

# East Malvern Junior Football Club Handbook of Policies and Procedures



## Contents

Introduction to East Malvern Junior Football Club	2
1.0 Purpose Statement and Club Objectives	2
2.0 Executive committee - East Malvern Junior Football Club	2
3.0 Player Information	3
4.0 Parents' Information	5
5.0 Club Functions	8
6.0 Sponsorship	8
7.0 Code of Conduct and Policies	8
8.0 Appendix	9

The following document attempts to clearly outline for you as either new or existing members of our Club our Club policies and the Code of Conduct. It defines a set of standards that best describe the spirit and philosophy of the East Malvern Junior Football Club (EMJFC). It is expected that all players, officials, parents and supporters will read this document and act within the spirit of the policies contained within.

These policies are also a reflection of the policies of the National Australian Football Council (NAFC), South Metro Junior Football League (SMJFL), AFL Victoria and other junior football Clubs from where the ideas for this policy were drawn.

## Introduction to East Malvern Junior Football Club

The East Malvern Junior Football Club (EMJFC) is one of the largest junior clubs operating in the South Metro Junior Football League ('SMJFL'). It was formed in 1986 and it is based at DW Lucas Reserve, Dunlop Street, East Malvern.

The Club has more than 850 registered players, and fields teams in the Under 8, Under 9, Under 10, Under 11, Under 12, Under 13, Under 14, Under 15, Under 16 and Under 17 age groups.

The Club is conducted on a volunteer basis by parents and friends of the Club.

The Club has established a strong track record of success on the field and prides itself on its professionalism, sportsmanship, and community involvement.

This document contains information about the Club, its operations and its policies, processes and procedures. Please don't hesitate to contact us at [emjfc.secretary@gmail.com](mailto:emjfc.secretary@gmail.com) if you have any questions or require further information.

We are dedicated to working with all our players, parents, coaches and officials to ensure that EMJFC leads the way in providing a positive junior football environment.

### 1.0 Purpose Statement and Club Objectives

The East Malvern Junior Football Club has the following objectives:

- To provide a facility for young people to participate in and enjoy Australian Rules football at a junior level.
- To ensure that our teams are involved in a properly constituted and administered competition.
- To develop the skills and sportsmanship ideals of our players.
- To provide a forum for family participation in sport.
- To encourage the growth of team spirit and friendship amongst players, parents and supporters.
- To create an environment that players, parents and supporters can enjoy.

### 2.0 Executive committee - East Malvern Junior Football Club

The Club's administrators (duly elected committee members) are responsible for the efficient administration of the Club. This includes:

- Maintaining Club spirit.
- Appointment of coaches and officials.
- The efficient running of the Club including the maintenance of accounts in a commercially acceptable manner.
- The ongoing financial viability of the Club.

- Provision of equipment.
- Endeavouring to maintain safety standards.
- Setting guidelines and behavioural standards for all persons associated with the Club.
- Effective communication throughout the Club. The Committee is responsible for ensuring that appropriate persons are appointed and present when required to perform the necessary duties of the SMJFL, i.e. Tribunal Advocate and Club Delegate to the Association.

The attached Organisational Chart details the current Office Holders at the Club.

### 3.0 Player Information

#### 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 the nominated date (refer EMJFC website). Parents are asked to take note that until subscriptions are received players are not considered for selection in EMJFC teams and are cannot participate in any Club activities including training and matches. Parents are responsible for the payment of annual subscriptions. Subscriptions are due at the beginning of the season. Non-financial players are not considered for selection in EMJFC teams. Parents are encouraged to approach the Treasurer on any sensitive issue related to the payment of subscriptions.

When subscriptions are received players become eligible to be registered with the EMJFC through the SMJFL. Through the SMJFL financial players are insured for death and disablement, medical expenses to a maximum limit and a range of other benefits. Full details are available from the SMJFL at any time. If parents believe this cover is insufficient, they are encouraged to take out their own cover.

We draw all parents' attention to the Medical Clearance Authority on the EMJFC Registration Form where any medical condition such as asthma or allergies must be indicated.

Please refer to the Club's Registration Policy for further information

#### Uniform

Being properly attired for Club matches is important. Association rules require players to have the correct uniform on match days and fines are imposed on the Club for breaches such as the wearing of non-regulation shorts, socks, etc. Jumpers are supplied by the Club each season and it is the responsibility of the parents to ensure that these are returned at the end of the season. If jumpers are not returned parents will be liable for the cost of their replacement. Shorts and socks are available for purchase as well as other non-compulsory items such as windcheaters and tracksuit pants.

Players must provide their own boots. Mouthguards are compulsory. A poorly attired team is a bad advertisement for the Club and does little for morale of the side. Fines are also a drain on the Club's slender finances.

Uniforms can be purchased online via the club website ([www.eastmalvernknights.com.au](http://www.eastmalvernknights.com.au)). EMJFC also has sales at the Club Rooms on some Wednesday and Friday nights during the season.

## **Training**

During the season every endeavour will be made to have all teams in the same age group train on the same night at the same venue and at the same time.

The players from all teams may warm up together, which will include the warm up drills and shall finish training together, including the warm down drills.

The teams may break off into their own teams during the middle of training. This is to be worked out between the appointed coaches at each age group.

Players are expected to attend training each week and are asked to notify the Team Manager or Coach if they are unable to attend for some reason.

## **Player conduct and umpires**

The role of umpires is vital to our great game. Many of our EMJFC players also umpire. The EMJFC will not tolerate our players being disrespectful to Umpires and/or their decisions.

The EMJFC committee has sent the following directive to all coaches which addresses player behaviour towards umpires. We ask that all players and their parents read it together, along with the Code of Conduct.

- All players must respect umpires and not dispute their decisions either verbally or by their actions.
- If a player shows disrespect to an umpire or their decision then the coach is to remove the player from the ground for the remainder of the quarter or for ten minutes, whichever is the greater period. The coach must then explain to the player why his/her behaviour is unacceptable and the reasons for removing him/her from the ground.
- If a player shows further disrespect to an umpire after returning to the ground, the coach must remove that player from the ground for the remainder of the game. At the conclusion of the game, the coach is to speak to the player and his/her parents as to what has occurred and explain that such behaviour towards an umpire will not be tolerated.
- If a further incident occurs with that player in a subsequent game, then the coach is requested to:
  - Take the player off the ground for the remainder of the game,
  - Inform the committee of the incident, and
  - Advise the player and his/her parents that he/she is required to provide a report of the incident to the committee.
  - The committee in consultation with the coach will then decide what, if any, further action shall be taken.

## 4.0 Parents' Information

As the Club is staffed entirely by volunteers each season we seek the support of parents. The Club and its players benefit from parental input.

We ask for parents assistance in ensuring players are properly attired for games and present at both training and the matches each week.

Parents are encouraged to support the players by their presence at matches. Parents are asked to read the Player and Parent Code of Conduct and be mindful of the standards of behaviour required.

To enable Players to play Junior Football parents should be prepared to help their child's team(s) perform the following duties when asked or on a roster system if requested by the Team Manager. Each team must supply the following personnel each game:

### Goal Umpire

To umpire matches in accordance with the Laws of the Game. The responsibilities include:

- Must be appropriately identified in a Goal Umpire white coat.
- Determine whether a goal or behind has been scored.
- Signal that a goal or behind has been scored after being given the all clear or touched all clear by a field umpire.
- Record all goals and behinds scored by each team during a match.
- Report any player or official who commits a reportable offence.
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded.
- Scorecard is to be returned to the Team Manager at the end of the match.

### Umpire Escort

- An umpire escort must be provided by each club.
- The umpire escort must be appropriately identified in an umpire escort bib.
- The home team umpire escort should offer the umpire a drink at the end of each quarter (use a team water bottle if suitable) and remain with them whilst they are on the field.
- The umpire should be escorted onto the field at the start of the game, and after half time, and escorted from the field at half time, and after the match.
- The umpire escort should deliver the Team Sheet to the umpire at half time if required.

- If home team, the umpire escort should present the umpire with two match balls before the game, and place the unselected one on the timekeepers table. The umpire escort should then collect the used match ball from the umpire at the end of the game.

## **Runner**

- The runner must be appropriately identified in an official runner's bib.
- The runner has the responsibility of taking messages from the coach to the players. It is expected that the runner will deliver any message in the spirit of junior football.
- If the coach has been frustrated or angry in his/her choice of words, the runner should find a more positive method of phrasing the message.
- The runner may deliver two messages and then must return to the coaching area.
- Under no circumstances may the runner touch or comment to an opposition player, official or umpire.
- The runner should be aware that players on the interchange bench can hear all comments made by officials.
- If the runner reaches an injured player who is on the ground, under no circumstances is the runner to move the player or assist him/her to their feet. Summon the trainer or stop the game. If the player regains their feet, it is Club policy to err on the side of caution and remove the player from the field to be assessed.

## **Trainer – Qualified to Level 1 accreditation**

- Must be appropriately identified in an official trainer's bib.
- The trainer has the responsibility of looking after minor injuries. The Club will provide the opportunity for trainers to attend a first aid course.
- In the event of injury, if you are uncertain, do nothing.
- If a player is on the ground when reached, do not move the player or assist the player to his/her feet. Have the umpire stop the game if necessary. If the player regains his/her feet, Club policy requires that we err on the side of caution. Generally, the player should be removed from the ground until a full assessment can be made.
- If there is any doubt, the player may not resume the field.
- If you are uncertain about any injury, the player **MUST** be referred for professional assistance or an ambulance summoned.
- The trainer should be aware that players on the interchange bench can hear all comments made by officials.
- In General Play, trainers must remain behind the boundary line and only enter the arena when players are injured or long acts of play occur.
- The trainer may only enter the playing arena to assist an injured player or provide a drink.

- Trainers are reminded to stay out of the “corridor” and only enter this area if a player is injured or after a goal is scored.
- If there are two trainers, one is permitted in the coaching box, the second trainer is to be located on the opposite side of the ground to assist players

### **Timekeeper**

- The Timekeeper will keep an accurate record of the start and finish of each quarter.
- The Timekeeper shall keep an accurate record of all scores during the match. In the event of a dispute in the Goal Umpires' cards, the umpires will consult the Timekeepers' card to determine the actual result of the game.
- There is no time on in home and away matches unless the umpire directs.
- The siren is to be blown when the umpire enters the arena and holds up the Match Ball and again when he/she holds up the ball to commence the first bounce of each quarter.
- At the end of each quarter, the siren is to be sounded until the umpire blows his whistle and puts both hands in the air to signal the end of the quarter.
- At the conclusion of the game, the Timekeeper will sign the card and return the card to the Team Manager immediately with the second match football left on the timekeeper table by the Umpire Escort.

### **Boundary Umpire**

- Must be appropriately identified in an official boundary umpire bib.
- Judge whether a football is Out of Bounds or Out of Bounds on the Full and signal to the field Umpire when that has occurred.
- Throw the football back into play if it has gone Out of Bounds, when directed to do so by a field Umpire.
- Bring the football back to the Centre Square after a Goal has been scored.
- Report a Player or Official who commits a Reportable Offence.
- Assist goal umpires to determine a score.

### **Scoreboard Attendant (Home games only)**

- Keep the score up to date on the board throughout the match.

## 5.0 Club Functions

The Club hosts a number of social functions throughout the season and Players and their families are encouraged to attend. The Club also sells food and drinks on Friday nights during the season. Information about Club Functions can be found on the website or the East Malvern Knights Facebook page.

Club Members are reminded that only events officially sanctioned by the Club are considered official Club events. The Club has no responsibility or duty of care for non-sanctioned events that Club members take part in.

The Club rooms are available for hire for private functions and parties. Arrangements can be made by emailing [emjfc.secretary@gmail.com](mailto:emjfc.secretary@gmail.com)

## 6.0 Sponsorship

The East Malvern Junior Football Club relies on the generous support of the community to ensure it continues to meet the needs of our young players and their teams. We are always looking for sponsors from the local and wider community and encourage local businesses to become involved. The benefits of being involved with the East Malvern Junior Football Club are many:

- Exposure to local families living within your community.
- Involvement with and support of a local sporting community organisation.
- Exposure to a specific 'large market' such as: children/youths aged between seven years and 17 years (plus siblings)
- 1300+ parents and families from a specific demographic

We offer a number of sponsorship packages.

## 7.0 Code of Conduct and Policies

The East Malvern Junior Football Club (the Club) prides itself on the professionalism of the Club and its strong moral code. It strongly supports efforts by the AFL and SMJFL (The League) to improve parent, player, official and supporter behaviour.

This Club Code of Conduct applies to all players, coaches, officials, volunteers, parents and supporters. It is expected that all members of the club will read and abide by the Code of Conduct and Club policies.



## 8.0 Appendix

EMJFC Code of Conduct

EMJFC Grievance Policy

EMJFC Electronic Media Policy

EMJFC Privacy Policy

EMJFC Racial and Religious Tolerance Policy

EMJFC Smoke Free Policy

EMJFC Alcohol Management Policy

EMJFC Transfers Policy

EMJFC Life Membership Policy

EMJFC Football Development Policy

EMJFC Organisational Chart

EMJFC Club Song