



NORWOOD JUNIOR FOOTBALL CLUB

Playing Policies

Adopted: February 2019



Contents

Mission Statement.....	8
Introduction	8
1 History of the Norwood Football Club.....	9
1.1 Norwood Football Club	9
1.2 Norwood Junior Football Club Committee	10
1.2.1 Executive Committee.....	10
1.2.2 General Committee	10
1.3 Norwood Junior Football Club Objectives	10
1.4 Player Welfare	11
1.5 Norwood Junior Football Club Policies	11
1.6 Grievances.....	12
2 Behaviour Policy	13
2.1 Code of Conduct.....	13
2.2 Vilification and Discrimination Tolerance Policy.....	14
2.2.1 Commitment	14
2.2.2 Definitions.....	15
2.2.3 Prohibited Conduct.....	15
2.2.4 Authorised Persons	16
2.2.5 Confidentiality and Records.....	16
2.2.6 Inter Club Breach of The Policy	16
2.2.7 Intra Club Breach of The Policy	17
2.2.8 Management of The Inter Club Complaints	17
2.2.9 Clubs Liability	18
2.3 Reported Players	18
2.4 EFL penalties and fines.....	19
3 Player Registration Policy	20
3.1 Registration Day	20
3.2 Registration Process.....	20
3.2.1 Registration order of processing	20
3.3 Late Registrations.....	20

3.4 Existing Players	20
3.5 New Players.....	20
3.6 Correct age groups	21
3.7 Gender.....	21
3.8 Mixed Abilities.....	21
3.9 Too many players	21
4 Financial Members.....	22
4.1 Payment.....	22
4.2 Fees.....	22
4.3 Discounts	22
4.4 Refunds	22
4.5 EFL fines.....	23
4.6 NJFC Equipment	23
4.7 Non-financial members	23
5 Player Development and Training.....	24
5.1 Development pathways.....	24
5.2 Under 8s - 10s Development	24
5.2.1 Under 8s - 10s Training	24
5.3 Under 11s and 12s Development	24
5.3.1 Under 11s and 12s Training	25
5.4 Under 13s – 16s Development	25
5.4.1 Under 13s – 16s Training	25
5.5 Under 17s & Under 18s Development	25
5.5.1 Under 17s & 18s Training.....	26
6 Team Size and Selection Policy.....	27
6.1 Selection.....	27
6.2 Under 8s and 9s team size and selection	27
6.2.1 Team size.....	27
6.2.2 Team selection	27
6.3 Under 10s team size and selection.....	27
6.3.1 Team size.....	27
6.3.2 Team selection	27
6.4 Under 11s to 16s team size and selection	28
6.4.1 Team size.....	28
6.4.2 Team selection	28
6.5 Under 17's & 18's team size and selection	29

6.5.1 Team size	29
6.5.2 Team selection	29
6.6 End of season assessments	29
6.7 Support staff	30
6.8 Timing	30
6.9 Grievances	30
7 Grading Policy	31
7.1 Grading Policy	31
7.2 Under 8 to Under 10 Age Groups	31
7.3 Under 11 to Under 18 Age Groups	32
7.4 Team Selection Criteria	32
7.5 Communication to Players	33
7.6 Disagreements	33
7.7 Grievances	33
7.8. On-going Grading	33
7.9 Support Staff	33
8 Game Time (Rostering and Rotation) Policy	35
8.1 Under 8s and 9s game time	35
8.1.1 Player numbers	35
8.1.2 Game Time	35
8.1.3 Positioning	35
8.1.4 Lightning Premiership	35
8.2 Under 10s game time	36
8.2.1 Player numbers	36
8.2.2 Game Time	36
8.2.3 Positioning	36
8.2.4 Lightning Premiership	36
8.3 Under 11s and 12s home and away game time	36
8.3.1 Player numbers	36
8.3.2 Game Time	37
8.3.3 Positioning	37
8.4 Under 11s and 12s finals game time	37
8.4.1 Player numbers	37
8.4.2 Player selection	37
8.4.3 Game Time	37
8.4.4 Positioning	37

8.5 Under 13s – 16s home and away game time.....	38
8.5.1 Player numbers	38
8.5.2 Game Time.....	38
8.5.3 Positioning.....	38
8.6 Under 13s – 16s finals game time	38
8.6.1 Player numbers	38
8.6.2 Player selection	38
8.6.3 Game Time.....	39
8.6.4 Positioning.....	39
8.6.5 Player numbers	39
8.6.6 Game Time.....	39
8.6.7 Positioning.....	39
8.7 Under 17s& 18s finals game time	40
8.7.1 Player numbers	40
8.7.2 Player selection	40
8.7.3 Game Time.....	40
8.7.4 Positioning.....	40
8.8 Playing up.....	40
8.9 Records	41
9 Captains.....	42
9.1 Under 8s -10s Captains	42
9.2 Under 11s to 18s Captains	42
10 Awards and Milestones	43
10.1 Weekly awards	43
10.2 Under 8s – 10s awards for home and away season	43
10.3 Under 11s – 18s awards for home and away season	43
10.3.1 Determining the best and fairest and runner up awards will be as follows;	43
10.4 Under 11s – 18s awards for finals	43
10.5 Milestones.....	44
11 Voting.....	45
12 Player Safety Policy	46
12.1 Medical notification	46
12.2 Injuries	46
12.2.1 Concussion.....	47
12.3 Mouthguards.....	47
12.4 Extreme weather.....	47

12.5 Ground safety	48
12.6 Trainers.....	49
13 Smoking and Alcohol Policy	50
13.1 No smoking.....	50
13.2 Alcohol Policy	51
14 Coaching Policy	52
14.1 Coaching appointments	52
14.2 Tenure	52
14.3 Coaching attributes.....	52
15 Complaint Process and Issue Resolution.....	54
15.1 Raising a concern	54
15.2 Team complaints	54
15.2.1 Parents/Players concerns about coaching	54
15.2.2 Coaches concerns about parents.....	54
15.2.3 Coaches concerns about players	54
15.2.4 Player concerns about another player.....	54
15.3 Complaints involving other Clubs.....	55
15.3.1 Complaints against another Club.....	55
15.3.2 Complaints by another club	55
15.4 Complaints to the NJFC Secretary	55
15.4.1 Responsible officers	55
15.4.2 Resolution.....	55
15.5 Sanctions	56
15.5.1 Committee	56
15.5.2 Players	56
15.5.3 Coaches	56
15.5.4 Parents	57
15.6 Confidentiality	57
16 Girls Football.....	58
16.1 Support for female football.....	58
16.2 Applicable policies	58
17 Child Safe Policy	59
17.1 Purpose	59
17.2 Commitment to Child Safety	59
17.3 Application of this Policy	59
17.4 Child Abuse	59

17.5 Children's Rights to Safety and Participation	60
17.6 Valuing Diversity	60
17.7 Recruiting volunteers	60
17.8 Supporting our volunteers.....	60
17.9 Reporting a child safety concern or complaint	60
17.10 Risk Management.....	60
18 Child Safe Code of Conduct.....	62
19 Child Safety Reporting Procedures	64
19.1 Initial reporting to volunteer.....	64
19.2 Next steps.....	64
19.3 Internal investigation.....	64
19.4 Reporting obligations	65
19.5 Making a report.....	65
19.6 Further matters	66
20 Social Media Policy	67
20.1 Guiding principles of the Club social media policy	67
20.2 Breach of Policy.....	68



Mission Statement

This Mission Statement contains the values, goals and principles that underpin the operations of the Norwood Football Club. We are committed to:

- Excellence and the improvement of our sport and the Community alike.
- To providing a safe, enjoyable environment for our members, players, families, sponsors and guests.
- To ensuring sound financial management through strong united leadership.
- To ensuring communications at all levels of the club be encouraged and for all decision making to be transparent.
- To undertaking and carrying out our respective roles in a professional manner both on and off the field.
- Our Club is dependent upon the commitment and dedication of volunteers who deal with one another with courtesy and mutual respect.

Introduction

The Norwood Junior Football Club (NJFC) provides an opportunity for the youth of North Ringwood and the surrounding suburbs to play football in a safe and enjoyable environment. This is achieved by promoting:

- Development of our players to the best of their abilities,
- Respect for officials, team-mates, opponents and supporters,
- Player safety and Community spirit.

Underpinning all of this are our core values:

- Fun
- Fairness
- Respect
- Commitment
- Sportsmanship

The NJFC has developed a set of policies that are designed to reinforce these values and ensure that the Club continues to develop as one of the best clubs in the Eastern Football League.

The policies are designed to ensure the NJFC deals with various matters in a fair and transparent way. By registering to play with Norwood Junior Football Club a player, along with his/her parents, guardians and supporters agree to abide by the NJFC's Policies. In accepting their various positions, all coaches, team officials and Club officials agree to abide by the policies.

Any variation to the policies requires the approval of the Executive Committee.

While the policies provide a comprehensive management framework, it is possible that matters may arise which are not covered by existing policies. Such matters or any suggestions regarding the policies should be referred to the NJFC Secretary.

1 History of the Norwood Football Club

1.1 Norwood Football Club

Norwood Junior Football Club is part of the Norwood Football Club (NFC).

The NFC was established in 1960 by Mr David Jamieson a Teacher at Norwood High School. He recognised the lack of junior sporting club facilities on offer in the North Ringwood area for his students and subsequently entered junior sides in the local competition which was then the Ferntree Gully Football League. The new club with the school ground as home base prospered and in 1961 the club fielded its first senior side. Junior success came quickly with premierships in 1965 (U16) and 1968 (U14).

Outgrowing the school facility, the fledgling club moved to recently reclaimed land at Mullum Reserve in 1971, (Premiership U/13) initially sharing the ground with North Ringwood. In 1972 Norwood became a founding member of the newly created Eastern District Football League and gained sole occupancy of its present ground in 1974 (U/13 Premiership). The club became the envy of the E.D.F.L. with the addition of the Social rooms in 1975. 1982 saw Norwood triumph by taking out its long anticipated first Senior Premiership. The club was incorporated under the Associations Incorporation's Act on 22 January 1985 (U18 premiership). 1989 saw the seniors add a second Premiership within a decade.

After many years of discussions and informal association with the Norwood Cricket Club the Norwood Sporting Club was formed in 1991 so that mutual benefits to both clubs could be encompassed under the one umbrella. The early 1990's brought a resurgence in the junior club with U/14 premierships in 1992/93 and 1994. In 1994 the Mullum Vic Kick was formed to promote football in our region as well as providing a steady feeder for the Norwood. J.F.C. The clinic subsequently became Norwood Aus Kick. The U/12 & U/13 premiership wins in 1998/99 can be directly linked to the success of our Aus Kick programme. Success continued with Premierships in 2005 (U12B), 2006(U15A), 2007 (U16A), culminating in 2008 where the club enjoyed the ultimate success in 3 age groups (U13A, 14A & 16B).

The Senior side also triumphed in 1999 taking out its third flag and gaining promotion to division 3. In 2003, Norwood added a third Premiership to its collection. In 2006, Brett Ratten joined Norwood as Senior Coach which amped up the profile of the club, unfortunately Brett returned to AFL as Assistant Coach at Carlton.

In 2007, after being Division 2 Runners Ups in 2006, we were asked to join the elite in First Division, the current President Mark Etherington and his committee had many discussions on the pro's and con's but in the end made the decision to "go for it".

After a few years of finals appearances but not delivering, the ultimate was finally upon us, a first division Grand Final appearance. On Saturday 20th September 2014, we achieved the ultimate success and took out the 1st Division EFL Premiership. This was over 15 years in the making, our success a credit to Mark Etherington's belief, professionalism and passion.

The Juniors continue to enjoy success throughout the same period with Premierships in 2010 (U15A) 2011 (U13D & U15D), 2012 (U11D & U17C), 2015 (U15C & U17C) and our most recent success in 2018 (U17C)

Girls Football was introduced to the junior program in 2015 and was followed quickly at a Senior level with the introduction of the Open Women's team in 2016 success followed quickly with Premierships enjoyed by our U16 Girls in 2016 and our combined Norwood / Blackburn U18 Girl team in 2017, with the development on girls football a continued focus of the club.

1.2 Norwood Junior Football Club Committee

The Norwood Junior Football Club is managed by a standalone Junior committee, whilst structurally a subcommittee of the Senior organisation.

The Junior Executive Committee is responsible for: (1) the overall governance of the NJFC; (2) setting the NJFC policies; (3) appointing coaches and (4) dealing with complaint matters that require consideration by the Committee.

1.2.1 Executive Committee

Role	Function	2019
President	Leadership, policy and sponsorship	Brad O'Brien
Vice President	Leadership, social and sponsorship	Wayne Knight
Secretary	Correspondence, concerns and club administration	Natasha Tymensen
Treasurer	Financial management	Glenn Rodda
Football Operations	Player, coaching development, tribunal advocate	Kevin Tymensen

1.2.2 General Committee

The Executive Committee is supported by a General Committee, responsible for" (1) providing advice to the Executive Committee and (2) undertaking operational activities.

General Committee meetings are held on average 4 times from February through to November.

The AGM is held in October each year.

1.3 Norwood Junior Football Club Objectives

The aim of the NJFC is to provide an opportunity for the youth of our area to participate in Australian Rules Football in a safe and enjoyable environment, enhance their health and wellbeing through

organised sport and provide a pathway for players to the NFC. The NJFC will, at all times, endeavour to provide for the health, welfare and wellbeing of its players, supporters and spectators. The aim will be achieved by promoting and developing the following values and objectives:

- A sense of social and community values.
- An environment to nurture the physical and mental development of our youth.
- Respect the officials, opposition players and supporters.
- The virtues of fair and disciplined play.
- Opportunities for everyone.

They will be realised by providing:

- Competent coaches and assistants.
- Adequate facilities, amenities and equipment.
- Supervised social functions encouraging family participation.
- Regular communication and consultation with players and parents.
- Active leadership and management of the NJFC.

In the early years, our focus is on participation as we develop individual skills and the importance of being part of a team. Even as our players get older and the game becomes more competitive, we pride ourselves on developing our players to the best of their abilities.

1.4 Player Welfare

The NJFC has adopted a code of behaviour which we expect everyone (players, parents and supporters) to comply with and has appointed a Welfare Officer and a Tribunal Advocate to assist where necessary. Player welfare is of prime importance to the NJFC and any concerns should first be raised with your team manager or coach.

If the concern cannot be resolved at that level, they should be referred to the Committee via the Secretary for consideration.

The NJFC is committed to the Health and Wellbeing of players and its extended football family. Our aim is to offer all boys and girls of all ages and abilities long term football and personal development in a safe and supported environment. As such the club has developed formal partnerships with community health, welfare and education agencies designed to support our football community through life's ever-changing journey. All enquiries to the welfare hub will be treated confidentially and can be directed via Matt Riley, the NJFC welfare portfolio holder at matriley939@gmail.com

1.5 Norwood Junior Football Club Policies

The NJFC have developed a set of policies that reflect our values to help ensure that we can provide the best possible environment to play football and retain the great culture of our Club. Throughout this document you will find reference to the words "must" and "should". Such words convey an obligation with any variation from the Policy requiring the approval of the Executive Committee. The use of the words "may" and "shall" convey an element of discretion. If you have any questions or comments, please do not hesitate to contact the NJFC Secretary, njfc.secretary@gmail.com

1.6 Grievances

Any person who feels aggrieved by the interpretation of the policies or possible failure to comply with the policies may refer the matter to the Committee via the Club Secretary for consideration in accordance with the Club's Complaints Process policy, set out in Section 15.



2 Behaviour Policy

2.1 Code of Conduct

The Norwood Junior Football Club fully supports the EFL Codes of Conduct and expects all players, coaches, officials and parents to abide by the codes.

Please Note: Your failure to adhere to the codes of conduct may result in the withdrawal or suspension of your son(s)/daughter(s) registration to play in the Eastern Football League.

<p>EFL PLAYERS:</p> <ul style="list-style-type: none"> • Always play by the rules. • Never argue with an official. If you disagree, discuss the matter with your coach. • Control your temper. Verbal abuse of officials or other players, or provoking an opponent is not acceptable • Work equally hard for yourself and/or for your team. Your team's performance will benefit so will you. • Be a good sport. Applaud all good plays whether they be by your team, opponent or the other team. • Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player. • Co-operate with your coach, team mates and opponents. Without them there would be no competition. • Play for the "fun of it" and not just to please parents and coaches. • Avoid using derogatory language. 	<p>EFL COACHES:</p> <ul style="list-style-type: none"> • Be reasonable in your demands on players' time, energy and enthusiasm. • Avoid over-playing the talented players, all players need and deserve equal time. • Remember that players participate for fun and enjoyment. • Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players. • Take into consideration the maturity level of the players, when scheduling and determining the length of practice times and competition. • Develop team respect for the ability of opponents as well as for the judgement of officials and opposing coaches. • Follow the advice of a physician when determining when an injured player is ready to recommence training or competition. • Keep yourself informed of the sound coaching principles and the principles of growth and development of players. • Create opportunities to teach appropriate sports behaviour as well basic skills. • Ensure that skill learning, and appropriate sports behaviour have priority over highly structured competitions for young players. • Help players understand the responsibilities and implications of their freedom to choose between fair and unfair play.
<p>ADMINISTRATORS/OFFICIALS:</p>	<p>PARENTS/SPECTATORS:</p>

<ul style="list-style-type: none"> • Ensure that equal opportunities for participation in sports are made available to all players, regardless of ability, size, shape, sex (for females under 14), age, disability or ethnic origin. • Ensure that rules, equipment, length of games and training schedules take into consideration the age, ability and maturity level of participating players. • Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique. • Remember that players participate for enjoyment and play down the importance of rewards. • Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate behaviour and skill technique. • Ensure that parents, coaches, sponsors, physicians and participants understand their responsibilities regarding fair play • Modify rules and regulations to match the skill level of players and their needs. • Condemn unsporting behaviour and promote respect for all opponents. • Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment. • Ensure that your behaviour is consistent with the principles of good sporting behaviour. • Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of players. 	<ul style="list-style-type: none"> • Encourage players to participate, if they are interested. • Encourage players to always participate according to the rules. • Never ridicule or yell at a player for making a mistake or losing the game. • Remember that players learn best from example. Applaud good plays by all teams. • If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public. • Support all efforts to remove verbal and physical abuse from sporting activities. • Recognise the value and importance of volunteer coaches. • Remember that children play organised sports for fun. They are not playing for the entertainment to spectators only, nor are they miniature professionals. • Condemn the use of violence in any form, be it by spectators, coaches, officials or players. • Encourage players to follow the rules and the officials' decisions. • Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or officials.
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All persons associated with the NJFC must comply with the above code. Any breaches should be reported to your team manager or the NJFC Secretary and will be managed in accordance with the Complaints Process policy set out in section 15.

2.2 Vilification and Discrimination Tolerance Policy

2.2.1 Commitment

2.2.1.1 The Norwood Junior Football Club (NJFC) is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.

2.2.1.2 The NJFC is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), and the Equal Opportunity Act 1995 (Vic) (the legislation). This Policy

is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.

2.2.1.3 The NJFC will ensure that this Policy is communicated to spectators and participants of the Club.

2.2.1.4 Nothing in this Policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation. In the event a complaint is made under this policy the NJFC shall ensure that the parties are informed of their rights.

2.2.2 Definitions

In this Policy:

"complaints process" means the procedure outlined in sections 14 of this Policy.

"Club" means the Norwood Junior Football Club.

"engage in conduct" includes use of the internet or email to publish or transmit statements or other material.

"League" means the Eastern & Eastern Region Girls Football League.

"detriment" includes humiliation and denigration.

"discrimination" means for the purpose of this Policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, colour, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.

"participant" includes a player, director, officer, employee, volunteer to and agent of a Football Club that participates in the League.

"spectator" is a person that attends a football game or event conducted by a Club or the League.

2.2.3 Prohibited Conduct

2.2.3.1 Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempt's, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

2.2.3.2 Serious Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties of functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

2.2.3.3 Racial and Religious discrimination

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

2.2.3.4 Victimisation

2.2.3.4.1 No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall victimise another person.

2.2.3.4.2 A person will victimise another person (the victim) if:

(a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or

(b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

2.2.4 Authorised Persons

2.2.4.1 The Club's Welfare Officer will be responsible to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

2.2.4.2 The President of the Club (the President) is the senior decision-maker in the Club's Complaints Process. Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

2.2.5 Confidentiality and Records

2.2.5.1 Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.

2.2.5.2 The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.

2.2.6 Inter Club Breach of The Policy

In the event that it is alleged that a spectator or participant from another Club has contravened this Policy:

2.2.6.1 An Umpire, spectator or participant of the Club may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Complaint's Officer of the Club.

2.2.6.2 The Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer.

2.2.6.3 The Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

2.2.7 Intra Club Breach of The Policy

In the event that it is alleged that a participant of the NJFC has contravened this Policy an umpire, spectator or participant may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Club's Complaints Officer.

2.2.8 Management of The Inter Club Complaints

The Club's Complaints Officer shall:

2.2.8.1 Make every effort to ensure that:

2.2.8.1.1 Confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential.

2.2.8.1.2 Any breach of confidentiality is referred to the League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered.

2.2.8.2 Inform the person alleged to have contravened the Policy (the respondent) of the complaint and provide the respondent with an opportunity to respond to it.

2.2.8.3 Inform only the President of the Club or Nominee that a Complaint has been received by the Complaints Officer.

2.2.8.4 Obtain written statements from any witnesses identified by both parties to the complaint.

2.2.8.5 Where available, obtain any other evidence.

2.2.8.6 Arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties.

2.2.8.7 Take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred.

2.2.8.8 Refer the complaint to the League's Tribunal.

2.2.8.8.1 When the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed.

2.2.8.8.2 Directly when a respondent has previously taken part in conciliation as a respondent of a complaint.

2.2.8.8.3 When both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously.

2.2.8.8.4 When both the Club's Complaints Officer and President determine that under sections 24 or 25 of the Racial and Religious Tolerance Act 2001 (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred.

2.2.8.9 Ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so.

2.2.8.10 Ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

2.2.9 Clubs Liability

The Club may be vicariously liable for conduct engaged in by a participant which if found to have contravened this Policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

2.2.10 Monitoring and Review of The Policy

The Policy will be monitored on an ongoing basis by the Club's Committee.

2.2.11 Policy Commencement

This Policy was passed by the Club's Committee on 14th January 2019 and will take effect immediately.

2.3 Reported Players

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

The Coach and Team Manager need to manage the situation in a calm and supportive manner. Often a report may occur as a result of a heated incident. It is the responsibility of the two (2) Club officials to ensure:

- a. The player is removed from the ground for the Coach to be able to talk to the player about the incident and point out the outcomes of such an incident.
- i. That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
- ii. That supporters, and in particular, the parents of the reported player remain calm and do not incite a further incident.
- iii. Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
- b. After the game, the Coach and Team Manager, in consultation with the player and parents (if they are able to contribute in a positive manner) will discuss the timing and actions to be taken.
- c. The Secretary of the NJFC needs to be notified of the report and the decision of the Coach, Team Manager and player regarding the taking of the Set Penalty. If the case goes to the tribunal, the

Secretary will then contact the Football Operations Manager, who will then commission the services of the Clubs Tribunal Advocate.

d. The Advocate will then take charge of the defence. It would be expected that the Coach would still take a very active role in the moral support for the player. At the tribunal it is recommended that the parents do not attend.

e. In the event of one of our players being required to give evidence, then all steps will be followed except those related to Set Penalty.

f. A player who has been on the receiving end of a reportable incident and is required to give evidence needs to be well supported especially morally.

g. Disciplinary Action may be imposed upon any individual / player associated with the Club if found guilty by the Executive Committee with respect to misconduct or bringing the game or the Club into disrepute. This action may be taken even if a report has not been made.

It should also be noted that the Club in certain circumstances might impose penalties or suspensions outside the findings of the League / Tribunal. These decisions will be at the discretion of the Executive Committee.

All incidents / outcomes should be recorded on an incident report form and should be filed by the Secretary.

2.4 EFL penalties and fines

A player who is suspended is not eligible to be selected to play for the duration of the suspension. A suspended player should not be considered to be rostered off.

Players (and their parents) are liable for the payment of any fines imposed on them by the EFL. If the EFL issues the fine to the Club it is expected that the player/parents will fully compensate the Club. An unpaid fine will be considered a debt to the Club:

- The player cannot play for the Club until the fine is paid.
- The Club will not re-register a player in future seasons until the fine is paid.
- The Club will not approve a transfer to another club until the fine has been paid.
- A reported player is ineligible to receive a match day award or any best and fairest votes on that day.
- A suspended player is ineligible to receive an end of year award (incl. Best and Fairest, Runner Up, Coaches, Team Player, Most improved etc).
 - If a Coach wishes to seek exemption, they should do so by contacting Football Operations
- A player who is yellow carded or red carded is ineligible to receive a match day award or any best and fairest votes on that day.



3 Player Registration Policy

3.1 Registration Day

The NJFC will schedule a registration day to be held in late November. The NJFC may also decide to hold a second registration day in February.

3.2 Registration Process

The NJFC will notify all past players of the registration day. It will also advertise on its website, to our local Auskick centre and to local primary schools.

A link to the online registration will be placed on the NJFC's website in early November.

To register on time, players will need to:

- Submit their completed registration forms with payment online on or before registration day.

3.2.1 Registration order of processing

Registrations will be processed in the following order:

1. Returning player registrations received on time (per above)
2. New registrations received on time (per above), provided that the maximum numbers have not been reached. *NB refer section 3.5 "New players"
3. All "late registrations" (per above), to be processed in the order in which they are received.

3.3 Late Registrations

Registrations received **AFTER** the first registration day in November will be deemed to be late with the player placed on a waitlist (**even if the player has previously played with NJFC**) and will be processed in the order in which they were received after all those registrations that were received on time have been processed.

3.4 Existing Players

All players wishing to play in the upcoming season must complete the online registration with payment on or before registration day;

Registration for existing players submitted **AFTER** the first registration day in November will be deemed to be "late registrations" with the player placed on a wait list.

3.5 New Players

Registrations from new players will not be processed until the Club has been able to allocate a place to all the previous year's players who registered on time. The Committee, in consultation with the relevant coach, will determine whether new players should be offered a place.

3.6 Correct age groups

In accordance with EFL Rules, players can play no more than 2 years above their age group. Players wishing to play in an older age are not automatically approved to do so. The decision to play in an older age group will be based upon the following criteria:

1. The number of players in their actual age group and the requested age group
 - a. Priority is to be given to their actual age group
2. The ability of the player to be competitive and develop adequately throughout the year and contribute to the team
 - a. If the player's development would be impacted by playing in an older age group, then they should be encouraged to play in their actual age group
 - b. Current and past Coaches input will be sort to assist in making this decision

Requests will need to be made at the beginning of each season. Applications should be made to the Executive Committee prior to the commencement of the year.

3.7 Gender

NJFC actively encourages girls to play football.

Pursuant to section 66 (1) of the Equal Opportunity Act 1995 ACT, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of the competitors is relevant.

As a member of the AFL of Victoria, the EFL excludes females who reach 14 years of age as at 1 January in the year of play from playing in any competition that is not a "female competition". This means that girls can play up to and including the Under 14's competition.

3.8 Mixed Abilities

NJFC actively encourages people of mixed abilities to play football where it is safe to do so.

3.9 Too many players

The NJFC may have multiple teams in the same age group. Depending on the number of players who register in subsequent years it may be necessary to consolidate the teams into a single team.

Should this be the case the NJFC will endeavour to accommodate all players (e.g. it may invite players to play in the next highest team). No new players will be accepted into the higher team until this process has been completed. If there are still too many players from the previous season, the players based upon the following criteria will be given priority:

- Players who played at NJFC the previous year
- Players who have a sibling playing with the NJFC;
- Players who have played the most years with the NJFC;
- Players whose parents have made a significant contribution to the NJFC in past years (i.e. coach, assistant coach, team manager, runner, trainer, committee person or other persons deemed by the Committee to have made a significant contribution to the Club in past years);
- Based upon grading.



4 Financial Members

4.1 Payment

Players must be financial members of NJFC and pay their playing fees prior to playing in their first game. The Club may accept progressive payment in exceptional circumstances. A request to make progressive payments should be sent to the Club Secretary and will be considered by the Executive Committee.

4.2 Fees

The Club shall set the playing fees prior to Registration Day.

The fee assists in covering some of the following costs:

- Club operating costs and game costs (e.g. venue hire, umpires, training equipment, medical supplies, Council curation costs etc).
- The provisions of a jumper which is provided on loan and must be returned at the end of the season.

Throughout the Season the Club will also host and run fundraising activities to assist in raising additional funds required to run the football club.

4.3 Discounts

The NJFC may offer a reduced fee to players registered to play in the non-competitive age groups. These discounts will be set prior to Registration day. The NJFC may waive or reduce the fee in exceptional circumstances (e.g. genuine financial hardship).

The NJFC may offer a reduced fee to players who register late: Register prior to and including Round 8 – No discount. Register after Round 8 – Equivalent to the non-competitive fee.

Requests for a discount (other than non-competitive discount) should be sent to the NJFC Secretary and will be considered by the Executive Committee.

4.4 Refunds

The Club may provide a refund in exceptional circumstances:

A request for a refund should be sent to the Club Secretary and will be considered by the Executive Committee. Refunds will not be provided to players who are rostered off or are not available to play. If a refund has been agreed, it will be offered at a Pro rata rate. (Registration Fee / 14 x number of rounds remaining). There will be no refunds after the completion of Round 7.

4.5 EFL fines

Players and Officials shall be liable for any fines imposed by the EFL (e.g. uniform fines, conduct fines etc). While the EFL will serve the fine on NJFC, NJFC will consider the fine a debt by the player or official and therefore payable to NJFC. NJFC will consider the fine a debt by each player or official and therefore payable to NJFC. An unpaid fine will be considered a debt to the NJFC and NJFC will not endorse any player transfers until the monies have been paid in full.

4.6 NJFC Equipment

NJFC provides each player with a jumper. The jumper plus any other items borrowed from the NJFC must be returned to NJFC within one week of the player having played his/her last game for the season. Damaged items or any items not returned by September 1 in the year it was used will be considered 'lost' and the player liable to pay for its replacement at the following rates:

- Jumpers - \$70
- Other items - at cost plus \$20

The Club may require Under 17/18 Players to pay a deposit with their registration fees for the jumper. The deposit shall be fully refundable provided that the jumper is returned in good condition by September 1 in the year it was used.

4.7 Non-financial members

A player who has not paid his/her fees will be considered a non-financial member of the NJFC. A player who has not paid any fines imposed by the EFL will be considered a non-financial member of NJFC. A player who has not returned Club equipment (e.g. jumper, etc) at the end of the season or on notifying NJFC of their resignation will be considered a non-financial member of NJFC.

Non-financial members after Round 2 will not be rostered to play, with the exception of any Executive Committee hardship approvals. The NJFC will not provide a clearance to any player who has an outstanding debt to NJFC or who has not returned NJFC property.



5 Player Development and Training

5.1 Development pathways

Norwood Junior Football Club (NJFC) is committed to the development of all its players. The Club adopts a pathway approach encouraging children to participate in Auskick, then developing them through their junior years (Under 8s – 18s) with the hope that they will then go on to play senior football.

The underlying aim is to have fun and develop players to the best of their ability.

5.2 Under 8s - 10s Development

The majority of players in the Under 8s - 10s are still in the early stage of learning what many would consider to be the basic skills.

In these age groups the emphasis is placed on participation and enjoyment. Additional goals are the acquisition of football skills and the nurturing of physical and emotional development and wellbeing.

The NJFC believes strongly in the equality of opportunities given to players in the Under 8s - 10s. Players should be provided equal game time. Similarly players should be provided with the opportunity to play in all positions, although this may need to be averaged out over several weeks. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

5.2.1 Under 8s - 10s Training

The Under 8s - 10s shall train one night a week generally on a Friday night. The coaches will advise the location, timing and duration of training. Players must wear mouthguards at training.

Players are encouraged to attend training and to participate in a cooperative manner. Non-attendance at training provided the Coach or Team Manager has been notified will not affect a player's election or game time.

NJFC does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions.

Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.

5.3 Under 11s and 12s Development

Some players in the Under 11s and 12s have developed good skills and are able to perform at a faster pace, which places them at a more competitive level in a match situation. However, some players are still in the early stages of understanding the game and developing their skills. In many ways this is a transitional period as the players' progress into a more competitive environment. In

these age groups the emphasis is placed on participation and enjoyment. Additional focus is placed on skill development and team work supplemented through set plays and positioning. The NJFC believes strongly in providing equal opportunities to players in the Under 11s and 12s. Players should be provided equal game time. While some players at this age become naturally suited to set positions, we encourage players to try various positions. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

5.3.1 Under 11s and 12s Training

The Under 11s and 12s may train one or two nights a week. The coaches will advise the location, timing and duration of training. Players must wear mouthguards at training. Players are encouraged to attend training and to participate in a cooperative manner.

Non-attendance at training provided the Coach or Team Manager has been notified shall not affect a player's selection or game time.

The NJFC does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions. Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.

5.4 Under 13s – 16s Development

Many players in the Under 13s and 16s have developed good skills with some even playing representative football while others are still developing. This can be a difficult time as players mature at different rates: individual players can grow rapidly leading to significant differences in size, ability, confidence and maturity. In these age groups there is still an emphasis on participation and enjoyment but with an increasing focus on development as the players mature. NJFC believes strongly in providing equal opportunities to players in the Under 13s – 16s. Players should be provided equal game time, although this may need to be averaged out over several weeks. Players are still encouraged to try various positions while recognising that this is a time when players can begin to specialise as they develop and mature.

5.4.1 Under 13s – 16s Training

The Under 13s – 16s may train for one or two nights a week. The coaches will advise the location, timing and duration of training. Players must wear mouthguards at training. Non-attendance at training provided the Coach or Team Manager has been notified shall not affect a player's selection or game time. However, a player who is not able to regularly attend training may be selected in the Development team where the coaches believe that the player's failure to regularly attend training could prejudice his/her skill development and the ability to effectively compete at a higher level.

The NJFC does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions. Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.

5.5 Under 17s & Under 18s Development

By this stage we expect that most players will have developed good skills and a sound understanding of the game. While the coach has overall responsibility for the development and wellbeing of the team we expect players to become more accountable and take greater responsibilities for their training and performance.

This is a watershed period: some players have developed very good skills and may have been selected by Eastern Rangers. Others are aspiring to play senior football at Norwood while others are less driven to play senior football. Hence it can be a difficult period with boys/girls having various aspirations.

Our aim is to help the boys/girls develop to the best of their abilities and while the NJFC will seek to achieve this, it will very much depend on the desires of the players and their individual commitments to not only training but their own development.

5.5.1 Under 17s & 18s Training

The Under 17s & 18s shall train two nights a week. The sessions may be extended, or a third training night provided for those players receiving specialist coaching from our Under 17's& Under 18's Coaches. The coaches will advise the location, timing and duration of training. Players must wear mouthguards training.

Players are encouraged to attend training and to participate in a cooperative manner. Non-attendance at training may affect a player's selection or game time where the coaches believe that the player's failure to regularly attend training could prejudice the player's skill development and the ability to effectively compete on game day.

The NJFC does not provide first aid officers at training. Training may also be cancelled due to excessive heat, inclement weather or poor ground conditions. Accordingly, parents are expected to remain at training. They are also encouraged to assist the coaches with training.



6 Team Size and Selection Policy

6.1 Selection

Norwood Junior Football Club is committed to fairness, transparency and equity. The NJFC adopts an approach which recognises that teams vary in size, skill and ability but that all players are entitled to be treated fairly and that teams are managed to be competitive irrespective of their grading.

6.2 Under 8s and 9s team size and selection

6.2.1 Team size

The NJFC considers that the ideal number of players in the U8s teams to be:

- 15 – if we are fielding a single team in each age group or
- 30 – if we are fielding two teams in each age group.

The NJFC considers that the ideal number of players in the U9s teams to be:

- 20 – if we are fielding a single team in each age group or
- 44 – if we are fielding two teams in each age group.

6.2.2 Team selection

Team selection will be determined after registration day, although it is expected that teams will be based on school groupings. Generally the NJFC will seek to place all the players from the one school in the same team. However, if there are a significant number of players from one school, the NJFC may divide the players into two teams so as to avoid the dominance of players from one school over another.

The EFL does not grade the Under 8 and 9 competitions, hence the players will not be graded. The teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities. Please refer to Grading Policy section 7.

6.3 Under 10s team size and selection

6.3.1 Team size

The NJFC considers that the ideal number of players for these age groups to be a maximum of 26.

6.3.2 Team selection

Team selection will be determined after registration day, although it is expected that teams will be based on school groupings. Generally, the NJFC will seek to place all the players from the one school in the same team. However, if there are a significant number of players from one school, the NJFC may divide the players into two teams so as to avoid the dominance of players from one school over another.

Depending on player numbers, the NJFC teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities, in order to achieve this there may be a need to alter the makeup of the U10 teams.

The EFL does not grade the Under 10 competitions, hence the players shall not be graded. Please refer to Grading Policy section 7.

6.4 Under 11s to 16s team size and selection

6.4.1 Team size

The NJFC considers that the ideal number of players for these age groups to be a maximum of 26.

6.4.2 Team selection

Players will be graded based on their skills, size, confidence and football maturity.

Where there are enough players to form two or more teams in the one age group, the players will then be split into two (or three) teams having regard to the suitability of the players to participate in the relevant divisions and the NJFCs desire to field two competitive teams. On this basis it is expected that the majority of the more competent players but not necessarily all the better players will be in the higher graded team.

The higher graded team shall be referred to as the Black team with the second team the Purple team. The teams will operate as separate teams on game day (i.e. the Purple team shall not be considered a 'reserve' team). Notwithstanding this, it is expected that the teams will train together and that the coaches will cooperate during the selection process and in the sharing of players throughout the season should a team be short of players.

Ideally, the teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities.

In order to determine the formation of multiple teams, the coaches should:

- observe all players during the pre-season 'try-out' period;
- take into account the player assessments prepared by the previous year's coaches;
- liaise with the previous year's coaches (if necessary);
- liaise with the Norwood Junior Football Club Football Operations team;
- agree the proposed composition of the two teams, and
- forward the team lists to Football Operations for approval.

The coaches should not disclose the composition of the recommended teams to any players or parents until the teams have been approved by Football Operations.

Once the teams have been established, the NJFC would prefer that the majority of the teams stay together in future years. However, it is important that players play in the most appropriate division having regard to their abilities and the competitiveness of our teams. In recognition of this and the fact that players develop at different rates (both physically and ability wise) all players will be assessed during the pre-season period to determine the most appropriate team that they should play in.

6.5 Under 17's & 18's team size and selection

6.5.1 Team size

The NJFC considers that the ideal number of players for these age groups to be a maximum of 26. In Certain circumstances this number maybe increased to a maximum of 30.

6.5.2 Team selection

Where there are enough players to form two or more teams, the players will be graded based on their skills, size, confidence and football maturity.

The players will then be split into two teams having regard to the suitability of the players to participate in the relevant divisions and the Club's desire to field two competitive teams. On this basis it is expected that the majority of the more competent players but not necessarily all the better players will be in the higher graded team.

The higher graded team shall be referred to as the Black team with the second team the Purple team. The teams will operate as separate teams on game day (i.e. the Purple teams shall not be considered a 'reserve' team). Notwithstanding this, it is expected that the teams will train together and that the coaches will cooperate during the selection process and in the sharing of players throughout the season should a team be short of players.

Ideally, the teams should have an equal number of players to ensure that all players in the age group have access to equal playing opportunities.

In order to determine the formation of multiple teams, the coaches should IN CONJUNCTION WITH AT LEAST ONE INDEPENDENT REPRESENTATIVE:

- observe all players during the pre-season 'try-out' period;
- take into account the player assessments prepared by the previous year's coaches;
- liaise with the previous year's coaches (if necessary);
- liaise with the Norwood Junior Football Club Football Operations team;
- agree the proposed composition of the two teams,
- for each player, provide some brief comments to justify the proposed grading and
- forward the team lists to Football Operations for approval.

All players, whether they be previous years under 15 or 16 black or purple players, new players to the club, or previous year's under 17 & 18 players, shall be assessed on their merits. the coaches shall fairly and objectively consider the proposed composition of teams. To avoid doubt there shall be no presumption that any player shall be automatically selected in the Premier Team

The coaches should not disclose the composition of the recommended teams to any players or parents until the teams have been approved by Football Operations.

6.6 End of season assessments

At the end of the season, the coaches are asked to provide the NJFC with a simple player assessment addressing: size; skills (kicking, marking, handball; positioning and reading of play); confidence (to attack the ball under pressure, tackle players etc); maturity; and the recommended team for the following year. The NJFC have provided a suggested assessment form and provided this to all Coaches.

These assessments will be used in subsequent years to assist in the selection of teams where we have multiple teams in the Under 11s - 18s.

The assessments are confidential documents and will not be released to players or parents. Once the teams have been selected the Football Operations team will review the teams against the previous year's assessments.

6.7 Support staff

The NJFC greatly appreciates the time and effort of our many volunteers, including the coaches and their support staff (i.e. assistant coaches, team managers, runners and trainers).

Where a single side exists in an age group, the support staff should be confirmed as soon as possible and definitely before pre-season training commences. Where multiple teams exist, it is important that coaches take an active role in establishing support staff having regard to the likely and most suitable team for their players. Supporting staff roles should not be finalised until the teams are selected: players should not be selected based on the roles their parents may undertake in the NJFC, or indicated they will undertake within a specific team; rather they should be selected based on the team most suitable for their skills and ability.

6.8 Timing

It is anticipated that the teams will be finalised three weeks prior to the first game.

6.9 Grievances

Team selection is not an exact science and requires consideration of a range of factors. Coaches will be provided with selection guidelines to ensure that players are placed in the most appropriate teams having regard to their skill level.

The coaches will provide feedback on areas of improvement to all players in the second side within two weeks of the announcement of the teams.

Any person who feels aggrieved should first raise the matter with the relevant coaches and or team managers.

If the matter cannot be resolved at that level, the matter may be referred to the NJFC Secretary prior to Round 3. (Note EFL rules make it difficult to move players after Round 3) for consideration in accordance with the NJFC's Complaint Process policy.



7 Grading Policy

The Norwood Junior Football Club prides itself on the supportive, family-oriented environment which has produced a collaborative, community of good people over the years as well as excellent results as a part of the broader picture. The responsibility of grading players is a difficult one and one which is not taken lightly.

The Norwood Junior Football Club (NJFC) will endeavour to place players in the appropriate team based on this policy. Where two or more teams are within the same age group, the Grading Policy will come into effect.

This policy mirrors EFL policy that wherein a club has registered two or more teams for competition, the general split will be one team in a higher division and one, or more, team(s) in a lower division. This policy should be read in conjunction with the Team size and selection policy in section 6.

7.1 Grading Policy

7.1.1 In keeping with EFL policy for non-competitive age groups (Under 8 to Under 10 inclusive) NJFC will encourage all players to play with friends and schoolmates while also being mindful to ensure adequate numbers on all team lists.

7.1.2 In keeping with EFL policy for competitive age groups, Under 11 to Under 17 inclusive, NJFC reserves the right to organise players in appropriate teams to provide an environment in which players can be both competitive and continue to develop their football skills.

7.1.3 Where two or more sides are formed in the same age group there should be an equal spread of numbers where possible.

7.1.4 Where two or more sides are formed in the same age group, the team graded the highest will have a more advanced list of players, however NJFC will endeavour to ensure that all teams will be as competitive as possible in their respective divisions.

7.1.5 Ensuring that there is an even spread of positional players across the multiple teams is also a priority.

7.1.6 Due to the grading process, it's expected that teams may not be finalised until close to the commencement of the season. However, the club will endeavour to keep players and families involved in the on-going process as best as possible.

7.2 Under 8 to Under 10 Age Groups

7.2.1 NJFC recognises that in these age groups the emphasis is placed on participation and enjoyment with friends. Additional goals are the acquisition of football skills and the nurturing of

physical and emotional development and wellbeing. As a guideline, NJFC will encourage players to play with friends and schoolmates (high regard to school-based allocation of players).

7.2.2 Where there are two or more sides in the same age group (Under 8 to Under 10) the teams will be spread out through the EFL divisions, taking into account ground allocations. Football Operations will liaise with the EFL in respect to the appropriate placement of each team.

7.3 Under 11 to Under 18 Age Groups

7.3.1 NJFC will provide all players from Under 11 to Under 17 the opportunity to develop their football ability. The EFL provide graded divisions within these age groups to equally assist more advanced teams while also providing an opportunity for players to develop their skills in other divisions. NJFC supports the League and the structure they have developed.

7.3.2 NJFC will attempt to achieve this by grading players and teams to ensure that they play at the most appropriate level.

7.4 Team Selection Criteria

7.4.1 It must be remembered that the players are still young, maturing at different levels and stages and, more fundamentally, hopefully have many years of sport (not just football) in front of them.

7.4.2 The decision to grade must be looked at in terms of that year and what is important to the player's individual development.

7.4.3 Grading of teams will be organised and decided by both Coaches and a representative from the Football Department within the Junior Committee. The NJFC representative will be selected by the Football Operations Manager.

7.4.4 In order to determine the formation of multiple teams, the Coaches will:

- Observe all players during the pre-season 'try-out' period.
- Take into account attitude and attendance at pre-season training.
- Take into account interleague and TAC obligations of the individual.
- Liaise with the previous year's coaches.
- Take into account the previous season performance – votes, attitude, attendance at training.
- Arrange for Football Operations or a NJFC Representative to attend training and liaise with the Coaching group throughout pre-season training.
- Where possible, Coaches to assess players in pre-season practice matches. Match practice will be used to:

a) help assess and observe the players' football skills, ability to read the play, competitive skills, work ethic, and ability to get the ball, follow instructions and play within the team structure and;

b) Players will be played in a variety of positions to determine the most suitable position and team for the individual player.

- Agree on the proposed composition of the teams.

7.5 Communication to Players

7.5.1 From the beginning of pre-season training, the coaches will communicate to parents and players by email the way in which the teams will be graded. This email will be also sent to the Director of Coaching and Football Operations Manager.

7.5.2 As soon as possible after team selections have been made, players will be notified personally and then via email via their respective coaches simultaneously. Feedback will be supplied to assist with the decision.

7.5.3 As part of this communication NJFC will, under no circumstances, “compare” players and will only provide feedback in respect of the individual player.

7.5.4 Coaches should be mindful that children and parents may be sensitive to their team selection or have a preference for selection in a team. It is important that the child’s welfare and self-esteem are managed, and positive communication is encouraged.

7.6 Disagreements

The main purpose of this policy is to enable the player to excel at a level which suits their ability and will enable them to enjoy their football and gain greater confidence for years to come. Development of players is a paramount consideration throughout this policy.

Should the two coaches and Football Operations representative not agree on the formation of the two teams, the Football Operations Manager will make the final assessments, based on observations and discussions with the selection panel

7.7 Grievances

Team selection is not an exact science and requires consideration of a range of factors. Coaches will be provided with selection guidelines to ensure that players are placed in the most appropriate teams having regard to their skill level.

The coaches will provide feedback on areas of improvement to all players within two weeks of the announcement of the teams.

Any person who feels aggrieved should first raise the matter with the relevant coaches and or team managers.

If the matter cannot be resolved at that level, the matter may be referred to the NJFC Secretary prior to Round 3. (Note EFL rules make it difficult to move players after Round 3) for consideration in accordance with the NJFC’s Complaint Process policy.

7.8. On-going Grading

To ensure fairness to all players, the grading process will take place each year to give the opportunity for NJFC to re-grade players based on their individual development.

7.9 Support Staff

The NJFC greatly appreciates the time and effort of our many volunteers, including the coaches and their support staff (i.e. assistant coaches, team managers, runners and trainers).

Where a single side exists in an age group, the support staff should be confirmed as soon as possible and definitely before pre-season training commences. Where multiple teams exist, it is important that coaches take an active role in establishing support staff having regard to the likely and most suitable team for their players. Supporting staff roles should not be finalised until the teams are selected: players should not be selected based on the roles their parents may undertake in the NJFC or indicated they will undertake within a specific team; rather they should be selected based on the team most suitable for their skills and ability.

7.10 Review

The grading policy will be reviewed at the conclusion of each season.



8 Game Time (Rostering and Rotation) Policy

8.1 Under 8s and 9s game time

8.1.1 Player numbers

Subject to injury or other extenuating circumstances each player should be afforded the opportunity to play the same number of games as their team mates. Often teams do not have sufficient players. As such, any players who are rostered off are encouraged to attend the game as they may be offered an opportunity to play with the opposition.

8.1.2 Game Time

Subject to injury or other extenuating circumstances each player:

- should be afforded the same amount of game time each week.
- selected on game day will play a minimum of three quarters (equivalent).

No player should play a full game until all players have had the opportunity of playing at least three quarters (equivalent).

8.1.3 Positioning

Players should be provided with the opportunity to play in all positions (i.e. backline, centre/on ball, forward line and bench), although this may need to be averaged out over several weeks.

We believe this to be the best way to provide young footballers with all round development regardless of their level of ability. Players should rotate their position on the ground at least once during the game, to maximize exposure to the game.

8.1.4 Lightning Premiership

Depending on the number of teams allowed and the number of players interested in participating, there may be the need to depart from the above requirements.

All U9 players wishing to participate in the Lightning Premiership should be entitled to play. However, if there are too many players, priority will be given to those players who turn 9 that year and who have not participated before. Subject to injury or other extenuating circumstances, every player should be rostered for approximately the same amount of game time, although there may not necessarily be equal rotation through all positions.

8.2 Under 10s game time

8.2.1 Player numbers

Subject to injury or other extenuating circumstances each player should be afforded the opportunity to play the same number of games as their team mates. Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available or to assist the team (e.g. water carrier etc). Often teams do not have sufficient players. As such, any players who are rostered off are encouraged to attend the game as they may be offered an opportunity to play with the opposition.

8.2.2 Game Time

Subject to injury or other extenuating circumstances each player:

- should be afforded the same amount of game time each week.
- selected on game day should play a minimum of three quarters (equivalent).

No player should play a full game until all players have had the opportunity of playing at least three quarters (equivalent).

8.2.3 Positioning

Players should be provided with the opportunity to play in all positions (i.e. backline, centre/on ball, forward line and bench), although this may need to be averaged out over several weeks. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability. Players should rotate their position on the ground at least once during the game, to maximize exposure to the game.

8.2.4 Lightning Premiership

Depending on the number of teams allowed and the number of players interested in participating, there may be the need to depart from the above requirements. All U10 players wishing to participate in the Lightning Premiership should be entitled to play.

However, if there are too many players, priority will be given to those players who turn 10 that year and who have not participated before.

Subject to injury or other extenuating circumstances, every player should be rostered for approximately the same amount of game time, although there may not necessarily be equal rotation through all positions.

8.3 Under 11s and 12s home and away game time

8.3.1 Player numbers

Subject to injury or other extenuating circumstances each player should be afforded the opportunity to play the same number of games as their team mates.

Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available or to assist the team (e.g. water carrier etc).

8.3.2 Game Time

Subject to injury or other extenuating circumstances each player:

- should be afforded the same amount of game time over the course of the season.
- selected on game day will play a minimum of three quarters (equivalent).

No player should play a full game until all players have had the opportunity of playing at least three quarters (equivalent).

8.3.3 Positioning

While some players at this age become naturally suited to set positions, NJFC encourages players to try various positions. We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

8.4 Under 11s and 12s finals game time

EFL rules determine eligibility for finals, usually stipulating that a minimum number of games must be played during the season.

It is generally recognised that finals football is different from Home and Away games. The policy will be based on the following principles:

- An opportunity for as many players as is possible to experience finals football.
- An understanding that player selection and playing time for individual players gives the team the best possible opportunity to win.

8.4.1 Player numbers

Where sufficient players are available a team of 24 players should be selected to play. Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available, to assist the team (e.g. water carrier etc) and support their team mates.

8.4.2 Player selection

Where a team plays two or more finals then every player on the team list must be selected in at least one of the first two finals.

Where a team is not guaranteed to play more than one final then team selection is at the discretion of the coach. It is expected that a fair and reasonable selection process will be undertaken should the team continue to progress (i.e. the Committee expects that all players should be given the opportunity to play in finals).

Where a team plays three or more finals, it is expected that a fair and reasonable selection process will be undertaken to give all players equal opportunity to play in finals.

8.4.3 Game Time

Subject to injury or other extenuating circumstances, every player selected in a finals game will play a minimum of half a game.

8.4.4 Positioning

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

8.5 Under 13s – 16s home and away game time

8.5.1 Player numbers

Subject to injury or other extenuating circumstances each player should be afforded the opportunity to play the same number of games as their team mates.

If there is the need to roster off a player:

- the coach should liaise with other coaches in his/her age group and the coaches in the next age group to ascertain whether any other teams are short of players and whether the rostered off player(s) may be suitable to play in another team.
- If the rostered off players do not play in another team, they should be considered an 'emergency' and should attend the game to replace a player who may not be available, to assist the team (e.g. water carrier etc) and support their team mates.

8.5.2 Game Time

Subject to injury or other extenuating circumstances each player:

- should be afforded similar game time each week.
- selected on game day will play a minimum of three quarters (equivalent).

8.5.3 Positioning

While some players are naturally suited to set positions, the Club encourages players to try various positions.

We believe this to be the best way to provide young footballers with all round development regardless of their level of ability.

8.6 Under 13s – 16s finals game time

EFL rules determine eligibility for finals, usually stipulating that a minimum number of games must be played during the season.

It is generally recognised that finals football is different from Home and Away games. The policy will be based on the following principles:

ity for as many players as is possible to experience finals football.

nding that player selection and playing time for individual players gives the team the best possible o win.

nding that the policy will provide Coaches in the Under 13s – 15s greater scope for varying playing time l players than Under 11s and 12s.

8.6.1 Player numbers

Where sufficient players are available a team of 24 players should be selected to play. Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available or to assist the team (e.g. water carrier etc).

8.6.2 Player selection

Where a team plays two or more finals then every player on the team list must be selected in at least one of the first two finals.

Where a team is not guaranteed to play more than one final then team selection is at the discretion of the coach. It is expected that a reasonable and fair selection process will be undertaken should the team continue to progress (i.e. the Committee expects that all players should be given the opportunity to play in finals).

Where a team plays three or more finals, it is expected that a fair and reasonable selection process will be undertaken to give all players equal opportunity to play in finals.

8.6.3 Game Time

Subject to injury or other extenuating circumstances, every player selected in:

- a finals game (except the grand final) will play a minimum of half a game (equivalent).
- the grand final will play a minimum of one quarter (equivalent).

8.6.4 Positioning

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

8.6.5 Player numbers

The EFL limits the number of Under 17 to 24 players per game with 18 on the field and 6 on the bench.

Where sufficient players are available a team of 24 players should be selected to play. Subject to injury or other extenuating circumstances each player should be afforded the opportunity to play the same number of games as their team mates.

Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available, to assist the team (e.g. water carrier etc) and support their team mates.

8.6.6 Game Time

Subject to injury or other extenuating circumstances each player selected may:

- play a minimum of half a game (equivalent).

Coaches may, however, apply some discretion to the selection of players and the amount of game time they play in any particular week having regard to:

- the preparation of the player (incl. attendance and commitment at training)
- the performance of the player (incl. commitment to the game)
- the calibre of the opposition
- the safety of the player concerned
- the status of the game

8.6.7 Positioning

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

8.7 Under 17s& 18s finals game time

EFL rules determine eligibility for finals, usually stipulating that a minimum number of games must be played during the season.

It is generally recognised that finals football is different from Home and Away games. The policy will be based on the following principles:

- An opportunity for as many players as is possible to experience finals football.
- An understanding that player selection and playing time for individual players gives the team the best possible opportunity to win.
- An understanding that the policy will provide Coaches in the Under 17s greater scope for varying playing time having regard to player commitment and the needs of the game.

8.7.1 Player numbers

Where sufficient players are available a team of 24 players should be selected to play. Any player rostered off should be considered an 'emergency' and should attend the game to replace a player who may not be available, to assist the team (e.g. water carrier etc) and support their team mates.

8.7.2 Player selection

Where a team plays two or more finals then every player on the team list must be selected in at least one of the first two finals.

Where a team is not guaranteed to play more than one final then team selection is at the discretion of the coach. It is expected that a reasonable and fair selection process will be undertaken should the team continue to progress (i.e. the Committee expects that all players should be given the opportunity to play in finals).

Where a team plays three or more finals, it is expected that a fair and reasonable selection process will be undertaken.

8.7.3 Game Time

Subject to injury or other extenuating circumstances, every player selected in a finals game will play a minimum of one quarter (equiv).

8.7.4 Positioning

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

8.8 Playing up

There may be occasions where a team has insufficient players for a game. Coaches may seek players from other teams.

Where there are two teams in the same age group, coaches should seek players from the other team in their age group in the first instance. Where additional players can not be sourced from the same age group, coaches should seek players from the age group below.

The two relevant coaches should satisfy themselves that any child nominated to play up is capable of playing in the higher competition. The EFL poses severe limits on players playing up (e.g. number of games allowed, final's qualifications etc): coaches should consult with the Football Operations team before seeking to play a player up.

The coach has total discretion about the amount of game time a substitute player may play if s/he has already played a game that day.

8.9 Records

Team Management must keep a record of:

- player availability each week; and
- the amount of game time a player receives each week.

The team manager must:

- keep the records until presentation day
- provide the records to the Committee with 48hours of receiving a request from the NJFC Secretary or Football Operations team for the records.



9 Captains

9.1 Under 8s -10s Captains

The coach shall appoint a captain or co-captain each week. A player shall not be reappointed until all players have had the chance of being a captain.

9.2 Under 11s to 18s Captains

Ideally a captain should be appointed for the season. Alternatively, the team may elect to appoint a leadership group.

Where a captain is appointed, the team may also appoint a vice captain or vice captains. The coach may appoint the captain or invite the players to vote for whom they believe should be the captain. The coach should ensure that the captain demonstrates maturity, leads by example, has the respect of the players and, most importantly, complies with the NJFC's behaviour policy.

A player in the Under 11s – 18s teams should not be appointed as a captain for two or more consecutive seasons.



10 Awards and Milestones

10.1 Weekly awards

Weekly encouragement awards (eg Pancake Parlour) should be distributed evenly to all players over the year to recognise their efforts and achievements. These awards are granted at the discretion of the Coach. These weekly awards will be presented at the fortnightly social nights.

10.2 Under 8s – 10s awards for home and away season

All Under 8s – 10s players will receive a participation trophy or medallion at the end of the season.

10.3 Under 11s – 18s awards for home and away season

The following awards will be presented at the end of the season for Under 11s – 18s;

- Best and Fairest (by votes and count back). Multiple winners are allowed, and each receives a trophy (i.e. no count backs).
- Runner up Best and Fairest (by votes). Multiple winners are allowed, and each receives a trophy (i.e. no count backs).
- Coaches Award. Selected at discretion of coach and support staff. Single award only.
- Most Improved. Selected at discretion of coach and support staff. Single award only.
- Most Consistent. Selected at discretion of coach and support staff. Single award only.
- Best Finals Player for teams that play in finals. Selected at discretion of coach and support staff. Single award only.

10.3.1 Determining the best and fairest and runner up awards will be as follows;

- Votes should be based on the players' performance on the day and their contribution to the team; - as per the NJFC Voting Policy
 - Votes should not be given as encouragement awards or to reflect improvement unless they were genuinely one of the best five players on the day.
- The votes should remain confidential with the winners to be announced at the NJFC's presentation day. However, the coaches of the teams will be provided with this information prior to Presentation night so that they can determine the recipients of the other awards.
- If two or more players are tied on the same number of votes, they should be declared joint winners. The same applies to the runners up.

10.4 Under 11s – 18s awards for finals

A Best Finals Player award will be provided for each competitive team participating in a final series. The award will be selected by the coach and will be awarded at the NJFC's presentation day.

10.5 Milestones

The NJFC will recognise the outstanding achievement of a player reaching 50/100/150 junior games as follows;

- 50 Games – 50 game certificate and name added to social night presentation. This will be given to the player at the next available social night, after the player's milestone game.
- 100 Games - 100 game certificate, EFL 100 game medallion and a mention in the Eastern Footballer and name added to social night presentation. This will be given to the player at the next available social night, after the player's milestone game.
- 150 Games – 150 game certificate, EFL 150 game medallion and a mention in the Eastern Footballer and name added to social night presentation. This will be given to the player at the next available social night, after the player's milestone game.

These players will also be awarded a trophy signifying their achievement, at the Annual Presentation Night.

The NJFC utilises the number of games played from the Sports TG website. Team Managers should use the data on Sports TG and information from families to determine potential milestone games in the upcoming season.

It is the responsibility of the Team Manager to advise the NJFC committee, usually through the Team Manager Coordinator, when a player is approaching their milestone, so that awards can be organised.

The Team Manager of each team should be keeping ongoing and accurate records of games played, but also imputing this data accurately into SportsTG, the EFL's online match day system.

These milestone junior games will be celebrated by Norwood, regardless of the overall number of games actually played at NJFC.

Person/s Responsible for Upholding this Policy : Team Manager Coordinator, Nominated Committee Member (vote counting), Footy Ops, Team Managers, Coaches, NJFC Community.



11 Voting

To ensure that there is a consistent approach across all teams involved with voting at NJFC the following has been put into place.

Voting for Best and Fairest occurs in the teams in the competition age groups, Under 11 to Under 18 boys and girls.

PROCEDURE:

The season 'Best and Fairest' award and 'Runner Up' award will be determined by a combination of the coach, team personnel (eg: assistant coach, runner, team manager) and in some instances nominated Parents via the votes they will lodge by round throughout the year.

Each round there will be 3 voters, the Coach, assistant Coach (or Coaching Panel Member, as nominated by the Coach) and Team Manager (or Team Manager nominated individual), who will input their votes through the Team app supplied at the beginning of the season.

Each voting official allocates their 5 votes. 5 votes for best on ground down to 1 vote for 5th best on ground for that match.

Votes must be based on the players' performance on the day and their contribution to the team; they should not be given as encouragement awards or to reflect improvement unless they were genuinely one of the best five players on the day.

At the end of the season, the nominated committee member will review the Team App results to determine the winners and notify the relevant parties in each age group

All votes must remain confidential with the winners to be announced at the Club's annual presentation day/ evening. If two or more players are tied on the same number of votes, they should be declared joint winners. The same applies to the runners up.

Person/s Responsible for Upholding this Policy: NJFC Committee, Team Managers, Team Officials, NJFC Community.



12 Player Safety Policy

12.1 Medical notification

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

The medical forms are retained by the team trainer and destroyed at the end of the season. Players (or parents) must notify their coach and or trainer of any changes in circumstances (injury / health problem etc) that could place the player at greater risk.

12.2 Injuries

The health and safety of the Club's players, personnel and spectators is the Club's most important priority and overrides any other consideration including winning games and finals.

There may be occasions during the season when injuries occur. All teams must have a qualified Trainer (**Refer Section 12.6**). At least one parent or guardian of each child is expected to remain at training and during the games, to attend to any off site medical attention that their child may need.

Before games the responsibility for a player's capacity to play the relevant game rests with the player's parents/guardian. Although the relevant Trainer and coach may be consulted concerning this issue, any decision must ultimately be made by the player's parents/guardian.

During games the responsibility for the health and safety of players rests with the Trainer together with the player's parents/guardian. Any decision concerning this issue must ultimately be made by the player's parents/guardian together with the Trainer. During games in the event of an injury or injury/health concern other Club personnel including coaches and assistant coaches are to be guided by the Trainer and the player's parents/guardian concerning the player's capacity to play the game and any decision concerning this issue must ultimately be made by the player's parents/guardian together with the Trainer.

It is the responsibility of the Trainer to administer any medications or substances/sprays etc but consent must be provided as set out below.

Except in the case of an emergency, no medications, medical assistance or substances/sprays etc are to be provided by the Trainer to a player without the consent of the player's parents/guardian. To avoid doubt this does not include minor and routine assistance to a player such as stretching/rub down/ice assistance for a muscle strain or similar type of injury which may be provided as a matter of course and without the need for consent of the player's parents/guardian.

The cost of transportation and/or medical treatment is the responsibility of the parent/guardian. NJFC recommends that all players have Ambulance cover, to avoid the potential costs involved of transportation for any medical treatment that might be required. Any player who is sent to a hospital for treatment as a result of an incident at a game or training, must provide a medical certificate stating that they are fit to play, prior to resuming training / playing.

All injuries are to be reported to the team's Trainer in the first instance. Serious injuries (i.e. those that may require medical treatment) should be reported to the Trainer's Co-ordinator within 24 hours following up with a copy of the accident forms within 48hrs.

The Trainer Co-ordinator is to keep these forms as an ongoing record. The Trainers Co-ordinator should use their discretion in informing the Executive Committee of serious injuries.

Trainer's are provided with accident forms in their kits.

If the Coach or Trainer is concerned about a player's fitness they may require the player to provide a medical certificate stating that they are fit to play, prior to resuming training / playing.

12.2.1 Concussion

The most important element in the management of concussion is the welfare of the player in the short and long term. NJFC recommends a conservative approach to the management of concussion. In particular, NJFC adopts the key AFL concussion management principle, namely "If in doubt, sit them out."

Any player who suffers a concussion or suspected concussion, or who is sent to hospital for treatment as a result of an incident at a game or training, **must** provide a medical certificate stating that they are fit to play, prior to resuming training / playing.

Any player who suffers a concussion or suspected concussion away from the field must provide the coach or trainer with a medical certify cate stating that the player is fit to play, prior to resuming training / playing.

The priority for players is the successful return to learning and school before returning to playing. The most important element in the management of concussion is the welfare of the player in the short and long term.

12.3 Mouthguards

Players must wear a mouth guard during matches and at training. NJFC organises for mouth guards to be fitted and purchased by parents prior to each season to assist in the facilitation of this policy.

12.4 Extreme weather

When weather is inclement the coach will decide if training is to proceed and coaches will always defer to player safety.

If lightning is present at the commencement of training, then training will not proceed until the lightning dissipates. Players and coaches should seek shelter. Parents should feel free to take their children home.

A coach should cancel training if they believe that weather conditions are unsuitable.

When the weather is extremely cold or inclement parents should decide if they want to subject their child to training in such conditions. The decision ultimately remains with the parents. In heat conditions (pre and early season) parents should decide if they want to subject their child to training in such conditions. The decision ultimately remains with the parents.

Selection in the team for matches will be in accordance with the NJFC policy on selection and game time. Cancellation of training or non-attendance due to severe weather conditions will have no bearing on selection.

Parents are encouraged to remain at training and games, especially in times of extreme weather until a decision is made on whether or not training or the game will proceed.

Our policies do indicate that coach's selections and player training times can be influenced by non-attendance at training. It is not unreasonable for coaches to expect players to attend training as prescribed and take an active interest in their development. This is more an issue for those teams where there are more than 24 players and selection is an issue on a weekly basis and at finals time. At the same time we expect our coaches to have a duty of care and take responsibility for their players' welfare during training and match day (for example if it's really bad weather coaches will be sensible enough to cancel or delay training).

Parents need to be assured that their child's interest are paramount and will be taken into account and that cancellation of training or a non-attendance in extreme weather will not be held against them. Conversely, parents have a responsibility to advise coaches if their child can't attend training.

12.5 Ground safety

The Coach should satisfy him/herself that the ground and weather condition are such that it is safe to play football.

If the Coach considers that the conditions are not safe, they should first consult with his/her team manager and the coach and team manager of the opposing team to discuss the matter. If the Coach still considers that the conditions are not safe they, should immediately raise the matter with the field umpire, although it should be noted that the EFL does not give the umpires the responsibility of determining whether an oval is fit for play.

If the matter still cannot be resolved the coach should immediately contact the Club President or a member of the Executive Committee who will liaise with the EFL.

The Club will fully support a coach who determines and can demonstrate that the conditions are unsafe for football.

A parent or parents may determine that the conditions are not safe for their child and withdraw them from the game without fear of recrimination.

12.6 Trainers

Each team must have a suitably qualified trainer in attendance for the duration of the game. In order to achieve this:

- Under 8, 9 and Under 10 teams must have one or more Trainers with a minimum Level 2 First Aid qualification.
- Under 11 to 15 teams must have one or more Trainers with a minimum Level 1 Sports Trainer qualification.
- Under 11 to 15 teams competing in finals must have two Trainers one of which must hold a minimum Level 1 Sports Trainer qualification.
- Under 17 and 18 teams must have two Trainers, both of whom must hold a Level 1 Sports Trainer qualification or higher.

NJFC will support parents/volunteers who are willing to become trainers with the required training via accredited providers.



13 Smoking and Alcohol Policy

Norwood Junior Football Club seeks to provide a safe and healthy environment for its players and spectators.

13.1 No smoking

The Norwood Junior Football Club (NJFC) is strongly opposed to smoking at all Junior Football activities. Whilst we acknowledge the individual right to smoke we also recognise the potential health implication associated with smoking.

Coaching staff must not smoke whilst they are actively engaged in coaching.

Support staff must not smoke whilst in the presence of children on the ground.

Parents and supporters are encouraged not to smoke at junior football matches and events.

Smoking is not allowed in the clubrooms, change rooms or in the coach's box.

All persons associated with the NJFC must comply with these requirements. Any breaches should be reported and will be managed in accordance with our Issues Resolution Policy.

In doing so, the NJFC may adopt the following response:

1. Assume that the person is unaware of the Smoke Free policy.
2. The Game Day Co-Ordinator or a member of the Executive Committee will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the Smoke Free policy.
3. If the offence continues, then the Game Day Co-Ordinator or a member of the Executive committee will verbally warn them again and hand over a formally written letter outlining the NJFC's policy on smoking. The offending patron must also be made aware that if they don't comply then they will be required to leave the NJFC's facility.

This letter has been signed-off by the NJFC's Executive committee and will be available to the Game Day Co-Ordinator via the Game Day Co-Ordinator Folder.

4. If the offence does continue then the patron will be escorted out of the facility by staff and/or an Executive committee member.
5. The NJFC may suspend or ban any persons associated with the NJFC who continue to breach the policy.

13.2 Alcohol Policy

A total prohibition on alcohol consumption within the reserve applies during game days, whilst games are in progress and during training sessions.

There is also a total prohibition of alcohol on the ground during training nights or other events sanctioned by the Committee. The latter applies to training nights etc held at other grounds.

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

- in accordance with liquor licensing requirements; and
- in a responsible manner.
- Alcohol must not be served to nor consumed by persons who are:
- under 18 years of age; and /or
- intoxicated

All persons associated with the NJFC must comply with these requirements. Any breaches should be reported and will be managed in accordance with our Issues Resolution Policy.

In doing so, the NJFC may adopt the following response:

1. Assume that the person is unaware of the Alcohol Policy.
2. The Game Day Co-Ordinator or a member of the Executive Committee will approach the person breaching the policy and politely ask them to refrain from drinking alcohol and remind them about the Alcohol Policy.
3. If the offence continues, then the Game Day Co-Ordinator or a member of the Executive Committee will verbally warn them again and hand over a formally written letter that outlines the NJFC's policy on alcohol consumption. The offending patron must also be made aware that if they don't comply then they will be required to leave the NJFC's facility.

This letter has been signed-off by the NJFC's Executive committee and will be available to the Game Day Co-Ordinator via the Game Day Co-Ordinator Folder.

4. If the offence does continue then the patron will be escorted out of the facility by staff and/or an Executive committee member.
5. The NJFC may suspend or ban any person associated with the NJFC who continues to breach the policy.
6. If required, in the event the person cannot be removed from the facility, or danger to any other person is a risk, the local police will be contacted.



14 Coaching Policy

Norwood Junior Football Club seeks to appoint the best available coaches to lead its teams.

14.1 Coaching appointments

At the end of the season, the NJFC will declare all coaching positions vacant and invite existing and new coaches to apply for coaching positions in the following year. Coaching applications will be in writing and coaches will be required to attend a club interview.

Coaching interviews will be performed by Football Operations and the Coaching Co-ordinator (NJFC Coaching Panel). The NJFC Coaching Panel will make a recommendation to the Executive Committee and then successful applicants will be advised by the NJFC. Coaches must be able to demonstrate that they have the right attributes to coach, relevant to the applicable age group.

14.2 Tenure

A coach shall be appointed for one year. He/she may be appointed to coach the same team for a second year. Any additional season will be sanctioned at NJFC's discretion.

14.3 Coaching attributes

Our coaches are expected to:

Be **qualified** and in doing so:

- must have a Level 1 qualification or in receipt of a Level 1 coaching qualification by May 31 in the year that they are coaching (NB the Club will pay the fees for attending a Level 1 course).
- must have a valid working with children check prior to commencing pre-season training and for the duration of the season.
- must attend NJFC coaches' nights and other club events as requested from time to time

Act **responsibly** and in doing so:

- adhere at all times to the EFL's code of conduct.
- adhere at all times to the club's policies.
- not speak to the media without the consent of President or Vice President.
- not enter into any commercial arrangements or make purchases without the consent of the President, Vice President or Treasurer.
- not bring the club or NJFC brand into disrepute.

Display a sense of **professionalism** and in doing so:

- wear appropriate attire, including a Club polo/hoodie/jacket to all games.
- promote the 'Norwood' brand of football.
- make decisions which are in the best interests of our players and the club.

Display **fairness** and in doing so:

- respect all players.
- adhere to the club's policies.
- maintain records of the number of games played for each player and the amount of game time they receive.

Demonstrate **commitment** to their team and the club and in doing so:

- arrive promptly and well prepared for training and games.
- attend family nights and other key events (incl. jumper presentation and presentation day/night).

Show **leadership** and in doing so:

- display sincerity, integrity and honesty.
- base actions on reason and not emotions.
- set goals and share a vision with your team.
- display confidence and inspire players.
- be fair to all players and responsive to their sensitivities.
- seek out and listen to the opinions of others to help you succeed.

Coaches will be expected to build an appropriate **support network** and in doing so enlist a team manager, assistant coach and runner who are responsible, and who are prepared to act in accordance with the policies and values of the club.



15 Complaint Process and Issue Resolution

15.1 Raising a concern

Any person wishing to raise an issue should do so as follows:

Team/Game related – raise with Team Manager or Coach then onto Football Operations team.

General nature – raise with committee member, preferably the NJFC Secretary.

15.2 Team complaints

15.2.1 Parents/Players concerns about coaching

Our coaches are not paid, they are volunteers. NJFC acknowledges the large amount of time and effort volunteered by our coaches, to provide a positive learning environment for our children. Parents are asked to fully support and, where possible, assist coaches when required. If you have any concerns regarding the coach, you should inform the Team Manager and where possible, speak directly to the coach about your concerns. At no time should you attempt to confront a coach whilst training or a game is in progress.

If the matter is not able to be resolved in this manner, it should be referred to the Club Secretary for consideration.

15.2.2 Coaches concerns about parents

If a coach has a problem with a parent, they should try to establish and maintain an open line of communication and talk to the parent about their concern. It is advisable that this is done in the presence of the Team Manager. Do not let the situation become heated. If the matter is not able to be resolved in this manner, it should be referred to the Club Secretary for consideration.

15.2.3 Coaches concerns about players

If a coach has a problem with a player, they should talk to the player and express concerns. Discussions are always best undertaken in the presence of a parent. If concerns continue, Coaches have the authority to suspend players if the further incident warrants this action. If they are unable to resolve the matter at that level they may refer it to the Club Secretary for consideration.

15.2.4 Player concerns about another player

If a player has an issue with another player, s/he (or their parents) should not take matters into their own hands but rather refer the matter to the coach in the first instance. If they are unable to resolve the matter at that level they may refer it to the Club Secretary for consideration.

15.3 Complaints involving other Clubs

15.3.1 Complaints against another Club

If a Club member has concerns about the behaviour of a player, team official or spectator, they should first raise the matter with the relevant NJFC Team Manager who should address it by speaking to the opposing Team Manager.

If they are unable to resolve the matter, they may refer it to the Club Secretary for consideration.

Irrespective of the outcome any complaints made to an opposing club should be referred to the Club Secretary for noting.

15.3.2 Complaints by another club

If a representative of another Club wishes to raise a concern, they should do so in the first instance with the relevant NJFC Team Manager.

If they are unable to resolve the matter, they may refer it to the Club Secretary for consideration.

Irrespective of the outcome any complaints received from an opposing club should be referred to the Club Secretary for noting.

15.4 Complaints to the NJFC Secretary

The NJFC Secretary shall act as the Club's Complaints Officer.

15.4.1 Responsible officers

Depending on the nature of the issue the Secretary will, in consultation with the President, refer the matter to the relevant NJFC Official for investigation and resolution, typically:

Player selection, game time etc – Football Operations

Coaches and other team officials' behaviour – Football Operations

Player behaviour – Football Operations/President

Matters involving claims of vilification, discrimination and bullying - President

Parent / spectator behaviour - Secretary

Matters involving the EFL and/or other clubs – Secretary

Depending upon the nature of the issue the matter may be referred to a third party either internally or externally to the Club (e.g. Child Protection Officer).

The Club President, Vice President and Secretary are the only representatives of the Club who may lodge an official complaint with another team, the EFL or any other organisation.

15.4.2 Resolution

In attempting to resolve the issue, all parties should take into account the following factors:

- The extent of the issue, i.e., if it is likely to have a wider effect in the Club;
- The number of players or teams affected;
- Whether appropriate temporary measures are possible or desirable;
- The expected time before the issue can be addressed; and
- What resources may be needed to resolve the issue.

On receiving a complaint, the Investigating Officer shall:

- inform the person alleged to have contravened the Policy (the respondent) of the complaint and provide the respondent with an opportunity to respond to it;
- obtain statements from any witnesses identified by both parties to the complaint;
- where available, obtain any other evidence;
- arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;
- take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;
- ensure that where a matter is resolved by conciliation the only public statement made shall be agreed to by both parties to the complaint and the NJFC's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

15.5 Sanctions

Where a NJFC member is found to have breached NJFC policy, the NJFC may adopt the following response:

15.5.1 Committee

By taking a role in the Junior Committee, each member accepts the collective responsibilities this entails. Each member must ensure that his/her behaviour and demeanour sets an example for others to follow. Possible consequences of breaches of the Code may include:

- Written Warning: (By Executive Committee / Delegated Committee Representative)
- Written Caution: (By Executive Committee - after appearing before a recommended constituted panel - to be comprised of at least two of: Relevant Coordinator, Secretary or delegated Board representatives)
- Suspension: (decision of Executive Committee)

15.5.2 Players

Part of learning how to play the game is learning how to conduct themselves both on and off the field. Players must be aware that Norwood Junior Football Club demands the highest standards of behaviour. Possible consequences of breaches of the Code, may include:

- 'Formal' Verbal Warning: (Coach) - Coach to handle the initial on-field misdemeanours.
- (b) Written Warning: (Committee /Delegate)
- Written Caution: (By Executive Committee - after appearing before an appropriately constituted panel - to be comprised of at least two of: Football Operations and/or committee representative, Team Manager, Coach, Team Captain).
- Suspension: (By Executive Committee).
- Deregistration: (By Executive Committee).

15.5.3 Coaches

A coach is mentor, role model, teacher and counsellor to players. Parents and players therefore should expect that the behaviour and demeanour of coaches is not only exemplary but beyond reproach. Possible consequences of breaches of the Code (graded):

- Warning: (Football Manager / Executive Committee Representative)
- Written Caution: (By Executive Committee - after appearing before an appropriately constituted panel - to be comprised of at least two of: Football Operations and two other relevant officials, approved by the Junior Committee)
- Suspension (By Executive Committee)

15.5.4 Parents

Parents of players at Norwood Junior Football Club have the right to expect that the NJFC will provide a safe, harmonious and enjoyable environment for their child to play football. The NJFC in return expects that parents will ensure that their behaviour does not bring the Club into disrepute.

Possible consequences of breaches of the Code (graded):

- Warning: (By Team Manager / Executive Committee representative)
- Written Caution: (By Executive Committee - after appearing before an appropriately constituted panel - to be comprised of at least two of: Football Operations and two other relevant officials, approved by the Executive Committee)
- Suspension: (By Executive Committee)

Care needs to be exercised to ensure that players are not penalised for the behaviour of others.

15.6 Confidentiality

Confidentiality must be maintained throughout the complaints process. All parties to a complaint must all agree to the maintenance of confidentiality. No person involved in the complaints process should publicly comment on any aspect of the complaints process without the prior written agreement of all parties.



16 Girls Football

16.1 Support for female football

Norwood Junior Football Club actively encourages girls to play football. Girls are able to play in our 'mixed' teams up to the Under 14s should they wish to do so and/or there is no suitable Girls Team available.

The NJFC will continue to host girls' only teams where there is sufficient demand.

16.2 Applicable policies

The policies set out in this document apply equally to the girls as to the boys. Hence an Under 12 girls' team shall be managed in accordance with the policies for an Under 12 mixed team. However, the rules for girls-only football can vary. Accordingly the policies may be varied from time to time to ensure that they are applicable to girls' football provided they comply with legislative requirements and the objectives of the NJFC.



17 Child Safe Policy

17.1 Purpose

This policy was written to demonstrate the strong commitment of the executive committee, general committee and volunteers of the Norwood Junior Football Club (Juniors) (the Club) to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

17.2 Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

17.3 Application of this Policy

This policy was developed by the Club and in collaboration with our volunteers.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators
- Contractors.
- All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:
 - understand the indicators and risks of child abuse;
 - appropriately act on any concerns raised by children; and
 - understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

17.4 Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse including via social media and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

17.5 Children's Rights to Safety and Participation

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them. We listen to and act on any concerns children, or their parents, raise with us.

We have a Welfare Officer who complaints can be made to, and we have executive and general committee members who are aware of and committed to the importance of child safety.

17.6 Valuing Diversity

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

- value the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and their families including by welcoming Aboriginal and Torres Strait Island players into the Club.
- value the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families.

17.7 Recruiting volunteers

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

- Interview and conduct referee checks on all coaches.
- Require Working with Children Checks for our coaches, assistant coaches, team managers, trainers and runners.
- Require our coaches and assistant coaches to obtain an AFL Victoria level 1 coaching course.
- Require our coaches to sign the Club's Child Safe Code of Conduct Policy.

17.8 Supporting our volunteers

The Club seeks to attract and retain the best volunteers. We provide support and supervision so people feel valued, respected and fairly treated. The Club has the services of a Chaplain in the event that a chaplain is required to assist a volunteer or player or parent. We have also developed a Child Safe Code of Conduct to provide guidance to our volunteers.

17.9 Reporting a child safety concern or complaint

The Club has appointed a Welfare Officer with the specific responsibility for responding to any complaints made by volunteers, parents or children. Contact details for the Welfare Officer are available via any member of the committee or team managers and coaches. Our complaints process is outlined in our Child Safe reporting procedures.

17.10 Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. For example we have adopted the AFL Victoria social media policy.

To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid or minimise direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.



18 Child Safe Code of Conduct

This Code of Conduct policy outlines appropriate standards of behaviour by adults towards children. The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in the activities of the Norwood Junior Football Club (NJFC), including coaches, officials, volunteers and parents.

All coaches and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other policies.
- Taking all reasonable steps to protect children from abuse or harm.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- Welcoming all children and their families and carers, and being inclusive.
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or Torres Strait Islanders, or otherwise culturally or linguistically diverse and those with a disability.
- Modelling appropriate adult behavior.
- Listening to children and responding to them appropriately.
- Reporting and acting on any breaches of this Code of Conduct policy, complaints or concerns, appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children as contained within this policy.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.
- Coaches and volunteers **MUST NOT**:
 - Seek to use children in any way to meet the needs of adults.
 - Ignore or disregard any concerns, suspicions or disclosures of child abuse.
 - Use prejudice, oppressive behaviour or language with children.
 - Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality.
 - Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes.
 - Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention.

- Exchange personal contact details such as phone number, social networking site or email addresses with children, except where necessary for a football related purpose such as availability to play or train. (Please see our Social Media Guidelines Policy)
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the NJFC.

I have read this Code of Conduct and agree to abide by it at all times.

Name: _____ Signature: _____

Role: _____ Date: _____



19 Child Safety Reporting Procedures

The Norwood Junior Football Club (NJFC) is committed to thoroughly and quickly responding to any allegations of abuse in order to protect the safety of our players. The safety and welfare of our players are paramount and are more important than, for example, the reputation of our club and winning games of football.

19.1 Initial reporting to volunteer

If a player discloses an allegation to a club volunteer the volunteer shall:

- show concern and empathy for the player;
- listen to what they are saying including by letting them use their own words;
- tell the player that they did the right thing by telling them;
- let them know what will happen next; and
- inform the Club's Welfare Officer;

The volunteer must not:

- make promises they cannot keep eg such as promising they won't tell anyone;
- push the player into giving details of the alleged abuse. The role of the volunteer is to listen and not to investigate; and
- indiscreetly discuss the circumstances of the incident with others not directly involved with the player.

19.2 Next steps

The Club, via its Welfare Officer and Executive Committee, will initially consider which steps to take which may include:

- providing appropriate support to the player and their family including counselling;
- commencing an internal investigation;
- reporting to an external authority; and
- obtaining legal advice.

If appropriate the Club should consult the Police or Department of Human Services (DHS) regarding how they want the Club to proceed before undertaking any internal investigation.

Such bodies may for example want to speak to the accused or witnesses before the Club does this.

19.3 Internal investigation

When an internal investigation is conducted the specific details concerning the incident should be obtained by asking questions such as:

- Can you tell me what happened from the start?
- When and where did the incident occur?
- Did anyone see the incident?
- Who was there?
- What was said?
- Did you make a note of what happened including via text or social media message etc?

All participants in the investigation are required to maintain confidentiality and should be required to sign a confidentiality agreement as part of this process.

Depending on the circumstances the NJFC should consider appointing an independent and external investigator who is suitably qualified.

All participants must be afforded procedural fairness. To ensure this, the accused must be made aware of the allegations against them in sufficient detail and must be allowed a reasonable opportunity to respond to them.

The investigator may then seek to interview all relevant witnesses and gather all relevant documents. They should then prepare a witness statement for each participant to record their version of events and sign. The investigator should then prepare a comprehensive report setting out their findings on the balance of probabilities and their reasoning for the findings. All information collated as part of the investigation should be attached to the investigation report and stored in an appropriate location to ensure confidentiality.

It's very important that the report is kept confidential and not circulated or disseminated.

19.4 Reporting obligations

If any person (aged 18 or over) forms a belief on reasonable grounds that a sexual offence has been committed in Victoria against a child (under the age of 16 years) by another person (aged 18 or older), that person must make a report to the police as soon as possible unless certain exceptions apply.

Committee members, volunteers or of age players of the Club should discuss their concerns and observations with the Club's Welfare Officer who can assist the person to make the report to the police as required. The EFL and/or AFL Victoria can also be contacted on a confidential basis as required.

Any person (of any age) that forms a belief on reasonable grounds that a child is in need of protection from child abuse (physical, sexual, emotional, psychological or neglect) may disclose that information to the police or DHS. The Club encourages all persons with concerns to raise this directly with the Club's Welfare Officer.

19.5 Making a report

Ring:

- Victoria police on 000 for emergencies;
- If not an emergency, call the Victoria Sexual Offences and Child Abuse Investigation Team on (03) 8690 4056.
- DHS on 1300 664 977 or 131 278 (AH). Ask for child protection.

The information needed for making a report is:

- name age and address of child;
- the reason for suspecting that the behaviour or injury is a result of abuse;
- an assessment of the level of danger to the child;
- a description of the injury or behaviour observed;
- the current whereabouts of the child;
- any other information about the family; and
- any specific cultural details eg English speaking or disability etc.

The person making the report should:

- ask that the Club be informed of each step of the procedure; and
- ask that if an interview is to take place at the Club the visiting officer is in plain clothes and the time of the interview is specified so that the club can make appropriate arrangements.

If the complainant alleges that a crime has been committed by a committee member, coach, volunteer or contractor, that person will be stood aside immediately while an investigation takes place.

19.6 Further matters

Where an allegation has been made NJFC will make secure and retain records of the allegation of child abuse and the Club's response to it. If the child is to be interviewed by the police or DHS then the Club's Welfare Officer should offer to be present at the interview to give support.

If a report is made the Welfare officer should confidentially inform AFL Victoria and the EFL so that any records can be amended or updated as is appropriate.

Throughout the process outlined above, the interests of the child and their family should be protected from unnecessary disclosure of information concerning the alleged abuse.

If any club volunteers, coaches, players or parents have any queries concerning these procedures they should contact the Club's Welfare Officer or an Executive Committee member.



20 Social Media Policy

Social media is playing an increasingly important role in how businesses, people, clubs and communities gather and share information, opinions and content. Social media allows the Club new opportunities to share game day information, event information and important notices, as well as to engage in conversations with the Club community and associated businesses.

Social media can be used for both organisational and personal reasons, and there can be a blurring of the lines between the two. The purpose of this policy is to make our Club community aware of the risks associated with the use of social media, and to set guidelines for our volunteers' use of social media for Club purposes.

In this policy, social media refers to internet-based tools and other online and communication technologies for sharing and discussing information, content, experiences, photos, opinions and insights with other people.

The Club encourages the use of social media to disseminate information and engage with the Club community. It does however, require those using social media on the Clubs behalf to do so responsibly in accordance with this policy. These requirements are in place to help protect the privacy, confidentiality, and other rights of all those associated with the Club.

20.1 Guiding principles of the Club social media policy

- 1.1 No adult within the club shall engage in individual social friendships with players on personal social media sites, or shall exchange personal contact details such as phone number, social networking site or email addresses with children, except,
 - I. Where necessary for a football related purpose such as availability to play or train, or
 - II. where a previous family friendship already exists and is known to the child's parents or guardians.
 - III. where a previous social friendship already exists, the Club should be made aware of this.
- 1.2 Multiple adults including an executive or general committee member should be part of the contact list and included in any social media communication with players on behalf of or regarding the club.
- 1.3 Multiple adults including an executive or general committee member should be part of the contact list and included in any social media communication with players on behalf of or regarding the club.
- 1.4 For any club social media platform, a club administrator needs to monitor posts and comments.

- 1.5 The Club may choose to post club related social media content generated by executive, coaching staff and/or players/parents. If you do not wish your child's photo to be published via social media please notify your Team Manager via email.
- 1.6 All adults responsible for any social media posts and comments should ensure they:
- I. Adhere to the Child Safe Policy and Child Safe Code of Conduct
 - II. Respect the audience – no remarks that are offensive or could cause harm to any individual or the Club. They should not use cultural slurs, personal insults or obscenities.
 - III. Respect copyright, proprietary information and confidentiality – show proper consideration for other's privacy and confidentiality, in regards to individuals and proprietary information and content of the Club and associated businesses.
 - IV. Protect the club's players, volunteers, officials, business partners and suppliers by being mindful during their social media use of the importance of not damaging the reputation or commercial interests of these parties.
 - V. Remember that their actions are their responsibility, but will also reflect on the Club – consider content carefully.
 - VI. Remember that the internet is permanent – so think before you post. Although the site may be only available to a select group of people, information on the internet is permanent and can be hacked or shared by others. Photos of pages and posts can be taken and easily disseminated to wider audiences, therefore you should assume that any personal details shared on these sites could be publicly accessible. Financial information including account details or passwords should never be provided.
 - VII. Do not use the Club brand to promote any product, opinion, cause or political party/candidate unless they have written approval from the Executive Committee.
 - VIII. Do not engage in any conduct that is fraudulent, misleading or deceptive. Examples might include, providing recommendations, references or endorsements, or other statements that are false or exaggerated.
 - IX. Observe all applicable laws, including privacy, confidentiality, spam, misleading or deceptive conduct, copyright, discrimination, harassment, stalking and cybercrimes.

20.2 Breach of Policy

If a breach of this policy is found to exist, this should be raised with a coach, team manager or committee member.

The breach should be raised with the individual concerned and they should be reminded of the social media policy – a copy should be provided to them. If the breach is not serious and they undertake to comply with the policy in future, no further action need occur. Consistent breaches of this policy will result in the individual being denied access to the social media sites of the Club.

In cases where this breach also constitutes the breach of another Club policy, such as the Child Safe Policy, those relevant policy breach reporting guidelines should be adopted.

In cases where the breach is a breach of law, this should be raised with a committee member who should report this to local authorities. The person responsible may be personally liable.

