

Club Policies & Procedures

2013

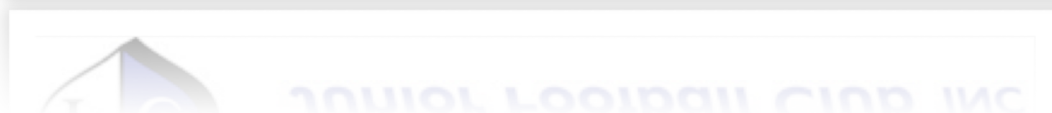




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1.0 Introduction to Mazenod Junior Football Club

Welcome to the Mazenod Junior Football Club

If you are a new member then welcome and thank you for your support. If you are a returning member, welcome back!

Please read through the enclosed club policies and guidelines to familiarise yourself on how we intend to operate and behave as a club.

The policies contained within have been designed to assist the committee of the day operate the club with the continuity and spirit in which the club was founded.

We pride ourselves on being a family club. Being a member of the club isn't just for the players, it's also for the families of the players. Part of the enjoyment felt by the sons playing is seeing their parents and siblings taking an active role in their sport.

We are a club administered and run by volunteers so it is vital that everyone participates to spread the load evenly across all members, whether by helping on game day, at training or at fundraising events. Without these contributions, we would not be able to function as a club.

We have created a code of conduct for each group of people participating with the club and it is vital that all understand and comply with these policies. Whether coaching, volunteering or supporting, everyone connected to the club represents the Mazenod Junior Football Club and their behavior reflects our values. Please familiarise yourself with these policies and bear them in mind when supporting to make the experience fun for all the players and officials.

Once again, thank you for being involved in our great club as we strive to ensure every member enjoys our great game.

Go Mazza!

Tony Eldridge

President Mazenod Junior Football Club



1.1 Statement of Purpose and Values

The Mazenod Junior Football Club aims to provide an opportunity for the students both current and past to participate in Australian Rules Football and enhance their health and wellbeing through organized sport. The Club, will at all times, endeavor to provide for the health, welfare and well being of its players, supporters and spectators. This aim will be achieved by promoting and developing the following values and objectives:

- A sense of social and school values.
- An environment to nurture the physical and mental development of our sons.
- Respect for officials, opposition players and supporters.
- The virtues of fair and disciplined play.
- Equal opportunities for everyone.
- A smoke and alcohol free environment

They will be realized by providing as far as reasonable:

- 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 Club.

All players, Coaches and Officials, parents, supporters and Committee members have a responsibility at all times when representing the Mazenod Junior Football Club to conduct themselves in an appropriate manner consistent with these values and or Codes of Conduct.

2.0 Club Code of Conduct

Through the Mazenod Junior Football Club, we endeavour to teach and support our youth not only on the football field but also in their daily lives. To do this we need to be committed to modelling the types of behaviour and qualities we espouse.

Players, spectators and officials should ensure that both on and off field behaviour is consistent with the principles of good sportsmanship. Therefore:

- Swearing or abuse by club officials, players or spectators is not permissible at any time.
- Disputing umpire's decisions or behaving in an aggressive manner toward them is unacceptable. If there is a genuine concern, there are appropriate channels of communication in place, speak to your team manager to address any concerns.
- Aggressive behaviour and abuse toward opposition players, coaches, club officials or spectators is unacceptable.
- Consumption of alcohol is strictly prohibited at any venue while under age football is being conducted.

2.1 Coaches Code of Conduct

- Abide by the Laws and Rules of the Game and Rules of your Club/League.
- Teach the rules, rules are mutual agreements, which nobody should break.
- Group players competitively.
- Avoid overplaying talented players.
- Maximise fun and place winning in perspective.



- Stress safety always.
- Consider maturity levels. Devise training programs to suit all.
- Develop team respect for opponents, umpires and coaches.
- Recognise the importance of proper injury treatment.
- Keep up to date with coaching developments.
- Attain coaching accreditation.
- Avoid derogatory language.
- Do not discriminate based on gender, race or skill level.
- Make a personal commitment to keep yourself informed of sound officiating principals and the principals of growth and development of children.

2.2 Players Code of Conduct

- Play for the 'fun of it' and not just to please parents and coaches.
- Play by the rules.
- Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit so will you .
- Be a good sport. Cheer all good plays whether they are by your team 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

2.3 Parents Code of Conduct

- If children are interested, encourage them to play sport. However, if a child is not willing to play, do not force them.
- Focus upon your son's effort and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to his ability by reducing the emphasis on winning.
- Teach participants that an honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Insist on always playing according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best from example. Applaud good plays by both teams.
- If you disagree with an official, raise the issue through the appropriate channel rather than question the official's judgement and honesty in public.
- Remember that most officials give their time and effort for your son's involvement.
- Refer concerns about officials through your Team Manager.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your children and deserve your



support.

- Always remember 2 points:
 - Sportsmanship.
 - Let's all have fun.

2.4 Managers Code of Conduct

Ensure that equal opportunities for participation in sports are made available to all players, regardless of ability, size, shape, sex, 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 children.

Remember that children participate for enjoyment and play down the importance of rewards.

Ensure that parents, coaches, sponsors, trainers and participants understand their responsibilities regarding fair play.

Modify rules and regulations to match the skill level of players and their needs.

Condemn unsporting behavior and promote respect for all opponents.

Publicly encourage rule changes which will reinforce the principles of good sporting behavior. Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children. Ensure promotion, well-being and safety of umpires and encourage good sportsmanship before, during and after matches. Ensure positive player/umpire/relationships are continually developed.

2.5 Breaches of the code of conduct

Mazenod Junior Football club views breaches of the codes of conduct seriously and will take the following actions where a breach occurs:

Football Committee members or officials will speak to anyone who is in breach of the one of the codes of conduct to modify their behavior. If the person does not modify their behaviour the committee member may elect to take one or more of the following actions:

- Ask the offender to remove themselves from the immediate playing area until they have settled down.
- Remove the offending person's child from the field either for a period of time or for the duration of the game depending on the severity of the offence.
- Ask the offending person to leave the game
- Refer the player, parent or spectator to the committee for further action.

To minimise the occurrence of unruly behaviour the area immediately behind the coaches boxes will be roped off at all Home games and no spectators will be allowed to stand within these areas.

If a spectator or parent has an issue with the officials, they should refer the issue to either:

Team Manager, Coaching Co-Ordinator, Any committee members

Please do not abuse, either verbally or physically any players, officials or coaches in public, use the contacts listed below if you have an issue that needs to be addressed.

3.0 Club Policies and Procedures

One of the critical components of our game is the passion that people show for the team & club that they support. Whilst this passion is usually harnessed and used to support our game, it sometimes can boil over to create negative situations. We must



all work together in the attempt to eliminate this negative passion.

At the very core of our club is the maintenance of equity of opportunity to play football. This has a profound impact on the self-esteem of the child, the development of their skills, fitness and understanding of the game. To this end the following policies have been adopted by the Mazenod Junior Football Club.

3.1 Grievance Procedure

At times parents may have issues that concern them and/or their child. The Mazenod Junior Football Club requires that all issues are resolved to the satisfaction of all parties in a timely fashion. One role of the Coaching Co-ordinator is to facilitate resolution of issues or concerns where the member does not feel comfortable in approaching the coach directly.

All members have a responsibility to participate in reasonable actions to resolve issues. In the event of a grievance being raised by parents in regards to these areas or other area of concern, the procedures below detail the steps to expedite issue resolution.

PROCEDURE

1. Any person wishing to raise an issue can contact the following people:
 - a. Football related – Team Manager
 - b. Coaching related – Coaches Liaison
 - c. General issue – Committee Member

Where possible the person reporting the issue should make suggestions that may resolve the issue. As soon as possible after an issue has been reported, the Team Manager, Coach and/or Committee Member and the claimant, must meet and try and resolve the issue.

2. Where the initial parties cannot resolve the issue, the Team Manager will refer the matter to the Committee through Coaching Co-Ordinator or Executive Committee as soon as possible.

3. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.

4. The Team Manager and/or Coach may at any time call on Committee Members or Coaches Co-Ordinator for assistance.

Any football or team related issue reported to the Committee, where the Team Manager and/or Coach has not been given the initial opportunity to resolve any such issue, will be referred back to the Team Manager/Coach.

All persons must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials or the public. If any hazard is identified the Committee are to be informed as soon as possible.

3.2 Team Selection Criteria

Principles

- The preferred maximum players is 25 in each side.
- It is a requirement of the club all players who live within 250 kilometers of the college are available for a minimum 13 of 16 home and away games plus all finals.
- All year 7 & 8 students are guaranteed a place in a side subject to availability of coaches & team infrastructure if registered and paid by the 28th February 2013.
- All year 9,10,11 & 12 students previously registered with the club are also



guaranteed a place in a side subject to availability of coaches & team infrastructure if registered and paid by the 28th February 2013.

- All other registrations are subject to availability.
 - The preferred ratio of boarder/day students is 3 day students to 1 boarder
 - Every effort will be made to ensure all players get the opportunity to play in their preferred team, however this cannot be guaranteed

3.3 Official Club Appointments

There are 6 positions that need to be sanctioned by the committee. These are:

- Coach
- Assistant Coach
- Team Manager
- Runner
- Parent Umpire
- Trainer/First Aider

- All members must follow the codes of conduct
- The Team Manager must have internet access and communicate with their respective parent group at least once a week.
- Before any side will be nominated all these positions must be filled

3.4 Match Day Officials

The organising of these officials is the responsibility of the Team Manager. These positions are:

- Goal Umpire
- Umpires Escort
- Interchange and Score keeper
- Boundary Umpire
- Time Keeper
- Water carrier

Team Managers have to ensure *parental involvement* is maximised. A Roster is to be drawn up to include all parents.

3.5 Racial and Religious Tolerance Policy

The Mazenod Junior Football Club 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. An outline of what is considered to be racial and/or religious vilification and/or discrimination is contained below.

- No player, spectator or team official shall behave in a way that humiliates, intimidates, ridicules, incites, threatens, vilifies or insults another person because of that person's race, religion, colour or because they come from another country.
 - *To vilify someone is to speak ill of them.*



- *The behaviour may be in the form of name-calling, general abusive language or talking about someone behind their back.*

4.0 The Players

4.1 Match day Dress Code

Players are expected to arrive at each game wearing a MJFC shirt and Mazenod College tracksuit pants or black trousers. Replacement shirts are available at a cost of \$25

4.2 Mouthguard Policy

Mazenod Junior Football Club requires all players to wear mouthguards whilst playing. It is also recommended that they be worn during competitive training. Note: Mouth injuries incurred when not wearing mouthguards may not be covered by your insurance policy, please check details of your policy.

4.3 Match Selection

- If players are unavailable for selection please notify your coach or team manager by Friday each week.
- Players that attend all training sessions and arrive to matches on time will be given preference in selection each week.

4.4 Finals Selection

It is generally recognised that finals football is different to the home and away games. This policy will be based on the following principles;

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

- The coach will have discretion over the length of playing time that individual players will have on the field and the time at which the player on the bench would come onto the ground.

4.5 Personal Medical Insurance

The club strongly encourages all families to maintain Ambulance cover, the club insurance does not cover the cost of ambulance. Our trainers will not take any risks in regards to our players.

5.0 Match Day

5.1 Match Day Procedure

1. Arrive at the ground at least 60 minutes before game time.
 - a. First team of the day must use the Ground Check List, which is to be signed by the Team Managers of both competing clubs.
2. Three team sheets to be completed with relevant player details & officials.
 - a. One to be given to umpires with match ball before game.



- b. Second sheet record your goal scorers and transfer to umpires sheet at end of game.
 - c. Third sheet rate umpires & comment on their performance, seal it in an envelope and give it to the umpires at the end of the game along with retrieving the match ball.
3. Engage parents to do *Match Jobs*, i.e.
 - a. Goal Umpire. (provide scorecard)
 - b. Umpires Escort.
 - c. Boundary Umpire.
 - f. Time Keeper.
 - g. Interchange Steward. (provide scorecard & interchange sheet)
 - i. Voting slips to rostered parents.

5.2 First Aid & Health and Safety Requirements for Players

It is a requirement that all Trainers are accredited to Level 1 Sports Trainer. Any training required will be covered by the club. If a person benefits from the special first aid training it would be hoped that that person would assist in first aid duties for a number of years or while their child was participating at the club. The club is responsible for maintaining the first aid kits to the required standard. Any extra first aid needs are to be passed on to your team Trainer with instructions.

6.0 League Rules

The WAFC has relevant rules for the competition. These rules can be obtained from the committee and must be adhered to. They are also available from the WAFC website; <http://www.wafc.com.au>

7.0 Training Times & Venue

Training times and venue can be found on the college website

8.0 Coaching

8.1 The Role of the Coach

- Development of all players skills, knowledge and attributes
- Acknowledge that all players are unique and have their particular strengths and weaknesses, which need to be addressed.
- Positively support and encourage players for their efforts helping to build self-esteem.

Every effort should be made to ensure all players have the opportunity to play as much football as possible in relation to:

- The number of games played in a season
- The on field playing time each week
- Endeavour to give players the tools that they will require to advance to become good sports people.
- It is understood that a players attendance and attitude at training may have an influence on selection.



8.2 Professional Conduct

- Coaches are not to involve themselves in negative dialogue with the opposition, officials, players, spectators or umpires.
- Coaches and Team Managers are responsible for the conduct of their officials, players and parents and should ensure that all behave in a responsible manner, accepting decisions of the umpires and officials.
- Coaches are required to report, to the committee, any official or spectator who they believe are behaving in a manner which may reflect badly on the Mazenod Junior Football Club, as soon as possible.
- Coaches are required to have a current Working with Children check.
- All coaching appointments are for a term of 1 year.
- Coaching applications for the following year will be accepted between 1st & 30th September each year.

8.3 Coach Accreditation & Professional Development

To coach within MJFC, it is mandatory that all coaches are accredited as Level One coaches. The club will cover all costs incurred in Level One Accreditation. Coaches are strongly encouraged to pursue higher levels of accreditation. The club will support coaches in this activity and may assist with the expenses of such an endeavour.

To remain accredited, coaches are expected to be actively coaching, members of the AFCA and attend professional development evenings.

Membership to AFCA

The club covers the cost of annual membership. Membership entitles coaches to regular coaching magazines, access to resources provided by AFCA and Seminar Nights.

Seminar Nights

SIX (6) seminar nights are held each year. Presentations are of a high quality and cover various areas of coaching.

9.0 Club Functions

9.1 Mazenod Medal Night

The Mazenod Medal Night will be held after the completion of the clubs involvement in finals. All awards will be presented on this special night. Date and details will be advised accordingly.

9.2 Awards Trophies

Awards to be presented for each age group the following trophies:

Mazenod Medal (Fairest and Best Yr 12 player)

Fairest and Best

Runner-up fairest and best

Most consistent

Most improved

Coach's award



Note-Suspension will result in being in-eligible for both fairest and best awards.

9.2.1 Club Awards Voting

For calculation of Club Best and Fairest Awards, the Team Manager is to hand out 3 vote cards prior to the commencement of each game. Voting processes and protocol is to be clearly explained to each voter with the focus to be on the Most Valuable Mazenod player on the day. Completed cards are to be sealed and handed back to the match day co-ordinator at the end of each game. The voting is confidential, no discussion should be held between voters during the process in order to ensure an unbiased voting system.

Voters must include the coach every week and the other 2 cards are to be spread between officials and volunteers involved in that week's game. Voters should take time to listen to the coaches pre-game instructions. This will assist in understanding each player's role.

9.3 Team Photographs

Team photographs are a significant club event, in that it is a record of your team. It is expected that all players, Coaches, Runners, Trainers, and Team Managers should be in attendance. Full details of a timetable will be distributed prior to the photos as early as possible in the season.

10.0 Club and Committee Contacts

A list of contacts can be found on the college website

11.0 Incident Reporting

In the event of an incident occurring either at training or on game day the Team Manager is required to complete an Incident Report. The President should be advised ASAP and the completed forms should be passed on as soon as is practicable.

11.1 Red/Yellow Card Policy

The following policy has been introduced as a reflection of the club's commitment to behaviour consistent with the principles of good sportsmanship.

- All suspensions are in addition to any WAFC imposed penalties.
- Policy only applies to cards issued in the current season.
- Mazenod Junior Football Club Committee reserves the right to enforce more stringent sanctions if deemed necessary.

1st Red/ Yellow Card

- Coach and player to discuss reasons for card
- Coach to report to Committee.

2nd Red/Yellow Card

- Coach, parent and player to discuss reasons for card
- Coach to report to Committee.
- Automatic 1 game suspension to apply
- Coach, parent and player to appear before Committee to discuss reasons for cards.

3rd Red/Yellow Card

- Automatic 2 game suspension to apply
- Coach, parent and player to appear before Committee to review registration of player.

11.2 Procedure for the Management of Reported Players

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

- a. The Coach and Team Manager need to manage the situation in a calm and supportive manner. Often a report may occur as a result of a heated incident. It is the responsibility of the two (2) club officials to ensure the player is removed from the ground for the coach to be able to talk to the player about the incident and point out the outcomes of such an incident.
 - 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 taken.
- c. The Secretary of the club needs to be notified of the report and the decision of the Coach, Team Manager and player regarding the taking of a *Set Penalty*. If the case goes to the tribunal, the Secretary will then arrange an Official Advocate.
- d. The Advocate will then take charge of the defense. It would be expected that the Coach would still take a very active role in the support of the player. In the event of one of our players being required to give evidence, then all steps will be followed except those related to the *Set Penalty*.
- e. A player who has been on the receiving end of a reportable incident and is required to give evidence needs to be well supported also.