



Coaches and Managers Manual 2024

**Version 1
Issue Date April 2024**

(Incorporating Key SDJFC Club Policies affecting Coaches and Managers)

**Please report any errors or omissions to the Club Secretary at
admin@sorrentoduncraigjfc.com.au**

1 WELCOME

Dear Coaches and Managers,

Welcome to Season 2024 and thank you for taking on the job as either a Team Coach or Team Manager.

This Coaches and Managers manual has been put together to provide all SDJFC Coaches and Managers a resource to help and guide them throughout the season. The manual is to be read in conjunction with the 2024 Junior Football Rules and Regulations available at the Kia Community Club Hub (<https://wafootball.com.au/competitions/juniors/kia-club-hub>)

SDJFC does have some unique policies and administrative requirements and as such it is important that all SDJFC Coaches and Managers review this manual and implement the various requirements. In this regard your Club Committee ask that all Coaches and Managers, as a component of accepting your respective roles, sign the Coaches and Managers Agreement (Appendix 1) that requests that you acknowledge that you have received, read and agree to abide by the operating requirements of SDJFC.

Some of the requirements may appear onerous and/or excessive particularly for Coaches and Managers that have recently progressed from Auskick or who are moving from Modified Rules to Open Rules. Sadly, many of the requirements stem from actual on and off field issues which on occasions have degenerated into very unfortunate and enormously time-consuming issues. Many of the requirements in this manual, apart from mostly being competition rules that we must abide by, are designed to protect you, your players, your spectators and your Club.

Your Club Committee has members with many years of experience in administering and managing Junior Football. Please do not hesitate in calling on your Committee to assist you and your team. Have an enjoyable and safe Football Season.

Yours sincerely

Michelle Richards
President
Sorrento Duncraig Junior Football Club Inc.

2 SDJFC COMMITTEE CONTACT DETAILS

Role	Name	Phone
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Modified Rules Co-ordinator	Brett DAYMAN	0407 474 642
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Inclusion Co-ordinator	Cathy FARRELL	0420 920 051
Girls Football Coordinator	Clinton RUDD	0419 940 064
Registrar	Helen STAPLEDON	0416 161 969
Treasurer	Paul RYAN	0447 795 388
Secretary	Ingrid O'BRIEN	0427 197 592
Property Co-ordinator	Warren (Waz) WILLIAMS	0417 663 562
Risk Management & Safety Co-ordinator	Tim (& Sally) BOWES	0448 077 885
Social Co-ordinator	Paul WHITE	0419 042 889
Sponsorship Co-ordinator	Paul FORREST	0452 282 525
Communications Co-ordinator	Marie BRANDLI	0411 116 515

Please restrict phone calls to before 8PM unless prior arrangements have been made

All correspondence should be addressed to:

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3 SDJFC COACHES & MANAGERS CONTACT DETAILS

COACHES

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4 CLUB SONG (Same tune as North Melbourne FC)

Join in the chorus and sing it one and all

Join in the chorus, Sorrento's on the ball

Good old Sorrento, we're champions you'll agree

Sorrento is the team that plays to win for you and me

6 GAME DAY PROCEDURES

The following procedures are recommended procedures that SDJFC would like followed on each game day. Where these procedures are in conflict with the competition bylaws, the competition bylaws will prevail.

6.1 Players

All Open Rules players are now provided with Club polo shirts. All players are to arrive and depart the game wearing the Club polo shirt. The club shirts are not to be worn for training or warm-up.

6.2 Introductions

Team coaches and managers should introduce themselves to their counterpart in the opposition team before the game commences. In addition, the team managers should meet the umpire(s) before the game commences.

The above should be facilitated irrespective of if the opposing team is from another Club or a team from within SDJFC.

Substantial experience has demonstrated that if the coaches, managers and umpires have met prior to the game then if an issue arises during or after a game it is far better handled by people who have met in a calm and rational environment beforehand.

6.3 Ground Preparation

- Grounds are to be freshly marked, designated coaches' areas and interchange area included. Spectator line to be marked a minimum of 2 metres from the boundary – for SDJFC this is organised by the Committee & set up team.
- Host Clubs to provide all goal post padding for their ground – organised each week at Seacrest by the Committee and nominated set up team. Spectator lines to be observed by the spectators. (Team Managers to enforce).
- Spectators are not permitted directly behind the goals or to stand behind the goal umpire.
- A reasonable clearance of at least 6 metres from any post be maintained by all spectators from the goal area. (Team Managers to enforce)
- A check of the ground surface is to be conducted before the first match of the day and the appropriate **Marsh ground report form completed.**
- [AFL Matchday Checklist | Marsh](#)
- If, in the event that, a Youth rules game is played following a Modified game then another ground check should occur prior to that game commencing and be documented. All rubbish and debris on the oval must be removed prior to the game commencing.

6.4 Footballs

Each competing team shall supply a football of a size approved for that age group, and be in premium condition and ready for match play. The colour of the football must be Yellow. The ball shall also be a WAFC agreed sponsored brand. In Grand Finals, all footballs shall be provided by WAFC.

- The home teams shall provide the match ball.
- The away team are to provide a suitable spare football.
- Football of the following sizes are approved for the use in the respective age groups:
 - Synthetic Size 1 - Auskick (PP - Year 2), Year 3 and 3/4 Girls
 - Synthetic Size 2 - Year 4 and 5/6 Girls
 - Leather Size 2 – Year 5
 - Leather Size 3 - Year 6, 7 and 7/8 Girls.
 - Leather Size 4 - Year 8, 9, 10, 9/10 and 11/12 Girls
 - Leather Size 5 - 18s (Years 11 & 12).

6.5 Colours and Uniforms

All players must wear the playing uniform determined by the Sorrento Duncraig Junior Football Club for all matches.

In the event that the MN executive determines that there is a jumper clash between two teams, the Away team must wear an alternative strip. These can be collected from the Property Coordinator in the week leading up to the game.

Compression undergarments, such as 'Skins' or 'Under Armour', colour/length/style shall be determined and approved by the RDC in line with the playing uniform. Full length arm and leg compression garments are not permitted, unless medical approval is provided by a doctor, a permit must be sought from the Metro North Competitions Officer.

6.6 Coach Location on Game Day – MN requirements

Modified Rules Y3 - Y6 Where marked, coaches, assistant coaching staff and runners are required to remain in Coaches' boxes. Where not marked, both teams must locate all of their game officials on the same side of the oval.

Open Rules Y7 to 18s Coaching staff and runners must remain in the Coaches' box which should be marked alongside the oval. Where a Coaches' box has not been marked, the home team should arrange for a Coaches' box to be marked out with coaching cones. Water carriers must not enter the Coaches boxes', nor walk through the interchange area.

COACHES BOX:

Modified Rules Y3 - Y6

Each team is permitted to have a maximum of four people inside the Coaches' box – Coach, Runner, Team Manager and First Aid. (The Assistant coach can double up as the runner)

Open Rules Y7 to 18s

Each team is permitted to have a maximum of five people inside the Coaches' box, performing the following roles:

- Head coach
- Assistant coach
- Team Runner
- Medical (First Aid) trainer
- Team Manager

6.7 Game Sheets

The team manager is responsible for preparing and submitting 2 copies of their team sheet to the umpire(s) prior to the commencement of the game.

SDJFC will provide the team manager access to the PlayHQ system in order to download official team sheet for each week's game. The team sheet lists the names of players registered to play for the team. No other player is permitted to play for the team without the approval of the Club Registrar except as highlighted in section 6.10. Playing an unregistered player will result in a financial penalty, which the Club will expect the coach, manager or team to personally pay. The team sheet must contain the following information:

- The Club name and the age group of the team.
- Date and venue for the match.
- Surname and first name and jumper number of each player representing that Club in the match.
- The name of the coach.
- The name of the appointed team runner(s) if applicable.
- The name of the goal umpire
- The signature of the team manager or another authorised team official.
- The date of birth for each player.
- The match scores

At the conclusion of the game the umpire shall complete match documents duly endorsed "all clear" (except where a report has occurred) and sign the sheet verifying the correctness.

1. The first copy of the "Team Sheet" is to be kept by the umpire who will lodge with Metro North Competition.
2. The manager should keep the second copy of the team sheet in case there is a dispute at a later date about players or scores. They can be disposed of at the end of the season.
3. Managers **MUST** enter the results and make **any alterations** to the team composition in PlayHQ by **6pm on Game Day**. It is important to add or delete any players as necessary to maintain accurate game counts stats.

See Appendix 10 for an example of a completed Game Day Sheet.

6.8 Score Cards

- Managers are to ensure that there are Score cards for their own goal umpire (both Mods and Opens home and away games) and 1 for Scorer/Timekeeper (**Home Team Open Rules ONLY**).
- Goal umpires shall enter all goals and behinds and confer at the conclusion of each quarter and otherwise carryout their duties in accordance with the AFL laws of the game.
- Open Rules: Scorer/Timekeeper shall enter all goals and behinds and confer with the goal umpires at the conclusion of each quarter and otherwise carryout their duties in accordance with the AFL laws of the game.
- Should any discrepancy occur in the scores recorded by both goal umpires then the scores will be clarified with the central scorer before involving the field umpire(s).

6.9 Interchange App

The WAFC have designated “Rookie Me Play” App the one to be used for season 2024 to monitor players’ game time.

By-law 22.6 states

Both the home team and the away team are responsible for providing an interchange steward. Only one steward per team is permitted inside the interchange area where they must remain for the duration of the match.

The use of this App is mandatory.

Details of “Rookie Me Play” App

“Rookie Me Play” App is currently only available from the iTunes App store on an iPad or iPhone. There is a plan to enable availability on Android devices in coming seasons.



All teams are required to use the “Rookie Me Play” App for interchange reporting. No paper copies will be accepted. Failure to submit the Interchange report by the required deadline may result in penalties such as the loss of ePoints or fines. The applicable penalty will be determined by the Competitions team. All players must meet the minimum requirement of 60% game time.

All teams Years 3-12 will be required to upload all interchange reports by 10am the day after the match has been played. These are then reviewed by the Metro North competition staff.

6.10 Additional Players/"Fill Ins"

During the season, a team may require additional players due to sickness, injury or holidays. Players not registered and financial with SDJFC in the current season are NOT permitted to be used. Fill-ins from a lower year group may be used as long as this is done with due consideration with the competition by-laws and in consultation with the Modified / Open Rules Co-ordinator. Please contact Brett or Paul T to organise this (phone numbers at beginning of document).

Fill-ins may only play up one year group from their proper year group. If a player is already playing up in their normal club team; they are not permitted to play an additional year as a fill in for a higher year group. Before allowing a player from a lower year group to fill in, managers should verify their Date of Birth and their proper age group.

6.11 Qualifying Round Match and Match Points (Open Rules)

- In each qualifying round match, four premierships points shall be awarded to the winning team and two points shall be awarded to each team in a drawn match.
- If a winning team's margin exceeds 10 goals the team will only be credited with a maximum of 60 points (10 goals) winning margin.
- Where equality in total premierships points occurs at the conclusion of the qualifying rounds, the position of a team shall be decided on percentage calculated by a formula in which the total number of points scored by the team shall be multiplied by 100 and divided by the total number of points scored against the team.
- In the event that uneven matches are played, a match ratio shall apply to the premierships table.

6.12 E-Points

The purpose of the E-Point system is to weight game day behaviour with the same importance as winning a match and reward teams for displaying positive game day behaviour. The system deters players, coaches and parents from engaging in negative game day behaviour prior to it taking place.

The E-Point model is applied to all competitions in Open Rules.

Four (4) E Points will be awarded to each team if there has been no breach of codes of conduct, no red cards, no yellow cards, no coaching box warnings, no poor crowd behaviour, no retrospective breach established after a game.

A maximum of Four (4) E Points will be awarded per team per game played. The team's behaviour (including that of players, team officials, support staff or spectators) will determine if these E Points will be awarded.

6.12.1 One (1) E Point will not be awarded for every YELLOW card received by each participating team on game day. No Yellow Card infringement appeals will be entered into.

6.12.2 If any Player, Team Official, Support Staff or Spectator is issued with a RED card and is suspended for 1 match or more, then Two (2) E Points will automatically not be awarded to the offending team.

6.12.3 If any Player, Team Official, Support Staff or Spectator is suspended for 1 match or more or is issued with a prescribed penalty where a base sanction is 1 match or more, then Two (2) E Points will automatically not be awarded to the offending team.

6.12.4 For any bylaw breach/policy/code of conduct breach relating to inappropriate game day behaviour, the offending team could have up to Four (4) E Points per game not awarded as determined by the JCC Executive.

6.12.5 If any breach occurs during a break of play or after the final siren, the number of E-points not awarded will be doubled as the umpire does not have the ability to award a free kick.

6.12.6 The removal of E Points is final and cannot be appealed.

Important Points

- Teams do not start with 4 points. Points are awarded only after the match is completed and cleared.
- Points can be deducted days after the game is completed if an investigation has determined that a deduction of points is required. Ladders will be adjusted at this point.
- The idea of the 4 points is that it will severely undermine any parent or spectator that wants to step out of line. From past incidents, players are not the issue. In the past E-Points have predominately been deducted due to the behaviour of coaching staff and spectators. Team Managers are encouraged to personally advise the parent group, coaches and players of the ramifications of their behaviour on the team's premiership points. It would be very disappointing for teams to miss finals by a point after having lost points during the season for poor behaviour.

6.13 Player Eligibility for Finals (Open Rules) Bylaw 28

- To be eligible to take part in any finals match all non-WAFL Colt players must have played a minimum of five (5) matches for that team in the qualifying rounds of that season.
- A player who has suffered a long-term injury, and has subsequently not qualified for finals, may on application to the WAFC be deemed eligible given that they have provided supporting medical documentation. The final decision is at the discretion of the WAFC. A long-term injury refers to an injury where the recovery period is six or more consecutive matches.
- Players may only compete in one finals series with the one team.

WAFL COLTS PLAYERS

- WAFL Colts Players must have played a minimum of seven matches for that team in the qualifying rounds of that season to be eligible for finals.
- WAFL Colts players who have played at least three quarters of the total matches of the WAFL Colts season are ineligible to play with a junior team during junior finals.

6.14 Number of Players

In a competition playing for premiership points, a match shall be deemed a forfeit if at the start of the match either team consists of less than:

- 12 players (18 a side competitions)
- 10 players (15 a side competitions)
- 7 players (12 a side competitions)

EVEN UP RULE (applies to all age groups except Year 10, Y11/12 Male and Female competitions)

- This rule shall apply when one or both teams have less than the maximum number of players for the competition
- If a team cannot field the maximum number of players for that competition, the team with the greater number of players must offer additional players to the lesser numbered team until the team numbers comprise the maximum number of players, are even, or differ by one only
- Each team shall have even numbers of players on the field during the match
- Players must be rotated so that no single player plays more than one quarter per match for the opposition team
- If a player is injured and the team has no player to replace the injured player, the opposing team must even up immediately. (by removing a player)
- A player ordered off for a Red card offence during an even up situation cannot be replaced for the remainder of the match
- For the team utilising the even-up rule, if a player receives a Yellow card for the period of time spent off the field, player does not need to be provided
- Any team that refuses the even up provisions will be deemed as losing the game and forfeiting any points and percentages earned during that game.
- A Club, in which any one of their coaches refuses the even up provisions will be required to explain as to why a team / or club will not be penalized.
- Players, who are loaned to another team, must have their names entered into the new team list with their original team stated in brackets after their name.

6.15 Blood Rule

In the event that an Umpire observes a player who is bleeding or has blood on any part of his person or uniform, the Umpire shall take action as follows:

- The field umpire shall direct such player to leave the field immediately a break in play arises (i.e. score, free kick, mark, field bounce, boundary throw in).
- When a boundary, goal or emergency umpire observes the need for this rule to be implemented, at the first possible break in play they will alert the field umpire.

- Only the field umpires can direct a player to leave the playing field, thereby ensuring the team is not disadvantaged by playing one team member short for any period of time.
- Any player directed to leave the field can seek medical attention at any point off the field, however his replacement must enter through the interchange area.
- Field Umpire in control of play shall give the replacement player reasonable time to take up his position prior to play recommencing.
- When the injured player wishes to resume playing, he must enter through the interchange area (i.e. his playing number may have changed).
- A player, who refuses to promptly obey a direction of an umpire given in accordance with this policy, shall be reported by the umpire for misconduct in that he refused to leave the field.
- A player shall immediately upon a direction by a field umpire, leave the playing arena, where such umpire is of the opinion that the player is bleeding or has blood on any part of his person or uniform. Upon being directed to leave the playing arena, a player shall not return to take any further part in any match until and unless:
 - the cause of any such bleeding has been abated;
 - the injury is securely covered to the extent that no blood is visible;
 - any bloodstained article of uniform has been removed and replaced;
 - Any blood on any part of a player's person has been thoroughly cleansed and removed.

6.16 Stretcher Use

CALLING FOR A STRETCHER

- Any player who in the opinion of the injured player's team officials requires the assistance of a stretcher shall be attended to by a suitably trained and certified medical officer trained in the use of a stretcher prior to removal of that player.
- Only authorised persons are permitted to enter the field of play and no team meetings or coaching is permitted during this time. Players must remain in their positions ready for recommencement of play.
- Should a coach enter the field of play during a stretcher call and in the opinion of the umpire was doing so to provide instruction, a free kick will be awarded to the opposing side in front of goal at the end of the 10-metre square. (This rule will not apply if the 10 minutes or quarter break becomes enforced).
- Should both teams' coaches enter the field of play for the purpose of giving instruction, play will resume as would be the case under the rules of the game and both teams will have a fine imposed at the discretion of the WAFC.
- Umpires will report all stretcher call outs and the outcomes on the match documentation.

REMOVAL OF A PLAYER

- If the stretcher has been called for by an authorised person, then the player will be removed from the playing field via the most direct route for play to recommence and the injured player may be replaced through the interchange.
- If a player is removed from the field on a stretcher, then that player will not take any further part in the game whatsoever.
- If a field umpire or team medical officer is of the opinion that a player cannot be moved from the field of play due to the severity of an injury, then play may be abandoned for the game at the discretion of a meeting between the two Team Managers and the Field Umpire and/or any league appointed official (i.e., match day steward). The WAFC shall be advised of any such abandonment for the purpose of either rescheduling the fixture or determining a result according to the progress score and point of the game at which the game was abandoned. For all final round matches all decisions pertaining to the above rules will be controlled by the WAFC or their appointed officials.

TIMEKEEPING

- The time will only be stopped for a stretcher during finals matches

6.17 Unique Game Day Requirements (SDJFC)

6.17.1 Derby Jumpers

Due to the number of SDJFC teams in both Modified Rules and Open Rules the Club has a number of “Derby Jumpers”. The designated “Away” team is required to wear the Derby Jumpers.

Derby jumpers are to be collected via the Club Property coordinator in the **week prior** to the Derby Game and must be returned prior to the Thursday following the game, cleaned and folded as they may be required the following week.

6.17.2 Derby Medals

Games between SDJFC teams should be played in the appropriate spirit of good sportsmanship. To encourage this, the club will be providing “Derby Medals”. Two Medals are available from the Opens Coordinator for each SDJFC Derby Game. The medals are to be awarded to the best **team** player (not necessarily the best player) from each team. **The coaches / managers shall confer before the end of the game and nominate their own best team player for the opposition coach to present.** Teams should sing the club song together at the end of the match and parent groups should join both teams at the end of the game for the presentation with the medal to be awarded by the opposition coach.

6.17.3 Seacrest Setup, game timing and Team Locations

For the 2024 season, Seacrest will be configured for 4 modified ovals. Seacrest East and Central will be setup running North - South across the main Seacrest ground. Seacrest South West and Seacrest North West will be setup running East-West on the Seacrest secondary oval. Teams should NOT setup between either pairs of modified ovals. When multiple Modified games are in progress game timing and siren will be centrally controlled by the home team on Seacrest Central.

6.17.4 Percy Doyle

When used for Modified or Open Competition games a timer and bell is provided (in the store room) will be used to stop/start time. A stretcher is also located in the store room. It is critical that the stretcher is clearly available as SDJFC can be fined for not having the necessary safety equipment in place and available.

6.17.5 Stretchers

The SDJFC Committee set up the Seacrest Oval on Sunday morning with the assistance of a rostered Modified Rules team (fixture for 8.30am match) and will put the stretchers out in front of the Clubroom ready for use along with fitting the goal pads to the goal posts. At Percy Doyle, it is the home manager’s responsibility to ensure the stretcher is removed from the change rooms and placed in clear view near the playing arena.

6.17.16 Timelines of Modified Games

Modified Games must start and finish at the designated start time. 8.30am games must start promptly at 8.30am and finish no later than 9.45am. 10am games must start promptly at 10am and finish no later than 11.15 am. To ensure this occurs the timer on Seacrest Central **MUST** commence each quarter when scheduled even if some ovals are not ready to commence. **At the conclusion of each game teams must vacate the playing area and allow other teams to move into position.** Games starting at 10am must clear away goal posts and boundary cones to facilitate teams playing on the full oval at 11.30am.

6.18 Game Day Check Lists

a. Pre-Game – Every Game

- Prepare Team List – 2 copies to umpire
- Organise Goal Umpire, Interchange Manager and other roles as applicable

b. Pre-Game – HOME GAME

- Check team pigeon holes for team information
- Ensure goal post pads, stretcher and boundary markers where required, are in place.
- Organise time keeper & independent scorer (Opens only)
- Ground inspection – complete Marsh Match Day Checklist if first game

c. Post-Game – Every Game

- Ensure umpires take score cards and one copy of Team Sheet
- Distribute handouts and advise important email information

d. Post-Game – HOME Games – last game of the day

- Ensure goal post pads, stretcher and boundary markers where required, are locked away.
- Make sure any change rooms used are clean.
- Store second team sheet in your folder *until the end of season*

e. Post-Game – Away Games

Make changes to team lists and record final score on PlayHQ – Deadline 6pm of Game Day
(Friday Night Games – Deadline 10am Saturday)

6.19 Player Game Count Sheet

The game count sheets will be provided for each team at the beginning of the season, reflecting the team composition at that time.

The Player Game Count Sheet will indicate the starting game count for each player and is to be used by the manager to calculate when milestone certificates (50, 75, 100, 125 games) are due to be awarded. If a player commences after the game count sheet has been issued or fill-ins from another age group are used, the manager will need to manually add those players to the list. In the case of permanent players – the manager shall request a 'starting' game count from the club Registrar for that player.

Game certificates awarded during the year recognise games in junior football (except Auskick). Only games played at SDJFC will count towards 100, 125 & 150 games medals as presented at the end of season vote count. Any certificates not handed out during the season due to a player not achieving the milestone should be returned to the Registrar.

7 TEAM OFFICIALS

The following sections define who Team Officials are on a Match Day and some of their key requirements and responsibilities:

7.1 Team Official Identification

7.1.1 Coaches and Managers

All SDJFC Coaches and Managers of Modified & Open Rules **must wear** the official SDJFC Club Polo on all Game days so that they can be clearly identified. The Club will provide the shirts free of charge. Coaches and Managers must also wear the official vest provided by the WAFC, currently blue and fluoro yellow respectively. The wearing of any other official District attire is not permitted.

7.1.2 Runners, Goal Umpires, First Aid

The By-Laws require that all of these Game Day Officials must wear the Vest and lanyard provided to each Team.

All Team officials including Boundary and Goal Umpires must be a minimum age of 16 years.
RUNNERS & FIRST AID OFFICIALS MUST BE 18 years or older to take duty of care for the players.

7.2 Coaches

The role of the team Coach should be well understood by all recipients of this manual. There are some unique and specific rules that Coaches must be aware including:

7.2.1 Coaches' Agreement

All SDJFC Coaches are required to sign a Coaching Agreement prior to the commencement of the season. Essentially the Coaching Agreement requires Coaches to:

- Abide by the contents of requirements of the SDJFC Coaches Manual including all Club policies, Codes of Conduct and administrative requirements.
- Become accredited to the appropriate level for your team with **coach.afl**.

A copy of the Coaches & Managers Agreement is contained in Appendix 1.

7.2.2 Coach Accreditation

All SDJFC Coaches are required to be accredited prior to Round 1. A team may not take the field without an accredited coach listed on the team sheet. Assistant coaches who wish to be in the coaches box on game day must also be accredited.

7.2.3 Coaching Accreditation Model

The Coach AFL Membership Model consists of an annual membership, administered via the Coach.AFL online platform. An annual membership fee will apply (\$49.50). If desired this fee will be reimbursed by the SDJFC Committee. Coaches wishing to be reimbursed should forward their receipt to the Treasurer (treasurer@sorrentoduncraigjfc.com.au) along with their bank details (Account name, BSB and Account number).

NOTE: Coach.AFL will be provided free of charge for Season 2024

You will be expected to attend face-to-face coaching modules during the season to be able to re-qualify in 2025.

7.3 Manager

Managers are required to undertake a number of tasks including:

7.3.1 Managers' Agreement

All SDJFC Managers are required to sign a Coaching and Managers Agreement prior to the commencement of the season. Essentially the Coaching & Manager Agreement requires Coaches/Managers to:

- Abide by the contents of requirements of the SDJFC Coaches/Managers Manual including all Club policies, Codes of Conduct and administrative requirements.

Historically the Team Manager has been seen as the person who organises the Team Jumpers and half time oranges and largely just did whatever the Coach instructed. What has clearly evolved over the past 10 years is that the Team Manager has become a crucial part of the game day requirements and in some aspects, has a similarly important role as the team Coach. Some of the key tasks that Managers need to facilitate include:

General tasks:

- Ensure that all Team stakeholders understand and abide by their Code of Conduct obligations.

- Allocate the various team responsibilities for the season as per the recommended team roster – refer appendices
- Ensure that all players and parents remain updated on Club announcements, communications, and team activities.
- Assist the Coach in ensuring that all Club policies are being applied.
- Attend the scheduled Coaches and Managers meetings.
- Facilitate the myriad of Team administrative issues.

Game Day Tasks:

- Ensure all of the Pre and Post game requirements are attended to.
- Assist with the management of escalated issues. This includes ensuring that our obligations for Yellow Card and Red Card (Reported) players are adhered to.
- Work with the Coach and ensure that all Team (Game Day) Officials understand and abide by their obligations

7.4 Runners

There are specific requirements for runners and these are detailed in the runners Pre Game Check List contained in the appendices of this manual. Before any person takes on the task of team runner the team manager must ensure that the runner is aware of these requirements and agrees to abide by these requirements along with the Clubs Code of Conduct and various policies.

7.5 Water Carriers

There will be no Water Runners in 2024. Coaches are expected to rotate players sufficiently to ensure hydration and educate their players in the importance of pre-game hydration techniques.

7.6 Goal Umpire

There are specific requirements for goal umpires and these are detailed in the Goal Umpires Pre Game Check List contained in the appendices of this manual. Before any person takes on the task of goal umpire the team manager must ensure that the goal umpire is aware of these requirements and agrees to abide by these requirements along with the Clubs Code of Conduct and policies.

7.7 Boundary Umpire

For Year 7 – Year 10, teams ARE REQUESTED to supply a Boundary umpire to assist the Field umpires with out of bounds decisions, but are not required to ‘throw the ball in’ as last possession rule applies.

For 18s competition, 2 boundary umpires with the skill and ability to ‘throw the ball in’ shall be provided by teams.

7.8 Time Keeper

- The home team is required to supply a time keeper
- The Home Team is to supply a Bell or Siren for the match
- Time Keepers must be aware of the times and when to sound the Bell or Siren
- Time Keepers are not to be interfered with during the Game and Breaks.

Pre-Game – Start Warning	1 minute before scheduled commencement
Start	When signalled by Umpire (When the ball leaves the umpires hand)
End of Quarter/Game	After required lapsed time (15 or 20 minutes)
Pre-Start Warning	1 minute before scheduled commencement after each break

7.9 Interchange Steward

Both the Home team and the Away team are responsible for providing an interchange steward. Only one steward per team is permitted inside the interchange area where they must remain for the duration of the match. In the event an interchange steward is not in attendance the appointed timekeeper/s will be responsible for the recording of the send-off details and make notes of any issues that would usually be the responsibility of the interchange steward. See Section 6.9 for details of the Interchanger App that is required to be used by the Metro North.

7.10 Parent Umpire Programme (PUP) (Year 3s, 4s and Y3/4 Girls only)

All teams nominated to participate in the Year 3 & 4 modifieds and Year 3/4 Girls competitions within Metro North are required to participate in the Parent Umpire Programme. The programme works in the following manner:

- Each team is required to nominate and supply a minimum of three parent umpires to attend training and umpire during the 2024 season. This is a requirement to register a team in the 2024 competition. Teams can nominate more than three parent umpires.
- The PUP is designed to provide the parent volunteers with the basic understanding of how to umpire a junior match and specifically looking at the modified rules Year 3/4 football competition.
- Two parent umpires will umpire each match (one from each team). A minimum of one parent umpire is required at a match for the match to go ahead, however two are preferred.
- Parent umpires are not to be paid for their role.
- Parent umpires will be required to wear the junior football league approved parent umpire vest.
- Parent umpires will be provided with umpiring resources including rules manual, whistle and resources.

7.11 Forfeits

In the AFL Youth competition, a match shall be deemed to be forfeited if either team consists of less than 12 players at the start of the match (or less than 10 players for a game in the 15 per side competition).

- Where a team fails to appear or where a team forfeits a match, full premiership (4) points and even subsequent E-Points shall be awarded to the team receiving the forfeit.
- The team receiving the forfeit should be credited with 60 points.
- The team that forfeited the match shall be credited 0 points.
- In the case of a forfeited match, team lists showing the names of all players of both teams in attendance shall be submitted to the field umpire.
- In the event of any forfeit both Clubs involved shall advise the Metro North Competitions Team Leader in writing of the date of the match and include the reasons for the forfeit.
- The Metro North Team shall be empowered to fine either or both Clubs if in its opinion the reasons given for the forfeit are not acceptable.
- Any Club that forfeits any match shall be fined \$250 or otherwise penalised, at the discretion of the Metro North Team.
- All players listed on both team sheets shall be credited as having played that game for the purposes of finals eligibility and historical records.

7.12 Umpires & Umpiring

Remember in Junior Football we are playing games of football for our children's enjoyment. Umpires and umpiring decisions need to be kept in context.

Most of our umpires will be under 21 years of age with the majority being under 18 years of age. Many will be siblings of our Club members. Some may even be your own children.

Finally, everybody associated with an SDJFC team must be made aware of their Code of Conduct obligations in relation to Umpires. Game day Officials are further reminded that they may cause a

penalty to be awarded against their team, may be reported and or may be personally fined for certain forms of adverse conduct against Umpires.

7.13 Umpires – The basics

- The Team Manager should introduce himself/herself to the allocated Umpire prior to the game commencing.

The Team Manager cannot question decisions, interpretations or question the free kick count. If the team, the coach or the club has questions about these elements of umpiring then they can be followed up with the District Umpire Manager during the week. Sanctions can be applied at the discretion of the Metro North Team if there is a breach of this bylaw.

As per the AFL Laws of the Game, if a player swears during a game (and is overheard by an umpire) then a free kick will be paid against the player as a means of positively addressing the game day environment with Junior Football.

A free kick shall be awarded against a Player or a Team where the field Umpire is of the opinion that: a free kick to be awarded against a Player who uses abusive, insulting, threatening or obscene language and/or gesture.

- The Manager should ensure that no Game Day official make any comment to any Umpire. Where this occurs the Team Manager should advise the Game Day official that they are breaching
 - Club Policies
 - Code of Conduct obligations
 - By Law obligationsand could be fined personally for their actions.
- The Manager should ensure that no parent or supporter make any comment to any Umpire. Where this occurs the Team Manager should advise the Parent or Supporter that:
 - They are breaching Club Policies
 - They are breaching Code of Conduct obligations
 - That the player they are supporting can be removed from the Ground by the Coach and Manager if they do not cease making inappropriate comments and or observations.
 - That the player they are supporting can be suspended by the Club.

7.14 Issues with Umpires (beyond Team Manager feedback)

Where a team has an issue with an Umpire that is of such significance then their concern, once endorsed by both the Team Coach and Team manager should be communicated in writing to the Age group coordinator (Modified Rules or Open Rules) ideally by phone and then by follow up email prior to 6.00 pm on the Sunday of the game. Communicating a concern about an Umpire beyond this time will substantially reduce the impact of the feedback.

The Club will then raise the issue with the Metro North Competitions Leader and or the Lions District Umpire Coordinator so that the issue can be raised with the individual Umpire in a manner which will encourage learning.

Remember: The majority of umpires are children themselves and take on the unenviable task of umpiring for minimal reward. There is an annual shortage of umpires and we all have a responsibility to nurture and encourage these umpires to remain in their critical roles.

Under no circumstances should any of the following tactics be employed:

- Team Officials (any or all of them) and or players abuse, ridicule, intimidate, threaten, question or provide any comment or gesture toward the umpire.
- Coach or Manager entering the playing area during the game.

- Coach or Manager electing to abandon the game (can only be done by Umpire or Metro North Official)
- Team Official elects to write any comments or description on the Umpire or Umpiring on the Team sheet, Score card or associated envelope.

Some of the above almost seem ludicrous, however in the 6 years to 2022, all of the above actions have occurred within the Metro North competition.

7.14.1 The Umpire Armoury

Umpires have a range of tools at their disposal to assist in managing inappropriate conduct by players and match day officials.

Penalties

Umpires have the ability to award penalties against a player for various indiscretions. These penalties can also be applied against a team for inappropriate comments by any Game Day Official or anybody in the Coaching Box (Open Rules)

Yellow Card

An Umpire can issue a Player with a Yellow Card. This requires the player to leave the Oval immediately through the interchange (where appropriate under the escort of the Team runner, where applicable). The player can be replaced immediately but must not re-enter the game of play for 15 minutes playing time.

Any player who is issued with two yellow cards within a game is deemed to have been issued with a Red Card.

Red Card

An Umpire can issue a Player or Game Day Official with a Red Card. This requires the player to leave the Oval immediately through the interchange where appropriate under the escort of the Team runner (where applicable).

If a Player or game day Official is Red Carded, they are immediately to leave the playing area, go to the change rooms and get changed and return to be seated with the parent group of that team. The Red Carded offender may not return to the playing arena at any time again during the game or after the final siren. If the offender does return at any time they will be reported again by the officials at the game and face disciplinary action from the Metro North Team and will also face further discipline from the SDJFC Executive.

The player cannot be replaced with another player for 15 minutes and must remove his Club jumper immediately on leaving the ground. He will not be permitted to take any further part in the game and will generally be reported for his actions, which resulted in a Red Card being issued.

The players are not permitted to approach the bench of the opposing team or any part of the playing arena.

Any official who receives a red card (which is upheld) will also have the details of the incident entered on the WAFC Red Flag system.

7.14.1.1 Prescribed Penalties

For various offences, there are predetermined Prescribed Penalties which are issued by the WAFC. Players can be offered a Prescribed Penalty either after the game or generally on Sunday night. If the player accepts the Prescribed Penalty, there will generally be no requirement to attend the WAFC Tribunal.

Where a player is offered a Prescribed Penalty and elects to challenge the charge, they will be required to attend the WAFC Tribunal, however a penalty greater than the Prescribed Penalty will be applied where the Tribunal upholds the report.

7.14.1.2 Team Officials – Free Kicks

Umpires may award a free kick to the opposition team should a team appointed official speak to the umpire whilst off the field of play during play or for other non-permitted actions.

Any person in the Coaches box will be assumed to be an appointed Team Official.

7.15 Reported Players/Team Officials and Tribunals

7.15.1 General

As a general rule, any player who receives two yellow cards or a red card will be reported. Team Officials who breach WAFC by laws can also be reported.

7.15.2 Prescribed Penalties

The WAFC has agreed on a range of prescribed penalties, which may be offered to a reported player following the game or later on a Sunday night if the player pleads guilty of the offence they are charged. Accepting an ‘Early Guilty Plea’ negates the need for the Player and Club to attend the Tribunal, which is conducted on Tuesday evenings. Where a player rejects an offer of a prescribed penalty and is subsequently found guilty, the Tribunal will generally apply a penalty greater than the Prescribed Penalty previously offered.

List of Classifiable Offences

The following offences are Reportable Offences that are graded by the Junior Match Committee to determine an appropriate base sanction:

• Striking another person.	• Head-butting an opponent or making contact to an opponent using the head.
• Kicking another person.	• Eye-gouging an opponent or making unreasonable or unnecessary contact to the eye region of an opponent.
• Kneeing another person.	• Making unreasonable or unnecessary contact to the face of an opponent.
• Stomping on another person.	• Scratching another person.
• Charging another person.	• Tripping another person whether by hand, arm, foot or leg.
• Engaging in rough conduct against an opponent which in the circumstance is unreasonable.	• Using abusive, insulting or obscene language towards or in relation to an Umpire.
• Bumping or making forceful contact to an opponent from front-on when that Player has their head down over the football.	
• Behaving in an abusive, insulting, threatening or obscene manner towards or in relation to an umpire.	

Grading of Classifiable Offences

Conduct	Impact	Contact	Base Sanction	Early Guilty Plea
Intentional	Severe	All	Tribunal	N/A
	High	High/Groin	Tribunal	N/A
		Body	4 Matches	3 Matches
	Medium	High/Groin	3 Matches	2 Matches
		Body	2 Matches	1 Match
	Low	High/Groin	2 Matches	1 Match
Body		1 Match	1 Match	

Careless	Severe	All	Tribunal	N/A
	High	High/Groin	3 Matches	2 Matches
		Body	2 Matches	1 Match
	Medium	High/Groin	2 Matches	1 Match
		Body	1 Match	1 Match
	Low	High/Groin	1 Match	1 Match
Body		1 Match	Yellow Card/Reprimand	

7.15.3 Formal Reports

Where a Player is reported SDJFC will be formally notified on Sunday evening. The Club will then contact the Team Manager who will have primary responsibility for liaising with the player and his family where appropriate.

If a player has not been offered an 'Early Guilty Plea' this will also usually be resolved on the Sunday night.

All discussions with the Tribunal are conducted through the Club President.

7.15.4 Tribunal Hearings

As indicated where a reported player does not accept an 'Early Guilty Plea' he will be required to attend the Tribunal. Tribunal meetings will be conducted via online meeting at Seacrest Clubrooms. The Club will confirm details of times when known.

The By-Laws provide an excellent summary of the Tribunal requirements and processes. These should be reviewed in full before attending a Tribunal hearing.

SDJFC will provide guidance and support to any player who is reported and will provide a Committee person to attend any Tribunal hearings as a delegate. From 2021 it has been deemed that parents may not enter the Tribunal hearing with their child.

7.15.5 Additional Club Sanctions

Separate from any penalty imposed on a player, member or Team Official, the SDJFC Club Executive have the power to impose additional penalties including suspension and or expulsion on a player, member or Team Official where it believes such penalty is warranted.

7.16 Red Card & Formal Complaint Procedure

Issuing of a red card against a player or team official starts a formal procedure that requires the supply of information from the responsible team officials within set timeframes. Providing as much information within the specified timeframes gives the club the best opportunity to either defend a charge or attempt to reduce a sentence. When discussing with the umpire the manager can enquire about the nature of the charge but otherwise they should **NOT** comment about guilt, negotiate outcomes, accept penalties, etc.

7.16.1 Red Card Procedure - Open Rules

1. The Umpire advises the player he is on report (Red Card) and the player is to leave the field immediately. The player can take no further involvement in the game nor enter the playing arena (even during a break). The player cannot be replaced until 15 minutes of playing time has elapsed. The Interchange Steward should manage this timing within the Interchanger app.

Please note for a yellow card, the Player may not return to the field until 15 minutes of game time has elapsed but may be replaced immediately.

2. The Manager is to note the full details of the incident including any potential eye witnesses. The manager should also discuss with the player's parents and advise them of the procedure and likely outcomes. The manager will be the primary contact point with the player/parent. The Manager shall notify the President or in their absence the Vice President by phone as soon as possible. The initial verbal report shall provide an overview of the incident and charge, and should be followed up with an email providing detailed information immediately on completion of the game. A copy of the team sheet with umpire's comments should also be scanned and attached for reference. This information must be received by 6.00pm on the evening of the game.
3. The President/Vice President, coach/manager and player/ parents will review the charge and the prescribed penalty as well as the strength of case should it be referred to the tribunal. This may be done in a face to face meeting, by email or phone hook-up.
4. The President will be contacted by the Association and advised if the league is offering an 'Early Guilty Plea' penalty and the extent of the penalty. The President (or delegate) will review the offered penalty with the coach/manager and or the player/parents and determine if it is going to be accepted or if the player will attend the tribunal. The delegate then advises the Metro North Team of the outcome.

NOTE: The decision to accept or not accept the offered penalty must be done promptly when notified and is not an opportunity to negotiate or dispute the charge or evidence.

5. Should the player choose to dispute the charge the player will be advised of the tribunal day and time and will be present at Seacrest Clubrooms with a nominated advocate. Any witnesses to be called will also attend the tribunal with the club evidence.
6. Should the Player/Parent, Coach/Manager not be available to provide input into the decision process then the President or Football Operations Committee will make the decision in their absence.

7.16.2 Red Card Procedure - Modified Rules

Note: In the modified competition, investigation and application of penalties following a red card incident are the responsibility of the offending players club. To ensure transparency the club must provide a report to the Metro North Team indicating the outcome of the investigation and the penalty being applied.

1. The Umpire advises the player he is on report (Red Card) and the player is to leave the field immediately. The player can take no further involvement in the game nor enter the playing arena (even during a break). The player cannot be replaced until 15 minutes of playing time has elapsed. The timekeeper / interchange manager must manage this timing.

Please note for a yellow card, the Player may not return to the field until 15 minutes of game time has elapsed but may be replaced immediately.

2. The Manager is to note the full details of the incident including any potential witnesses. The Manager shall notify the Modified Rules Coordinator and the President or in their absence the Vice President by phone as soon as possible. The initial verbal report shall provide an overview of the incident and charge and should be followed up with an email providing detailed information immediately on completion of the game. A copy of the team sheet with umpire's comments should also be scanned and attached for reference.
3. The Modified Rules Coordinator will investigate the incident and suggest a recommended penalty. The incident and suggested outcome is to be reviewed by the Football Operations

committee and on agreement, the President will provide details of the investigation and penalty applied to the WAFC. Feedback to the association should occur within 3 business days following the incident.

7.16.3 Procedure for reporting game day incidents (Club to Metro North Team)

Under competition bylaws official club complaints are required to be forwarded from the club president to the Metro North Team under an official club letterhead. Official complaints must be made to the Metro North Team within 48hrs of the incident.

1. Incidents should be reported by the coach or manager to the President by phone in the first instance, and then followed by an email with the SDJFC Incident Report form attached. **(see Appendix 10)** The email should contain sufficient information to properly detail and identify any alleged breaches of game day bylaws.
2. Depending on the seriousness, the issue may then be discussed between the respective club presidents in an unofficial capacity or referred to the Metro North Team for official investigation.

8 TEAM EXPENSES

SDJFC will not reimburse any team for the following items:

- Ice packs – team first aid officer should bring ice each week. Small bags of ice can also be obtained from the club canteen;
- Medical kit replenishments – these are obtainable from the Club Risk Coordinator.
- Strapping. Any players requiring strapping are required to supply their own strapping tape.
- Photocopying – It is expected that the team will carry their own expense.

9 CLUB AWARDS AND TROPHIES

9.1 Modified Rules

Every Player in Modified Rules will be provided with a trophy at the end of the season. There is no fairest and best, the emphasis is on getting everybody to participate.

There is a Memorial Trophy for the Modified Rules (Year 6) Team(s), however this is largely based on team contribution rather than skills.

9.2 Open Rules

Open Rules Players are eligible for District Fairest and Best Awards. This is run by the Metro North Team based on votes submitted each week by Umpires.

Open Rules Players are also eligible for Club Awards including Fairest and Best Awards. Each team is allocated 5 awards (trophies) each year including the Fairest and Best Award and Runner-Up Fairest and Best Award. The categories of the remaining 3 awards are to be determined by the Coach and Manager.

Instructions

- Fairest and Best Awards are based on a standard Open Rules voting system
- All teams in all open rules age groups are to use this system.
- A six-vote system is to be used (6 - best, 5, 4, 3, 2, 1).
- Votes will be allocated by the Coach and two parents (or assistant coach and 1 parent) using the vote card below
- The parents will be rostered this task on a rotational basis.

- At the end of each game, voting cards should be collated by the manager, photographed with a phone and forwarded to the President to compile
- Votes are totalled after each game - based on the totals a final vote of 6, 5, 4, 3, and 2. 1 is recorded. Where two or more players receive the same tally, the President will arbitrate to split the votes.
- On Vote Count Night voting for games will be pre-counted for the first 10 games with the balance being called out and tallied on the night.
- This process will standardise voting across the Club and assist in a more streamlined and participative end of season Vote Count Night.
- Apart from Fairest and Best and Runner Up the Coach has discretion on the awarding of 3 additional trophies, which are awarded on Vote Count Night.
- See **Appendix 2** for additional copies

10 CLUB PROPERTY

10.1 Club Equipment Coordinator

Within the SDJFC Committee an individual Committee Person is allocated to the role of Property Coordinator. Their primary responsibilities include:

- Oversee all the property needs of the Club. Make required purchases and ensure equipment is stored safely.
- Maintain register of all Club equipment.
- Stocktake of all equipment at end of season.
- Determine what equipment is required for the following season.
- Distribute equipment to all senior coaches and team managers.
- Maintain register of all equipment distributed.
- Organise alternative jumpers for games with teams where colours and designs clash.
- Facilitate the line marking on all Club home ovals.

10.1.1 Allocation of Equipment

At the commencement of each season each Coach/Manager is allocated sufficient equipment for their team for the entire season. Each Coach / Manager should carefully check the items received against the checklist provided as it is expected that all of the equipment is returned at the end of the season.

SDJFC Club equipment is extremely expensive (on average each team is allocated with thousands of dollars' worth of equipment) and requires the bulk of the Club financial resources to acquire and maintain. Coaches and Managers are requested to ensure that due care is provided for all Club equipment.

10.1.2 Return of Equipment

At the end of each season an equipment return day is nominated. All teams are expected to return all of the equipment at this nominated time. Equipment should be returned cleaned to a standard that it can be stored for the following 6 months until the next season. Any equipment missing should be identified to the Property Coordinator on return.

10.1.3 Additional Equipment

If teams require additional equipment such as bump bags they can be obtained from the Property Coordinator.

10.1.4 Club Jumpers

Club Jumpers are extremely expensive and need careful attention. **Jumpers are only to be used on game day and not for training purposes. Club jumpers WILL NOT be altered by parents in any way or a replacement may be sought at the parent's expense.**

Team Managers should ensure that jumpers do **NOT** go home with individual players each week, instead an individual parent is allocated the task of washing the team jumpers from week to week. This ensures that sets of jumpers 'age' at the same rate. Jumpers must be **washed in cold water.**

10.1.5 Jumper Allocation

All teams need to ensure that Club jumpers are allocated prior to each game and collected prior to players going home. The Jumpers should be washed by a single parent (in cold water) each week. Players must not be allocated Jumpers at the commencement of the season with the expectation that they will be returned at the end of the season. (except for 18s teams)

10.1.6 Derby Games - Jumpers

On several occasions during the year SDJFC teams will play against each other. When this occurs the team nominated as the away team will be required to wear non SDJFC Club Jumpers. In this regard the Club has several sets of Jumpers specifically for Derby Games.

The Coach/Manager of the Away Team in Derby Competition should contact the Property Coordinator prior to the Derby Game and arrange the collection of the Derby Jumpers. The Jumpers must be washed and returned to the Property Coordinator prior to Thursday of the following week as it is likely that another team will require them.

11 IMPORTANT CLUB POLICIES

Refer also to the club website - <http://sorrentoduncraigjfc.com.au/>

11.1 Codes of Conduct Policies

11.1.1 Coaches Code of Conduct

- Respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Rules football, including refraining from any discriminatory practices on the basis of race, religion, ethnic background or social ability/disability.
- Be reasonable in the demands I make on players' time, having due consideration for their health and wellbeing.
- Refrain from any form of personal abuse or unnecessary physical contact with the players in my care.
- Show due consideration for varying levels of maturity and ability of players when designing activities and games.
- Recognize the significance of injury and sickness and follow Doctors advice concerning the return of all injured players.
- At all times teach and display appropriate sporting behaviour, ensuring players understand and practice fair play.
- Keep informed of sound coaching principles and the principles of growth and development of children.
- Display and foster respect for umpires, coaches, administrators, other officials, parents and spectators.
- Ensure that players are involved in a positive environment where skill learning and development are priorities and not overshadowed by the desire to win.
- Reject the use of performance enhancing drugs and abide by guidelines set forth in the AFL Drug Policy.
- Avoid over playing talented players. All players need and deserve equal playing time.

11.1.2 Players Code of Conduct

- Play by the rules.
- Never argue with an official. If you disagree, discuss the matter with your coach after the game.
- Control your temper. Verbal abuse of officials or other players, or provoking an opponent is not acceptable.
- Work equally hard for yourself and your team. Your team performance will benefit so will yours.
- Treat all team members as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Be a good sport. Applaud all good plays whether they be by your team, opponent or the other team.
- Cooperate 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.
- Be prepared to take responsibility for your actions.

11.1.3 Parents Code of Conduct

- Encourage children to participate if they are interested.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake.
- Remember that children 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 officials’ judgment 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 of spectators only, nor are they miniature professionals.
- Condemn the use of violence in any form, be it by spectators, coaches, officials, players.
- Encourage players to follow the rules and the umpire's decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches or umpires.

11.2 Team and Player Grading Policy

The Club will not facilitate any grading of individual players between Teams such that the Club will have a highly skilled team and a developing team.

The Metro North Competitions Team where required will grade Teams between an upper and lower Division within an age Group based on Club recommendations and prior year results. The Club provides input into this process.

11.3 Game Time Equity Policy

11.3.1 Modified Rules

The objective of Modified Rules Football is to develop all players equally, ensuring that that all players have the opportunity to develop their football skills. In Y3 to Y6 there is no performance ladder and game results are not published. Winning the game is not a primary objective.

The WAFC has determined that all players must have a minimum of 60% game time during each game. In addition to this, all players in a team should, by the end of the season have even game time within 5%. This can, and will, be checked by the Metro North Team and coaches could be penalised for a breach of this bylaw.

11.3.2 Open Rules

Our Club goal is to provide equity to all team members, irrespective of individual skills on the prospects of team results. Remember this is junior football!

The WAFC has determined that all players must have a minimum of 60% game time during each game. In addition to this, all players in a team should, by the end of the season have even game time within 5%. This can, and will, be checked by the Metro North Team and coaches could be penalised for a breach of this bylaw.

11.4 Position Rotation – Positional Equity

Similar to the Game Time Equity policy the Position Rotation policy requires that Coaches provide all team members with the opportunity to participate in all of the positions within a field. In Modified Rules, no player should spend more than half a game in any one position. Further, every player should experience playing on each of the five lines of field position over a three-match period. In Open Rules SDJFC acknowledges that this is a very difficult policy to apply in a competitive sporting environment but encourages all Coaches to attempt at every opportunity. The Modified rotational policy should be used as a guide; SDJFC hopes that Coaches and Managers will engage in the spirit of the policy.

11.5 Player Numbers Policy

The preferred number of players for Open Rules is 25 for Year 11/12 and 20 for Year 7 – 10. For Modified Rules it is 22 players or less.

In the past this club has fielded teams with more than twenty-five players (for 18 per side competitions) as have all other clubs. The Club's view on this matter is that in normal circumstances team numbers would be within the thresholds however, there will be circumstances where numbers will exceed this ceiling. Often this will be when teams have merged as has occurred on a regular basis over the past 10 years.

Where a Team has more than the threshold, the Coach and Manager may choose to develop a system of formally rostering players off in any given week so as to manage the excess number of players. Any rostering system must take into consideration Club policies on Game Time and Position equity.

It must also be noted that should an Open team participate in finals; some players will not be selected due to the limit of twenty. It is expected that when teams compete in more than one finals game all players are given the opportunity to play in at least one game. In a Grand Final situation, all players in a team will receive a medallion.

11.6 Team Training Policies

There should normally be one training session per week for teams in the modified rules age group and two training sessions for teams in Open rules.

Coaches will structure training to accommodate the varying development and fitness levels of all players, recognising that dependant on their stage of development and fitness some are more capable than others. Coaches will therefore expect players to train to the best of their ability. Clearly this will vary from player to player.

Players are required to attend training as this is a vital component of the skills development and team building process. The club and coaches are mindful that players sometimes have other commitments which may from time to time prevent them attending training. This may be school related, in which case this is normally accepted as a valid reason. However, there are instances where players have a commitment to more than one sport which can lead to a clash of training/playing commitments. In

these cases an arrangement will need to be reached between the coach and player concerning any on-going absence.

Dual or multiple sporting commitments that impact on training attendance are to be managed at the coach's discretion. This may vary from team to team but should be applied consistently within a team.

The choice of training venue is based on the oldest team having first pick and then next oldest, etc., i.e. 18s will have first pick of venues, days and times. When there is more than one team in a grade, then Managers to agree on venues, dates and times.

11.7 Prescribed Fines for Club Game Officials (Metro North Policy)

In 2024 the Metro North Team has decided to standardise the range of fines to ensure they are consistent. As such the following will apply for the 2024 season;

11.7.1 Standard Range of Fines

A fine will be imposed where a player, team official, parent, spectator or any other member of a club is found guilty of misconduct (e.g. abuse) involving an umpire, player or official.

The Team officials consist

Bond or fine description	Fine or Bond	E-points
Melee	see below	-4
Spectator breach		-1
Coach / Team Official / Spectator guilty at Tribunal		as per cards
Coach / Team Official Yellow card fine		as per cards
Ground encroachment	Min \$500	
Ineligible players	\$500	
Ineligible players – 2 nd offence	\$1,000	
Ineligible players – 3 rd offence	\$1,000	
Ineligible players during finals	Loss of game only	
Finals bond	\$500	
	Melee	
	1 st offence	Bond \$500
	2 nd offence	\$500
	3 rd offence	\$1,000
	4 th & subsequent	\$1,000

11.7.2 Melees

A fine of up to \$1000 may be imposed in the event of a melee. Any such fine will be imposed at the discretion of the Competitions Team, after a suitable investigation has taken place. Teams will also lose 4 e-points. **SDJFC WILL NOT PAY TEAM FINES.** Fine must be paid into the SDJFC account by the due date or the team will not be able to take the field the next week.

11.8 Team Disciplinary Policy

Coaches, Managers and all SDJFC stakeholders appreciate that players and their families become involved in community football generally for recreational fun and enjoyment. Participation in junior sport must be maintained within this context.

Notwithstanding the above, players need to abide by the Players Code of Conduct and also need to respect team requirements so that the collective objectives of the team can be achieved. SDJFC acknowledges that the team objectives will vary from team to team and between age groups.

Where appropriate Coaches and Managers should ensure that their expectations and disciplinary requirements on players (and their families) is clearly articulated to all. These requirements should be:

- Reasonable and appropriate to the age group and objectives of SDJFC and the team.
- Should be fair and equitable and apply to all team members consistently.
- Should be attainable by all team members.
- Should be consistent with SDJFC policies.
- Consequences of breaching team disciplinary policies should be understood by all players and should be consistently applied.

In the event that a Team Coach, Manager or player wants to escalate concerns in relation to Disciplinary policies the issue will firstly be considered by the SDJFC Football Operations Committee and then if required the full Club Executive Committee.

11.9 Racial Vilification Policy

SDJFC does not condone racial vilification in any form and will take strong action against any player, member, team official, parent or supporter who is found to have racially vilified any stakeholder associated with an SDJFC football game.

The WAFC By Laws set out extensive processes and policies which must be applied where any racial vilification has occurred. SDJFC reserves the right to take additional action against any SDJFC member, parent, official or supporter. Such action may or may not include suspension or expulsion from the Club.

11.10 Health & Safety Policy

The following SDJFC Healthy Club and Sport Safety policy is based on the Healthways suggestions for healthy club management. They are intended as a guide to be used in conjunction with existing club and league policies.

a) Smoking & Vaping

Club recognises that smoking, vaping and passive smoking are hazardous to health. We will ensure a smoke-free environment by:

- Ensuring all areas of the club, including the change rooms, offices, the bar, and all club functions are smoke-free.
- Not selling tobacco products on the premises.
- Prominently displaying no-smoking signage.

b) Alcohol

SDJFC will promote the responsible adult use of alcohol by:

- Discouraging excessive or rapid consumption of alcohol e.g. drinking competitions.
- Ensure that alcohol is only sold or permitted to be consumed in appropriate circumstances in line with the club ethos.
- Ensuring alcohol is not served to any person who is intoxicated or under the age of 18 years.

c) Other Drugs

SDJFC discourages the use of medications in respect to injury/recovery that would enable a participant to compete where they would not otherwise have been able.

- The use of illicit drugs and performance enhancing drugs is not permitted by any club members or patrons.
- The Club will not tolerate any Coach affected by illegal drugs or alcohol to supervise Club players.

- SDJFC will be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel.
- Coaches and Managers will not smoke when engaged with children including during match time and training sessions.

d) Sun Protection

SDJFC will take all reasonable steps to address sun safe practices by:

- Providing sunscreen to members and participants.
- Encouraging the use of sunscreen during training and matches.

e) Insurance

SDJFC will ensure adequate public liability and player insurance for all members. To determine the appropriate level of insurance required the club will maintain records of injuries to players including the nature, severity, treatment required and financial burden incurred.

f) Healthy Eating

SDJFC recognises the importance of good nutrition for sports performance by:

- Ensuring when food is provided, healthy alternatives in accordance with the Dietary Guidelines for Australian Adults are available.
- Promoting good nutrition and healthy eating messages.

g) Behaviour/ Role models

Adult players, coaches and Club members are expected to set appropriate examples and act as role models for junior Club members. The club will make information available to club members and families to promote healthy lifestyles. Breaches of the policy will be addressed through the Club Committee. Safety of all athletes is the Club's primary concern.

h) Sports Safety Policies

SDJFC will encourage all members to adopt practices that seek to prevent injury by:

- Encouraging warm-up, stretching and cool-down as an important component of playing and training.
- Promoting the use of protective equipment such as, mouthguards, suitable clothing and footwear.
- Ensure safe playing fields and surfaces through pre-match inspections, with records maintained by the club. All playing field safety concerns are to be reported promptly to the club safety coordinator.
- Where possible all coaches are to attend coaching clinics during the season.
- All players are to have their own water bottle for both training and matches.
- Provide first aid equipment including a medical kit and stretcher to be located at each ground.
- Nominate a team first aid person for competition matches, and where possible during training.
- Encourage the team first aid person to attend club medical training.
- In the event of serious injury i.e. unconscious player, or broken lower limb, the play is to stop and an ambulance is to be called in preference to the first aid person moving the player.
- Each ground will have an emergency action plan detailing the procedures for efficiently guiding emergency vehicles to the venue and through gates to an injured player.
- Encouraging all players with a prior or current injury to seek professional advice from a sports medicine professional and be fully rehabilitated before returning to play

12 EMERGENCY PROCEDURES

12.1 SDJFC Medical Emergency Action Plan

- Remember the wellbeing of the Player is the first priority.
- Emergency contact details are detailed in Point 12.
- When a player is injured, the team Medic should immediately attend the injured player, and determine the severity of the injury. Remember: **DRABCD Danger, Response, Airway, Breathing, Circulation & Defibrillation. (A defibrillator is available in the canteen at Seacrest)**
- If the team medic assesses that the injury is serious, stop the game immediately.
- Remember that if a player is seriously injured, or unconscious, or has limited movement i.e. if they cannot get onto the stretcher unaided, they should not be moved, and an ambulance is required. If the injury is assessed as being serious, contact the ambulance service by dialling the '000' number and brief them on the situation (see procedures below).
 - State the location of the ground, the location of the ground access gate and the location of the injured person.
 - Remember to brief the ambulance service on the severity of the injury, and whether a player is unconscious or conscious (for detailed directions to the grounds refer to the ground location guide below).
 - Task an adult to open the access gate to the field. This person should remain at the gate and guide the ambulance to the location of the injured person (remember to inform them of the ambulance ETA as it changes). Inform the parent or guardian (if not present), and advise them of the ambulance request.
 - It is important that, if the game has been stopped, the rest of the players and spectators should be kept clear of the injured person.
- In the event of an injury, a record of the incident is required. For minor injuries fill in the Club Injury Register (this is returned to the safety coordinator on completion of the season by team manager), for serious injuries take notes of what occurred, details of any witnesses, and the procedures that were followed. These notes should be passed to the club risk coordinator within 24hrs.

12.2 Requesting the Ambulance

- Call '000' (or 112 from a mobile phone), you will be asked which emergency service you require.
- After connection to the Ambulance service, the operator will ask the following:
- Where the ambulance is required
- What is the injury? Are they conscious/unconscious, lower/ upper limb fracture, head injury, or suspected spinal injury?
- Patients name, and if possible date of birth (age)?

12.3 Ambulance Directions to SDJFC Grounds

- **Seacrest Park Sorrento**
 - The entry is off Seacrest Drive (off Marmion Ave or Hepburn Ave).
 - Gate located centrally at the Eastern side of park.
 - Note: there is no field access through the car park.
 - Gate key: Check with canteen.

12.4 Activating the Emergency Action Plan

(Extracted from WA Football Junior Club Rules)

1. If a player is injured, the "assigned person" should immediately attend the injured player and determine the seriousness of the injury. Adopt the Stop, Talk, Observe, and Prevent Further Injuries regime.

2. If the assigned person considers the injury to be serious, stop the game immediately. If it is necessary to hold-up or abandon the game whilst the player is being attended to, then this action will be fully supported by the Club and WA Football Commission.
3. If at any time a player is injured and is unconscious or has limited movement he/she should not be moved onto a stretcher, unless under the direction of someone who has sound knowledge of first aid.
4. Medical advice received by the Club is “If a person cannot get onto the stretcher unaided they should not be moved, except by qualified personnel”.
5. Commence appropriate first aid as quickly as possible after the accident or injury has occurred. Try to remain calm and think your actions through.
6. Make sure that one person is in control of the situation: i.e. the assigned person or coach, first aid person, to avoid any confusion with procedures and / or control bystanders.
7. Contact the ambulance service (dial 000 or 112 from a mobile phone) and inform them of the situation.
8. What to tell the ambulance personnel:
 - **Address of the oval, nearest entrance or other relevant information.**
 - The type and seriousness of injury and whether the player is conscious or unconscious.
 - Where to gain admittance, e.g. south side of Clubrooms at (club insert details) Oval.
9. Ensure the “assigned person” stays with the injured player until the ambulance arrives and takes control of the situation.
10. Make sure someone is assigned to wait in front of the main entrance of the Clubrooms or oval to meet the ambulance (you may have to unlock the chain so the ambulance can get onto the oval). Assigned person should know where key is kept.
11. Ensure the impact area is cleared for easy access for the ambulance personnel.
12. The assigned person should gather eyewitnesses in a central location (statements may need to be taken at the end of the match depending on the nature and seriousness of the injury).
13. Provide any additional assistance as required e.g. notifying parents, collecting personal belongings etc.

12.5 Accident/Injury reporting

The last step following a serious injury or incident is documentation. An accident / injury report must be filled out for risk management and liability purposes.

1. The “assigned person” attending the injured player is to complete the accident / injury report form and forward a copy to the Club Secretary on the day of the injury. In addition, please via email the details of the injury to the Risk Management Co-ordinator as soon as possible following the incident.

Concussion- Any diagnosed concussion is deemed a serious injury and must be reported via the above procedure. Any player assessed and suspected of a concussion, shall be directed to seek professional medical advice, and if diagnosed, shall be referred to the AFL Concussion Management Policy for return to play procedures, and under guidance from their medical professional. They cannot return to football until a Medical Clearance Certificate is provided to their Team Manager and a copy forwarded to the Risk Management Co-ordinator.

Manager or Coach will be provided with a document titled ‘SDJFC Injury Register Season 2021’ at the commencement of the season, to be maintained during the season and handed into the club with the return of the equipment at the end of the season. This is a record all injuries that have occurred at training or on game day. Refer Appendix 11.

2. Parents should refer to the insurance policy for details on making an insurance or medical claim. In 2013 the club increased its JLT Insurance coverage to the **PLATINUM** level – refer to [Claim Request - Online Sports Claiming \(marsh.com\)](#), or phone # 1300 130 373 (**for General**

Enquiries). The club name – Sorrento Duncraig Junior Football Club & league – Metro North. On the web site please refer to Making a Claim / Downloads. [Make a claim | Marsh](#)

3. The reports will be kept by the Club and reviewed by the Committee on a regular basis for risk management and liability purposes.

4. Copies of the reports submitted to JLT Insurance are to be forwarded to the SDJFC Club Secretary and Risk Management Co-ordinator as soon as practicable

For Further Clarification contact the SDJFC Safety and Risk Coordinator – Tim Bowes

Appendices

Appendix 1 – Coach and Managers Agreement

SDJFC Team Coach & Manager Agreement

I _____ (full name) being the nominated Coach/Manager (delete as required)

of _____ (Team Name)

Agree to:

1. Abide by all of the contents of this Coaches and Managers manual and in particular:
 - a. The SDJFC Policies contained in the 2024 Coach and Managers Manual which I have received and read.
 - b. The By Laws of the Metro North Competition
 - c. The Rules of the AFL
 - d. Administrative, Operational and Policy requirements of SDJFC described in the 2024 Coach and Managers Manual
2. Agree to obtain Coach Accreditation (Coach.afl) as required (Coaches only)
3. Agree to attend all SDJFC Coaches and Managers meetings

Signed: _____ Date _____
Coach / Manager

Signed: _____ Date _____

On behalf of SDJFC Football Operations Committee

Appendix 2 – Voting Card Open Rules

Sorrento Duncraig Junior Football Club Fairest & Best Voting Card

Team: _____

Date : _____ Round _____

Versus _____

6 Votes _____

5 Votes _____

4 Votes _____

3 Votes _____

2 Votes _____

1 Vote _____

Compiled by _____

Sorrento Duncraig Junior Football Club Fairest & Best Voting Card

Team: _____

Date : _____ Round _____

Versus _____

6 Votes _____

5 Votes _____

4 Votes _____

3 Votes _____

2 Votes _____

1 Vote _____

Compiled by _____

Sorrento Duncraig Junior Football Club Fairest & Best Voting Card

Team: _____

Date : _____ Round _____

Versus _____

6 Votes _____

5 Votes _____

4 Votes _____

3 Votes _____

2 Votes _____

1 Vote _____

Compiled by _____

Sorrento Duncraig Junior Football Club Fairest & Best Voting Card

Team: _____

Date : _____ Round _____

Versus _____

6 Votes _____

5 Votes _____

4 Votes _____

3 Votes _____

2 Votes _____

1 Vote _____

Compiled by _____

Appendix 3 – Team Runner Pre Game Check List

The following instructions must be read by ANY person taking on the role of Runner before they enter they accept the role.

Runners for SDJFC Teams must agree to abide by the following requirements:

- The team runner has read and understood all of the following requirements.
- The team runner agrees to be bound by all SDJFC Club policies and Codes of Conduct.
- The runner must be aged at least 18 years of age and must wear suitable shoes.
- Runners per Team – one Runner per team
- Runners will wear the designated SDJFC Team Runner vest and lanyard
- Runners are permitted to only deliver coaches messages and must leave the ground as soon as the message is delivered.
- Runners must enter and leave the field via the Interchange.
- Runners are not permitted to carry water.
- Runners are not permitted to remain on ground.
- Runners are not permitted to coach on the ground.
- Runners must never talk or give any instruction to the umpire.
- Runners must never communicate in any way to an opposition player.
- Runners must not become involved in the play, a 50m penalty may be applied by the umpire.
- Runners must not talk, gesture, and argue with opposition players, team officials or spectators.
- Runners need to acknowledge that what they say may incite or inflame unwanted behaviour from others. Runner's actions may be reported with consequences for not only the Runner but the Team and the Club.
- Runners are designated Game Officials and can be reported. Reported Runners may incur a fine and the Runner agrees to pay any such fine if levied on SDJFC by the WAFC.

Appendix 4 – Goal Umpire Pre Game Check List

The following instructions must be read by ANY person taking on the role of Goal Umpire before they accept the role.

- The goal umpire is at least 18 years of age and must wear suitable shoes.
- Goal umpire must wear the designated SDJFC goal umpire vest and lanyard.
- Goal umpires are designated Game Officials and can be reported. Goal Umpires may incur a fine and the Goal Umpire agrees to pay any such fine if levied on SDJFC by the WAFC.
- Goal Umpires must be familiar with the signals and method of recording the score.
- Goal Umpires must keep others away from behind the goals. (No other person other than the Goal Umpire is permitted within 6 metres of the immediate area around the goals.)
- Goal Umpires must wait for the All Clear from the Field Umpire before waving the Flags.
- Goal Umpires must not coach as they must appear neutral.
- Communicate responsibly with Field Umpire(s) when asked by them.
- Do not pre-empt Field Umpires decisions within the goal area.
- Do not argue with Players or Umpires
- Goal Umpires must
 - Confer at the end of each quarter with the other goal umpire and validate the score
 - In Open Rules the Goal Umpires must also confer with the third score keeper provided by the Home Team. Any discrepancies must immediately be brought to the attention of the Field Umpires.
 - Sign the score cards and provide them to the Field Umpires at the end of the Game.
- See also the following helpful notes for goal umpires.

- **So you are the Goal Umpire!**

At some stage it is highly likely that every parent will be asked to assist with being a Goal Umpire at a weekend game. The following summary is based on AFL Rules, By Laws and Club requirements and is applied to Open Rules games. Full rules should be consulted for further clarification.

Goal Umpires are required to wear their white vest, have two white flags, a score sheet and don't forget the pen. Goal Umpires need to confer score cards with each other and the third scorer, where applicable, at the end of each quarter. Any dispute should be reported to the Umpires immediately. Score cards are to be provided to the Umpires at the end of the game.

What's a Goal?

The ball having being kicked by an attacking player passes completely over the goal line between the goal posts, without being touched by any player, irrespective of touching the ground. Simple really!

What is a point/behind?

Any of the following:

- 1) Football touches the goal post, padding or passes directly over the goal post.
- 2) Football is touched by a player before passing through the goal posts.
- 3) Football passes between the goal post and a point post.
- 4) A player from the opposing team knocks, kicks, handballs or otherwise takes the football over the goal or point line.

What's out of Bounds?

Any of the following:

1. Ball travels over the point post
2. Ball touches the point post

Signalling a Goal or Behind

The goal Umpire signals that a goal or point has been scored by raising two or one index fingers as the case may be and then waving two or one flags as required waiting for acknowledgement from the other Goal Umpire.

Other points to note:

- 1) Play cannot resume until both Goal Umpires have signalled the scoring of a point or goal.
- 2) The goal umpire should not signal a goal has been scored until after the field umpire has signalled 'All Clear' or 'Touched All Clear' as the case may be.
- 3) Field Umpires can overrule the decision of a Goal Umpire.
- 4) Where the goal umpire believes a goal or point has been scored but the field umpire allows play to continue, the goal umpire shall immediately notify the field umpire.
- 5) If the ball touches the umpire or an Official and then passes over the Goal or Point line, a Goal or Point can still be recorded.
- 6) The Goal Umpire is responsible for keeping the area immediately behind the Goal posts free from spectators.
- 7) As an official on the day, Goal Umpires should act fairly, honestly and without bias.

Appendix 5 – Team First Aider

Each team shall provide a team medical officer / sports trainer with a current Provide First Aid – 1 Day Accreditation (previously known as Senior First Aid/Apply First Aid).

The following instructions must be read by ANY person taking on the role of First Aider before they enter they accept the role.

- The first Aider is at least 18 years of age and must wear suitable shoes.
- The first aider must wear the designated SDJFC First Aid vest and lanyard
- The first aider must not Coach.
- The first aider may enter the ground through any location around the boundary.
- The first aider may only enter the ground to assess or treat an injured player.
- The first aider must communicate responsibly with Field Umpire (s) when asked by them.
- Do not argue with Players or Umpires
- The first aiders are designated Game Officials and can be reported. The first aider may incur a fine and the first aider agrees to pay any such fine if levied on SDJFC by the WAFC.

Appendix 6 – Participant/Player Medical Profile – Personal Record

These records are to be retained by manager / coach during the season; they must be available for quick access at training and on game day in case of an emergency or injury.



Participant/Player Medical Profile – Personal Record



All information on this sheet is confidential
Access to this sheet is limited to Director, Sports First Aider, Sports Trainer & Coach

Personal Details

SURNAME	<input type="text"/>		Given Names	<input type="text"/>								
ADDRESS	# <input type="text"/>	Street/Rd	<input type="text"/>									
SUBURB	<input type="text"/>		STATE	<input type="text"/>								
Home PH	<input type="text"/>		Buisness PH	<input type="text"/>								
SEX	<input type="checkbox"/> M	<input type="checkbox"/> F	DOB	<input type="text" value="/****"/>	AGE	<input type="text"/>	Height	<input type="text"/>	cm	Weight	<input type="text"/>	Kg
BLOOD GROUP	<input type="text"/>	Do you object to transfusions?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					

EMERGENCY CONTACT

SURNAME	<input type="text"/>		Given Names	<input type="text"/>	
Home PH	<input type="text"/>		Buisness PH	<input type="text"/>	
RELATIONSHIP	<input type="text"/>				

HEALTHCARE DETAILS

Medicare #	<input type="text"/>	Private Health Insurance?	<input type="checkbox"/> Y <input type="checkbox"/> N	FUND	<input type="text"/>
Private Doctor	<input type="text"/>		Phone	<input type="text"/>	
ADDRESS	<input type="text"/>				
<input type="text"/>					
Can Doctor be contacted at all times?	<input type="checkbox"/> Y <input type="checkbox"/> N				
Private Dentist	<input type="text"/>		Phone	<input type="text"/>	
ADDRESS	<input type="text"/>				
<input type="text"/>					
Can Dentist be contacted in an emergency?	<input type="checkbox"/> Y <input type="checkbox"/> N				

Appendix 7 – Match Day Check List

This form can be downloaded and printed off from the club SDJFC website.

If you wish to do it online on the day use this link, however you won't be able to print it off so you may have to take a screen shot of the completed form

[AFL Matchday Checklist | Marsh](#)

This document is titled: Marsh Match Day Check List (AFL National Risk Protection Programme). Managers are to complete the document for all Home Games and submit the document on a weekly basis to the club.

It is compulsory that this document is completed by a team representative (normally Manager) prior to the commencement of each home game. If a game has been played immediately prior to your team's game, then it is the responsibility of the manager and/or coach to establish from the previous manager/coach that a ground inspection had been conducted (and was safe to play). If that is the case, then it is still the responsibility of the current manager/coach to establish that the ground is 'safe' to play on – this means checking the ground.

For away games, it is the responsibility for the manager and/or coach to establish that a ground inspection has been undertaken, for the present game. Notwithstanding this, it is still the responsibility for the 'away' Sorrento Duncraig team to check the ground to determine that the ground is 'safe' to play junior football.

Aspects to consider include:

- Are the goal posts padded (unless PVC piping)?
- Are the sprinkler heads properly covered?
- If a cricket pitch exists on the field, is it properly covered?
- Check the ground for glass, syringes, wood, holes etc.

Match Venue: Date of Inspection: Time:
DD/MM/YYYY HH:YY (24)

Home Team: Away Team:

Yes (Acceptable) If you are satisfied the conditions are safe to start play please mark (x) the "YES" column.
 No (Action Required) If you find a safety concern please mark (x) the "NO" column and record your actions in the space provided
 Please refer to the Match Day Checklist Guidelines for further information, terms and conditions.

	(Acceptable) YES	(Action Required) NO
1. Weather Conditions:		
1.1 In regard to player safety, are the weather conditions satisfactory for play to commence?	<input type="checkbox"/>	<input type="checkbox"/>
2. Field of Play:		
2.1 In regard to player safety, are the playing surfaces satisfactory for play to commence?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Has all visible debris, that may affect player safety, been removed?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are the game formats and ground markings in-line with the AFL "Laws of the Game"?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are all sprinkler covers intact and level with the playing field?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 In regard to player safety, are the perimeter fences and/or signs free from visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3. Facilities:		
3.1 In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
4. Other Factors (please insert details of safety areas specific to your circumstances):		
4.1 Are the following area/s (below) satisfactory for play to commence? N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		

5. Please provide details of actions taken to address your safety concerns.

6. Declarations

- I / We declare that I / We are authorised representatives of the nominated Teams.
- I / We declare that after reasonable inquiry, the following statements are true and accurate
- A. the above inspection (Match Day Checklist) was completed as per the above date and time
 - B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5)
 - C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play

Who Signs the Checklist?
 As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form.

Home Team Authorised Representative's Name (please print)	Away Team Authorised Representative's Name (please print)
<input type="text"/>	<input type="text"/>
Position at Club	Position at Club
<input type="text"/>	<input type="text"/>
Home Team Authorised Representative's Signature	Away Team Authorised Representative's Signature
<input type="text"/>	<input type="text"/>

The advice in this form is general advice only. To help you decide if the cover suits you, please read the Product Disclosure Statement. We can provide you with further information. Please contact us to request. This insurance is arranged by Marsh Advantage Insurance Pty Ltd (ABN 31 081 358 303, AFSL 238 369) ('MAI'). MAI are not the insurer.

Marsh recommend a copy of this Game Day Checklist is retained on file for seven (7) years by the home team.

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Appendix 8 – Example of Game Day Sheet

Sorrento Duncraig Y07 Hawks <small>TEAM A</small>	v s	Kingsley Y07 Tigers <small>TEAM B</small>	8361 18 <small>GAME CODE</small>
2022 Maroon <small>SEASON</small>	Y7 <small>GRADE</small>	2:30 pm <small>TIME</small>	7 <small>ROUND</small>

Tick players who have played.

TEAM A: Sorrento Duncraig Y07 Hawks										
N O.	PLAYERS	DOB	PLAYER SIGNATURES	P P	GOALS	BEHINDS	BES T	YEL. CARD	RED CARD	
7	1	Michael Allen	29-04-2000		✓					
8	2	Michael Allen	22-09-1999		✓					
9	2	Michael Allen	01-2000		✓					
10	2	Michael Allen	08-1999		✓					
11	2	Michael Allen	08-10-1999		✓					
12	2	Michael Allen	07-04-2000		✓					
13	2	Jed McGuane	22-04-1999		✓					
14	2	Zaccariah McKenzie	28-02-2000		✓					
15	2	Finn O'Grady	13-04-2000		✓					
16	2	Olumiji Onikola	04-09-1999		✓					
17	2	Declan Proctor	12-08-1999							
18	2	Heath Ross	09-06-1999							
19	2	Campbell Russell	19-08-1999							
20	2	James Ryan	14-10-1999							
21	2	Samuel Ryan	25-12-1999							
22	2	Eamon Stott	01-01-2000							
23	2	David Young	20-07-2000							
24	2									
25	2									
26	2									
27	2									
28	2									
29	2									
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31	2									
32	2									
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94	2									
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98	2									
99	2									
100	2									

Populate team jumper numbers in PlayHQ each week before printing

Draw a line through players who do not play.

Manually add even up players from other team or list on separate form.

Populate team officials in PlayHQ each week before printing

COACH: <u>Shaun Russell</u>	TRAINER 2: _____
ASST. COACH: _____	WATER 1: <u>Michael Allen</u>
ASST. COACH: _____	WATER 2: _____
ASST. COACH: _____	WATER 3: _____
TEAM MNGR: <u>Paul Ryan</u>	MEDICAL/WATER 4: _____
STEWARD: _____	FIELD UMPIRE: _____
RUNNER: <u>Damian Stott</u>	GOAL UMPIRE: <u>Will Coulthard</u>
RUNNER: _____	GOAL UMPIRE: _____
PHYSIO: _____	BOUNDARY UMPIRE: _____
DOCTOR: _____	UMPIRE ESCORT: _____
TRAINER 1: _____	

TEAM A: Sorrento Duncraig Y07 Hawks			TEAM B: Kingsley Y07 Tigers		
GOALS	BEHINDS	TOTAL	GOALS	BEHINDS	TOTAL
H1			H		

			1		
H2			H2		
T	12	7	T	2	3
		91			15

IDENT 1 [Umpires, Team Managers, Coaches, Leagues Admins only]

INCIDENT 1 [Umpires, Team Managers, Coaches, Leagues Admins only]

OFFENCE/BEHAVIOUR INJURY VENUE ISSUE OTHER

OFFENCE/BEHAVIOUR INJURY VENUE ISSUE OTHER

[Notes]

[Notes]

TEAM MANAGER SIGNATURE:

UMPIRE SIGNATURE:

SDJFC Cover Outline

The SDJFC has 'PLATINUM' Personal Accident cover for Capital Benefits. The benefits are: 90% of the claim above Medicare and Private cover is paid, \$7,500 maximum per claim, and \$50 excess per claim. Capital benefits cover upgraded (Quadriplegia/Paraplegia events only) to \$1,000,000. Claims must be notified within 180 days from the date of injury. Claims are made online through the JLT website: <http://www.jltsport.com.au/afl> or phone 1300 130 373.

Medicare vs. Risk Protection:

When it comes to reimbursement of Personal Injury claims, some people get confused about Medicare, the Medicare Gap and what is covered through the Marsh Insurance.

So what does it mean?

- If your medical or other treatment has a Medical Item Number, it is uninsurable and you may not claim for reimbursement through Marsh Sport.
- If your medical or other treatment **does not** have a Medicare Item Number, you may claim for reimbursement through Marsh Sport.
- For specific Medicare information please visit <https://www.medicareaustralia.gov.au>
- For specific Insurance and Risk Protection information please refer to the "Making a Claim" section of the Marsh Sport website. ([Claim Request - Online Sports Claiming \(marsh.com\)](http://www.marsh.com)).

Important Information:

Examples of Non-Medicare Medical items Claimable as per the Policy Wording	Examples of items covered by Medicare Not reimbursable by Marsh Sport for these costs
Ambulance Physiotherapist Dental Private Hospital Accommodation Chiropractor MRI Scans (generally claimable through Medicare, however please check with your referrer and/or provider to confirm this is the case prior to lodging the claim)	Doctor Surgeon Surgeon's assistant Anaesthetist X-rays Public Hospitals MRI scans (generally claimable through Medicare, however please check with your referrer and/or provider to confirm this is the case prior to lodging the claim)

Appendix 10 - SDJFC Incident Report Form 2024



INCIDENT REPORT FORM

Please complete and return to Michelle Richards
president@sorrentoduncraigjfc.com.au by Sunday night

DATE VENUE

TEAM OPPOSITION

COACH MANAGER

PLAYER(S) / PERSONS INVOLVED

WITNESS

DESCRIPTION OF INCIDENT

INCIDENT REPORT COMPLETED BY CONTACT DETAILS



PARENTS & SPECTATORS CODE OF CONDUCT

The objective of the Subiaco District is to provide an opportunity for children of all ages and abilities to play football in a fun and safe environment. All players, parents, coaches, officials and spectators are expected to adhere to this Code of Conduct.

1. Understand and follow *By-Law 1 – The Spirit of Junior Football in WA* at all times. This by-law states that it is incumbent on every participant in the game to ensure they will:
 - Not focus on winning at all costs and understand the role of junior football is to foster the development of junior players and that winning is secondary to this objective;
 - Maximise the enjoyment of all players, regardless of individual ability; and
 - Actively promote a positive game environment and not accept poor behaviours that are detrimental to the game.
2. Never use foul or derogatory language towards umpires, players, opponents, officials or spectators.
3. Never argue with, abuse, threaten or intimidate an umpire or official, irrespective of whether you disagree with a decision.
4. Remember that junior umpires are not professionals and that mistakes will inevitably be made. Umpires are learning the game and should be encouraged and supported in the same manner in which you support junior players.
5. Treat umpires, officials and the opposition with respect at all times. Remember that the umpire is another parent's son or daughter and imagine how you would feel if you witnessed your son or daughter being abused by a group of adults.
6. Never ridicule or yell at a child for making a mistake. Applaud good play by both teams and remember that children play football for their own enjoyment, not for the entertainment of the spectators.
7. Follow the directions of officials at all times, without resorting to abuse and foul language.
8. If you disagree with an official's decision raise the issue through the appropriate channels (your club President initially) rather than questioning or abusing the official in public.
9. Encourage all players to follow the rules and respect the umpire's decisions.

By signing this Code of Conduct you understand your role in providing a positive game environment for all children and acknowledge that any breaches will result in penalties being imposed by your junior club and/or the Subiaco District.

Name: _____ Child's name: _____

Signature: _____ Date: _____ Club: _____

