest Award will be presented to the player in each team collecting the highest number of votes across the home-and-away season. A 2nd runner-up and 3rd runner-up will be presented, unless in the case of a tie where a maximum of 3 awards (unless a draw for 3rd) will be presented. Two Coaches' awards, to be named at the Coaches' discretion, will also be presented. Any player suspended by the EDFL or Club is ineligible to receive best and fairest awards.

8.5 Under 11 Mixed

8.5.1 The playing philosophy of U11 teams orients towards fun, enjoyment, participation, friendships and skills development. A successful season will not be measured by the win-loss ratio or final position on the ladder, but by the skills and development improvement Coaches have imparted onto players over the season.

8.5.2 Players are expected to experience playing in all zones of the ground and a variety of positions across the season, and play more than one position per match. The Club's objective is to avoid having players entering U15 and U17 with a mono-dimensional playing experience and lacking on-field versatility. Success on the field is important but considered secondary to the Club's overarching requirement to develop players and their skills.

8.5.3 Players shall play a minimum of three quarters of each home-and-away or finals game, unless prevented by injury.

8.5.4 Teams will be selected and finalized at the commencement of the season and will remain largely intact for the duration of the season. A squad approach to weekly team selection will not be utilized. Teams will be selected with strong emphasis on keeping player and parent clusters together to encourage Club social bonding.

8.5.5 Pre-Season training commences in early February of each year.

8.5.6 Teams will train two nights a week throughout the season. At least half of one training session will include the players across the whole age group to build tighter linkage and familiarity between teams.

8.5.7 There is no Best and Fairest voting in U11. Participation medals will be handed to all players. Two Coaches' awards, to be named at the Coaches' discretion, will also be presented. Any player suspended by the EDFL or Club is ineligible to receive best and fairest awards.

8.6 Under 9 Mixed

8.6.1 The playing philosophy of U9 teams orients towards fun, enjoyment, participation, friendships and skills development.

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- 8.6.2 Players will be allocated to sides based on available numbers each week – from 6 to 12 per team under EDFL Under 9 competition guidelines. Players will be randomly allocated to a side based on attendance, with emphasis on variation of playing positions and team membership where possible.
 - 8.6.3 All players will play for the duration of a match (number of players per side can vary to account for this, with clubs ‘lending’ players as required).
 - 8.6.4 All players in a side will be given experience playing different U9 zones (forward, mid, back) and if numbers require, share the duty of being lent to an opposing team.
 - 8.6.5 Pre-Season training commences in early March of each year.
 - 8.6.6 Teams will train one night per week throughout the season as an age group.
 - 8.6.7 There is no Best and Fairest voting in U9. Participation medals will be handed to all players. Two Coaches’ awards, to be named at the Coaches’ discretion, will also be presented. Any player suspended by the EDFL or Club is ineligible to receive best and fairest awards.

9 FINALS

- 9.1 Player eligibility for finals will be in accordance with EDFL policy and conditions set out in this policy.
- 9.2 To play in finals, a player must be both registered with the Club and be a fully financial member. Any player deemed not fully financial shall not be eligible to play finals unless with agreement of the Club President. Any arranged payment plans should be settled by the conclusion of the home-and-away system, so this requirement will not penalize any social-economic group within the Club.
- 9.3 Players must have played at least 10 games during the season, not necessarily with the same team, or in the one age group.
- 9.4 Every player qualified to play shall be given the opportunity to play in a final in accordance with the Club’s playing guarantees outlined for the respective age groups in Section 7.
- 9.5 In finals for U17, the Coaches will select the best and most rewarding team to represent the Club.
- 9.6 In finals for all age groups, the order of precedence for team selection shall be listed players in the team, followed by listed players in the age group.
- 9.7 Players from lower age groups will only be selected to play in a higher-age finals team for the purposes of sitting on the bench and providing coverage in case injury prevents a full-side from being fielded. At no time are under-age players

to take to the field at the expense of a proper-aged player who is willing and able to play finals football.

10 CLUB UNIFORM

- 10.1 Club players take to the field in the approved EDFL West Coburg uniform and under EDFL uniform rules.
- 10.2 Jumpers are EDFL-branded with red, white and black vertical stripes (3 total) on the front and a black back.
- 10.3 Jumpers are provided to Club members as part of their playing membership each year and do not need to be purchased privately.
- 10.4 The Club will provide a short-sleeve jumper option. Long-sleeved options are available but must be sourced at the expense of the player. The Club will not provide long-sleeved options.
- 10.5 Shorts are EDFL-branded black shorts for home matches and white shorts for away. Shorts must be purchased privately by players.
- 10.6 Socks are EDFL-branded, black in colour with red, white and black banding. Socks must be purchased privately by players.
- 10.7 Players are expected to take to the field each round with a clean jumper, socks and shorts.
- 10.8 The Club uniform and other apparel items will be made available at the start of the season and occasionally throughout at the pop-up Apparel shop at team training and the Club Registration Day.
- 10.9 Uniform and apparel purchases outside of pop-up Apparel shop hours can be arranged by emailing apparel@wcfc.com.au.
- 10.10 Mouthguards are a compulsory part of the Club uniform. Players are not to participate in any football match unless wearing a mouthguard.

10.11 Jumpers

- 10.11.1 The Club adopts a firm 'No Pay, No Jumper, No Play' policy relating to playing membership status.
- 10.11.2 Players will not receive Club jumpers (Guernseys), nor be entitled to play football for the Club until they are considered financial members of the Club by either the Treasurer, Registrar or by discretionary decision as outlined in sections 5.4.6 and 5.4.7.
- 10.11.3 Playing jumpers are the property of the Club and will be presented at the start of the first round of competitive football once teams have been finalized (i.e. Non-practice match, non-Club grading rounds).
- 10.11.4 Jumper numbers be assigned at the discretion of the Team Manager based on size of jumper required by the Player and numbers available in

the assigned jumper set. Team Managers will attempt to meet requests for specific numbers where jumper sizes and numbers are available.

- 10.11.5 It is the responsibility of the player / parent / guardian to wash and care for the jumper throughout the season.
- 10.11.6 Jumpers are provided for match day purposes only. They are not to be worn to training unless requested to by the Coach of Club (ie. For photo nights).
- 10.11.7 While normal wear and tear is expected of football, players will be held responsible for the replacement cost of jumpers deemed to be mistreated or inappropriately cared for.
- 10.11.8 The Club from time-to-time will issue temporary jumpers to players irrespective of financial status. This will be to meet the need to field teams as part of pre-season activities, practice and Club grading matches occurring ahead of the fees deadline, or to allow emergency players to play for the Club to bolster team numbers in any given round for teams in age groups plagued by injuries. Temporary jumpers are to be returned to the Team Manager after each game.
- 10.11.9 Players and parents are ultimately responsible for the return of Club jumpers. The Club will invoice players for the replacement cost of jumpers lost or not returned by the required deadlines, or after the season.

11 TRAINING

- 11.1 Players are expected to attend the training schedule outlined for their respective age groups, with the focus on ball skills rather than fitness.
- 11.2 Players should dress appropriately for training and the environmental conditions (i.e. Football shorts and football boots, except for pre-season training where ground hardness requires runners).
- 11.3 Mouth guards are to be taken to all training sessions in case contact drills and practice matches are planned.
- 11.4 If the weather is over 35oC when training is expected to commence, or weather conditions present an unacceptable risk to players in open space (i.e. Lightning) then training will be cancelled.
- 11.5 If it is, or expected to be raining heavily during training, or the ground is unacceptably water-logged or in poor condition, training may be cancelled at the direction of the coach and/or Club.
- 11.6 Parents and/or guardians are requested to collect players at the completion of training. Under no circumstances should any player leave the Club premises without permission from coaches or team manager.

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- 11.7 Football boots are prohibited from the Club rooms. For safety reasons and cleanliness, appropriate footwear must be worn always (no bare feet or socks).
 - 11.8 While at the Club, children remain under the supervision of their parents and are expected to behave in an appropriate manner always.

12 MATCH DAY

- 12.1 Players should arrive at the ground at least 45 minutes before the game.

12.2 Trainers

- 12.2.1 The Club will roster a First-Aid officer / trainer for U11, U12, U13, U15 and U17 matches each round. Where one cannot be rostered, the position of First-Aid officer will be parent-filled.
- 12.2.2 Parents will be assigned First-Aid duties for U9 matches. No Club trainer will be appointed.
- 12.2.3 The Club will provide a medical kit to each team's Team Manager as part of the Team equipment. The Team Manager will take the First-Aid kit to each game, and be responsible for restocking it from Club supplies each week.
- 12.2.4 The First-Aid Officer / Trainer will offer first-response medical care for injuries that may occur during matches. The Trainer's official responsibilities DO NOT extend to assisting player preparation (eg. Strapping) before matches, but assistance may be offered at the discretion and availability of the Trainer. Assistance in these circumstances is NOT to impede the duty of care or attention paid to the match in progress.
- 12.2.5 Club medical supplies (including strapping and sports tape) are provided to support Trainer responses to match injuries. These supplies are not to be used by players for preventative or supportive strapping ahead of a match, as such use is out of scope of the Club's Junior fees cost structure. Parents seeking Trainer assistance in the application of strapping to their child (pursuant to 12.2.4) are to provide their own supplies.

12.3 Volunteering

- 12.3.1 Volunteering for match day roles is a fundamental requirement for the Club to be able to field a team each round and requires participation from all families represented on the field.
- 12.3.2 Team Managers are responsible for allocating volunteers from the parent- and family-group to the various roles required by the age group in which their assigned team competes.

- 12.3.3 Parents and families are obligated by the Club as a condition of their child/ren's registration to volunteer and perform match day duties as required by their Team Manager

12.4 Allocation of Match Day Duties

- 12.4.1 Team Managers are to establish a dialogue with parents throughout the season relating to which match duties parents can perform based on knowledge of the game, fitness and personal commitments that may govern availability.
- 12.4.2 It is the view of the Club that all parents and families are equipped to undertake at least one of the many match day responsibilities, be it on-field (goal umpire, boundary umpire, water person, runner, trainer), off-field (umpire escort, match day manager, time keeper, refreshments)
- 12.4.3 Team Managers will allocate parents to match day duties on a rotational basis that ensures fair and equal distribution of volunteering responsibilities across the season.
- 12.4.4 Duties will be communicated to the team in advance of match day by Team Managers with the assumption of acceptance. It is the responsibility of parents to advise their team manager before match day if they are unable, unwilling to perform the allocated role or are unavailable (child not playing, work commitments).
- 12.4.5 In the situation where parents volunteer for the same role across the season, team managers are encouraged by the Club to continue on a rotational basis such that all parents involve themselves with volunteering, and all parents have the opportunity to take the roll of spectators and supporters occasionally.
- 12.4.6 The Club will provide all Team Managers with job description cards that can be handed to volunteers who need guidance on their role responsibilities and rules involved in their duties from week to week.
- 12.4.7 It is the expectation of the Club that across a season that parents will need to volunteer for 6-8 rounds in the season, dependent on the number of players in the team, season length and age-group.

12.5 Match-Day Duties, Failure to Comply

- 12.5.1 Team Managers are empowered and supported by the Club Committee and Junior Football Department to take punitive measures against parents who fail to comply with volunteering requests, at their discretion and in accordance with this policy. Exceptions will be made for extenuating circumstances as approved by the Junior Coordinator.
- 12.5.2 On a first offence, deemed to have occurred for non-attendance, non-acceptance of duty on match day, or repeated refusal to take on a duty,

Team Managers are to provide a verbal caution and reminder of each parents responsibilities.

- 12.5.3 On a second offence, the Club will waive the policy requirement for coaches and team managers to adhere to the 3-quarter playing guarantee and rest the child/ren of the offending parent on the bench for 2 quarters of the game.
- 12.5.4 On a third offence, the child/ren of the offending parent will be removed from the round's team sheet and not permitted to represent the Club for the game.
- 12.5.5 Subsequent offenses will be referred to the Club Committee for the parent's repeated failure for compliance to the Club's conditions of registration. Resulting action may include formal censuring of the parent and potentially cancellation of Club registration for the family.
- 12.5.6 The Club does not set out to punish children for the actions of their parents but as a volunteer-based Club, believes that playing time should be benefit families who contribute to the Club as required, versus those who don't.

12.6 Match Day Roles

- 12.6.1 Coach & Assistant Coach – appointed by the Club, the coaches are empowered to make all decisions regarding their team; including training, game plan, positions and use of the bench. Parents and supporters may not always agree, but the Club expects parents to support and not undermine them.
- 12.6.2 Team Manager – is responsible for the organisation of the team in-line with the coaches' directions, ultimately ensuring that the required players take to the field at the right time and place each round. They manage all match-day operations at the ground, ensuring that all volunteer roles are filled and that all necessary paperwork is completed and issued. Team Managers are the conduit for all communications from the Club regarding playing football, and back to the EDFL regarding results.
- 12.6.3 Runner – has the sole duty of delivering coaches' messages to players and then taking the most direct route off the ground back to the coach. Runners must not speak to or abuse an umpire, opposition player or official. West Coburg runners DO NOT stay on the ground and coach.
- 12.6.4 Water Person – provide refreshment to players and then immediately leave the ground. They are not to act as Runners, nor engage umpires, opposition officials or players. West Coburg Water Persons DO NOT stay on the ground and instruct our players. Only applicable to certain age groups re: EDFL rules.

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- 12.6.5 Umpire Escort – escorts umpires from their rooms to and from the field, standing with them at quarter and three-quarter time. They are also to work with the Team Manager to ensure that the umpires are offered a drink at each break. Umpire Escorts are not to abuse the umpires or question their decisions.
 - 12.6.6 Goal & Boundary Umpires – adjudicate the goal line and record the match score on cards provided by the Team Manager. Boundary umpires wear the white ‘Boundary Umpire’ bib and carry a whistle. The field umpires’ decisions override those of the goal and boundary umpire. West Coburg umpires are to act with honesty and integrity and must not abuse umpires or question their decisions.
 - 12.6.7 Time Keeper – keeps control over the timing of the match and siren at the guidance of the field umpires. They control the length of each quarter once the field umpires start it, and signify the ending of each quarter break. They keep track of match times and scores on the cards provided by the Team Manager.
 - 12.6.8 Oranges / Refreshments – provides oranges / refreshments for players at either half- or three-quarter time as requested by the Coaches.
 - 12.6.9 Match Day Official – patrols the boundary to make sure that our Club’s parents and supporters uphold the Club values embedded in our Code of Conduct, and ensure that the 10m exclusion zone around the Coaches’ box for everyone except Coach, Team Manager, Runner, Trainer and Players is maintained. The Match Day Manager shouldn’t act in an overly officious manner, nor become involved in on-field issues, but they do have the authority to report breaches of the Code of Conduct to the Club for further action. Issues or concerns involving opposition supporters should be referred to the opposing team’s Match Day Official.
 - 12.6.10 Best and Fairest Voter – observes the game with view of determining who the best five (5) Club players are in terms of reflecting the values of the Club and having an impact on the game, or personal performance. Completes the voting card and returns to the Team Manager at the conclusion of the match.

12.7 Club Song

- 12.7.1 Players and teams are invited to sing the Club song following a match, only in the rooms allocated to the Club on the day. The Club considers the singing of the Club song on the ground as contrary to Club values, a disrespectful act towards the opposition, and not permitted under this policy.

12.8 Incident Management

- 12.8.1 Any non-Medical incident arising from Match Day; whether on-field or off-field, that requires reporting or escalation through the Club is to be done so through the Team Manager.
- 12.8.2 The Team Manager will complete a Match Day Incident Report Form summarizing the incident, key participants and action sought from the Club. The Form will be supplied to the Age Group Coordinator.
- 12.8.3 The Age Group Coordinator will investigate the issue on behalf of the Club and make recommendations to the Junior Coordinator for action. This may include contacting the EDFL or opposition Clubs involved to pursue further.
- 12.8.4 The Age Group coordinator will return to those listed as interested parties of the Incident Reporting Form, and the Team Manager with the outcome from the requested action.
- 12.8.5 Parents are requested not to approach the EDFL directly regarding match day issues. The EDFL requires all communications, requests and escalations to be raised through official Club channels before taking action.

13 COACH RECRUITMENT

- 13.1 All coaching positions will become vacant at the end of every season and will be advertised. The application process will close no later than November 30th.
- 13.2 Child Safe Standards are integral in any coaching appointment, and the processes used for coaching recruitment will be consistent with those of the Club in 14.5.
- 13.3 The Club will endeavour to appoint non-parental, independent coaches to the 1st teams at U17 and U15 levels, and where possible, the 2nd team at the U17 level.
- 13.4 Coaching volunteers permitting, the Club will limit the tenure of any specific coach-assistant coach combination, and coach, to the predominantly same group of players to nominal two (2) seasons and a maximum of three (3) seasons.
- 13.5 Coaching volunteers permitting, the Club will endeavour to appoint coaching panels for each team at U13 Mixed, U15 Girls, U15 Boys and U17 Boys that consist of at least one (1) football-playing experienced individual.

13.6 Applications

- 13.6.1 All applicants are to submit a completed 'WFC Child Safe Position Application Form' to the Junior Coordinator.
- 13.6.2 Only completed Forms will be considered for position applications.
- 13.6.3 Upon applying for a coaching position, applicants will be asked to attend an interview or discussion at a later date.

13.7 Interview Process

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- 13.7.1 Applicants will be interviewed by both the Junior Coordinator and Age Group Coordinator.
 - 13.7.2 Interview questions and discussion will strive for consistency across applicants.
 - 13.7.3 If contention does not exist for coaching roles, applicants will still be required for interview or discussion with the Junior Coordinator and Age Group Coordinator.
 - 13.7.4 As part of the interview process, responses documented on the 'WCFC Child Safe Position Application Form' will be validated by the Club. Listed referees will be contacted per the Club's Child Safe Standards.

13.8 Appointment

- 13.8.1 In age groups / teams where independent coaches are sought, applicants will be appointed to coaching panels for specific teams (ie. 1st, 2nd teams).
- 13.8.2 In age groups where coaches are parents, a coaching panel will be appointed to the age group. Assignment of specific coaches to teams will solely be on the basis of their child's grading.
- 13.8.3 Where player grading provides an imbalanced distribution of coaches across teams, the coaches and age group coordinator will determine the most appropriate player movements to ensure distribution of coaches. This may mean the least-equipped son / daughter of the coaches is moved down a team, or vice-versa.
- 13.8.4 Assignment of players to teams is not to be driven by the coaching preferences of appointees.
- 13.8.5 Once appointed to teams, and if not decided as part of the appointment process, appointees will determine between themselves who should adopt the coach and assistant coach roles. If agreement can't be met, the decision will be made by the Age Group Coordinator in conjunction with the Junior Coordinator.
- 13.8.6 Once the decision has been made regarding coaching appointments, the successful candidates will be notified, and if accepting of the role, will agree to adhere to this policy and AFL coaching guidelines.
- 13.8.7 The successful applicants will be required, within reason, to attend all coaching information evenings and professional development sessions scheduled by the Club.
- 13.8.8 All appointed coaches must be accredited to Level 1 minimum.
- 13.8.9 If not accredited, the Club will facilitate and fund the process.

14 CHILD SAFETY

14.1 The Club is committed to Child Safe Standards, the AFL National Child Safety Policy and will implement processes and procedures that meet the requirements of a Child Safe Organisation.

14.2 Working with Children Checks (WWCC)

14.2.1 All Club officials supporting the Club in regular on-field or off-field positions of leadership for juniors – specifically Junior Football Department members, Age Group Coordinators, Coaches, Assistant Coaches, Team Managers – must have a current WWCC.

14.2.2 Volunteers with WWCC will be considered only valid for use with Club activities when the West Coburg Football Club is listed as an employer against their profile on the WWCC website:

(<https://online.justice.vic.gov.au/wwccu/login.doj?next=vtecheck>)

14.3 Reporting

14.3.1 The Club will appoint a Child Safety Officer (CSO) which will be the initial point of contact for any report.

14.3.2 The CSO appointed by the Club will be familiar with the Victorian Justice system, where possible.

14.3.3 The currently serving CSO will have their name and contact details advertised through the Club website at <http://www.wcfc.com.au>

14.3.4 Any reports of child abuse are to be made to the Child Safety Officer. The CSO will report to police if there is any report of sexual or physical abuse of a child. The CSO will stay in contact with the reporter and alleged victim to provide support.

14.3.5 The Child Safety Office will communicate the Child Safety Manager of the EDFL.

14.3.6 Detailed written reports will be drafted by the CSO and recorded and stored confidentially by the Club, including Who, What, When, Where & Why the incident is of concern.

14.3.7 The alleged perpetrator (if a member of staff or volunteer) will be relieved of their responsibilities until investigations are complete.

14.3.8 If the alleged perpetrator is a member of staff or a Club volunteer, the Club will cooperate fully with EDFL and/or AFL Victoria independent investigations.

14.4 Social Media Use

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- 14.4.1 All social media use within the Club concerning Club activities and relationships will adhere to the Club's Social Media policy, and both the spirit and detail of the Club's Code of Conduct (Section 15).
 - 14.4.2 No adult working in positions outlined in 14.2.1 is to engage in individual social friendships with children from the Club on personal social media sites.
 - 14.4.3 Multiple adults, including Age Group Coordinators, Junior Coordinators and/or Club Committee office holders should be part of any social media communication from the Club to players.
 - 14.4.4 The Club will not post named or tagged photos of players on social media, which may identify children, without parental consent. For avoidance of doubt, social media in this context refers to open distribution of content from the Club that may be viewable by the public (i.e. Club web page, Facebook, Twitter). It does not refer to closed distribution of content via Club email circulars to registered members.

14.5 Recruitment Process

- 14.5.1 The regular on-field positions of Coach, Assistant Coach, Team Manager and Trainer – positions that may involve unsupervised working with children – will be filled through a formal Child Safe recruitment process.
- 14.5.2 The off-field leadership position of Age Group Coordinator will be filled through a formal Child Safe recruitment process.
- 14.5.3 Applicants are to complete the 'WCFC Child Safe Position Application Form' (the "Form") posted to the Club website.
- 14.5.4 Only completed Forms will be considered for position applications.
- 14.5.5 A Form will be considered complete when provided with contact details for two (2) referees relevant to the role, proof of a current or evidence of application for a Working With Children Check, and answers to the listed questions.
- 14.5.6 The Form will seek applicants to outline why they wish to work with children, their history of working with children and why they left previous positions, how they will deal with a young participant whose behaviour was disruptive, how they plan to address a team that has played poorly, and how they will use social media platforms in the role they are taking on?
- 14.5.7 The Junior Coordinator and relevant Age Group coordinator will review applications, conduct personal interviews as required, and will contact listed referees. The Form will be endorsed and dated by the Junior Coordinator, Age Group Coordinator or Club Committee representative once submitted information has been reviewed and validated.

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- 14.5.8 All tendered, validated and endorsed Forms will be stored confidentially and securely electronically stored by the Club.
 - 14.5.9 If an applicant lacks sufficient experience working with children under the Club's Child Safe Standards (as would be expected with development positions for Senior players or Trainers), the Club will partner the appointed individual with an assistant (or vice versa) with sufficient experience. The inexperienced appointee will be placed on a period of one (1) month probation. For Trainer positions, the assistant will be an on-field official such as the Team Manager.

15 DISCIPLINE AND CODE OF CONDUCT

- 15.1 Children learn best by example so the Code of Conduct provides behavioural guidelines for parents / supports, administrators / officials and coaches as well as players. The Club Code of Conduct is adapted from the Australian Sports Commission's Codes of Behaviour.
- 15.2 The Code of Conduct is a document that is downloadable from the Club web-site.
- 15.3 All players and their parents / guardians will be presented a copy of the Code of Conduct each season for their information and review.

15.4 Code of Conduct for Parents and Supporters

- 15.4.1 Remember that children play football for fun – they are not playing for spectator entertainment; nor are they miniature professionals. Involvement is for their enjoyment, not yours.
- 15.4.2 Be mindful of their conduct during matches and set a positive example for players and spectators.
- 15.4.3 Encourage children to participate whatever their ability and not force them.
- 15.4.4 Teach that honest endeavour, not winning, is the victory.
- 15.4.5 Promote respect for opponents and condemn unsporting behaviour.
- 15.4.6 Encourage children to always play by the rules and to accept the umpire's decision without question.
- 15.4.7 Recognise good play and skill where it is due, regardless of the side displaying it.
- 15.4.8 Never ridicule or yell at a player for mistakes or losses.
- 15.4.9 Respect official's decisions and teach children to do likewise.
- 15.4.10 Support Club officials to foster high standards of behaviour for the Club.
- 15.4.11 Racial or physical abuse of players, coaches, officials and other supporters is illegal.

- 15.4.12 Swearing, sledging, acts of verbal abuse and intimidating behaviour are not acceptable.
- 15.4.13 Respect the rights, dignity and worth of all players and their families regardless of gender, ability, cultural background or religion.
- 15.4.14 Recognise the value and importance of volunteers, coaches, officials and administrators.
- 15.4.15 Contribute always to a family-friendly spectator environment.
- 15.4.16 While exclamations relating to umpiring decisions will be tolerated, supporters are not to directly address in a negative or critical manner or ridicule umpires, officials or players from the opposition.
- 15.4.17 If you disagree with an official, raise the issue through appropriate channels rather than questioning the official's judgement and honesty in public. Raise any concerns privately.

15.5 Code of Conduct for Players

- 15.5.1 Play by the laws and rules.
- 15.5.2 Be a team player. Player for the benefit of the team as well as yourself.
- 15.5.3 Never argue with an umpire or officials. If you disagree, discuss the matter with your coach.
- 15.5.4 Control your temper. Abuse of officials or other players is unacceptable behaviour.
- 15.5.5 Be a good sport and display sportsman-like conduct. Don't forget to acknowledge opponents, officials and umpires (eg. shake hands before and after the game). Be gracious in victory, humble in defeat.
- 15.5.6 Treat all players fairly, as you would like to be treated.
- 15.5.7 Swearing, sledging, acts of verbal abuse and intimidating behaviour are not acceptable.
- 15.5.8 Cooperate and support your coach. Encourage your teammates.
- 15.5.9 Play for the 'fun of it' and not just to please parents and coaches.
- 15.5.10 Aim to improve.
- 15.5.11 Respect the rights, dignity and worth of all players and their families regardless of gender, ability, cultural background or religion.
- 15.5.12 Respect the property of the Club and other players.
- 15.5.13 These guidelines apply to how we expect you to behave towards your teammates and other players before, during and after game day or training, whether at the ground, at school, at other sporting venues or online.

15.6 Code of Conduct Breaches

- 15.6.1 Violations of the Code of Conduct can put the Club at financial risk with the EDFL. Breaches will be dealt with swiftly in accordance with the Club's Rules of Association and under the principles of natural justice.
- 15.6.2 Individuals believed to be in breach will receive a maximum of one formal warning per season.
- 15.6.3 Continued breaches will result in being called in front of the Committee to explain the infractions, with punitive action from the Club potentially including family suspension, and if sustained, expulsion.
- 15.6.4 Violence and racial vilification are both considered criminal offences and instances will be dealt with accordingly.

16 ESSENDON DISTRICT FOOTBALL LEAGUE RULES AND CODE OF CONDUCT

- 16.1 The Club adheres and implements the rules and Codes of Conduct of the Essendon District Football League.
- 16.2 Where a conflict may exist in the rules and/or Code of Conduct between the EDFL and the Club through this policy, those of the Club will take precedence.
- 16.3 The EDFL reserves the right to fine the Club for breaches of their rules as they relate to ground readiness, appointment of match day officials or adherence to player / official / support code of conduct.
- 16.4 Fines for on-field or off-field behaviour and violations of the EDFL Code of Conduct, including player melee fines, will not be paid by the Club. These will be passed to the individual/s concerned for payment.
- 16.5 Failure to pay allocated fines will result in disciplinary measures that may include suspension, personal increase in Club fees for subsequent seasons and/or Club expulsion.

17 SOCIAL

- 17.1 The Club will make provision in each budget for a financial contribution to support teams wishing to run mid- and end-of-season social events, held in the interests of building camaraderie within the playing group.
- 17.2 The size of the financial contribution will be determined by the Club Treasurer and Committee, and will vary year to year based on the financial circumstances of the Club.
- 17.3 The events organized using these funds are not official Club social events, and are to be organized at the discretion of team officials and/or parents.
- 17.4 For U9 and U11 age-groups, the mid-year social function will be organized by the Club as a social event.

- 17.5 Financial contribution by the Club to team-organised events is restricted to a fixed amount and is contingent on the events not being organized such that they conflict with WCFC matches (e.g. Finals) or other official events.
- 17.6 The Club will endeavour to organize a Grand Final celebration at the conclusion of each Grand Final Day in which a Club team participates, regardless of outcome. No functions (informal) are requested to be scheduled on these occasions. All members will be entitled and welcome to attend such celebrations.
- 17.7 Teams and age groups are not permitted to conduct fundraising activities that aid or benefit a sub-segment of the Club. All fundraising activities must be endorsed by the Club, with funds directed to the benefit of Club programs and/or events.
- 17.8 A valid exception to 17.7 is the raising of funds and personal contributions for end-of-season gifts of gratitude to team officials and contributors.

18 COMMITTEE DISCRETION

- 18.1 Anything within this policy can be modified or managed by exception at the absolute discretion of the West Coburg Football Club Committee, as a result of season operational requirements.



ATTACHMENT 1 – CHILD SAFE POSITION APPLICATION FORM



West Coburg Football Club Child Safe Position Application Form

Name		WWCC Number	
Contact (Phone)		Contact (Email)	

Position Sought		Age Group	
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What experience or value will you bring to the position, initiatives do you expect to execute?

Why do you want this position, and work with children?

What is your history of working with children? If you have left positions, why?

How would you deal with a player whose behavior is disruptive?

A team has played poorly, how will you address them?

How do you plan to use social media in the role, if at all?

Referee 1 Name		Contact	
Referee 2 Name		Contact	

Please attach proof of WWCC or evidence of application. Referees will be contacted as part of the application process. Submit applications to the Junior Coordinator or Club Committee. WCFC is committed to Child Safe Standards. Applications will be processed in accordance with the WCFC Junior Operations Policy.

Club Use Only – Applicant Validation and Endorsement

Known to Club		Discussion Held	
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Referee 1 Check		By		Date		Comments
Referee 2 Check		By		Date		Comments

Signed		Signed	
Name		Name	

Junior Coordinator / Committee Member

Age Group Coordinator / Committee Member



ATTACHMENT 2 – MEDICAL CONDITION POLICY ACKNOWLEDGE FORM



West Coburg Football Club Medical Condition Policy Acknowledgement Form

To be completed by the Parent / Guardian of players with declared medical conditions

Season (Year)	
Player Name	
Date of Birth	
Age Group	
Parent Name	
Parent Contact	

I hereby state and agree that, as a parent of a child playing with West Coburg Football Club (“Club”) with a declared medical condition that, pursuant to the current Club Junior Operations Policy:

1. I will provide a Medical Management and Emergency Treatment Plan (“Treatment Plan”), developed in consultation with my child’s doctor (general practitioner) where necessary, to the West Coburg Football Club.
2. I provide permission for the Team Manager allocated to my child’s team to keep a copy of my provided Treatment Plan as part of a dossier of player information, and to provide this information to the Club appointed Trainer at each match.
3. I will alert the Club to any change in my child’s Treatment Plan and provide updated documentation as soon as possible.
4. I am solely responsible for ensuring that any medication required as part of the Treatment Plan is provided to the Club-appointed Trainer at the start of a match, and collected afterwards.
5. I recognize that the Club cannot provide first aid responders at every Club event, and that no formal First-Aid or Trainer presence will be provided at training.
6. My presence as parent / guardian of a player with a declared medical condition will be required at every Club event in which my child will be participating, and that I will not leave my child unattended or unsupervised.
7. My child’s registration with the West Coburg Football Club and their ability to participant in Club events / activities is contingent on my acceptance and adherence to these terms.

Signed (Parent / Guardian)	
Date Signed	

