



East Sandringham Junior Football Club

Club Policies and Procedures

Updated December 2025

**East Sandringham Junior Football Club Inc.
ABN 60 325 081 455**

1	Introduction	10
2	Purpose Statement and Club Objectives	10
3	Club Values	10
3.1	Fun and Development Philosophy	10
3.2	Coach the Coaches Philosophy	11
4	Code of Conduct	11
4.1	Club Umpires	11
4.2	Coach's Code of Conduct	11
4.3	Team and Club Official Code of Conduct	12
4.4	Player Code of Conduct	12
4.5	Parent and Supporter Code of Conduct	13
4.6	Administrators	13
4.7	Breach of ESJFC Code of Conduct	14
5	Teams	15
5.1	Team Formation Policy	15
5.1.1	<i>Definitions</i>	15
5.1.2	<i>Club's Philosophy to Team Formation</i>	15
5.1.3	<i>Team Formation at U8</i>	16
5.1.4	<i>Team Formation at U9-10</i>	17
5.1.5	<i>Team Formation for U11+</i>	18
5.1.6	<i>Minimum and Optimum Player Numbers</i>	18
5.2	Size and Composition	18
5.3	Minimum Age Requirements	19
5.4	Permanently Playing Up	19
5.5	Non-Permanent Playing Up	19
5.6	Game Time	20
5.7	Finals Selection Policy (U11–U17)	20
6	Grading Policy	21
6.1	Policy Purpose	21
6.2	Why does ESJFC Grade Players?	21
6.3	Grading – U8 to U10 Players	21
6.4	Grading – U11 to U17 Players	21
6.5	Grading Approach	21
6.6	Grading Process	22
6.7	Application of this Policy	23
6.8	Reviewing this policy	23
7	Committee and Contacts	23
8	Coaching Support	23
9	Club and Team Functions and Fundraising	23
9.1	Team / Age Group Nights	23
9.2	Club Nights	24
9.3	Individual Team Sponsorship and Awards	24
9.4	Presentation Day	25
9.5	Team Photographs	25

9.6	Training Arrangements	25
10	Awards	25
10.1	Best and Fairest Voting Procedure	25
10.2	Counting of Best and Fairest Votes	27
11	Coaching	27
11.1	Coaching Expressions of Interest	27
11.2	Coach Accreditation	27
11.3	Re-Accreditation and Professional Development	28
11.4	Coach Appraisal	28
12	Health and Safety	28
12.1	Responsible Approach to Concussion	28
12.2	Dealing with Special Needs of Players	30
13	Parental Involvement	31
14	Match Day Officials	31
15	Official Team Appointments	31
16	Management of Reported Players	31
17	Female Participation Gender Policy	32
18	Vilification and Discrimination Policy	33
18.1	Introduction	33
18.2	Prohibited Conduct	33
19	Match Day Procedure for Team Managers	34
20	Property Management	34
20.1	Coaches Property	34
20.2	Team Managers Property	34
21	Grievance Procedure	34
22	Calendar of Events	35
23	Player Registration	35
24	Smoke Free Policy	35
24.1	Who is affected by the Policy	36
24.2	Designated SmokeFree Areas	36
24.3	Behavioural Expectations	36
24.4	Promotion of the Policy	37
24.5	Non-Compliance Strategy	37
25	Disability Action Plan	37
26	Alcohol Management Policy	38
26.1	Serving Alcohol	38
26.2	Promoting the responsible use of alcohol	39
26.3	Intoxicated patrons	39
26.4	Underage drinking	39
26.5	Safe Transport	39

26.6	Fundraising, Functions and Prizes	40
26.7	Food	40
26.8	Bar Management	40
26.9	Club Committee Responsibilities	40
26.10	Non-compliance	40
26.11	Policy Review	41
27	Child Safety Policy	41
27.1	Purpose	41
27.2	Commitment to Child Safety	41
27.3	Application of this Policy	41
27.4	Child Abuse	41
27.5	Children’s Rights to Safety and Participation	41
27.6	Valuing Diversity	42
27.7	Recruiting staff and volunteers	42
27.8	Supporting staff and volunteers	42
27.9	Reporting a child safety concern or complaint	42
27.10	Risk Management	42
27.11	Reviewing this policy	43
28	Social Media Policy	43
28.1	Introduction	43
28.2	Purpose	43
28.3	Scope	43
28.4	Guiding Principles	43
28.5	Usage	44
28.6	Official ESJFC websites, social pages & online forums	44
28.7	Consideration towards others	44
28.8	Breach of Policy	44
28.9	Advice	45
29	SMJFL By-Laws	45
30	Policy Review	45
31	Reference Documents	45

1 Introduction

The East Sandringham Junior Football Club (ESJFC) – the mighty Zebbies – is one of the largest juniors-only club’s competing in the South Metro Junior Football League (SMJFL). It was formed in 1948, and is based at Chisholm Reserve, Duncan Street, Sandringham.

In 2025 the Club had more than 650 registered players and conducts a very successful Auskick program. The Club has built a track record of success and a first-class reputation for professionalism, innovation, community involvement and the imposition and maintenance of high standards of behaviour.

This document contains the complete range of information about the club, its scope of operations, policies, processes and procedures. The Club looks forward to working with all

our players, parents, coaches and officials to continue to create the best junior football environment that it can provide.

Go Zebbies!

2 Purpose Statement and Club Objectives

The ESJFC exists to provide local boys and girls the opportunity to participate in Australian Rules Football promoting both healthy exercise and community involvement. The Club has the following objectives:

- To provide the opportunity for physical and social development of junior footballers of both sexes through the provision of healthy competition
- Through training and competition, to expand and develop Australian Rules Football skills and overall team participation of and by all Junior members
- To give children the pleasure and satisfaction of participating in team efforts
- To develop self discipline and the respect for peers
- To develop team spirit, pride and co-operation with other Junior Members
- To provide an opportunity for Junior Members to interact with peers from competing clubs
- To provide an opportunity for both individuals and teams to achieve their maximum potential
- To provide an opportunity for recognition and development of confidence in individuals through sporting achievements

3 Club Values

3.1 Fun and Development Philosophy

The Zebbies philosophy is one of always ensuring an equal focus is placed on fun and development.

The Club aims to ensure all children have fun and enjoy their footy, both at training and in games while being given the best opportunity to develop their footy, athletic and social skills to suit their own level. In addition the Club understands that all children grow and mature at different stages and at different rates and that everyone should be given the opportunity to develop at their rate.

Most importantly the Club wants to develop not just good fun footballers, but good Zebra people.

3.2 Coach the Coaches Philosophy

ESJFC are an all inclusive family club, and want to get all parents involved, to have fun and learn about footy with their children. To ensure that all the children get as much as they can out of training and on game day, the Club's philosophy is to assist / coach the coaches, the

assistant coaches and all the parent helpers so they all can improve their knowledge of training drills and game day logistics. Therefore, whoever is coaching or helping the kids are assured they have knowledgeable and well resourced mentors.

To assist development the Club requires all coaches, assistant coaches and where possible, parents to attend 'Coach the Coaches' sessions when provided by the club.

The Club's Director of Coaching, is always available to assist anyone in addition to rotating at training nights and matches to provide coaching guidance and assistance.

4 Code of Conduct

ESJFC is committed to the highest standards of behaviour from players, coaches, officials, parents and supporters. Every coach, official, player and at least one parent must sign the club's Code of Conduct.

As defined and published in the SMJFL By-Laws <http://www.smjfl.com.au>, the SMJFL encourages Members to be vigilant in enforcing such codes whether via support for those who constantly abide by the codes and/or harsh penalties for those who fail to act in accordance with the codes.

4.1 Club Umpires

Member Club umpires are required to sign the SMJFL Umpire Code of Conduct and participate in the SMJFL approved umpire training program prior to the commencement of umpiring duties.

4.2 Coach's Code of Conduct

- Players must always be addressed in a controlled and positive manner.
- No offensive language or cultural, sexist or racist references.
- Coaches, where avoidable, are not to involve themselves in negative dialogue with opposition coaches, officials, players, spectators or umpires.
- Coaches and Team Managers are responsible for the conduct of their officials, players and parents and should ensure that all behave in a responsible manner, accepting the decisions of all umpires and officials.
- Abide by the Laws of the Game and Rules of your Club and the League
- Coaches are required to sign the AFL Code of Conduct as part of the Foundation Level Accreditation process
- Teach the Rules - rules are mutual agreements which nobody should break
- Group players competitively
- Avoid overplaying talented players
- Maximise fun: Place winning in perspective
- Stress safety always
- Devise training programs to suit all skill and maturity levels

- Develop team respect - for opponents, umpires and coaches
- Recognise the importance of proper injury treatment
- Participation in ESJFC Football Department activities to keep up to date with coaching developments
- Attain coaching accreditation and update regularly
- Avoid derogatory language based on gender or race

4.3 Team and Club Official Code of Conduct

- Remember you are representing your club / league and setting an example to your players and their parents
- Try to resolve any conflict in a calm, sensible manner (when possible in private)
- Be aware of potential volatile situations at all times and be prepared to deal with them appropriately
- Place the safety and welfare of the players above all else.
- Ensure all players are included and can participate, regardless of their race, religion, cultural background, gender, sexuality, appearance, disability or football ability.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other players and officials.

4.4 Player Code of Conduct

- Play by the rules – the rules of the Club and the laws of the game,
- Never argue with an umpire or official – accept their decision and get on with the game
- Control your temper
- Be a team player – don't be negative to team mates - build each other up and support each other even when they may have done something wrong
- Respect your coach and team officials and do what they ask
- Never verbally abuse others including comments that are based on race, religion, gender or ability
- Show good sportsmanship to opposition players: shake hands at match end; apologise if you have done something wrong; congratulate them on something done well.
- Play to enjoy the game and to improve your skills.
- Do not use ugly remarks based on race, religion, cultural background, gender, sexuality, appearance, disability or football ability – you'll let down your coach, team-mates and family if you do – and many such comments are now illegal.

4.5 Parent and Supporter Code of Conduct

By registering their child with the SMJFL parents agree to abide by these principles, and support ESJFC in its undertakings and authorise the Club to take any necessary disciplinary

actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

- Encourage participation but don't force it
- Teach that enjoyment is more important than winning
- Never ridicule mistakes or losses – supporters are there to support not to denigrate
- Lead by example by demonstrating respect for all players, coaches, umpires and spectators and insist that your child and their supporters also show this same respect
- Do not allow or participate in any form of verbal abuse including remarks based on race, religion, gender or ability
- Understand that physical abuse or intimidation is totally unacceptable in all situations
- Recognise that the people involved are volunteers giving up their valuable time for your child
- Never publicly criticise umpires or seek to approach an umpire at any time – issues should be brought up only with the Team Manager
- Direct all concerns about behaviour or the team through the Team Manager and if required through the Club Committee and not directly to the SMJFL
- Acknowledge that a breach of this Code or the By-laws of the Club or League is likely to involve some sort of disciplinary action that could include a formal apology, suspension of a player or parent, fines or other sanctions and that you will support the Club in these matters

Please note, it is an SMJFL requirement that coaches and team managers report to the Committee any official or spectator who they believe is behaving in a manner which may reflect badly on the ESJFC, as soon as possible .

4.6 Administrators

- Ensure quality supervision and instruction for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

4.7 Breach of ESJFC Code of Conduct

Players

- If a player is heard to be voicing an audible obscenity inclusive of racial vilification whilst in the field of play, or at training, the coach and/or club committee reserves the right to remove the player from the ground.
- If a player displays unacceptable behaviour whilst in the field of play, or at training, a coach and/or club committee reserves the right to remove the player from the ground.
- If a player is given a yellow card during a match and is sent from the ground by an umpire for the duration of an entire quarter, the coach and/or club committee reserves the right to keep the player off the ground for an additional quarter or possibly the first quarter of the following game played by that team.

- If a player is given a red card during a match and is sent from the ground by an umpire for the duration of the match and is reported, regardless of the outcome of a set penalty or tribunal hearing, the coach and/or club committee reserves the right to add an additional sanction to the player over and above any penalty handed down by the league.
- If a player is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to provide any sanction to that player they see fit.

Team Officials

- If a team official is heard to be voicing an audible obscenity inclusive of racial vilification whilst in the field of play, or at training, the club committee reserves the right to remove the team official from the ground.
- If a team official displays unacceptable behaviour whilst in the field of play, or at training the club committee reserves the right to remove the team official from the ground.
- If a team official is reported by an umpire or league official on game day, regardless of the outcome of a set penalty or tribunal hearing, the club committee reserves the right to add an additional sanction to the team official over and above any penalty handed down by the league.
- If a team official is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to provide any sanction to that team official they see fit.

Parents / Spectators

- If a parent or spectator is heard to be voicing an audible obscenity inclusive of racial vilification whilst watching a match, the club committee reserves the right to provide any sanction to that person they see fit.
- If a parent or spectator displays unacceptable behaviour watching a match, the club committee reserves the right to provide any sanction to that person they see fit.
- If a parent or spectator is reported by an umpire or league official on game day, regardless of the outcome of a set penalty or tribunal hearing, the club committee reserves the right to add an additional sanction to the person over and above any penalty handed down by the league.
- If a parent or spectator is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to provide any sanction to that person they see fit.
- If a parent or spectator receives a second official warning from the club for any offence committed, the league will be notified of the offence with the person's details provided to the league.
- If a parent or spectator receives a third and final warning from the club for any offence committed, the parent or spectator will be asked to leave the ground and if this person refuses to do so, the player that the parent or spectator has come to watch play football will be removed from the field of play until that parent or spectator leaves the ground.

5 Teams

The ESJFC has established policies on team size, team composition, age and game time which are designed to achieve the following key outcomes:

- Equal opportunities for all girls and boys to play football, regardless of their size or skill level;
- To provide girls and boys in their early football years the opportunity to play in friendship and/or school groups;
- As players get older, to ensure they are playing with and against players of similar skill levels, thus extending their enjoyment of the game;
- To encourage the development of a very strong team ethic, where the contribution of all the players is valued equally.
- Fundamentally Community focused, providing an environment for team formation that meets the overall needs of our local community and any other that chooses us.

5.1 Team Formation Policy

The Team Formation Policy outlines the approach that East Sandringham Junior Football Club (ESJFC) takes to forming teams. *All of section 5.1 and subsections underneath 5.1 are currently under review by the 2025 ESJFC Working Group and may change in some way for the 2026 season subject to that review.*

5.1.1 Definitions

Minimum Player Numbers means the minimum number of players that can be used to form a team. This is based on the minimum number of players allowed on the field by the SMJFL.

Optimum Player Numbers are the total numbers per team that the Club believes provides the right balance for player development, ability for our volunteer coaches to manage players, a reasonable spread of time on the ground on game day and sufficient reserves in case of player injuries. This is set at 24 players per team.

5.1.2 Club's Philosophy to Team Formation

The Club's philosophy for modified rules football (U8 to U10) is for the children to have fun, learn fundamental football skills, learn about the value of teamwork and play with their schoolmates, friends and other children in their local community.

For U11 to U17 age groups inclusive, the club will organise teams and players to the best of its ability to provide an environment in which players are safe, can be competitive, and continue to develop their football skills at a level that is as appropriate as possible to the individual.

Team formation is initiated by player registration on the ESJFC website.

- **Current members** have first opportunity to reregister in a designated time frame in November/December each year. Members will be notified via email when the registration period opens.
- **New member** registrations will open at the same time as Current Members, however based on recognition of prior registration will be identified as 'New. The Club will review total numbers per age group throughout the registration period. Please note,

the ultimate acceptance of a New Member registration is subject to Club President's discretion to ensure where possible, teams are formed within *Minimum* and *Optimum Player Numbers*. The club will provide regular notification on the website indicating when age group capacity has been reached. In the unusual situation where a new player registers and the age group is full, the President and Secretary will approve the refund of registration and notification to the player to ensure the player has every opportunity to join an alternative club should they wish.

While there are many options in junior sport with respect to team formation, it is important for all members to remember that, in forming teams, the Committee and Football Department will always strive to do what it believes is right for the children. There will be times where hard decisions need to be made and it is expected that the member base respect any decision made. Any such decisions will be submitted to the ESJFC Committee for majority vote.

5.1.3 Team Formation at U8

Team sizes are formed to a maximum of 24 players per team. Any deviations to this are "exceptional circumstances" and must be proposed in writing to the Secretary who will arrange for full Club Committee vote.

The Club forms teams at U8 by:

1. Grouping children from the same school into the same team.
2. Grouping children into friendship groups wherever possible. As part of player registration, parents are asked to nominate a few friends that their child would like to play with. We use this where friends are not within the same school or where in exceptional circumstances the Club needs to split school groups across teams.
3. Teams are not graded and players are not chosen based on ability.

The following are examples of exceptional circumstances for Team Formation at U8:

1. A school comprises more children than the Optimum Player Numbers for one team. In this situation the Club will refer to the friends that were nominated as part of the Player Registration process.
2. Once school can field enough players for one team. In this situation the Club will mix the school players across multiple teams and base selection on friendship groups nominated at Registration.
3. There are insufficient players registered to achieve Optimum Player Numbers in more than one team and in the case the Club may elect to field two teams of Minimum Player Numbers or even playing numbers which could impact the ability to place schoolmates all together in one team.

5.1.4 Team Formation at U9-10

Once a team is formed in U8 the club will do its best to keep the team together until the completion of U10. There are various reasons for this including the Club's Philosophy of children from U8-U10 playing with their school mates and friendship groups, as well as simplified team administration and management for these first three years.

Where multiple teams exist in one age group, the Club has a strong preference that age groups train at the same time on the same night at the same venue. This is to encourage socialisation amongst children in the same age group and deliver as consistent coaching and player development across the group as possible.

There are some cases where keeping teams exactly the same in U9 as they were in U8 and U10 as they were in U9, will not be possible. These include but are not limited to the following:

1. Players stop playing in U9 or U10:
 - a. No impact to Team. Where a player or multiple players stop playing with ESJFC at U9 or U10 and the team they leave still has the Minimum Player Numbers, then, while the team composition will be different than in the previous year, no action will be required unless it is determined to attempt to top the team with new players to achieve the Optimum Player Numbers.
 - b. Impact to Team. Where multiple players leave at U9 or U10 and the team they leave has less than the Minimum Player Numbers the Club will:
 - i. Advertise via schools and website to attract new U9 or U10 players interested to join the Club
 - ii. Review player numbers in a younger age group to determine if some children can play up an age group
 - iii. Seek interest from players in any other team at the same age group to fill in on an as-needs basis during the season
2. New players register for the first time at the Club in U9 or U10:
 - a. If a new player registers for the first time at the Club in U9 or U10 then the following will apply:
 - i. The Club will first attempt to place that player with other children from an existing team from their school group.
 - ii. If the U9 or U10 team that the new player would be placed is full (optimum numbers are already achieved and there are multiple teams) then the Club will secondly attempt to place that player with one or more children that they have nominated they want to play with as part of Player Registration.
 - iii. If the U9 or U10 team that the new player would logically be placed is full (optimum numbers are already achieved and there is only one team) then the Club will give the player the option to register as a reserve for that team.
 - b. If there is an influx of new players at U9 or U10, then the following will apply:
 - i. Current teams remain as is (provided Minimum Numbers are maintained) and new registrations will create a new team(s) irrespective of friendships between existing players and new registrations.
 - ii. If the Club already has one or more teams moving up from U8 to U9 or U9 to U10 with Optimum Player Numbers and the number of new players is less than the Minimum Player Numbers required to field a team, the Club will:
 - Attempt to fill the team(s) per 1 (b) above.

5.1.5 Team Formation for U11+

Where there is a single side in any U11+ age group, selection of the side is the responsibility of the appointed coach. The Club's Football Department will assist in placing the team in the

most appropriate division within the SMJFL where the Club and Coaching staff believes the team will be as competitive as possible.

Where multiple sides are formed in the same age group there should be even numbers selected for these teams. Team selection will be based on the ESJFC Grading Process. Refer to the Grading Policy.

5.1.6 Minimum and Maximum Player Numbers

The following table provides the Minimum and Maximum Player Numbers for various age groups:

Age Group	On Field		Total on Team Sheet
	Minimum	Maximum	
U8, 9 & 10 Girls	9	12	No Limit
U11 Girls	9	12	No Limit
U12, 13, 14 Girls	12	16	No Limit
U15, 16 & 18 Girls	14	16	No Limit
U8, 9 & 10 Mixed	14	18	No Limit
U11, 12,13&14 Mixed	14	18	24 (no limit in finals)
U15, 16 & 17.5 Boys	14	18	24 (no limit in finals)

5.2 Size and Composition

Teams will be restricted to 24 players a side unless in exceptional circumstances. From Under 8 to Under 18 inclusive, the ESJFC encourages all players to play with friends and schoolmates, subject to ensuring adequate numbers on all team lists.

From Under 11 and aligned to the guidance and by-laws of the SMJFL, the Club reserves the right to grade teams and players to the best of its ability to provide an environment in which they can be competitive and continue to develop their skills.

If team lists extend past the maximum numbers, some players will be required to be rostered off each week during the season. If possible, Coaches and Team Managers should give parents and players the opportunity to advise in advance any times of unavailability to ensure these games missed are counted as games rostered off. It is expected that all players will be rotated equally. An accurate record of player selection must be kept, including dates when players were rostered off.

Finally, no player is allowed to be a full-time member of more than one team.

5.3 Minimum Age Requirements

The SMJFL has a minimum age policy for players as follows:

- All players joining the club must turn a minimum seven years of age in the calendar year of their first season.
- Players are not permitted to play more than two seasons of Under 8 football.

5.4 Permanently Playing Up

Subject to the matters set out below, it is the ESJFC policy that all players play in their correct age group.

All new players to the club from 2025 onwards must play in their correct age group. Players already permanently Playing Up as at the commencement of the 2025 season may continue to do so.

Any player who registers with the club and pays their registration fees in full may seek an exemption from this policy to either play up or down an age group. A written application for such exemption must be made no later than four (4) weeks prior to Round 1 of the season for which the exemption is being requested. The application should set out the basis upon which the exemption is requested. The Committee shall in its absolute discretion determine whether the exemption will be granted, and shall not grant such exemption in the absence of exceptional circumstances.

The SMJFL shall in its absolute discretion determine whether an exemption will be granted to a player playing in a year below that of their correct age group and shall not grant such exemption in the absence of exceptional circumstances.

If the ESJFC committee grants an exemption to permanently play up, it is only granted for that season (March to August of that current year).

No player shall under any circumstances play more than one year above their correct age group, with the exception of all girls' competitions. This is due to the gap in age groups being played for any particular season e.g. SMJFL provides U10, U12, U14, U16 and U18 levels in a particular season.

5.5 Non-Permanent Playing Up

1. No player shall at any time play more than one year above his or her correct age group.
2. The ESJFC policy in relation to players Playing Up is that as many players from a particular team as possible are given the opportunity to Play Up where players from that team are needed to Play Up on a regular basis. No player from a particular team shall be permitted to Play Up in more than five games in the home and away season unless all players from that team who want to Play Up have Played Up in five games.
3. Where it is proposed that a player is to Play Up in a particular round, the coach of the player's primary team shall notify the player's parent. The consent of the player's parent must be obtained prior to the player playing up.
4. Where players are needed to Play Up, the decision as to which players shall Play Up in a particular round will be made by the coach of those players' primary team.
5. No player shall be permitted to Play Up in a particular round if the player has not played the minimum game time as set out in the "Game Time Policy" in the player's primary team in that round.
6. No player shall be penalised game time in the player's primary team's game in any particular round because the player has or is going to Play Up in that round.
7. No player Playing Up shall receive best and fairest votes in the game in which the player plays Up, nor be given any other end of season award.

8. No player who is Playing Up in a particular game shall get more game time in that game, than a primary player of that team who is available to play in that game.
9. No player shall play in any game under fatigue. Where a game in which a player plays up occurs prior to the player's primary team's game in the same round, the following shall apply:
 - a. The coach of the player's primary team must obtain the permission of that player's parent.
 - b. The coach of the team in which the player is Playing up must do everything that is reasonably possible to ensure that the player is rotated on and off the bench in such a way as to minimise fatigue to that player.
 - c. The player shall not be placed in a prominent position that may fatigue the player.

5.6 Game Time

From Under 8 to Under 10 inclusive, numbers permitting, all players will play a minimum of three quarters game time.

5.7 Finals Selection Policy (U11–U17)

It is generally recognised that finals football are different from home and away games. The finals selection policy is based on the following principles:

- Where player numbers are equal to, or less than 24, all players must play a minimum of half a game to ensure as many players as is possible to experience finals football. Where there are 25 or more, all players must play a minimum of one quarter of a game.
- Otherwise, player selection and playing time for individual players should give the team the best possible opportunity to win.
- An understanding that the policy will provide coaches from Under 11 and above greater scope for varying playing time for individual players than in a home and away game.
- Other than the minimum requirement, the Coach will have full discretion over the length of playing time that individual players have on the field and the time each player spends on the bench.

6 Grading Policy

6.1 Policy Purpose

The Grading Policy outlines the approach that ESJFC takes to Grading Players. *This policy is currently under review by the 2025 ESJFC Working Group and may change in some way for the 2026 season subject to that review.*

6.2 Why does ESJFC Grade Players?

ESJFC's aim is to get children playing football and enjoy it so much that they remain playing football well into early adulthood. In order to achieve this it is important to create an environment that provides for safe playing, enjoyment and skill development. To implement this, grading is required and will achieve the following:

- Players will develop by playing in a team and grade that best suits the individual's skills, fitness and strength.
- Teams and players will be able to focus more on fundamental based training at their various levels.
- On field responsibilities and decision making are more likely to be spread across the playing group.
- Players are more likely to have a higher enjoyment level playing in a team suited to their skill and development level.

6.3 Grading – U8 to U10 Players

For U8 to U10, the club's philosophy is for the children to have fun, learn fundamental football skills, learn about the value of teamwork and play with both their friends and other children in the area.

The club asks each U8 player to nominate a couple of friends they would like to play with; and teams that are formed at U8 typically stay together until U11. It is important to note that the Club reserves the right to modify teams if it deems this to be required.

6.4 Grading – U11 to U17 Players

For U11 to U17 age groups inclusive, and aligned to the guidance from the SMJFL, the club will organise teams and players to the best of its ability to provide an environment in which players are safe, can be competitive, and continue to develop their football skills at a level that is appropriate to the individual.

Where there is a single side in any age group, selection of the side is the responsibility of the appointed coach. The Club's Football Department will assist in placing the team in the most appropriate division within the SMJFL where the Club and Coaching staff believes the team will be as competitive as possible.

Where multiple sides are formed in the same age group there should be even numbers selected for these teams. Team selection will be based on the ESJFC Grading Process.

6.5 Grading Approach

ESJFC's approach to grading where there are multiple teams in the same age group is that the Football Department in consultation with Coaches will be empowered to select teams based on the Coaches judgement and will consider the following:

- Perception of the players abilities based on the Division team is playing in
- Potential of the player
- Physical development
- Players attitude
- Players commitment
- Players adherence to relative Codes of Conduct
- Players adherence to team rules
- Players attendance at training
- The fitness and athleticism of the player
- The versatility of the player and his/her ability in a number of positions

- And the need for team balance

6.6 Grading Process

The Grading Process includes information sessions, a selection panel, training sessions, match practice, team selection, and communication to players. Further details are as follows:

- **Information Sessions**
Information session for players and parents will be conducted at the start of each season to communicate both the ESJFC Grading Policy and Grading Process.
- **Selection Panel**
A selection panel will be formed for each year level that is being graded. The panel will consist of team coaches plus one or two experienced / qualified persons that are independent from the team. A person can be on more than one Selection panel. This selection process will be overseen by the Football Department.
- **Training Sessions**
During pre-season and prior to team selection, training sessions will be run per age group. The selection panel will observe and assess based on the grading approach variables above.
- **Match Practice**
Match practice will be used to assess and observe the players in a match environment.

The Coaching staff have the right to play the players in a variety of positions to determine the best options for both player and team. Other criteria may be used as required.

- **Team Selection**
Team selection will be made after consideration of the players' performance at the training sessions and practice matches. The selection panel may also use other information that will assist selection.
- **Communication to Players**
The Team will be announced and shared across the particular age group. Any queries with respect to individual player selection can be raised in writing to the Club's Football Department

6.7 Application of this Policy

The grading process that the Club has implemented is a detailed process and one that the Club believes places the children in the most appropriate team. It should be noted though that the SMJFL by-laws allow players to be rotated between sides in the same age group for up to the first four rounds of each season. While this gives Clubs some flexibility, the decision to allow this is at the Coaches' and Football Department's discretion.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to Administrators, Coaches, Officials, Participants, Parents,

Spectators.

6.8 Reviewing this policy

This policy will be reviewed annually and the Club undertakes to seek views, comments and suggestions from children, parents, staff and volunteers involved in the Club.

7 Committee and Contacts

The ESJFC is managed by a Committee of Members consistent with the Constitution. The Committee is responsible for all major administrative activities of the club, including planning for the future and compliance with all regulations and laws.

Information about the Committee, including contact information, is available at www.gozebs.com.

8 Coaching Support

ESJFC has a dedicated Football Department that endeavours to achieve the highest standards of coaching in the SMJFL. The Football Department reports to the General Committee and provides training and support to coaches, and oversees and administers all football-related areas.

9 Club and Team Functions and Fundraising

9.1 Team / Age Group Nights

The Club's aim is to create a one culture Club, rather than a 24-team culture Club. To help achieve this, the Club would like Age Groups, wherever possible, to hold functions together, rather than in distinct teams.

These events are an important part of team building, and provide an opportunity for parents and players to support the coaches and team managers build a strong Club and team ethic. There are many options for these nights, ranging from attending training at a league club, or visiting alternative training venues such as the swimming pool. The respective teams within the age groups are responsible for funding these nights.

Many teams, and particularly the younger age levels, hold a jumper presentation night at the start of the year at the club. Pizza nights and barbecues are also popular. The clubrooms must be booked for any function by contacting clubadministrator@gozebs.com. Teams are encouraged to use club sponsors for catering wherever possible.

When at official club training nights or events (regardless of the venue), all Coaches, Players, Officials and Parents behaviour should be governed by this policy document.

9.2 Club/Team Events

All children must be accompanied and supervised by an adult, over the age of 18, who shall be at all times responsible for the actions of those children. Any person entering the Club

Family Night at should also be mindful of doing so at their own risk.

The Club adopts a responsible attitude to the serving of alcohol:

- Alcohol will not be allowed to be served to or consumed by any persons under 18 years of age.
- Alcohol will not be served to or consumed by any person who, in the opinion of any member of the Committee who is RSA accredited, is intoxicated.
- Smoking is only permitted in the designated outside area and by persons over 18 years of age.
- Outside play is only allowed in the designated play area as defined by the supervising adults in charge. The supervising adults will be dressed in "fluoro" jackets and are in charge and their directions must be followed.
- Respect must be shown to speakers, coaches, club officials and helpers at all times.
- Club nights need to be a safe place for all who attend. Therefore no bullying or rough play will be tolerated.
- There is to be no running, wrestling, ball games or rowdy behaviour inside
- Adults and / or children are not allowed outside in the car park area except when arriving or departing
- The Committee reserves the right to determine what action will be taken if this Code of Conduct is breached. Serious breaches may result in the person being asked to leave immediately.
- The bar will not be open or utilised for specific team presentation events or other events, without permission from the Executive committee with full vote consensus

9.3 Individual Team Sponsorship and Awards

The Committee has sponsorship arrangements in place at a club level, and also has Team sponsorship opportunities. All sponsorship requests should be made to the Sponsorship manager at sponsorship@gozebs.com.

Additionally, as part of its sponsorship arrangements, the club provides a number of weekly awards to each team. It is club policy that these awards are used as encouragement awards to reward all players rather than as merit awards to reward just the best players.

9.4 Presentation Day

The Club holds a major presentation day in September after the completion of the finals series. All major awards are presented on this day, with details provided each year well in advance.

Teams, other than those that play in an official merged side, must present their team awards at the Presentation Day. Teams that play in an official merged side (e.g. the East Sandringham Rovers) may hold their presentations separately with prior approval from the Club Committee.

9.5 Team Photographs

It is expected that all players, Coach, Assistant Coach and Team Managers are in attendance.

Team and individual photographs are available for purchase. Full details of timetable will be distributed prior to the photos.

9.6 Training Arrangements

With the size of the club, and the large number of teams, a great deal of pressure can be placed on the training venues. It is important that everyone is aware and respects the training needs of other teams within the club. The times the ground has been set aside for teams and age groups should be respected and the condition of the ground should be taken into account.

Coaches should use the ground wisely and work with other coaches to do longer drills when more room is available.

Training times and dates are determined at the beginning of each year by the Football Department working closely with the coaching staff to try and meet all coaching demands for preferred times and venues. The Club requests that, unless exceptional circumstances apply, that age groups train together at the same time and on the same night. Further details can be provided by the Director of Coaching.

The committee reserves the right to cancel training to protect the playing surfaces.

10 Team Awards

The club, through the goodwill of its sponsors and its members, provides a number of awards to each team each week. These are designed as encouragement awards to recognise the efforts and achievements of all players, regardless of their skill level.

They tend to be distributed evenly to all children throughout the year. It is advised that a record be kept to ensure an even spread throughout the year.

10.1 Best and Fairest Voting Procedure

Three sets of best and fairest votes are awarded at the end of each game in every age group: one by the coach, one by the assistant coach and a third by a designated parent (rotated weekly).

The team manager will hand out vote cards, ensure the vote givers understand the importance of the voting procedure, and that the votes should go to the fairest and best player on the field that day for East Sandringham.

Votes are given on a 5, 4, 3, 2, 1 basis – 5 for the fairest and best player on that day, 4 for the next fairest and best player and so on down to 1 vote for each Home and Away match. Completed vote cards are to be retained securely by the Team Manager & not shared with any other person, including the team coaches.

Please note: voting for club awards concludes at the end of the home and away season. If coaches want to present an award or awards for finals performances, it is at their discretion and requires approval from the Club.

Under 8's and Under 10 Girls

All players will receive a medal as a result of participating in home and away matches. No awards are issued or presented by the club to U8 mixed and Under 10 Girls for participating in the Lightning Carnivals.

Under 9's – 17's Boys & Under 12 – 17 Girls

Each team is provided with a total of five trophies for the home and away season:

- 1st Best and Fairest,
- 2nd Best and Fairest,
- 3rd Best and Fairest or Coaches Award
- Coaches Award,
- Coaches Award,

“Coaches Award” trophies may be given for a variety of achievements, such as, Most Courageous, Most Consistent, Most Improved, Most Determined, Leading Goalkicker and so on, at the discretion of coaches, and may also be awarded to 4th & 5th in the voting if desired. There shall be no more than a total of five trophies or awards awarded to any particular team for the home and away season.

No team is allowed to provide their own trophies or any other awards unless prior written approval is provided by the Committee.

Vote counting is to be conducted as directed by the club, as soon as possible after the last home and away game, preferably on the same day, to allow maximum time for trophies to be prepared. Votes should be counted by the Team Manager & Coaches together & the results kept confidential until trophies are presented at the Club Presentation Day.

In the event of a tie for 1st, 2nd or 3rd Best and Fairest in any particular team, there shall still only be five trophies awarded for that team. In this situation the trophies may be renamed at the discretion of the Coach and Team Manager, subject to approval by the Committee.

Milestone Awards

Players will be awarded as follows;

- 50 Games - Engraved Medal.
- 100 Games - Engraved Medal.
- 150 Games - Engraved Medal.
- 200 Games - Engraved Trophy.

Club Awards

The provides a number of perpetual Club Awards:

- *Chris Judd Award*, which recognizes a player who has demonstrated a high level of excellence – on and off the field; and
- *Trevor Barker Award*, which recognizes the most courageous or inspirational player at the club.
- *John Hine Girls Footy Award* which recognises the most outstanding girls footballer at the Club.

- *Steve Tickell – Junior Coach Award* which recognises the ability to develop foundation skills while fostering a culture that encourages teamwork, inclusion and a fun football environment.
- *Tom Hafey Youth Coach Award* which recognises the ability to motivate and encourage players through outstanding communication, organization and mentorship.
- *Matthew Sutcliffe Award* which Recognises a player who has demonstrated tenacity, courage, positivity and humour in the face of adversity and an acceptance that "it is what it is".
- Team Manager of The Season recognises the incredible hard work that goes on behind the scenes in the formation of teams at the beginning of the season, ensuring all players, volunteers and coaches are registered as well as the unenviable task of allocating Game day volunteers not to mention managing the expectation of parents!
- Best Club Person/Persons, is for a/the **CONTRIBUTORS** – who puts in without complaint – for the good of the kids and the club. This is one of the biggest awards we have as club as it personifies what being a Zebbie is all about!

The club awards these major trophies at its discretion and, given their prestige, they may not be awarded every year.

10.2 Counting of Best and Fairest Votes

The votes will be counted by the coach and team manager at the completion of the season under the guidance of the Football Department.

11 Coaching

ESJFC is committed to the highest standards of coaching.

11.1 Coaching Expressions of Interest

In order to coach or assistant coach at ESJFC, each coach must complete and sign a coaching expression of interest (EOI). These EOIs are assessed by the Club's Football department, with recommendations of coaching appointments provided to the Club's Executive Committee for approval.

11.2 Coach Accreditation

To coach within the SMJFL, it is mandatory that all coaches are accredited Level One coaches with coachAFL. As a club, the Committee endorses this policy and the club will cover all costs incurred in Level One Accreditation.

Coaches are strongly encouraged to pursue higher levels of accreditation. The club will support coaches in this activity and assist with expenses. This can be arranged via the Football Department.

11.3 Re-Accreditation and Professional Development

To remain accredited, coaches are expected to be actively coaching, members of AFCA and attend Professional Development evenings. The club sees the coaches as the “face of the club”, and will meet reaccréditation. Any costs need to be approved by the Committee.

At the same time, the Football Department is responsible for holding coaching training sessions and seminars, and is available at all times to assist all coaches.

11.4 Coach Appraisal

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

12 Health and Safety

ESJFC takes its health and safety obligations seriously.

Every team must have at least two people other than the team manager and coach who are accredited Level 1 First Aiders. The club holds training sessions prior to season start and meets all the costs involved.

The Team Manager along with the team’s First Aiders are responsible for maintaining the first aid kits to the required standard. Any extra first aid needs or enquiries should be directed to firstaid@gozebs.com. Coaches are encouraged to keep the team’s first aid kit with the coaches kit so that it is always available at both training sessions and matches.

N.B. All players must wear mouth guards during games and at training.

12.1 Responsible Approach to Concussion

Concussion is a mild brain injury caused by trauma that can result in temporary alteration in brain function.

Symptoms of concussion may include:

- o Headache
- o Dizziness
- o Fatigue
- o Ringing in the ears
- o Neck pain
- o Loss of consciousness (over 90% do not lose consciousness)
- o Nausea
- o Vomiting
- o Altered vision
- o Memory Disturbance
- o Pressure in the head

Any player suspected of having sustained a concussion should be immediately removed from play & assessed by the designated First Aid volunteer (or one of the coaches if an incident occurs at training where no First Aid volunteer is in attendance).

First Aid volunteers & coaches should be guided by the AFL’s *Pocket Concussion Recognition Tool (CRT)* when assessing a player for signs of concussion.

Players, parents & coaches must at all times respect & follow the instructions given by the designated First Aid volunteer &/or Team Manager. **IF IN DOUBT, SIT THEM OUT!**

Any child or player suspected of having concussion:

- should not be left alone & should be monitored for symptoms by a responsible adult for at least four hours
- should rest from all activity for 24 hours
- can use paracetamol for headache (although this may not be effective)
- should not return to sport until medical clearance has been obtained
- should refrain from using screens for 48 hours

A player who demonstrates **any red-flag signs or symptoms** should be taken to hospital immediately for assessment. Red flag signs include:

- | | |
|--|---|
| o Worsening headache | o Nausea & vomiting |
| o Drowsy/ can't be woken | o Unsteady on feet |
| o Seizure | o Memory trouble or confusion |
| o Double vision | o Unusual irritable behaviour |
| o Slurred speech | o Weakness tingling or numbness in arms or legs |
| o Bruising behind ears, black eyes or very tender points on face/skull | o Inability to remember events 30 minutes prior to or 30 minutes after incident |

The closest hospital Emergency Department to ESJFC home grounds is:

Sandringham Hospital, 193 Bluff Road, Sandringham.

A child with concussion who returns to sport whilst still symptomatic is at increased risk of further injury therefore no player who has concussion, or is suspected of having concussion, should return to sport (training or play) until cleared by a doctor. *“The Management of Concussion in Australian Football” guide.*

The Club must receive written medical clearance before a child/ player who has sustained a concussion or is suspected of having sustained a concussion, can return to full-contact training or play. A copy can be forwarded to your child's Team Manager and to the First Aid Coordinator at: firstaid@gozebs.com

The ESJFC recommends that any player diagnosed with concussion should not return to play or full-contact training for a period of two weeks after the initial incident due to the increased risk of further injury should another knock occur during this timeframe, however the Club will follow the guidance of the player's medical practitioner.

After concussion a graduated return-to-play program is advised, for example:

Stage	Activity	Min. Time	Examples
1	No activity	24 hrs	Rest from physical activity, school work, computers & screens
2	Light aerobic activity	24 hrs	Walking, swimming, exercise bike
3	Light non-contact activity	24 hrs	Running, ball work
4	Non-contact training	24 hrs	Increased intensity of running, ball & skills work
5	Contact training	24 hrs	ONLY AFTER MEDICAL CLEARANCE

			Two weeks after incident recommended
6	Return to competition		ONLY AFTER MEDICAL CLEARANCE Two weeks after incident recommended

- If at any time symptoms recur, return to the previous stage
- Return to sport is not advised until the player has returned to school/ learning without worsening of symptoms
- RETURN TO SCHOOL TAKES PRECEDENCE OVER RETURN TO SPORT

More information can be found at:

- www.aflcommunityclub.com.au/index.php?id=66
 - completeconcussions.com
- Any concerns or questions regarding the *ESJFC Concussion Policy* can be directed to the First Aid Coordinator at: firstaid@gozebs.com.

12.2 Dealing with Special Needs of Players

From time to time, a coach, team manager or other official may become aware that one or more players have special needs, apart from obvious physical needs such as injuries and skill deficiencies. The other needs may fall into three other categories - Educational, Emotional and Social needs:

- **Educational Needs:** Not all students within a classroom learn the same way or learn at the same rate. Some students have 'Specific Learning Problems' that make it very difficult to learn using traditional teaching and coaching methods. It is important to be aware of any learning difficulties that a player in your team may have. Modify your presentation of information in an attempt to accommodate these players Learning Needs.
- **Emotional and Social:** From time to time players may exhibit unco-operative behaviour that negatively affects training and coaching. Often this can be put down to adolescent behavior and nothing more needs to be done. However such behaviour could be indicative of a more serious emotional or social problem that the player may be experiencing. It is in the best interest of the coach to spend time communicating with the player in an environment free from tension to ascertain if there are social or emotional issues that affecting the child's behaviour.

As coaches it is not our role to solve such issues, but we play a very important role by being a 'significant' adult in this person's life. Be prepared to talk and communicate with the child, in a supportive environment where a common interest exists, that being football.

The club has access to a large support network for its members who are experiencing Emotional and Social difficulties within their lives. Professional advice for our coaches is available in dealing with such situations and many professional services are available through this network for the player.

Please understand, our volunteer coaches put in an enormous amount of time and effort, and it is important that parents work with coaches in these circumstances to ensure the best outcome for children with special needs. Coaches with specific issues should contact the

Football Department.

13 Parental Involvement

The ESJFC relies on and welcomes parental involvement. It is a non-negotiable condition of registration that parents agree to undertake specific game day duties on a rostered basis. All parents are required to have a current Working With Children Check in line with SMJFL requirements.

14 Match Day Officials

The organising of all match day officials is the responsibility of the Team Manager. These positions include:

- Club Central Umpire (if no SMJFL umpire is appointed)
- Goal Umpire
- Umpires Escort
- Boundary Umpire (U11 – U16)
- Runners
- First Aid (Permanent basis)
- Time Keeper
- Canteen Operators (Home Game only)

It is a non-negotiable condition of registration that parents agree to undertake specific game day duties on a rostered basis. It is the responsibility of the rostered parent, not the team manager, to organise any changes to the roster.

15 Official Team Appointments

There are four permanent positions that need to be filled in each team, each season – Coach, Team Manager, runner and first aid officer.

Each of these people needs to undertake a Working with Children check, and details provided to the Club Secretary. Often, a coach will rely heavily on an assistant who may assume the Assistant Coach title. This person too needs Working with Children clearance and their details provided to the Club Secretary.

Information on Working with Children checks is available from secretary@gozebs.com.

16 Management of Reported Players

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

- a. The coach and Team Manager need to manage the situation in a calm and supportive manner.
 - Often a report may occur as a result of a heated incident. It is the responsibility of the two (2) club officials to ensure:
 - i. The player is removed from the ground for the coach to be able to talk to the player about the incident and point out the outcomes of such an incident.
 - ii. That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
 - iii. That supporters, and in particular the parents of the reported player, remain calm and do not incite a further incident.
 - iv. Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
- b. After the game, the Coach and Team Manager, in consultation with the player and parents (if they are able to contribute in a positive manner) will discuss the events and report issues to the Incidents Manager.
- c. The Club Secretary or Incidents Manager needs to be notified of the report and the decision of the Coach, Team Manager and player regarding the taking of the Set Penalty. If the case goes to the tribunal, the Football Department will commission the services of a Club Official Advocate.
- d. The Advocate will then take charge of the defence. It would be expected that the Coach would still take a very active role in the support for the player. At the tribunal, it is recommended that the parents do not attend.
- e. In the event of one of our players being required to give evidence, then all steps will be followed except those related to the Set Penalty. A player who has been on the receiving end of a reportable incident and is required to give evidence needs to be well-supported also.

17 Female Participation Gender Policy

The following is an extract from the AFL Victoria (AFLV) Affiliate Regulations (Regulation 4 – Gender Regulation) in relation to the participation of males and females within Australian Football competitions conducted by AFLV and AFLV Affiliates. Gender Regulation In accordance with the Equal Opportunity Act 1995 (Vic.) (“the Act”), people aged under 12 years of age cannot be excluded on the basis of sex or gender identity from participating in a competitive sporting activity.

Pursuant to section 66 (1) of the Act, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of competitors is relevant. AFL Victoria Affiliates - SMJFL will exclude females who reach 14 years of age as at 1 January in the year of play from playing in any competition that is not a “female competition”.

People who have been through the Gender re-assignment process shall be deemed the gender as verified by the appropriate Victorian State Government documentation.

Definition: Female competition: A female competition is a competition in which the majority of the players are female. (As defined and published in the SMJFL By-Laws - <http://www.smjfl.com.au>).

18 Vilification and Discrimination Policy

18.1 Introduction

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

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

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

The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.

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

18.2 Prohibited Conduct

Racial and Religious Vilification

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

Victimisation

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

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

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

Authorised Persons

The Club will appoint a Complaints Officer (the Club's Complaints Officer) to ensure

that any breach of this Policy is responded to in an equitable and prompt manner. The President of the Club (the President) is the senior decision-maker in the Club's Complaints Process. Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

Management of Intra Club Complaints

The Club's Incident's Manager shall make every effort to ensure compliance with the SMJFL complaints process.

19 Match Day Procedure for Team Managers

The Club's Team Manager Coordinator will provide each Team Manager with a Team Manager Handbook that details the match day procedure.

20 Property Management

20.1 Coaches Property

Each coach will be issued the following equipment from the club: 12 training balls; training cones; and drink bottles. Training equipment such as tackle bags are available at the club rooms.

If you require other equipment please contact the Property Manager, at property@goebs.com. All property must be returned to the Property Manager at the end of the season.

20.2 Team Managers Property

- **Jumpers**
 - o Each team should have a set of jumpers. Keep an accurate record of jumper numbers and update this when required throughout the season.
 - o Please collect all jumpers after the last game even if they are wet/muddy. It is easier to wash the set of jumpers than to chase every player after the season.
 - o Please chase-up jumpers from players who may leave throughout the season as soon as you know they are leaving.

- **First Aid Kit**
 - o The First Aid Kit will be stocked at the start of each season. Individual Trainers should contact the First Aid Officer to replace and replenish items.

- **Kit Bag Contents**
 - o Coach's bib
 - o Assistant coach bib
 - o White Coat -Goal Umpire
 - o Goal Flags x 2 -Goal Umpire
 - o Boundary Umpire bib
 - o Trainers bib
 - o Umpires Escort bib

- o Runners bib
- o Water persons bib

21 Grievance Procedure

At times parents may have issues that concern them and/or their child. The Committee of the club has addressed a number of areas that they believe are significant in the coaching and management of players.

This has resulted in the production of policies and procedures associated with Team Size and Composition, Minimum Age, Game Time Policy and Grading Policy. These policies have been made public and are available on the website.

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

- Under normal circumstance, parents are encouraged to approach the coach or team manager to resolve any matter – but not during a game.
- At times the parent may not be satisfied that a resolution has been arrived at, even after the initial discussion.
- In this situation the Football Department will attempt to mediate a resolution between the parties based on the club's policies and procedures.
- If no resolution is arrived at, the President of the Club will be required to mediate and give binding direction to the parties involved.

22 Calendar of Events

The club's calendar events for all major social and football related activities will be provided to all members of the Club.

23 Player Registration

All players wishing to register for the new season when advised Registrations are open, will have the ability to register using either the 'deposit' functionality of full membership payment. Deposit functionality allows for only the SMJFL Fee to be collected at the time. Returning players from the previous season will be given priority registration when aligning and determining team numbers.

New Player Registration and Waitlist

New player registrations will be accepted on a waitlist basis from the Registration open date. Placement on the waitlist does not guarantee a position in the club but allows for consideration following the closure of returning player registrations.

Confirmation of New Registrations

Once the returning player registration period has ended, club officials will assess the available spots within each age group and team. New registrations will then be considered in order of waitlist placement, subject to team availability. Preference may be given to siblings of existing players, players within the club's designated zone, or other criteria as determined by the club committee.

Notification of Acceptance

Families of new players will be notified of their registration status as advised during the registration process. If a player is accepted, they must complete full registration and payment by the specified deadline to secure their place.

Additional Considerations

- If a team is at full capacity, the club may provide guidance on alternative AFL participation opportunities.
- Players who are not accepted for the current season may remain on the waitlist for future opportunities.
- The club reserves the right to adjust the registration and waitlist process based on player numbers, team availability, and AFL league requirements.

If players or parents have a grievance with this process, they should raise it with the Club Registrar.

23.1 Player Transfer Policy – Post Round 4 Departures

This policy outlines the club's position regarding player transfers after a player has participated in games Round 1-4, and is in line with the SMJFL's grading policy, relevant to but not exclusive to, where a team has been re-graded into a different division or other similar circumstances arise.

23.1.1. Transfer Restrictions

- a) If a player participates in Rounds 1 -4 and subsequently chooses to leave the club in the weeks post due to team regrading or any other reason, the club reserves the right to exercise discretion in approving or denying the transfer request for the remainder of the season.
- b) The club's decision regarding such transfer requests will consider the best interests of the team, club, and competition fairness and will be final.

23.1.2. Exceptional Circumstances

- a) The club may consider approving a transfer request in extenuating circumstances, such as:
 - i. Relocation of the player's family to a different region;
 - ii. Medical or personal reasons affecting the player's ability to continue with the club;
 - iii. Other circumstances deemed appropriate by the club's committee.

23.1.3. Committee Review

- a) All transfer requests under this policy will be reviewed by the club's committee or an appointed subcommittee.
- b) The decision of the committee will be final, with no obligation to provide approval for the transfer.

23.1.4. Communication

- a) Upon registering with ESJFC, Players and parents/guardians will be bound by this policy
- b) Any disputes or appeals must be submitted in writing to the club's committee for consideration.

24 Smoke Free Policy

ESJFC recognises that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children.

Under section 5RI(1) of the Tobacco Act 1987, smoking is banned within 10 metres (about two car lengths) of a sporting venue that is an outdoor public place during an organised underage sporting event in Victoria from 1 April 2014. This ban also includes training or

practice sessions to prepare for participation in an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session. The ban applies to outdoor dining and drinking areas that are situated within 10 metres of an outdoor public sporting venue during an organised underage sporting event or training session.

Accordingly the following policy has been developed by the Club to help protect people's health.

The move to go SmokeFree also complements the Club's desire to create a healthy family friendly environment. The Club believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community.

Legislation and the legal duty of care also provide reasons to have a SmokeFree club. Under common law the Club has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian SmokeFree dining legislation also states that enclosed dining areas must be SmokeFree.

24.1 Who is affected by the Policy

This policy applies to all members, administrators, officials, coaches, players and visitors of the Club.

24.2 Designated SmokeFree Areas

The Club requires the following areas to be SmokeFree:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Under cover spectator viewing areas
- Near entries and exits of buildings, facilities, and the ground 2

24.3 Behavioural Expectations

The Club recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups will refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players)
- Officials (when officiating for the club)

- Volunteers (when working for the club)
- Players (when in uniform and representing the club)
- Coaches and trainers will also speak to junior players about the effects of smoking on performance.

24.4 Promotion of the Policy

The following mediums will remind patrons about the Club 's SmokeFree policy:

- Non-smoking signs
- Club handbook
- Advertising and promotional resources (eg brochures, newspaper ads etc)
- Club correspondence (letters, e-mails etc)
- Announcements
- Table signage
- Function speeches
- Signage

24.5 Non-Compliance Strategy

The following five step non-compliance strategy will be followed if anyone breaches the Club's SmokeFree policy.

1. Assume that the person is unaware of the SmokeFree policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the SmokeFree policy.
3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The club's management committee will sign off on the letter. This letter will be pre-written and kept both behind the bar and at the ground so that copies are readily available.
4. If the offence does continue then the patron will be escorted out of the facility by staff and/or a senior club representative.
5. Under no circumstances should the Club's SmokeFree policy be breached: No matter who the offender is.

25 Disability Action Plan

ESJFC recognises that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995. Disability covers:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological or learning difficulties
- Presence in the body of organisms causing diseases
- Beneficiaries of workers compensation

ESJFC embraces the Disability Discrimination Act 1992 premise that

- people with disabilities are part of our diverse communities
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities

People with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community. ESJFC will develop and implement a Disability Action Plan, which will focus on those physical, social & cultural barriers, which create a handicap for people with disabilities to be able to enjoy football at our Club. Basic elements of the plan will include:

- a. Education of Club members.
- b. Education of visitors to the Club.
- c. Identifying specific issues at our Club that can make life unnecessarily difficult or complicated for people with disabilities.
- d. Develop strategies to deal with these issues.

Specific elements of the plan will include:

- a. Clearly defined disabled car parking areas at the football ground.
- b. Disabled toilet facilities.
- c. Access to canteen facilities.
- d. Access to clubrooms.
- e. Access to the football oval.
- f. Exclusive accessible viewing areas.

26 Alcohol Management Policy

The club recognises the importance in holding a liquor license in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

26.1 Serving Alcohol

- Alcohol will be sold according to the requirements of the club's liquor licence and in accordance with the safety and wellbeing of patrons.
- The club will maintain a current liquor licence.

- The liquor licence will be displayed at the bar.
- Persons under the age of 18 years are not permitted to serve alcohol.
- A "Responsible Serving of Alcohol (RSA)" trained person shall be in the vicinity of the bar at all times when alcohol is being served.
- The club will discourage excessive or rapid consumption of alcohol. Alcoholic drinks will be served in standard drink measures.
- The club will display posters on liquor license regulations and education.

26.2 Promoting the responsible use of alcohol

- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or serve alcohol at junior (AusKick age to Under 18 Youth girls) games.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will provide at least one alcohol-free social event for junior teams.
- Alcohol advertising will only appear at the bar.
- The club will not promote alcohol through 'cheap drink' strategies, raffles such as happy hours.

26.3 Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated.
- Servers will follow procedures, provided in their training, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave the club.
- Intoxicated persons will be refused entry into the club.

26.4 Underage drinking

- Alcohol will not be served to persons under the age of 18 years.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

26.5 Safe Transport

- The Committee shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- Taxi to be arranged or other transport by committee if required
- Contact telephone numbers for taxi services will be displayed at the bar.

- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non-alcoholic drinks free of charge by the club.

26.6 Fundraising, Functions and Prizes

- Promotions such as drink promotions, drinking competitions and all-inclusive cover charges should not be conducted on club premises.
- Prizes for raffles and fundraising will not have an alcohol focus.
- The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy.
- The Club will promote the Goodsports Policy about the responsible serving of alcohol.

26.7 Food

The club will wherever possible actively promote and sell food whenever alcohol is available.

26.8 Bar Management

- Non and low alcoholic alternative drinks will be available at all times.
- An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the social rooms bar.
- Bar staff will not be permitted to drink alcohol while serving behind the bar.

26.9 Club Committee Responsibilities

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open.

26.10 Non-compliance

All club committee members will enforce the alcohol management policy and any non-compliance will be handled according to the following process;

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.
- Promoting the "Alcohol Management Policy"

The club will promote the alcohol management policy regularly by;

- Displaying a copy of the policy in the club social rooms.
- The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.

26.11 Policy Review

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, the policy will be reviewed annually.

27 Child Safety Policy

27.1 Purpose

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of East Sandringham Football Club (the Club) to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

27.2 Commitment to Child Safety

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

27.3 Application of this Policy

This policy was developed by the Club and in collaboration with the members of the Committee and sent to all Team Managers for their review and comment. This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to Administrators, Coaches, Officials, Participants, Parents, Spectators.

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

27.4 Child Abuse

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

27.5 Children's Rights to Safety and Participation

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

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

27.6 Valuing Diversity

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

- promote the cultural safety, participation and empowerment of Aboriginal children, children from culturally and/or linguistically diverse backgrounds, children with disabilities and all participant families;
- seek appropriate staff from diverse cultural backgrounds;

27.7 Recruiting staff and volunteers

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

- Require Working with Children Checks for relevant positions.
- Our commitment to Child Safety and as part of the induction process for new staff or volunteers.
- Require all staff and volunteers to read and formally acknowledge their understanding of the Child Safety Policy
- Implement a Child Safety section as part of Coaches induction and our Coach the Coach courses that we run for our coaches.

27.8 Supporting staff and volunteers

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

27.9 Reporting a child safety concern or complaint

The Club has appointed a Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. Our Child Safety Officer will be actively supported by the Secretary of The Club and by the Committee. The Child Safety Officer can be contacted by emailing childsafety@gozebs.com. Our complaints process is outlined in the "ESJFC – How to Make a Child Safety Complaint" document.

27.10 Risk Management

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;

- travelling; or
- physical contact when coaching or managing children.

27.11 Reviewing this policy

This policy will be reviewed every two years and the Club undertakes to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club.

28 Social Media Policy

28.1 Introduction

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, the ESJFC recognises the benefits of social media as an important tool of engagement and enrichment for the league, its clubs and associated members. The Club and its associated members are expected to behave and express themselves appropriately, and in ways that are consistent with the ESJFC's values and policies.

28.2 Purpose

This policy aims to provide some guiding principles to follow when using social media. The intent of this policy is to include anything posted online where information is shared that might affect members, parents, colleagues, clients, sponsors, other Member Clubs of the SMJFL, or the ESJFC as a club and bring the club into disrepute.

28.3 Scope

For the purpose of this policy, ESJFC Members means ESJFC staff, officials, players, parents and any other volunteers.

This policy covers all forms of social media and includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Instagram, Twitter or Snapchat)
- Content sharing include Flickr (photo sharing) and YouTube (video sharing)
- Commenting on blogs for personal or business reasons
- Personal and corporate websites
- Leaving product or service reviews on retailer sites, or customer review sites
- Taking part in online votes and polls
- Taking part in conversations on public and private web forums (message boards)
- Editing a Wikipedia page.

28.4 Guiding Principles

The web is not anonymous. ESJFC Members should assume that everything they write could be traced back to them. It is important that the Club's Members think of the web as a permanent record of online actions and opinions.

The boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they

do in a professional capacity and what they do, think or say in their capacity as an ESJFC Member.

When using the Internet for professional or personal pursuits, all Members must respect the ESJFC's intellectual property and follow the guidelines in place to ensure the intellectual property or its relationships with sponsors and stakeholders is not compromised, or the association is brought into disrepute.

28.5 Usage

For ESJFC Members using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames
- Must not comment on, or publish, information that is confidential, defaming, insulting or in any way sensitive to ESJFC, its affiliates, partners or sponsors and
- Must not bring ESJFC into disrepute.

Members may not use the ESJFC brand to endorse or promote any product, opinion, cause or political candidate unless directed as part of their role and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of the ESJFC.

28.6 Official ESJFC websites, social pages & online forums

When creating a new website, social networking page or forum for staff/club member use, care should be taken to ensure the appropriate person has given written consent to create the page or forum. The ESJFC will keep a record of such permissions. Similarly, appropriate permissions must be obtained for the use of logos or images.

For official ESJFC websites, blogs, social pages and online forums: Posts must not contain, nor link to, pornographic or indecent content some hosted sites may sell the right to advertise on their sites through 'pop up' content, which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled ESJFC members must not use ESJFC online pages to promote personal projects and all materials published or used must respect the copyright of third parties.

28.7 Consideration towards others

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. ESJFC Members must recognise that it may not be appropriate to share photographs, videos and comments in this way.

Members should be considerate of others in such circumstance and must remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made about ESJFC Members online.

28.8 Breach of Policy

If detected, a breach of this policy may result in disciplinary action from the ESJFC and SMJFL. A breach of this policy may also amount to breaches of other ESJFC and SMJFL policies and will be dealt with in accordance with the ESJFC Rules and Sanctions relation to breach of Code of Conduct policy, and SMJFL Rules and By-Laws.

Where a breach of this policy is sustained at the SMJFL Tribunal, the Tribunal may impose such a penalty, as it deems appropriate in the circumstances, including suspension or fine.

28.9 Advice

Members or volunteers who are unsure of their rights, liabilities or actions online should seek clarification in writing via the Club Secretary.

29 SMJFL By-Laws

The Club adopts all By-Laws as defined and published in the SMJFL By-Laws at <http://www.smjfl.com.au>.

30 Policy Review

These Policies and Procedures will be reviewed every three years by the Committee to ensure that it remains current and practical. Earlier review may be undertaken if deemed necessary by the committee.

31 Reference Documents

The following reference documents have been used in preparing this information:

- ESJFC Constitution
- ESJFC Codes & Policies referred to in this document
- SMJFL rules & bylaws
- SMJFL policies & procedures
- AFL Laws of Australian Football