



CAULFIELD BEARS JUNIOR FOOTBALL CLUB

CLUB HANDBOOK

Season 2017

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WELCOME TO SEASON 2017

On behalf of the Committee it gives me great pleasure to welcome all players, parents, officials and supporters of the Caulfield Bears Junior Football Club to season 2017.

We have produced this Club Guide to provide information to all players and parents on:

- **our principles and policies**
- **our Codes of Conduct**
- **how the club operates**
- **our expectations of everyone involved
(ie: all players, parents, officials and supporters)**
- **contact details and**
- **other relevant information**

It is important that all players and parents read this document and, if applicable, we ask parents to explain relevant matters to your child.

We are a community club run by volunteers. The day-to-day management is conducted through our elected Committee of Management and this is complemented by a host of other volunteers. Running a football club does involve a significant time commitment from those involved and I would like to personally thank everyone who has offered to give up their time this season for the benefit of all members.

If you would like to be involved in the running of the Club, please don't hesitate to contact our Club Secretary for further details.

We have been very fortunate to acquire the generous support of several sponsors for 2017. We ask our players and parent to support our sponsors as they are vital to the continued financial viability of our Club.

At the Caulfield Bears, we want to create an environment for every player to play to the best of their ability. I sincerely hope that you and your family become engaged with the Club in 2017 and that players continue to develop in their skills and enjoyment of the game so that they can reach his or her full potential.

Louise Nelson

President

CLUB OVERVIEW

Fact File

Name: Caulfield Bears Junior Football Club

Home Ground and Facilities: Koornang Park, Corner of Munro Avenue and Koornang Road, Carnegie

Competition: SMJFL (Southern Metro Junior Football League) smjfl.com.au

2017 Teams: 9 x mixed teams Under 8 – Under 13 age groups; 4 x boys teams Under 14 – Under 17 age groups; 1 x girls team Under 12 age group

Games: Sundays from 8.30 am commencing with the youngest teams. Games last for around 70 minutes for Under 8-Under 10s through to 110 minutes for the Under 17s

Training: Teams train in the evenings at Koornang Park or at our secondary ground East Caulfield Reserve

Auskick: Saturday Mornings 9:00 – 10:30 am at Koornang Park

Club Administration

The Club is administered and organised by a Committee of Management (CoM) that is elected once a year at the AGM when all positions are declared vacant. The CoM are usually parents of players and ideally represent all age groups.

If anyone is interested in assisting either on Committee or with a variety of other non-committee roles, then they should contact the Club Secretary.

Team Administration

Each team is run by the following volunteers:

1) Coach

The coach is responsible for the on-field running of the team and training sessions. They must have completed a Level 1 Coaching Course and comply with the AFL, SMJFL and Club Codes of Conduct. The Coach will normally appoint an assistant coach and a runner.

2) Team Manager

The Team Manager is responsible for the administration of the team. They organise duty rosters and administration for match days and communicate team and club information.

3) Trainer

The trainer looks after the physical welfare of the players on match day. They must hold a minimum Level 1 First Aid qualification with a CPR component that is updated every 12 months. A doctor, physiotherapist or Registered Nurse can act as a trainer, provided they have a CPR component that is updated every twelve months. All teams above Under 13s must have a trainer who has the additional qualification 'Emergency Response Coordinator'.

4) Parent Umpires

Under 8 – Under 10 teams have to provide a parent umpire who has been accredited by the SMJFL. The parent umpires ensure that the game is played according to the SMJFL's modified rules and assists the players with rule interpretations and game flow during their first few years of football.

In line with the Victorian Government's Child Safety Standards that came into effect on 1st January 2017, all the above positions will be filled by parents with a current 'Working With Children Check'.

Match Day Roles / Parent Duties:

Parental assistance is required on match day. Each Team Manager will organise a roster amongst the families to ensure that each match day duty is filled. Instructions will be given for each duty and parents may liaise with their Team Manager if they feel uncomfortable performing certain duties.

Roles Include:

- Goal Umpire
- Boundary Umpire (Under 11s and Under 12s)
- Umpires Escort
- Time-keeper
- Canteen Assistant (Home games)
- Oranges / snacks
- Match Reporter(for club newsletter)

Club Ethos

The Club has a strong community focus and strives to create a welcoming atmosphere for all players and their families. We want to be a cohesive club, not a collection of teams.

We encourage our teams to be competitive whilst also focusing on the enjoyment of football, skill development and the promotion of good sportsmanship. The development of the players' character is as important as the development of their football.

Social Events

The Club plans to hold four Family Nights during 2017. Dates of these nights will be published on Team App, the website, newsletter and Facebook page. These nights are a great way to gather and socialise in a relaxed and friendly environment. They are integral to the development of a positive club culture. We will also hold a 'parents only' social night during the season.

Fundraising for Charity

The Club has a proud fundraising record. In the past four years we have raised around \$20,000 for various charitable organisations whilst also supporting individual families in need.

Club Policies

The Club has developed policies and statements to clearly define who we are and what we stand for:

- Statement of Purpose and Values
- Racial and Religious Tolerance Policy
- Team Selection and Fair-Go Policy
- Issue Resolution Policy and Guidelines
- Child Safe Policy
- Medical Emergency Policy

Copies of these policies and statements are available for viewing on our club's website.

caulfieldbears.com.au/juniorteam

Club History

The Glen Orme Junior Football Club (the precursor to the Caulfield Bears JFC) was formed in 1961 and has operated continuously since then. Initially the Club consisted of three teams (Under 11, Under 13 and Under 15) playing in the Bentleigh McKinnon Youth Football League.

Over the years, the junior club has enjoyed many highs with teams competing in finals series and winning 22 premierships. Our most recent successes have been:

- 2011 U10 Lightning Carnival
- 2012 U9 Grizzlies Lightning Carnival, U13 Division 3 Premiership, U16 Division 2 Premiership
- 2013 U13 Division 5 Premiership
- 2014 U9 Lightning Carnival, U16 Division 4 Premiership
- 2015 U10 Lightning Carnival
- 2016 U14 Division 4 Premiership

We are very proud of our history of on and off-field success and we hope all current and past players, parents and supporters help us continue our tradition of being the "family club".

FOOTBALL PATHWAY

The Club and the SMJFL provide a pathway for footballers from Auskick to Under 17's and beyond.

All players are allocated into teams in line with the Club's 'Team Selection Policy' before the season starts. Teams are treated differently depending on the age group. There are three distinct age groups:

Modified Rules Teams: Under 8s, 9s and 10s

The emphasis at these age levels is on learning the game, fun and participation. Each player has equal time on the field in each position, irrespective of ability. There is no visible score board, ladder or finals and the rules are modified. There is a Lightning Carnival at the end of the season where groups of four teams play off against each other as a finale to the season.

Parents are encouraged to support this low-key approach to the beginning of their child's football journey with the understanding that as the child progresses through the age groups, the level of competition increases.

Under 11 – Under 12

In this age group, the rules are updated and scoring is properly introduced. Scoring is published and ladders are available for viewing on the SMJFL website. However, at this age group there is a "mercy rule" and any winning margin greater than 60 points is not shown.

At the end of the season qualifying teams will play off in a finals series with the winning team achieving a premiership.

At the Caulfield Bears all players in these age groups are to be given the opportunity of equal playing time, irrespective of ability or skill.

Under 13 – Under 17

In the top age groups, SMJFL divisions are more evident and there is no mercy rule for scoring.

At the end of the season qualifying teams will play off in a finals series with the winning team achieving a premiership.

More emphasis is placed on attendance and attitude at training for team selections.

Girls Football

All girls are encouraged and welcome to play football with the Club. Girls may play in mixed teams up until they reach Under 14s when the competition ceases to be mixed.

There is a full girls competition run by the SMJFL with teams fielded in the Under 10, Under 12, Under 14, Under 16 and Under 18 age groups. This competition has slightly modified rules to the mixed teams and can be viewed at smjfl.com.au

In 2017 we are fielding a team in the Under 12 girls competition. All girls eligible to play in this competition are being encouraged to play in this team and if they wish to play a second game, they may also play in a mixed team subject to availability.

Representative Teams

Players may be invited to play in representative teams for our competition (SMJFL) at U13 – U17 levels. Invitations to attend selection for the SMJFL representative teams are made at the discretion of the Football Department.

Female players in our girls team may also be invited to represent the SMJFL in their newly created girls representative teams.

In addition to the SMJFL teams, a player may be invited to train with a TAC Cup Team such as the Sandringham Dragons or Oakleigh Chargers. AFL clubs recruit/draft players from the TAC Cup.

Senior Football

We are closely associated with the Caulfield Football and Netball Club which is also based at Koornang Park. The two clubs are separate legal entities, however, they are working closely together to forge a stronger pathway for players leaving U17 junior football wishing to transition into Senior Football.

MATCH DAY

Arrival

All players and officials should arrive at the match venue no later than the time announced by their Coach/Team Manager.

Players who arrive late for their match and have not communicated with their respective Coach or Team Manager may be disadvantaged in regard to their allocation of playing time.

All attire/boots must be clean and presentable on match days.

On arrival at the ground, players are required to:

- immediately notify your team manager of your arrival
- sign the appropriate team sheet
- notify the medical staff or team manager of any requirements regarding strapping, massaging, medical conditions, injuries requiring treatment, etc. Parents are responsible for notifying medical staff or team officials of their children's injuries/illness which may affect their health or wellbeing.

At home games parents of the first team playing for the day will be expected to assist in setting up the ground and clubrooms. Parents of the last team will be expected to assist with packing up.

Player Send-Offs

- Players can be sent from the field by the Field Umpire(s) for indiscretions (such as striking, abusive language, unruly play, etc). If a player is sent from the field twice in any one match, he/she will not be able to return to the field for the entire match.
- If a player is sent off the field for any indiscretion, they will be reprimanded by the club. Sanctions may include a suspension.

Reported Players

Players may be reported by the Field Umpire(s) for indiscretions (such as striking, abusive language, unruly play, etc). The player may, at the option of the reporting umpire(s), accept a set penalty or appear before the SMJFL tribunal – details of the set penalties are detailed under 'Penalty Indiscretion'.

Penalty Indiscretion

1 match

- Disputing an umpire's decision.
- Swearing (other than at an umpire).

2 matches

- Attempting to strike.
- Unduly rough play.
- Misconduct.

3 matches

- Striking another player.
- Abusive or threatening language/action toward an umpire

4 matches

- Attempting to kick or trip.
- Any player who has already been suspended during the same season may accept twice the prescribed penalty, as above, or appear before the SMJFL tribunal.
- If a player is reported and found to be guilty on two occasions during any season they will be required to meet with the club's Executive Committee to explain why their registration should not be terminated.

Alcohol

No alcohol can be consumed on any part of the premises (oval, grand stand, changing rooms, social rooms) whilst an SMJFL game is in progress.

Smoking

Koornang Park Pavilion is a no smoking venue in line with Council regulations. Smoking is not permitted within the pavilion, in the grand stand or within 30m of the boundary line of the oval.

CODE OF CONDUCT

Codes of conduct have been established to document the standards of behaviour that are expected from all players, parents, supporters and officials of our Club.

It is the responsibility of everyone involved with our Club to ensure that these principles are upheld and maintained.

Breaches of these codes will not be tolerated and disciplinary action may be taken against offenders.

Coaches Code of Conduct

All of our coaches have adopted and signed the AFL Coaches Code of Conduct.

Players Code of Conduct

The Club expects its players to observe acceptable codes of behaviour and sportsmanship at training, matches (before, during and after) and at Club functions.

The code of conduct includes:

1. Respecting the decision of umpires

The role of umpires is to be recognised and respected at all times. You should never argue the decision of an umpire, make negative or derogatory remarks or gestures towards them. If you have any confusion over rule interpretation, this should be addressed with the Coach or Team Manager at an appropriate time.

2. Respecting and observing decisions of team officials

If a player disagrees with a decision made by a team official, they should discuss the issue in a calm and respectful manner with their Coach or Team Manager. Any form of physical or verbal abuse towards an official will not be tolerated.

3. Playing within the spirit of the game – at all times

- Players are to abide by the laws of the game, the By-Laws of the SMJFL and the rules of the CBJFC
- Players are to always compete fairly. You will win gracefully and honourably accept losses. You will deal with disappointments and set backs in a humble manner.

4. Play for the right reasons

- Play for enjoyment and be the best you can
- Put your club and team first. Show self control, self discipline and self respect

5. Respect

- Always respect the rights, dignity and worth of all players, spectators and officials regardless of their race, gender, ability, cultural background or religion
- Be a team player that is supportive, provides constructive direction and positive reinforcement – never ridicule another player's mistakes or performance
- Treat all participants as you would like to be treated and do not bully or take unfair advantage of others

These codes of conduct extend to social networking sites such as, but not solely limited to: Facebook, Instagram, Snapchat and Twitter.

Any breaches of the codes of conduct may result in suspension and possible exclusion from the team's 'Best and Fairest' awards (only applicable to Under 11 – Under 17 age teams).

Other Player Expectations

Training

All players are expected to attend all training sessions and arrive on time. If you are unable to attend or will be late, the coach is to be contacted (before training begins). Failure to do so may prejudice team selection or playing time.

Players are required to follow the coaches' instructions and train to the best of their ability. Players are not to hinder another player's ability to train to their potential.

Players are required to wear / use the following items during each training session:

- Football boots
- Mouth guards
- Football shorts
- Football socks
- Caulfield Bears training top / football jumper

Note: hoodies are not to be worn during training.

Property

The Club expects all players to treat property and equipment belonging to the Club with care and respect.

Water bottles are to be replaced after use and players are to help support staff pack up after training. Changing rooms are to be tidied after every session / game.

Parents Code of Conduct

It is imperative that parents (and grandparents, other family members) understand that they are also bound by codes of behaviour and that any breaches may result in actions such as spectator bans.

- Remember that children participate in sport for their enjoyment, not yours
- Encourage but do not force your children to participate
- Focus on efforts and performance of the players not on winning and losing

- Never ridicule or yell at a player for making a mistake or for a loss
- Encourage children to always play according to the rules and the spirit of the game
- Respect the decisions of officials and settle disagreements without hostility or abuse
- Appreciate and recognise the good performance and skills of all players, not just your own
- Show appreciation for volunteer coaches, officials and administrators – without them your child could not participate in this sport
- Never yell at or make derogatory remarks to an umpire – umpires at junior level are often youngsters trying their best, often under difficult conditions. Like players, they too will make mistakes and we need to show the same level of tolerance of umpire's mistakes as we do for players mistakes.
- All club officials volunteer their time and should not under any circumstances be subjected to verbal or threatening abuse
- Respect the rights, dignity and worth of all players and officials regardless of their gender, ability, cultural or racial background or religion

These codes of conduct extend to social networking sites such as, but not solely limited to: Facebook, Instagram, Snapchat and Twitter.

Other Parent Expectations

Children's Behaviour

We want to create an environment for every player to play to the best of their ability. This can only be achieved if parents work with Coaches to ensure that their children behave respectfully towards their Coach and attend training with the understanding that it is a proper training session that demands their full attention and effort. If children are to improve their football they need to be able to listen and follow instructions and understand that they are not there to mess around and distract others.

If your child has behavioural difficulties, we ask that you talk with your coaches about the best way to manage those issues and we may request additional support from yourselves.

Volunteering

Without parent involvement, the team cannot function properly and at a minimum the Club expects parents to complete their rostered duties as detailed by the Team Manager.

Parents are able to request certain duties that fit in with their time commitments / areas of expertise and of course if certain duties are not possible, then this can be explained up front to the Team Manager.

If parents are scheduled to perform a duty and are unable to complete it on the day, they must take responsibility for swapping with another parent so that the team and players are not disadvantaged.

In addition to match day duties, there are a host of other options available to parents who wish to be more involved, with anything from assisting at social events (running a raffle, helping behind the bar for an hour) to providing first aid, taking photos / writing articles for the website etc).

The Committee are very open to new ideas and initiatives and would welcome input and assistance from any parent who is able to give some time to the Club.

All volunteers will be asked to sign our Club's Volunteer Code of Conduct as part of our commitment to meeting the Victorian Government's Child Safety Standards.

Communication

Means of Communication

Our preferred means of communication to players/parents is via Team App, email and our website. Please ensure the club has an email address you can be contacted on. Most information will be sent by your Team Manager, but important messages are often sent from the Club Secretary.

Many Team Managers prefer to use an SMS for last minute changes, so please ensure any change to your mobile phone numbers are noted by your Team Manager.

We will also produce and distribute a regular newsletter, 'The Bear Facts' which will provide match reports and other relevant club information. If you do not receive your copy of 'The Bear Facts', please let us know.

Absences

Coaches and Team Managers must be informed of any absences from training and matches and the maximum amount of notice possible is requested to allow for contingency planning.

Issue Resolution / Escalation

If parents have any issues involving their child, either at training or on match day, this should always be discussed with the Coach and Team Manager. If a satisfactory resolution is not reached, then further communication should be entered into with the Football Operations Manager or Club President.

We ask all players, parents, officials and supporters of our club not to make direct contact of any nature with any member of the SMJFL Executive or other Clubs. If you have an issue you would like raised, please speak with the Club President or Club Secretary.

Create a Social Environment

The Club prides itself on its welcoming and family friendly environment. One of the ways we achieve this environment is through our social events. The Club holds monthly 'Family Nights' that are hosted by one or two teams and we ask that the parents support these events through attendance and offering help on the night.

In addition to promoting camaraderie amongst the Club, these events are an opportunity for members to hear updates from the Committee and to raise funds necessary for the operation of our club.

PLAYER SAFETY

Each team has a dedicated qualified trainer in attendance at all games.

Other Player Safety strategies that we implement are:

- Employ a Club Trainer for all matches played at Koornang Park. Our Club Trainer for 2017 is a qualified sports trainer and physiotherapy student who will assist team Trainers (both home and away) as required whilst also attending training sessions for the Under 16 and Under 17 teams
- Conduct a documented Ground Inspection at Koornang Park and East Caulfield Reserve before the commencement of each day's matches — this report is submitted on-line for verification.
- The Club provides first aid equipment to all Trainers including industry standard first aid kit bags. There is a defibrillator in the Club Rooms on the wall opposite the kitchen door and a stretcher is accessible at all matches.
- Affix padding to goal posts
- The boundary of the playing area of Koornang Park is a minimum distance of 4 metres from the perimeter fence.
- Enforce the wearing of a mouthguard. We will not allow a player to play a game without a mouthguard.
- Offer choice for players to wear appropriate head guards. It is the choice of the individual player (and his/her parents or guardians) whether to wear such safety equipment, but each team kit will contain a head guard for players to borrow.
- We ask all players and parents to be observant of potential hazards. If you notice a potential hazard, please take immediate steps to either remove the hazard or minimise its impact and notify a club or team official.

Concussion Management

The Caulfield Bears Junior Football Club follows the AFL Community level guidelines for the management of concussion and head injuries. Namely, any player who has suffered a concussion or is suspected of having concussion must be medically assessed by a qualified medical practitioner as soon as possible after the injury and must not be allowed to return to play in the same game or training session.

A player who has experienced a head injury may initially appear fine, but it is important that they are not allowed to resume playing and that the guidelines are strictly adhered to for their safety and wellbeing.

The player will not be able to return to playing or training until they are able to present a medical certificate giving them the all clear to resume. This is inline with the SMJFL By-Laws.

Players with Pre-Existing Medical Conditions

Parents must advise coaches and / or team managers of any pre-existing medical conditions that may require treatment during the course of the season (e.g. Asthma, Diabetes etc.). This information will be passed onto the team trainer, along with any medication, inhalers etc for them to manage on match day.

Managing Injuries during a Match

The welfare of all players takes precedence over the outcome of any match and is a responsibility the Club takes very seriously.

In the event of an injury, where possible / appropriate, a player will be immediately removed from the field and the injury assessed. Most minor injuries will be treated on the spot and a recommendation will be made by the Trainer on whether the player may continue to play. The team Trainer has full authority to override coaching staff on deciding whether a player may resume their match.

In the event of more serious injury, an ambulance may need to be called, or the player may need to be taken by a parent to hospital or doctor. The Club has an operational Medical Emergency Plan, which provides our Trainers and all Club Officials with full details on procedures to follow in the event of an emergency situation.

Rehabilitation of Injured Players

After an injury a discussion will occur between the parents of the injured player and the Club to ensure that there is appropriate follow up to the injury. It is the responsibility of the parent to ensure that follow up treatment occurs. Medical certificates may need to be produced before training / match play can resume.

Insurance

The club has arranged the following insurances, via the AFL Australian Football National Risk Protection Program:

• Public/Products Liability Insurance	\$30,000,000
• Professional Indemnity Insurance	\$ 2,000,000
• Directors and Offices Liability Insurance	\$10,000,000
• Player Accident Insurance	\$ 250,000(*)
• Non-Medicare Benefits	\$ 7,500 (refer policy conditions)
• Quadriplegia/Paraplegia Benefit	\$ 500,000

(*) The benefits payable under the "Player Accident Insurance" are scalable dependent upon the nature and extent of injury.

The above details are a summary of this insurance cover — for more details regarding this program, please visit the website (jitsport.com.au) of the insurance brokers who arranged the cover on behalf of the AFL and its affiliated leagues and clubs or speak with the Club Treasurer.

Football is a contact sport and whilst we take all reasonable measures to minimise the risks involved, injuries do occur so it is extremely important that each player/parent has their own personal insurance (ie: Private Health Insurance, Disability Insurance and Ambulance cover) in order to cover the costs of physiotherapy, dental and ambulance.

The Club cannot (and will not) accept responsibility for the payment of any fees or costs incurred by players and/or parents for injuries sustained whilst playing / training for Australian football.

CHILD SAFE STANDARDS

The Victorian Government introduced a new set of Child Safety Standards that came into effect on 1st January 2017. All organisations providing services or facilities for children in Victoria are required to meet these standards.

For season 2017, the Club has appointed Kim Thurlow as our independent Child Safety Officer.

For further information, please refer to our separate "Child Safe Policy" available on the website.

PLAYING ATTIRE AND EQUIPMENT

For all matches:

Club Jumper

This will be provided by the club at the start of the season, usually during the team "Jumper Presentation Night". It must be returned in good condition at the end of the season, otherwise a replacement charge of \$70 will apply.

The following must be purchased (ordered online via our website, on Team App, or available for purchase as advertised at season launch, practice matches etc):

Home Shorts*

Navy Club shorts with SMJFL logo

Away Shorts*

White Club shorts with SMJFL logo

Socks*

Red Club socks with SMJFL logo

*Please note it is a requirement of the SMJFL that shorts and socks are purchased from our official supplier with the correct logo. Failure to wear the correct attire will result in Club sanctions from the SMJFL including fines and loss of points.

Other equipment can be purchased from the supplier of your choice:

Football Boots

Boots must not have steel or aluminium studs (this is checked by the umpires before each match). The Club offers a free 'boot exchange'. Players can drop off old boots that no longer fit and select another pair from the basket inside the storage area.

Mouthguards

These are compulsory. Players will not be allowed on the field if they have forgotten their mouthguard.

Head protection is strongly supported by the Club for those individuals who wish to wear them. Specific football head guards are available to purchase from Sportsmart, Rebel Sport etc and there are no colour requirements.

Compression Garments

Black or beige coloured compressions are permissible providing they are no longer than knee length. Chest compressions can only be worn with long sleeved jumpers where they are not visible.

Jewellery

No jewellery is allowed to be worn on match day, including piercings.

Gloves

Gloves are not allowed to be worn unless the Club has applied for dispensation from the General Manager of the SMJFL. A cold day alone is not sufficient reason for the league to grant dispensation.

CLUB SONG

(Sung to the tune of the Carlton Football Club song)

We are the Caulfield Bears
We are the good ol' Caulfield Bears
We're the team that never lets you down
We're the only team from Caulfield town
With all the champions
They like to send us
We'll never give up
And they'll know they've been playing
against the famous Caulfield Bears.

“GO BEARS”



2017 COMMITTEE OF MANAGEMENT CONTACT DETAILS

EXECUTIVE

PRESIDENT	LOUISE NELSON	president@caulfieldbears.com.au	0403 396 977
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GENERAL COMMITTEE

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AUSKICK — BEARS

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