



Airport West  
Football Club

Junior Policy  
Handbook

2023

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## AIRPORT WEST FOOTBALL CLUB JUNIOR POLICIES

1. Registration and fee payment of existing AWFC junior players is to be completed online via game day (EDFL) prior to or on registration day. AWFC may have two registration days a November Early bird & generally the first Sunday in February. A club email will be sent to each player plus notification via the club Website, Team snap & social media. Online registration commits the player and parents to all Club and EDFL policies. In addition, we will require volunteering parents to register with the EDFL, download and register through the club portal "TEAM SNAP" by doing so you agree and acknowledge AWFC Club policies. These documents can be found on our website and in TEAM SNAP.
2. Where payment is not possible either online or at the Club, full payment should be completed on Registration Day in February. If full payment is not possible, we welcome a parent/guardian to contact the AWFC Registrar or Junior Vice president to organise a payment plan. If insufficient or no payment or discussion has been made by Round 2 regular EDFL season, AWFC FC has the right to suspend until organized or withdraw club registration.
3. New players to AWFC are required to attend Junior Registration Day to complete all forms including AWFC Registration, EDFL Player Transfer and supply a copy of their Birth Certificate.
4. All parents/ guardians must download TEAM SNAP app this is the primary communication tool used for all Club/ team related communication.
5. Parents or Guardians are requested to collect players at the completion of training if an alternative has been made this needs to be approved by the respective team manager. Under no circumstances should any player leave the club premises without permission from coach or team manager.
6. Players are expected to attend two night of training per week, with the focus on ball skills rather than fitness. Players should also dress appropriately for football training, i.e., football shorts and football boots. If unable to attend training, players should contact their coach or team manager through our communication channel TEAM SNAP. (Under 8's train only once per week)
7. If the weather is over 35c, raining heavily or unsafe at the time that training is to begin then training may be cancelled or suspended, parents and players will be notified by Team Snap.
8. Whilst at the Football Club, children remain under the supervision of their parents and are expected to always behave in an appropriate manner. This extends to club activities and events. The parents are directly responsible for the care of their child unless it is scheduled training or during football games.
9. It is club policy that private medical insurance and/or ambulance cover be taken out by all parents. If an injury is deemed serious enough and with parent permission, club trainers will not hesitate to call an ambulance if required.
10. It is compulsory that mouthguards be worn by all players. AWFC will not be liable for any injury that may occur as a result of not wearing a mouthguard.

11. All underage players must play in the correct age group as their base side. Any request to play at a higher level must be in writing from the parent/guardian submitted to the Junior Vice President & approved by the coach of the team. Consent form needs to be signed by all prior to any game.
12. The minimum Junior Age for a player is set by the respective football authority (AFL/ EDFL). Airport West Football Club will abide by the minimum requirement. The football club may also set an additional threshold that is within the authority guidelines.
13. The cut off for the registration of new and returning players will be at the end of round 4. Any exceptions to this rule will be at the discretion of the Club Executive. All player payments are expected to be fulfilled by round 2 unless a payment plan has been arranged with the registrar.
14. Best and Fairest voting will be conducted on a 3,2,1 basis for Under 10 to Under 16 age groups. The Team Manager will hand out 1 vote card to the coaching team & 2 vote cards to two sets of parents who wish to participate. It is important that Team Managers advise vote givers the importance of voting procedures and that the votes should go to the best and fairest players on the field that day for AWFC – not the child that played better than expected. Each Family should get an opportunity to vote. Any variation must be approved by the Junior President in writing.
15. The success of the club is parent involvement. A condition of your child playing with AWFC is that all parents will assist in canteen and other duties. Canteen duty will be conducted on a roster system from the home teams where you will be required to assist either prior to your child's game or post for approximately one hour. AWFC plans the roster so each parent can watch their child play in some capacity unless prior arrangement has been made with the Team Manager. Failure to volunteer may result in your child's non-selection the following week or the player sitting out on game day until the duty is fulfilled.
16. Volunteers representing Airport West Football Club must conduct themselves according to the Players, Parents and Supporters & Officials Code of Conduct. All Volunteers, players, members & supporting family members abide by the AWFC Child Safety Code of Conduct. A copy of this policy is available in Team Snap and on the Club website.
17. Social Media All volunteers, parents, players and family of the Airport West Football Club must abide by the social media policy that is published on the club website. Breaches in that policy may result in sanctions as assessed by the Executive. ( Essentially no use of minor photos unless your own, unless approved in writing from child's parents).
18. Playing jumpers are provided by the club and must be returned to the Team Manager or allocated Kit person after each game, if a jumper is lost the allocated player is responsible for replacing the jumper.
19. Jumper numbers are handed out with the priority to years of playing in that number, not just previous season, and suitable fitting size. Players should just not expect to keep the same jumper number through their junior playing career. Jumper numbers are decided by the coaching team and disputes, or grievances will be handled by the Junior Vice President.
20. Junior Finals. Where possible all junior sides participating in finals games are required to field the maximum number of players eg. U10-16 - 24 players. Any top up players must play a minimum of 1 quarter. Any exceptions to this rule will be at the discretion of the Junior & Senior President.
21. It is EDFL policy that no child can play more than one game per round in the same age group. e.g. An U12 child may play 1 game as U12, and fill in for U14, however cannot play U12 across two teams on the same round/ weekend.

22. AWFC will be responsible for recording “games played” for each year a player plays for AWFC – this number will be rolled over each year to a progressive total. Milestone games for “games played” for AWFC should be acknowledged at the appropriate time within the team. These game records are passed to the Registrar at the time a player progresses to the U18 competition. Players who play 300 games for AWFC are awarded life membership; therefore, correct record keeping is paramount. Whilst games played for another club are an individuals’ milestone, they do not form any part of AWFC records.
23. Additional Policies and resources pertaining to AWFC & Junior football can be found on our Club website and Team Snap.
- AWFC Child Safety Code of Conduct
  - AWFC Football Club Policy Handbook
  - AWFC Junior Coach Selection process
  - AWFC Registration/ membership process and pricing
  - AWFC playing up an age group policy.

#### **COACHING POLICY GUIDELINES – Under 8 – Under 12**

24. **Role of the Coach**
- The development of all players’ skills, knowledge and attitudes.
  - To acknowledge that all players are unique and have their particular strengths and weaknesses, which need to be addressed and built upon.
  - To positively support and encourage players for their efforts helping to build self-esteem

**25. Coaches' Code of Conduct**

- Abide by the laws and rules of the game.
- Teach the rules of AFL (as set out on <http://www.afl.com.au/laws>)
- Group players to best care for their welfare
- Give all players equal opportunity to develop.
- Maximise fun.
- Maintain that we aim to do our best and be our best whether we win or lose.
- Always stress safety first
- Consider maturity level of players.
- Devise training programs to suit all
- Develop team respect – opponents, umpires, coaches and each other.
- Keep up to date with coaching developments.
- Attain Coaching Accreditation and regularly update knowledge and skills.
- Avoid derogatory language.

**26. The Airport West Football Club Policy relative to coaching Under 8 -Under 12**

- Improve the skill level of all players. Emphasis at this level should be to have all players capable of using both sides of their body.
- Other skills such as tackling, shepherding, and marking should be under development.
- Start the elementary understanding of position play. Use words and language they can understand.
- Instil the fundamentals of team play and the importance of playing as a team.
- At the younger levels, the training is focused on skill rather than fitness.
- Ensure all players are treated equally and are given equal opportunities.
- All players must have at least 3 full quarters on the ground during the home and away games. For finals games the minimum is 2 quarters.
- Do not continually 'hide' less capable players out of the action.
- At these levels players should be exposed to various positions (within reason), not just their 'pet' position. When a team is winning by a large margin, boys must be rotated to ensure that ALL players are given equal opportunity. Qualified and experienced coaches may deviate from this with the expressed permission of the Junior President. Parent communication and purpose is also required to occur as a part of this process.
- Give praise when it is justified, encourage when it is not.
- Do not belittle or yell out to players in front of their teammates.
- Do not approach games with a win at all costs attitude. Your job is to educate. Do this properly and the wins will follow. They are a bonus. Premierships are the added bonuses.
- Encourage team bonding amongst players and parents.
- Respect all umpires and teach the players to respect the umpires. Most umpires are usually no older than the players.
- Players should not play in a side where they have had the same coach for more than 3 years. It is club policy that boys should be exposed to a variety of coaches and methods.
- Players who receive the order off rule twice or more will receive an automatic 1-week suspension from playing for their side by the AWFC, regardless of any other penalty incurred.
- The Junior Vice President must approve any team events held outside of the Airport West Football Club before being undertaken eg team dinners, BBQ's, alternate training or excursions.
- In the event that the numbers of players required to fill all teams across an age level, it may be required to move a player from their regular team in order to make up the numbers in another team. Volunteers will be asked first and then if no volunteers come forward, the Junior President in

coordination with the coaches will select the required number of players to move teams.  
Appropriate consent forms must be completed prior to any games played.

**27. Team Selection Policy**

When the selection process has been ratified the club encourages players and parents not to focus on which team a player is selected into, but rather, on the player's development. It is important parents are supportive of the club and most importantly their children during the selection process. The ultimate aim of the club is to nurture players who love the game and improve their skills. Each player is encouraged and developed to realise their full potential as a footballer. As part of the process of developing junior footballers it is important that players are selected into teams that best suits their needs

- 27.1 Under 8 & 10 will be selected into teams based on age. The oldest 24 or complete team, will form the first team the next 24 the second team and so on. This is the principal rule in selection in these age groups however in some circumstances there may be a variation to this rule guided by the coaches and approved by the Senior & Junior Vice President.
- 27.2 U12 & 14 Selection policy differs at U12 & U14 as the kids development, skill, participation level, capabilities & growth differs all efforts will be made to keep top age kids together younger age kids will be assessed based on the before mentioned along with 27.4 – 27.6 policies.

- ability.
- 27.3 U16 players will be graded by the coach and coaching coordinator with a view to developing players'
- The Club position is familiar with others in the region that have 2 - 4 teams in each age group. It is about Growth mindset for the individual, the team, and the club. These decisions can be a challenge and will not suit everybody at times. We have to look at several factors around this.
- 27.4 Individual
- Participation levels, desire to play.
  - Capability, skill
  - Age and development level
  - Opportunity to grow.
- 27.5 Team
- Dynamics in the team to be able to perform at the expected level, grading / division so that it is fair for the entire playing group
  - History of the team and what that team will look like now and in the years to come
  - Grade mix as top age kids will be too old for this age group and need to be ready to play at the next age group
  - Traditionally the U14 group is the age group that clubs have struggled to keep strong numbers in as Grade 6 kids transition into Year 7 and change friendship groups or school. As a result we need to ensure that this group continue to develop and compete so that it feeds our Under 14 – 18 pipeline of players and teams.
  - Opportunity for others to learn, grow and build confidence.
- 27.6 Club
- Our club has prided itself on being a positive influence and role model in the community.
  - Continuing to grow participation at all levels of football.
  - Provide an environment for children to have a bigger friendship circle and develop a community / club approach to life.
  - Being competitive at whatever age group and division we have our junior teams allocated
  - Providing a safe environment for our children, supporting our families, and listening to the feedback
  - There will be an ongoing review of the system to assure players remain in their appropriate level.

## **28. Females playing football**

Airport West promotes girls' football at all levels & encourage girls to play in either mixed or female only football teams. This will be based on numbers across each age group and ability of the individual.

## **29. Playing Time**

AWFC aim is to equally share playing time and exposure to a variety of positions. Ideally each player, up to and including the lowest U14 graded team, should receive a minimum of 3 quarters per game. This may vary depending on injuries, issues of player discipline, player availability and player fitness levels. It may be necessary at the U16 graded level for some players to receive more game time. This may be due to a player being considered for selection for a higher competition or higher-grade teams. Note that this policy is reviewable at the discretion of the Junior Committee.

## **30. Finals Selections**

It is generally recognised that finals football is different from the home and away season. The policy will be based on the following principles:

- An opportunity for as many players as possible to experience finals football.

- An understanding that player selection and playing time for individual players gives the team the best possible opportunity to do well.
- Positions don't necessarily need to be rotated; this will be left to the coach's discretion.
- Players from the club's other teams will not be used to substitute players who have played in the side for the year.
- Ideally a player will receive a minimum of half a game.
- An understanding that the policy will provide coaches in the U16's a greater scope for varying player time than those at the younger levels.



### 31. Club Committee and Contacts

 <div><b>Airport West Football Club</b></div> <div><b>Contacts</b></div> <div><i>Use this list to contact Committee members or others who may be able to assist you while you are on site at the club</i></div>			
NAME	POSITION/ROLE	PHONE NUMBER	EMAIL ADDRESS
Pauline McShanag	President	0401 824 178	<a href="mailto:president@airportwestfc.com.au">president@airportwestfc.com.au</a>
Andrew Brooker	Vice President	0411 847 021	<a href="mailto:vicepresident@airportwestfc.com.au">vicepresident@airportwestfc.com.au</a>
Jake Crawford	Secretary	0456 219 211	<a href="mailto:secretary@airportwestfc.com.au">secretary@airportwestfc.com.au</a>
Wendy Hall	Treasurer	0408 547 331	<a href="mailto:Treasurer@airportwestfc.com.au">Treasurer@airportwestfc.com.au</a>
Jason Mason	Junior Vice President	0425 367 420	<a href="mailto:juniors@airportwestfc.com.au">juniors@airportwestfc.com.au</a>
Frank Mondo	Committee- Registrations	0419 000 993	<a href="mailto:registrations@airportwestfc.com.au">registrations@airportwestfc.com.au</a>
Janelle Mitchell	Junior Coordinator	0408101710	<a href="mailto:juniors@airportwestfc.com.au">juniors@airportwestfc.com.au</a>
James Hickey	Junior Boys Coordinator	0431 074 825	<a href="mailto:juniors@airportwestfc.com.au">juniors@airportwestfc.com.au</a>
Nick Murphy	Social Media		<a href="mailto:comms@airportwestfc.com.au">comms@airportwestfc.com.au</a>

### 32. Coaches Contacts

This information can be found in our Team Snap or provided by your Team manager on request.

### 33. Club and Team Functions

All functions organised by the Club or a Coach/Team Manager must have the official approval of the Committee. Any Coach planning to take his/her team out for an activity or event other than a game or training must have Club approval generally from the JVP.

### 34. Individual Team Sponsorship

Any Coach/Parent/Team Manager planning on obtaining individual team sponsorship is very welcome to do so. To ensure that these sponsors are looked after by the club, registered by the Club and all correspondence sent to them, official approval must be given by the Committee, prior to the sponsorship being agreed upon.

It is preferred a potential sponsor is introduced to a committee member & or sponsorship coordinator, so we can liaise and show our individual sponsorship or club sponsorship program giving a potential sponsor the opportunity to get the best outcome for their involvement with the club.

Sponsorship information can be obtained from the club at any time.

### 35. Presentation Day

The presentation day for each division will be held on a date determined by the Committee. All awards will be presented at this function. Date and details of the evening will be advised accordingly.

Awards for all teams from U10's to U16's 5 special awards in addition to participation awards are:

1<sup>st</sup> Best and Fairest, 2<sup>nd</sup> Best and Fairest, 3<sup>rd</sup> Best and Fairest, Coaches Award, Most Improved

*Coaches cannot dictate which awards will be provided nor will they have the authority to purchase extra awards.*

Under 8's receive a participation awards & each team awards a "Rising star award "judged by Coach, TM & JVP this award goes to an individual who displays leadership, courage, great skill, excellent teamwork & admiration for their team mates and club.

**36. Team Photographs**

Team photographs are usually done in the early part of the season. It is expected that all players, coach, runner, first aid, assistant coach and team manager should be in attendance. Team and individual photographs are available for purchase. They need to be paid for either through your team manager or through the person assigned to organise Payment information and details will be distributed before the event.

**37. Training Arrangements**

At the beginning of each season, representatives from the football department will direct Coaches as to when and where training will take place. The two ovals for use are Etzel St and Hansen Reserve. Coaches are to conform with these training venues and times. If a coach wants to change a training venue for any reason they must seek approval from a member of the football department. Pre season training through November, February & March times and dates will change based on ground access and availability to work with in the council guidelines. Generally, the first week of April we are able to set our season training times and allocations.

**38. Sharing of Grounds and Timing of Training**

The grounds are unavailable for training after 6pm on senior training nights. These nights are generally Tuesday and Thursday. Junior nights will generally be Wednesday and Friday nights between 4pm and 7 pm. Times will be staggered so that there is room for all teams to train. Goal square allocation is to be shared and worked on a rotation with the head coach of each age group.

Pre-season training may be different to these times. Notice and information will be distributed prior to the commencement of pre –season training.

**39. Voting Awards & Voting Procedure**

Calculation of Best and Fairest Awards U10's, U12's, U14's & U16's. The Team Manager will hand out 3 vote cards to parents who wish to participate. It is important that Team Managers advise vote givers the importance of voting procedures and that the votes should go to the best and fairest players on the field that day for AWFC – not the child that played better than expected.

- Completed vote cards to be kept in a sealed envelope by the Team Managers and handed to the Junior VP or placed in the safe behind the bar.
- It is not mandatory but recommended that Team Managers and runners do not vote on a regular basis. Coaches should complete a card each week.
- The three highest vote recipients for the season will receive awards and these are to be kept confidential until announcement at the junior presentation evening.

**39.1. Awards to be presented.**

The best three players for each team will receive special awards on Presentation night. Participation awards will also be handed to every junior player. Thank-you gifts will be presented to Coaches and Team Managers. This, along with two SPECIAL general junior awards is the extent of the club's commitment.

**39.2. General Junior Awards**

***The Ian Butler Award (most outstanding junior):***

This award is to be discussed and voted upon by the Executive Committee in consultation with the coaches, it is generally awarded to an U16 player.

***The Angelo Gentile Award (player playing above their natural ability):***

This award is to be discussed and voted upon by the Executive Committee in consultation with the coaches, it is generally awarded to an U14 or U16 player.

**39.3. Counting Votes**

It is mandatory that the counting of votes is done between the Team Manager, the Coach and the appointed Executive Committee members. Votes are to be kept confidential.

**40. Coaching Resources, development & Coach Accreditation**

To coach within the league, it is mandatory that all coaches are accredited as Level One Coaches. As a club we endorse this policy and expect the club will cover all costs incurred in Level One Accreditation.

Coaches are strongly encouraged to pursue higher levels of accreditation. The club will support coaches in this activity and may assist with the expenses of such an endeavour. Contact the Club Secretary or Junior Vice President for more details.

**40.1. Coach Re-accreditation and Professional Development**

To remain accredited coaches are expected to be actively coaching, members of CoachAFL and attend professional development meetings. The club sees the coaches as the face of the club and strongly endorses this policy. As such the club may meet the costs involved in these expectations.

**40.2. Membership to CoachAFL**

Annual membership will be covered by the club. Membership entitles coaches to regular coaching magazines, access to resources provided by CoachAFL and seminar nights. Contact the Club Secretary for details.

Seminar nights are normally held each year. Presentations are of a very high standard and cover various areas of coaching. All coaches have their entry to these nights covered. It is highly recommended that all coaches attend.

**40.3 Club Coach Meetings**

The club will conduct three to four coaching meetings throughout the year, Coaches shall attend these meetings. The purpose of the meetings is to address issues relevant to coaching at AWFC and share resources amongst the coaches and maintain a level of consistency among the coaches. The first session is to be held prior to round one, the remaining session may be a mixture of practical training & theory.

**41. Coach Appraisal**

The Football department will be responsible for giving feedback to the coaches from time to time. AWFC will use its resources to assist coaches with coaching assessments.

**42. First Aid and Health and Safety Requirements of Players.**

It is a requirement that all first aiders are accredited to level 1 and or the level determined by the affiliated league – (EDFL under direction from AFL Victoria).

Any training required will be covered by the club. If a person benefits from first aid training it would be hoped that person would assist in first aid duties for a number of years or while their child was participating at the club. The club is responsible for maintaining the first aid kits to the required standard. Any extra first aid needs to be passed on to your appointed first aid person with instructions. It is a requirement of all players to wear a mouthguard during a game and recommended they are worn during competitive training. If your child has any medical conditions, it is the responsibility of the parent to let the club, Coach and first aid responsible for that team. Any medication other than Asthma pump should be carried by the parent of the child.

**43. Special Needs/Grievance Procedures/ Dealing with Special Needs of Players**

As a coach you may become aware that one or more of your players have special needs, apart from obvious physical needs such as skill deficiencies. The other needs may fall into three categories: educational, emotional and social.

**43.1 Educational Needs**

Not all students learn in the same way or learn at the same rate. Some students have “special learning problems” that makes it very difficult to learn using traditional teaching and coaching methods. It is important to be aware of any learning difficulties that a player in your team may have. Modify your presentation of information in an attempt to accommodate these players learning needs.

#### 43.2 Emotional and Social Needs

From time-to-time players may exhibit uncooperative behaviour that negatively affects training and coaching. Often this can be put down to adolescent behaviour and nothing more needs to be done, however such behaviour could be indicative of a more serious emotional or social problem that the player maybe experiencing. It is in the best interest of the coach to spend time communicating with the player in an environment free from tension to ascertain if there are social or emotional issues that are affecting the child's behaviour. As coaches it is not our role to solve such issues but we play a very important role by being a significant adult in this person's life, prepared to talk and communicate with the child, in a supportive environment where a common interest exists, that being football. The club has access to a large support network for your people who are experiencing difficulties within their lives. Professional advice for our coaches is available online to deal with such situations and many professional services are available.

#### 44. Grievance Procedures

At times parents may have issues that concern them and/or their child. The Executive Committee of the club has addressed a number of areas that they believe are significant in the coaching and management of players. This has resulted in the production of policies and procedures associated with team selection, player rotation, game time, and finals selection. These policies have been made very public in an attempt to educate parents and make them fully aware of how coaches are expected to act in regards to these areas.

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

- under no circumstances, are parents/guardians to approach a coach on game day to resolve a matter.
- A grievance must be raised in writing either in a letter or email addressed to the Executive Committee. In this situation the coach will be informed of the concern raised. It is then hoped that a resolution to the issue will occur, based on the clubs relevant policies and procedures.
- If no resolution is arrived at the President of the Club or his/her committee appointee will be required to mediate and give binding direction to the parties involved.

#### 45. Issue Resolution Policy

Airport West Football Club requires that all issues are resolved to the satisfaction of the members and the Committee in a timely fashion. Accordingly, the following issue resolution procedures have been developed to enable this objective to be fulfilled. All members have a responsibility to participate in a reasonable way and behave responsibly in accordance with the club's code of conduct. The procedures below detail the level of involvement for expediting issue resolution.

If the issue is football related the issue should be raised with the team manager or coach, then escalated to the Junior Vice President or Junior Coordinator.

If the issue is of a general nature, it should be raised with the Executive Committee.

Where possible the person reporting the issue should make suggestions that may resolve the issue. As soon as possible after an issue has been reported the team manager, the coach and Junior Vice President and the claimant must meet and try to resolve the issue.

Where the initial parties cannot resolve the issue, it shall be referred back to the Executive Committee as soon as possible.

**46. League Rules**

The EDFL has relevant rules. These can be obtained from the EDFL website: [www.essendonafll.com.au](http://www.essendonafll.com.au)

**47. Volunteering and Match Day**

**47.1** Parent/Carer Involvement, the club relies on continual parent support to ensure all official duties are carried out. These positions are either match day officials or official club appointments. It is an expectation that all players parents register as an official at the start of the season. If we do not have all volunteer roles fulfilled on a game day, the club may forfeit the match any fines incurred will be past onto the team.

**47.2 Match Day Roles** Team Manager organises the following match day positions:

- goal umpire
- umpires escort
- Club umpire if required
- Match day official
- runner
- first aid
- time keeper
- Vote takers
- water carriers
- canteen duty – if this or other positions can't be done please inform team manager and organise a swap or replacement.

A roster will be drawn up at the beginning of the season. If a parent wishes to volunteer for a position on a permanent basis that will be accommodated where possible.

**47.3 Official Club Appointments**

There are four positions for every team that is approved by the football department endorsed by the Executive committee. These roles need to undertake the required training

- Coach – Training and conduct as outlined in Coaching policy.
- Team manager – Attend club Team managers training night.
- Assistant Coach – Must complete AFL coaching accreditation and attend 50% of club coaching training.
- First aid – complete relevant training for the role

In the event that a team needs to appoint a person to one of these positions the person's details need to be submitted to the Executive Committee prior to the appointment being made. Details include accreditations, certifications and Working With Children Checks.

**48. Procedure for the Management of Reported Players**

It can be a very traumatic experience for a junior player to be involved in a reported incident. The club will endeavour to support the player throughout the event to minimize the impact.

The Coach and team Manager need to manage the situation in a calm and supportive manner. It is the responsibility of the two officials to remove the player from the field and speak to the player in a calm manner while pointing out the outcomes of such an incident.

- A. The officials need to ensure players on the bench remain calm to guarantee an incident is not exacerbated.
- B. The officials need to ensure supporters in particular parents of the reported player remain calm and don't incite further incident.
- C. The officials need to ensure all the details of the incident are immediately noted as it may be required at a tribunal.
- D. After the game a discussion needs to occur in consultation with the player and parents outlining the timing and actions to be taken.
- E. The Junior Vice President needs to be advised of the report and an Official Advocate be appointed to attend the tribunal and assist with the case
- F. The player will be supported at the tribunal whether they are on report or on the receiving end of a report.

**49. Match Day Procedures**

Arrive at the ground at least one hour before game time.

First team of the day must use the Ground check list which is to be signed by the Team Managers of both competing clubs before being handed to the umpires before the commencement of the first game.

EDFL umpires are instructed not to start play unless this form is signed off.

Fill out the team sheets if you have not been able to the night before. Make sure it is signed. Mark off the players who will not be playing.

Engage parents to complete Match DAY JOBS:

These duties are easier to complete if a roster is set up at the beginning of the season.

Fill volunteers' names in on match day sheet



- 49.1 On Home Games, complete the following:
- Take 2 match balls to umpires before the game, original signed team sheet to umpires 15 minutes prior to game
  - Swap team sheets with opposition
  - Hand out vote cards to three people compile list of voters for each game
  - Fill in goal cards after noting goal kickers
  - Retrieve match footballs
  - Provide time keepers sheet to umpire
  - Take paperwork to umpires to complete required on line documentation
  - Collect vote cards from three people place in sealed envelope hand to Secretary or place in safe
  - Team managers must enter all match results on Gameday by 6.00pm (5.30 Sundays) – goals and best players by midnight.
- 49.2 On away games, complete the following:
- Give umpire the team sheet
  - Fill in the umpire report sheet
  - Swap team sheets with opposition
  - Hand out vote cards to three people compile list of names
  - Collect vote cards from three people place in sealed envelope hand to JVP or place in safe
  - Team managers must enter all match results Gameday by 6.00pm (5.30 Sundays – goals and best players by midnight

## **50. Property Management**

### **50.1 Coaches Property**

- Training balls generally 12 per team
- Training hats/markers
- Coaches magnetic folder/board
- Tackle bags etc. to be shared among teams these are to be placed back in the Footy ops cupboard at the end of each training session.

If you require other equipment please contact the Junior Coordinators

All property/equipment is the responsibility of the respective coach and team manager to maintain and secure.

### **50.2 Team Manager's Property**

- 2X flags (goal umpire)
- 1 x Yellow Match Day Official Vest
- 1 x blue vest (umpire escort)
- 1 x yellow vest (runner)
- 2 x green vests (water) U14's and up only
- 3 x red vests (match officials)
- 2 x drink bottle holders
- 1 x Football kit bag
- First Aid Kit stocked – any replacements let the relevant First Aid coordinator know.

### **50.3 Club jumpers:**

All team jumpers remain the property of AWFC

Each team should have a set of jumpers

Keep an accurate record of jumper numbers and update this regularly throughout the season

No jumpers are to be taken home by players. A jumper washer is assigned at the end of each match. All jumpers go to that person for washing and are returned as a set the following week

**51. Team Player List**

To ensure that the maximum numbers of players are exposed to the participation of football within the AWFC and in the interests of all players obtaining adequate playing time, there has been a limit placed on team lists. While not expressively wishing to turn players away from playing the game, at AWFC we see the best interests of football being best served by allowing participation in the game.

**51.1 Criteria of preference will be given to:**

Children who have played the last 2 seasons with AWFC

Children with older siblings who have a current family participation in the Club

Children who are past players of AWFC.

Children of key volunteers of the club for more than two seasons

**51.2 Wait list for potential players.**

In the result of filling the required age group with maximum players, new players will be required to go onto a wait list.

To be placed on the wait list parents must complete full details.

Wait list players can train with the appropriate age group, if by round four no positions become vacant and or extra teams are not placed into the league the parent will be notified and requested to wait until the following year & priority given.

Friends of current members players do not receive priority or get moved up the waiting list.

**52. Personal Medical Insurance**

All EDFL Clubs are now required to take out costly public liability insurance which basically covers the Club and its employees. These policies are specifically written for sporting clubs such as ours. The club's policy does not cover out of pocket expenses. However, we believe that it is in your child's best interest to have your own personal medical insurance as a backup. All players play at their own risk and acknowledge that Australian Rules Football is a contact sport where injuries may occur from time to time.

The Club urges all families to seek their own personal medical insurance including Ambulance cover.

**53 Concussion rule**

<https://essendondfl.com.au/wp-content/uploads/2021/04/Concussion-Management-Policy-Final-March-2021.pdf>

The AFL, EDFL & AWFC take concussion of a junior player very seriously and AWFC will always abide by the AFL/EDFL policy.

If the Trainer or first respondent deems the player to be showing any symptoms of concussion, they will not be able to return to play.

The club allocated Trainer will have the final say on the concussion rule, not the parents, coach or any other officials.

All suspected concussion, medical emergencies need to be reported to the JVP and incident form completed as soon as possible,

Current ruling is min 12 days without any contact sport if a player is deemed to be concussed, doctors written approval is required to return to sport any earlier

**54. Working with Children Check**

All volunteers working in any capacity with children will need a "Working with Children Check". These can be obtained online at <http://www.workingwithchildren.vic.gov.au/> Team Managers need to ensure

that all volunteers have a Working with Children's Check. These details need to be provided to the Secretary or Junior Coordinator.

**60. Child Safety Standards**

Each AFL Victoria Affiliate is required to nominate a Child Safety Officer who would be the initial point of contact for any report. This will be communicated via our regular social media platforms and children will be informed that the Child Safety Officer is someone to speak to if they feel unsafe.

[https://resources.afl.com.au/afl/document/2022/02/16/55cf3825-bb11-41e1-bb36-8bc8c15be645/CV-Behaviour-Snapshot.pdf?\\_ga=2.82940624.753492282.1652398435-484285404.1651467887](https://resources.afl.com.au/afl/document/2022/02/16/55cf3825-bb11-41e1-bb36-8bc8c15be645/CV-Behaviour-Snapshot.pdf?_ga=2.82940624.753492282.1652398435-484285404.1651467887)

AWFC has its own Child safety policy that it upholds the AFL Victoria Child Safe Standards which can be found on our website <https://airportwestfc.com.au/> under policies.

Our child safety policy can also be found in Team snap under files – Operations.

Glossary

AWFC: Airport West Football Club

EDFL: Essendon district Football Club

JVP: Junior Vice President

The Airport West Football Club (AWFC) welcomes all members to the club, we hope you enjoy your time playing with us *“The Airport West Football Club endeavours to teach children the skills, attitudes and behaviours needed to conduct themselves as a team player. To experience every facet of football and to participate in a safe, friendly and disciplined environment. We encourage a family-oriented Club, where all families are welcomed and encouraged to volunteer to their capacity. We encourage the values of honesty, integrity and mateship”.*

***AWFC Junior Football Policy (edited for season 2023 Note this document can be found on our website & in Team snap under operations).***

