



South Mornington Junior Football Club. Policy Document

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This policy document is to be read in conjunction with:

- SMJFC Constitution
- SMJFC Parent Handbook
- SMJFC D.A.R.E to be a Tiger principles
- SMJFC Roles and Position Descriptions
- AFL South East Rules and Policies ([Rules and Policies - AFL South East](#))
- AFL South East Safeguarding Children and Young People ([- Play AFL](#))

1.0 Introduction to the South Mornington Junior Football Club (SMJFC)

The South Mornington Junior Football Club (SMJFC) was established on February 12, 1970. Nestled in the scenic green wedge near Balcombe Creek, the club has grown into one of the most successful junior football clubs in the Mornington area. Our commitment to excellence is reflected in the development of our players and the continuous improvement of our club facilities and culture.

1.1 Club Vision

To be recognized as a fair and successful Junior Football Club in the Mornington Peninsula Junior Football League (MPJFL) and AFLSE Combined Competition.

1.2 Our Values

- Adherence to Operational Policy: Ensuring all members abide by the club's operational policies.
- Promoting Enjoyment and Participation: Encouraging enjoyment, friendship, and participation among all players and their families.
- Open Communication: Facilitating open and transparent communication between players, parents, and club officials.
- Ongoing Development: Committing to the continuous development of our players, coaches, and support staff.
- Innovation: Welcoming new ideas that contribute to the club's success.
- Community Support: Valuing the contributions of our sponsors and supporters in promoting our club.
- Safety and Integrity: Ensuring the safety of our players by mandating police checks and Working with Children Cards for all committee members and coaches and volunteers.

1.3 Our Objectives

- Skill Development: Providing opportunities for all players to develop and improve their skills and teamwork.
- Aim to deliver consistent and sustainable on field success for players to experience finals football
- Facility Improvement: Continuously improving club facilities, including ground surfaces and clubrooms.
- Membership Growth: Attracting more players and families to join the club with team representation at all age groups.
- Sponsorship: Encouraging sponsorship to enhance the club's financial stability and to re-invest in club facilities, equipment and development programs.
- Voluntary Participation: Promoting greater voluntary participation in key roles necessary for the club's operations.

1.4 Club Mission Statement

To foster a supportive environment where children can learn to work as a team, experience the highs and lows of team sports, and participate in a safe, friendly, and disciplined setting.

2.0 SMJFC Club Code of Conduct

The South Mornington Junior Football Club is committed to maintaining an environment that promotes racial and religious tolerance, prohibits inappropriate conduct, and provides redress for victims of discrimination. We expect all players, officials, and parents to display professional conduct at all times, avoiding offensive remarks related to religion, culture, sex, or race.

2.1 Expectation of Coaching Staff

Coaches play a pivotal role in supporting our youth both on and off the field. They are expected to:

- Be seen as a positive role model
- Develop the skills, knowledge, and attitudes of each team member.
- Acknowledge and address the unique strengths and weaknesses of each player.
- Positively support and encourage players, helping to build their self-esteem and their resilience.
- Ensure equity of opportunity by providing all players with a fair chance to play and develop.
- Communicate clearly to players and families on coaching philosophy and apply consistency to coaching game style

2.2 Coaching Code of Conduct

- Abide by the laws and rules of the game and the club.
- Teach and uphold the rules.
- Group players based on their competitive levels.
- Avoid overplaying talented players.
- Maximize fun and place winning in perspective.
- Prioritize safety.
- Devise training programs that suit all maturity levels.
- Promote respect for opponents, umpires, and coaches.
- Recognize the importance of proper injury treatment.
- Stay updated with coaching developments and attain regular coaching accreditation.
- Avoid derogatory language based on gender, race, or religion.

2.3 Official's Code of Conduct

- Build relationships and positive connections in and out of the Club
- Represent the club with integrity and set a positive example for players and parents.
- Resolve conflicts calmly and sensibly, preferably in private.
- Be vigilant about potential volatile situations and handle them appropriately.
- Be accountable to Club policy and procedure

2.4 Players Code of Conduct

- Play by the laws and rules.
- Do not argue with officials.
- Control your temper.
- Be punctual.
- Be a team player.
- Show sportsmanship and treat all players fairly.
- Cooperate with your coach, teammates, opponents, and officials.
- Play for fun and improvement.
- Avoid making remarks based on gender, race, or religion.

2.5 Spectators Code of Conduct

- Encourage participation without force.
- Teach that honest effort is a victory in itself.
- Emphasize playing by the rules and accepting the umpire's decisions.
- Never ridicule or yell at a child for making mistakes.
- Set a good example and applaud both teams.
- Recognize the contributions of voluntary officials, coaches, and administrators.
- Address disagreements privately and appropriately.
- Support efforts to stop verbal abuse, especially regarding gender, race, or religion.

2.6 Online Conduct Policy for Players and Parents

- Respectful Communication: Ensure all online communications reflect the values and standards of the club.
- Cyberbullying: Zero tolerance for any form of cyberbullying or harassment.
- Privacy: Respect the privacy of players, coaches, and officials by not sharing personal information or images without consent.
- Social Media Use: Use social media responsibly, avoiding posts that could harm the reputation of the club or its members.
- Reporting: Encourage reporting of any online misconduct to the club's executive committee for appropriate action.

3.0 Child Safety Policy

The South Mornington Junior Football Club (SMJFC) is fully committed to providing a safe, supportive, and inclusive environment where all children and young people feel protected and valued. We uphold the highest standards of child safety and adhere to all relevant legislation, including the **Child Safe Standards** set by the Victorian Government and AFL Victoria's **Safeguarding Children and Young People Policy**.

This policy outlines the club's approach to ensuring child safety, including prevention strategies, reporting procedures, and the role of the **Child Safety Officer**.

3.1 Commitment to Child Safety

SMJFC is dedicated to:

- Ensuring the safety, welfare, and well-being of all children and young people involved in the club.
- Creating an inclusive and welcoming environment that protects children from all forms of harm, including physical, emotional, and sexual abuse, neglect, and bullying.
- Promoting a culture where children feel safe, respected, and empowered to raise concerns.
- Ensuring that all club members, volunteers, coaches, and committee members understand their obligations in safeguarding children.

3.2 Code of Conduct for Working with Children

All SMJFC committee members, coaches, team managers, trainers, and volunteers who work with children must:

- Hold a valid **Working with Children Check (WWCC)** and provide proof before commencing their role.
- Act in the best interests of the child at all times.
- Encourage open communication and ensure children feel comfortable speaking up about any concerns.
- Avoid one-on-one situations with children unless unavoidable and ensure transparency in all interactions.
- Report any concerns regarding child safety in line with **Section 13.5 – Reporting and Responding to Child Safety Concerns**.

3.3 Role of the Child Safety Officer

SMJFC has a **dedicated Child Safety Officer** responsible for overseeing child protection initiatives and being the first point of contact for any concerns regarding child safety. The Child Safety Officer will:

- Be available to listen to and address concerns from children, parents, and club members.
- Provide guidance on child safety standards and reporting obligations.
- Ensure all club members are aware of and comply with child safety policies.
- Support the investigation and resolution of child safety concerns in accordance with club and legal procedures.

The contact details of the Child Safety Officer will be clearly communicated to all players, parents, and volunteers.

3.4 Safe Recruitment and Training

SMJFC is committed to ensuring that all individuals working with children are suitable for their roles. As part of this commitment:

- All coaches, volunteers, and committee members must undergo **screening checks**, including a valid **WWCC**.
- Individuals must **acknowledge and sign** the club's **Child Safety Code of Conduct** before commencing their role.
- Child safety education and training will be provided to ensure all club personnel understand their responsibilities.

3.5 Reporting and Responding to Child Safety Concerns

Any concerns or suspicions of child abuse, misconduct, or safety breaches must be reported immediately.

- **Who to Report To:**
 - The club's **Child Safety Officer**.
 - The **Club President** or an **Executive Committee Member** if the Child Safety Officer is unavailable.
 - In cases of immediate danger, **Victoria Police (000)** must be contacted.
- **Reporting Obligations:**
 - All club members, volunteers, and officials have a responsibility to report concerns about child safety.
 - Reports should be made in writing, detailing the nature of the concern, individuals involved, and any supporting evidence.
 - The club will **take all concerns seriously** and act promptly to investigate and respond in line with legal requirements.
- **Confidentiality and Protection:**
 - All child safety reports will be handled **confidentially and sensitively**.
 - Individuals who report concerns in good faith will be **protected from victimisation** or retaliation.
 - If a club member is found to have breached child safety policies, appropriate **disciplinary action** will be taken, which may include removal from the club and referral to authorities.

3.6 Child Safety Awareness and Education

To ensure an ongoing commitment to child safety, SMJFC will:

- Provide **annual training** for all committee members, coaches, and volunteers on child safety procedures.
- Promote child safety awareness through **club events, newsletters, and signage**.
- Encourage **players and parents** to actively participate in discussions about child safety and their rights.
- Regularly review child safety policies and update them to reflect best practices and legislative changes.

3.7 Policy Review

This policy will be reviewed annually by the Executive Committee to ensure it remains effective and compliant with **Victorian Child Safe Standards** and **AFL Victoria Guidelines**. Any amendments will be communicated to all members.

The South Mornington Junior Football Club (SMJFC) is committed to adhering to all league rules to ensure fair, safe, and enjoyable participation for everyone involved. These rules align with the guidelines set by the Mornington Peninsula Junior Football League (MPJFL) and any relevant governing bodies. The following policies outline expectations for parental involvement, match day officials, official appointments, disciplinary procedures, and team manager responsibilities

4.0 League Rules

4.1 Parental Involvement

Parents and guardians play a vital role in fostering a positive and supportive environment for players. Their behaviour and involvement significantly influence the culture and experience within the club.

- **Encouraging Positive Involvement:**
Parents are encouraged to actively participate in club activities, including match day duties, events, and fundraisers. Their engagement helps build a strong, community-focused club culture.
- **Respect for Officials and Coaches:**
All parents must show respect toward coaches, officials, players, and opposition supporters at all times. Abusive language, intimidation, or disruptive behaviour will not be tolerated and may result in disciplinary action.
- **Role Modelling:**
Parents are expected to model positive behaviours both on the sidelines and within the broader community, reinforcing the club's values of respect, inclusivity, and fair play.
- **Online Conduct:**
Parents must adhere to the club's **Online Conduct Policy** when engaging with club-related discussions on social media and other platforms. Negative or inflammatory posts that damage the club's reputation or target players, officials, or other parents will be subject to review and potential action.

4.2 Match Day Officials

Match day officials are integral to the smooth and fair running of games. SMJFC ensures that these roles are filled by individuals who are properly trained, knowledgeable about the game's rules, and committed to upholding the spirit of the sport.

- **Training and Accreditation:**
All match day officials must complete the necessary training and accreditation as required by the league. This includes understanding game rules, safety protocols, and the responsibilities associated with their roles.
- **Umpire Interaction:**
Officials are expected to support umpires' decisions without dispute. Any concerns about officiating must be addressed through the appropriate league channels after the game.
- **Safety Oversight:**
Match day officials must remain vigilant to potential safety risks, such as ground conditions or player / supporter behaviour, and report concerns to the Team Manager or coaching staff immediately.
- **Professional Conduct:**
Officials are representatives of the club and must act with professionalism, fairness, and impartiality at all times.

4.3 Official Club Appointments

The effective operation of the club relies on the appointment of dedicated and capable individuals to key roles. This policy ensures transparency and fairness in the selection of these officials.

- **Role Definition:**
All official roles within the club, including coaching, team management, and committee positions, have clearly defined responsibilities and expectations. These descriptions are available to all members to encourage understanding and participation.
- **Appointment Process:**
Club appointments are made through a transparent and consistent process. Members may express interest in available positions, and candidates are reviewed based on their qualifications, experience, and alignment with club values.
- **Appointment Approval:**
All appointments are confirmed by the committee, with final approval resting with the executive committee if necessary.
- **Term of Service:**
Appointments are typically for a one-year term unless otherwise specified, with reappointment possible following a performance review.

4.4 Management of Reported Players / Disciplinary Action

The club is committed to fair and consistent management of player reports and disciplinary matters, with an emphasis on education, accountability, and rehabilitation.

- **Reporting and Documentation:**
Any incident involving a reported player will be documented by the Team Manager and submitted to the committee within 24 hours. This report must include a summary of the incident, witness accounts, and any relevant match official statements.
- **Investigation Process:**
An impartial sub-committee will review the report and conduct any necessary investigations. The player involved, along with their parents or guardians if under 18, will be given the opportunity to provide their account of the incident.
- **Disciplinary Action:**
Based on the investigation's findings, appropriate disciplinary measures may be recommended. These measures may include warnings, suspensions, or educational sessions on conduct and sportsmanship.
- **Appeal Rights:**
Players and their families have the right to appeal disciplinary decisions. Appeals must be submitted in writing to the executive committee within seven days of the decision.

4.5 Match Day Procedures – Team Manager

The Team Manager is a crucial figure in ensuring smooth and organised match days. This section outlines the responsibilities and expectations for individuals fulfilling this role.

- **Pre-Match Preparation:**
 - Confirming player availability and ensuring all necessary paperwork, including medical information and team sheets, is complete.
 - Organising match-day equipment, including footballs, first aid kits, and uniforms.
 - Coordinating with opposition teams regarding logistics such as ground location, start times, and uniform clashes.

- **During the Match:**
 - Overseeing volunteer duties such as goal umpiring, boundary umpiring, and timekeeping.
 - Ensuring that all match officials, including umpires and water carriers, are briefed on their responsibilities.
 - Monitoring spectator behaviour and liaising with officials if concerns arise.
- **Post-Match Duties:**
 - Collecting and submitting match reports and votes (where applicable).
 - Reporting any incidents or injuries to the committee as required.
 - Ensuring that the ground and changerooms are left tidy and secure.
- **Communication:**

Team Managers serve as the primary point of contact between parents, coaches, and the committee regarding match-day logistics. Clear, proactive communication is expected to minimise confusion and ensure smooth operations.

5.0 Player Selection Policy

The South Mornington Junior Football Club aims to ensure a fair and transparent selection process for all players, promoting equal opportunity and development.

5.1 Squad Selection

- Training Attendance: Regular attendance and participation in training sessions.
- Skill Level: Assessment based on skills demonstrated during training and matches.
- Team Balance: Ensuring a balanced team with a mix of skills and abilities.
- Player Development: Considering the potential for player development and growth.

5.2 Match Day Policy

- Team Rotation: Ensuring all players get fair playing time during the season.
- Positional Play: Providing opportunities for players to experience different positions.
- Injury Management: Monitoring player health and fitness, ensuring injured players only return when fully recovered.
- Behaviour: Selecting players who display good sportsmanship and adherence to the club's code of conduct.

5.3 Finals Selection

- Performance: Evaluating players based on their performance throughout the season.
- Commitment: Considering players' commitment to training and matches.
- Team Needs: Selecting players who best meet the strategic needs of the team for finals matches.

6.0 Coaching Selection Policy

The South Mornington Junior Football Club is committed to selecting coaches who are not only qualified but also align with the club's coaching philosophies and values. This policy outlines the process and requirements for coaching selection.

6.1 Eligibility Requirements

- **Qualifications:** Each coaching position is open to any person willing to complete the required coaching qualifications as mandated by the club and relevant governing bodies.
- **Working with Children Check:** Applicants must hold a valid Working with Children Check prior to being considered for any coaching role.

6.2 Expression of Interest

- **Initial Invitation:** The club committee will issue a call for expressions of interest for each coaching vacancy.
- **Submission:** Interested candidates must submit their expression of interest by the specified deadline, indicating their willingness and suitability to undertake the required qualifications.

6.3 Interview Process

- **Interview Panel:** Once all expressions of interest have been received, an interview panel will be convened.
- **Interviews:** All candidates who have expressed interest will be interviewed to assess their coaching philosophies, alignment with club values, and readiness to fulfill the role.
- **Selection for Primary Role:** The candidate deemed most suitable based on the interview will be selected for the primary coaching role.
- **Consideration for Assistant Roles:** Candidates who are interviewed but not selected for the primary role will be considered for available assistant coaching positions.

6.4 Term and Re-application

- **Term Length:** Each coaching role is appointed for a two-year term.
- **Reapplication:** At the end of each term, the selection process is repeated. Outgoing coaches are welcome to reapply for their role if they wish to continue.
- **Special Consideration:** If only one expression of interest is received—and that expression comes from the coach who has just completed their term—an interview will still be conducted to ensure that their coaching philosophies continue to align with the club's values and objectives.

6.5 Alignment with Club Philosophy

- **Philosophical Fit:** The selection process is designed to ensure that all coaches, whether in primary or assistant roles, share the club's commitment to player development, safety, and the overall coaching philosophy.
- **Ongoing Development:** Selected coaches will be encouraged to participate in ongoing professional development to maintain and enhance their coaching skills.

7.0 Training

Training is an essential part of player development at South Mornington Junior Football Club. We provide structured training sessions to enhance skills, fitness, and teamwork, ensuring that all teams receive equitable access to our facilities.

7.1 Sharing of Grounds and Timing

- **Schedule:** Training sessions are scheduled to maximize ground usage and accommodate all teams. No team will be given priority over any other for ground access.
- **Coordination:** Coaches coordinate with each other to ensure fair access to training facilities. In cases where conflicts arise, the club's VP Football Operations will liaise with the committee to ensure impartiality. In the case of 2 teams sharing an oval, the more senior team should get the choice of end.
- **Competitive Teams:** Competitive age group teams that make the finals may expand their training sessions once non-competitive teams have finished for the year or if other teams have not progressed to finals.
- **Council Conditions:** Please note that the local council reserves the right to close the grounds if they are deemed unserviceable. In such cases, training sessions will be rescheduled or relocated in accordance with club policies and council directives.

7.2 Use of Lights

- **Safety:** Ensuring proper lighting for evening training sessions is crucial for player safety.
- **Schedule:** Lighting is used in accordance with the training schedule, and any changes or disruptions are promptly communicated to all teams.
- **Reporting and Resolution:** The club does not control the maintenance of the lighting facilities. If any issues are identified, they must be reported immediately to the local council. Should the problem render the ground dangerous, alternative training venues will be considered to ensure safety.

8.0 Coach Resources

Coaching resources and development are essential for maintaining high standards and improving player performance at South Mornington Junior Football Club. We are committed to ensuring that all coaches are well-equipped, continuously developing their skills, and adhering to both club and league requirements. **See section 15.1 for Coach property.**

8.1 Coach Accreditation

- **Training:**
Coaches are provided access to accredited coaching courses, available online via the AFL. These courses are designed to equip coaches with the necessary skills and knowledge to lead their teams effectively.
- **Support:**
The club offers support to coaches in obtaining and maintaining their accreditation. This includes assistance with registration, scheduling of courses, and providing resources to help coaches stay up-to-date with best practices.
- **League Requirements:**
Coaching requirements are set by the league. Every coach must be fully accredited prior to the first game of any season, including practice matches, to ensure compliance with policy. Additionally, the league may impose further requirements that coaches must complete before being eligible to coach any matches.

8.2 Re-accreditation and Professional Development

- **Ongoing Education:**
We encourage coaches to engage in ongoing professional development to continually refine their skills and knowledge. This ensures that coaching methods remain current and effective.
- **Workshops and Seminars:**
The club organizes workshops and seminars on the latest coaching techniques, strategies, and developments in the sport. These sessions provide practical insights and opportunities for coaches to learn from experts.
- **Development Opportunities:**
Throughout the season, the club will look to provide additional development opportunities tailored to the needs of our coaching staff, ensuring continuous improvement and growth.

8.3 Coach Appraisal

- **Regular Feedback:**
Regular feedback and appraisals are conducted to help coaches improve their methods. This process is designed to identify strengths and areas for development, fostering a culture of continuous improvement.
- **Support and Resources:**
Based on appraisal outcomes, the club will provide necessary support and resources to assist coaches in addressing any areas that require improvement.
- **Anonymous Parent Survey:**
To gain a comprehensive perspective, the club is willing to conduct an anonymous survey of team parents for feedback on the coach's performance over the season. This survey is optional, and coaches may opt in to receive this valuable feedback as part of their appraisal process.

9.0 Player Development Programs

The South Mornington Junior Football Club (SMJFC) is committed to fostering the growth and development of all players, both on and off the field. Through structured training, clear development pathways, and well-being initiatives, we aim to support players in reaching their full potential while ensuring their overall well-being.

9.1 Skill Development

- **Training Academy:**

The club may organise training camps, clinics, and workshops throughout the year to help players develop and enhance their football skills. These sessions will focus on key aspects of the game, including:

- Fundamental skills such as kicking, handballing, and marking.
- Position-specific techniques to build game-day performance.
- Game awareness, decision-making, and tactical understanding.

- **Specialist Coaching:**

Where possible, the club will engage experienced specialist coaches to provide advanced training in specific skill areas. These may include:

- Kicking specialists.
- Strength and conditioning experts.
- Sports psychologists to help players build mental resilience.

- **Inclusive Development:**

Development programs will cater to all players regardless of skill level, ensuring equal access to skill-building opportunities and promoting a positive, inclusive learning environment.

9.2 Player Pathways

- **Pathways to Higher Levels:**

SMJFC is committed to helping players pursue their football ambitions by providing pathways to higher levels of competition. This may include:

- Identification programs for players showing potential for development.
- Guidance and support for players seeking selection in interleague, representative, or talent programs.
- Collaboration with senior clubs to facilitate smooth transitions for players progressing beyond junior football.

- **Financial Support:**

To support players who may face financial barriers, the club may offer scholarships or other forms of assistance. Eligibility criteria will be clearly communicated, with decisions made based on merit, commitment, and financial need.

- **Mentoring and Guidance:**

Senior players, coaches, and committee members will mentor younger players to help them navigate their football journey, set goals, and make informed decisions about their development.

9.3 Player Well-Being Programs

- **Mental Health Support:**

SMJFC recognises the importance of mental health and well-being in a player's overall development. The club will:

- Provide access to mental health resources and, where possible, partner with professionals who can deliver educational sessions.
- Promote initiatives like R U OK? Day and other mental health awareness programs.
- Encourage coaches and volunteers to receive training to recognise signs of mental distress and respond appropriately.

- **Life Skills Development:**

The club is dedicated to developing well-rounded individuals, not just skilled footballers. Life skills programs will focus on:

- Leadership development through team-building exercises and captaincy roles.
- Communication and interpersonal skills, helping players learn how to interact respectfully and effectively.
- Teamwork, teaching the value of collaboration both on and off the field.

10.0 First Aid and Health and Safety

The health, safety, and well-being of all players, coaches, and members are paramount at South Mornington Junior Football Club. We are committed to providing a safe environment and ensuring prompt, professional care when injuries or health concerns arise. This policy outlines the procedures and protocols for managing injuries, first aid requirements, support for players with special needs, and the process for addressing health and safety grievances.

10.1 Injury Management

- **Immediate Care:**
In the event of an injury during training or a match, our trained first aid personnel will provide immediate first aid. For home games, where game scheduling is sufficient to cover cost, SMJFC engage Medical Edge to provide professional first aid requirement. The priority is to assess the injury quickly and determine whether further medical attention is required.
- **Medical Attention:**
Players who sustain injuries that require further evaluation or treatment will be referred to a healthcare professional. Parents or guardians will be informed immediately, and the club will provide any necessary documentation related to the injury.
- **Recovery and Return to Play:**
Player recovery is closely monitored in collaboration with parents, healthcare professionals, and coaching staff. Return to play is only permitted when medical clearance is obtained if required. For injuries involving suspected concussions, please refer to **Policy 11.0 - Concussion Policy**, which outlines the mandatory 21-day return-to-play protocol in line with AFL guidelines.

10.2 First Aid Requirements

- **Training:**
All team trainers and designated first aid personnel must hold current first aid qualifications. The club will support staff in maintaining their certifications and staying updated on best practices.
- **Equipment:**
First aid kits will be available at all training sessions, matches, and club events. These kits are regularly checked, restocked, and maintained according to league and industry standards.
- **Emergency Plans:**
The club has developed clear emergency response plans for handling serious injuries. These plans are reviewed annually, with key personnel trained on their execution.

10.3 Support for Players with Special Needs

- **Inclusivity:**
SMJFC is committed to providing an inclusive environment where players with special needs are fully supported and included in all football activities.
- **Adaptations:**
Where necessary, modifications will be made to training programs, equipment, and game-day procedures to accommodate the specific requirements of players with additional needs. This may include tailored warm-up routines, equipment adjustments, or the provision of additional support personnel.

10.4 Health and Safety Grievance Procedure

- **Reporting a Grievance:**
Any concerns related to player health, safety, or injury management should be reported to the Team

Manager, Coach, or Club Safety Officer. A formal written report may be submitted if the concern requires further investigation.

- **Investigation and Resolution:**
Upon receiving a grievance, the club will initiate an investigation to understand the nature of the concern. This may involve interviews with witnesses, reviewing documentation, and consulting relevant health and safety policies.
- **Outcome and Communication:**
The outcome of the investigation will be communicated to the reporting party, along with any actions taken to address the issue. If the grievance relates to concussion management, the procedures outlined in **Policy 12.0 - Concussion Policy** will apply.

10.5 Injuries Sustained Outside the Club

While the South Mornington Junior Football Club (SMJFC) primarily manages injuries that occur during club-sanctioned training sessions or matches, it is also essential that the club is made aware of injuries sustained outside of football-related activities that may impact a player's ability to train or play safely.

- **Parental Responsibility:**
If a player sustains an injury outside the club environment—whether at school, during another sport, or at home—and a medical professional has advised that the player should refrain from football activities (including training and matches) or Concussion protocols apply, it is expected that parents or guardians will promptly inform the club.
- **Temporary Removal from Activities:**
In such cases, the player must not participate in any club activities until they have recovered and it is deemed safe for them to return, in accordance with the advice given by their treating health professional. The Club, Coaches and Officials will aim to facilitate the player's involvement within the team where safe to do so.
- **Medical Clearance:**
In the event of an injury that impacts a player's ability to participate in football activities, a copy of the medical clearance is required before the player can return to football. This helps the club ensure that players are not placed at unnecessary risk and that team officials are aware of any required precautions or modifications. Concussion protocols, see 12.0.
- **Pre-Issued Clearance Statements:**
If a medical clearance is provided at the time of injury—such as a letter or hospital discharge summary stating that the player should not engage in contact sports until a specific date—this will be accepted as valid clearance once that date arrives. In such cases, a second doctor's visit or new certificate is not required, provided the initial clearance clearly outlines the return-to-play timeline.
- **Coach and Team Manager Notification:**
Parents are encouraged to communicate directly with the Team Manager and Coach, supplying any documentation and ensuring clarity around the expected absence and return date.

This approach ensures that all injuries—whether sustained within or outside the club—are managed consistently, prioritising the health and safety of the player, and supporting coaches and team managers in making informed decisions around player participation.

11.0 Concussion Policy

The safety and welfare of our players is our top priority at South Mornington Junior Football Club. In line with the AFL's guidelines and our commitment to child safety, the following protocol is established to manage suspected concussions.

11.1 Identification and Immediate Action

- **Immediate Removal:** If a player is suspected of having a concussion during training or a game, they will be immediately removed from play by trainers, coaching staff, or match officials.
- **Initial Assessment:** The team trainer or Medical Edge staff (for home games) will promptly assess the player's condition and document their findings. A copy of this assessment will be provided to the player's parents or guardians.

11.2 Medical Evaluation

- **Prompt Evaluation:** It is essential that parents or guardians arrange for a prompt medical evaluation by a qualified healthcare professional, ideally on the same day as the incident.
- **Activity Restriction:** Until a complete medical evaluation is conducted, and clearance is provided, the player must refrain from participating in any football activities as a precautionary measure.

11.3 Return-to-Play Clearance

- **Cleared for Play:** If a doctor determines that the player did not sustain a concussion, the player may return to play without restrictions. A certificate confirming this clearance will be obtained and kept on file by the club.
- **Confirmed Concussion:** If the doctor confirms that a concussion has occurred, the player will follow the AFL's "The Management of Sport Related Concussion in Australian Football" guidelines (March 2024), which include a mandatory minimum 21-day return-to-play protocol for all levels of community football.

11.4 Communication and Documentation

- **Ongoing Communication:** The club's coaching staff, concussion officer, and trainers will keep parents/guardians informed throughout the process and provide guidance on next steps.
- **Record Keeping:** All assessments, doctor's certificates, and related documentation will be maintained on file in accordance with the club's record-keeping policies.

11.5 Policy Review and Compliance

- **Regular Review:** This concussion policy will be reviewed periodically to ensure it remains up-to-date with current AFL guidelines and best practices.
- **Compliance:** All coaching staff, trainers, and officials are required to adhere strictly to this policy to safeguard the health and well-being of our players.

12.0 Membership / Registration

Membership and registration are essential for managing the club's operations, growth, and overall success. The South Mornington Junior Football Club (SMJFC) has established the following policies to guide the registration process, manage team capacities, and oversee the distribution and care of club-issued game-day jumpers and merchandise, ensuring fairness, accountability, and long-term sustainability.

12.1 Registration and Fee Payment

- **Registration Process:**
All players must complete their registration through the designated online platform (e.g. PlayHQ) each season. Registration includes confirming personal and medical details, agreeing to club policies, and paying the registration fee.
 - **Payment Requirements:**
Full payment of registration fees is required at the time of registration. Players are not considered registered until payment has been made or a payment plan has been arranged.
 - **Payment Plans:**
If a family requires assistance with payment, they must email both the **Club Secretary** at smjfcsecretary1@gmail.com and the **Club Treasurer** at smjfc treasurer@gmail.com to request guidance on setting up a payment plan. The club is committed to supporting families in financial hardship while maintaining fairness across the membership base.
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12.2 Team Capacity and Wait List Management

- **Team Size Limits:**
SMJFC aims to cap team sizes to ensure the best possible experience for both players and coaches:
 - **U8 teams:** maximum of **16 players**
 - **U9 and above:** maximum of **24 players**

If exceptional circumstances arise that may require a team to exceed these numbers, the decision will be made in consultation with the **Team Coach** and the **Director of Coaching and Development**.
 - **Returning Player Priority:**
For teams that reached full capacity in the prior season:
 - Returning players are given priority to re-register up until **1 February** of the new playing year.
 - After this date, any remaining spots will be offered to players on the wait list in the order in which they were added.
 - **Open Registrations:**
For teams that did **not** reach full capacity in the prior season:
 - Wait list families will be notified when registrations open and given the opportunity to register immediately, subject to availability.
-

- **Promotion to Higher Age Groups:**

If a team is full, players on the wait list may be offered a position in a higher age group if:

- There is space in the higher team, and
- The player has been assessed by the **higher team's Coach** and the **Director of Coaching and Development** as physically and developmentally capable.
- Family approval is also required before any such promotion is finalised.

- **Wait List Management:**

The **Club Registrar** is responsible for maintaining the player wait list.

- When a place becomes available, players will be offered spots in the order they were added to the list. 0 or 1 point players will be offered positions in teams that have space, for players who bring 2 or more points the coach of the respective team will be consulted prior to the waitlist player being offered a spot
- The club will make reasonable attempts to contact families and confirm their interest before offering the position to the next eligible player.

- **League By-Laws – Player Points System:**

In age groups where the league operates a **player points system**, placement offers are subject to compliance with that system.

- If a player on the wait list has a points value that exceeds the available points allocation for the team, the club must prioritise adherence to the league's by-laws.
 - This may result in a player being unable to be added to a team, regardless of their wait list position.
-

12.3 Merchandise

- **Availability:**

The club ensures that official club merchandise, including playing shorts, socks, jackets, and supporter apparel, is available throughout the season.

- **Quality Standards:**

All merchandise supplied by the club is of high quality, designed for durability, comfort, and consistent presentation of the club brand.

- **Ordering and Distribution:**

Merchandise is available via the club website or during designated order periods throughout the year. Collection times and procedures are clearly communicated to members.

- **Custom Orders:**

Special or personalised items may be ordered upon request, subject to availability. Full payment is required before custom orders will be processed.

12.4 Team Jumpers

Each registered player is issued a club-owned game-day jumper that must be cared for throughout the season and returned at its conclusion.

- **Jumper Levy:**

A **\$50 jumper levy** is payable at the beginning of a player's time with the club. This is a one-off payment **provided the jumper is returned each year in good condition.**

- **Use and Care:**

- Jumpers are for **match-day use only** and must not be worn to training or for non-club events.
- Instructions for washing and care are provided at the start of the season.
- **End-of-Season Return:**
Jumpers must be returned to the Team Manager within two weeks of the final game. Team Managers will track and confirm all returned jumpers.
- **Unreturned Jumpers:**
 - The club will attempt to contact families to retrieve unreturned jumpers.
 - If a jumper is not returned and a new order is placed, **the \$50 jumper levy is forfeited.**
 - If the player returns in a future season, a new \$50 levy will be required.
- **Jumper Levy Refund:**
If a player leaves the club and the jumper is returned in good condition, the initial \$50 levy will be refunded.
- **Lost or Damaged Jumpers:**
Jumpers lost or significantly damaged (outside of regular wear and tear) will result in forfeiture of the jumper levy. A new levy is required for a replacement if the player continues the following year.

13.0 Awards

Recognising and celebrating the achievements of our players is a core value of South Mornington Junior Football Club. The following procedures ensure a transparent, fair, and consistent awards process.

13.1 Voting Procedure

- **Voting Cards:** For every home & away game, three voting cards are issued. Each voting card lists votes in descending order as follows: 5, 4, 3, 2, 1—where 5 represents the player judged best afield and 1 represents the 5th best player for that day. The vote giver must write the player's name and number on the card.
- **Distribution:** The Team Manager is responsible for creating a schedule that ensures every family has an equal opportunity to vote before any family votes a second time. Each week, the three voting cards are distributed to two different team families and the team coach.
- **Participation:** This process encourages consistent involvement from coaches, players, and parents, ensuring that the voting reflects a broad range of perspectives.

13.2 Awards to be Presented

- **Top Five Awards:** At the end of the season, the votes from all games are tallied. The top five players in terms of total votes will receive awards:
 - **1st Place:** Awarded as the team's Best & Fairest.
 - **2nd Place:** Awarded as the team's Runner-Up Best & Fairest.
 - **3rd Place:** Awarded as the Team's Coaches Award.
 - **4th & 5th Places:** Awarded as per the team coach's discretion. The names of these awards are selected by the team coach.
- **Tie Resolution:** In the event of a tie for any position, two awards will be presented for that position.

13.3 Counting of Votes

- **Integrity:** After the final game, votes are counted at the club with both the coach and Team Manager present to review and record the results.
- **Confidentiality:** The vote counting process is conducted with strict confidentiality, and results are only disclosed at the official award presentation.
- **Record Keeping:** All vote tallies and related documentation are maintained on file for transparency and future reference.

13.4 Adam Lyddy Award

- **Background:** This award is given in honour of Adam, a young boy who was a member of our under 15 side at SMJFC in 1994, the year he was tragically killed in a flash flooding disaster on a river excursion overseas. He was a person who was competitive and capable on the field, but stood out more for his nature and capacity as a team mate. He didn't shy away from a job or task that needed doing for the team, be it for a coach or team mate, and he stood out for his easy-going attitude. We have presented this award for many years in Adam's honour, as a token of our appreciation to an U16 player who looks out for others. The decision to give it to an U16 aged player was at the suggestion of Adam's family, as it would have been the next season of football he played after his passing.

- **Purpose:** The Adam Lyddy Award is presented to one U16 player at the end of their U16 season, recognizing outstanding performance and contribution.
- **Nominations:** Nominations for this award can be submitted by any member of the club.
- **Selection Process:** The winner is determined by a vote of the executive committee. A majority vote is required for the selection. If the vote is split, the President will have the deciding vote.

14.0 Calendar of Events

The South Mornington Junior Football Club (SMJFC) organises various events throughout the year to engage members, foster community spirit, and celebrate the achievements of our players and volunteers. These events provide opportunities for players, families, and the wider community to come together and support the club's activities.

The following are key events scheduled each season:

14.1 Pre-Season Training

- **Purpose:** Pre-season training helps players build fitness, develop skills, and prepare for the upcoming season.
- **Schedule:** Dates and times for pre-season training sessions are determined by team coaches in consultation with the committee.
- **Notification:** Information regarding pre-season training is communicated via email and published in the **Parent Handbook**.

14.2 Season Launch

- **Event Overview:** The season launch is an opportunity to welcome new and returning families, introduce coaches, and outline key goals for the year.
- **Activities:** Activities may include speeches from committee members, team introductions, merchandise sales, and fun activities for the kids.
- **Details and Promotion:** The date, time, and location of the season launch will be provided in the **Parent Handbook** and communicated via the club's regular communication channels.

14.3 Matches

- **Fixture Information:** The match schedule is provided once it has been released by the league.
- **Distribution:** The fixture is published in the **Parent Handbook** and is also available via the league's website and the PlayHQ platform.
- **Special Rounds:** Information about special rounds, such as ANZAC Round, Indigenous Round, or other themed events, will be shared throughout the season.

14.4 Award Nights & Club Functions

- **Purpose:** Award nights and club functions celebrate player achievements, team successes, raise valuable funds, create fun and inclusion and recognise the contributions of volunteers and supporters.
- **Event Structure:** Awards are presented for Best & Fairest, Most Improved, Coaches Award, and other team-specific awards. The Adam Lyddy Shield and life membership presentations are also conducted during these events.
- **Club Functions:** Club functions, including award nights, social events, or fundraisers, must be conducted in a safe, respectful, and community-minded manner.
 - **Alcohol and Licensing:** If alcohol is to be served or sold, the event organiser must obtain the appropriate liquor licence or permit. All service of alcohol must comply with legal requirements, including the presence of a person with Responsible Service of Alcohol (RSA) certification. Alcohol is not to be consumed by anyone under 18 years of age under any circumstances.
 - **Noise and Conduct:** Music and announcements should be kept to a reasonable volume, and organisers must ensure noise remains compliant with local council expectations, especially

- during evening events. Behaviour must be respectful and appropriate for a junior sporting environment.
 - **Supervision and Safety:** Adequate adult supervision must be provided based on the type and size of the event. The Executive Committee may require additional oversight for larger functions.
 - **Waste Management:** Organisers are responsible for ensuring all rubbish is disposed of appropriately, that sufficient bins are available, and that the venue (including outdoor areas) is left clean and tidy after the event.
- **Timing and Invitations:** Dates and details for award nights are outlined in the **Parent Handbook** and confirmed closer to the end of the season. Invitations will be sent via email and social media.

14.5 Community Events

- **Community Engagement:** SMJFC actively participates in and organises events to foster strong ties with the local community.
- **Examples:** Events may include fundraising activities, club working bees, social events, and participation in local festivals.
- **Communication:** Information about community events is included in the **Parent Handbook**, with reminders and updates communicated through the club's communication channels.

Parent Handbook

All dates, times, and details of these events are published in the **Parent Handbook** provided to all families at the start of the season. Updates and reminders are also communicated via email, the club website, and social media.

The club encourages all members to attend and participate in these events to help build a strong, supportive, and inclusive football community.

15.0 Complaint Process

The South Mornington Junior Football Club (SMJFC) is committed to maintaining a safe, inclusive, and respectful environment for all players, parents, officials, and volunteers. A clear, transparent, and fair complaint process ensures that grievances are addressed promptly and appropriately.

15.1 Reporting Complaints

- **Submission of Complaints:**

Complaints must be submitted in writing to any member of the club's Executive Committee. Written complaints can be delivered via email or in person, ensuring the complaint is formally documented and tracked. Complaints can also be submitted via the QR code system directly to the Executive Committee. Each team's manager will have the QR code in their 'kit'.

- **Required Details:**

To assist with the resolution process, complaints should include the following information:

- Full name and contact details of the complainant.
- A clear, concise description of the issue or concern.
- Relevant dates, times, and locations (if applicable).
- Names of any individuals involved.
- Any supporting evidence, such as photographs, emails, or witness accounts.

- **Anonymous Complaints:**

Anonymous complaints will be accepted if they relate to matters of child safety or significant misconduct. However, anonymity may limit the club's ability to investigate and respond effectively.

15.2 Review Process

- **Initial Review:**

The Executive Committee member receiving the complaint will forward it to the Secretary, who will conduct an initial review. If the complaint involves sensitive or potentially contentious issues, the Secretary may engage additional committee members to assist with the review.

- **Investigation Procedure:**

- The investigating committee member(s) will gather relevant information, including speaking with the complainant, the subject of the complaint, and any witnesses.
- All individuals involved will be treated with fairness and respect throughout the process.

- **Resolution and Outcome:**

Following the investigation, the committee will:

- Assess the information gathered.
- Determine an appropriate resolution.
- Communicate the outcome to the complainant in writing within a reasonable period of time of receiving the complaint.

- **Possible Outcomes:**

- Complaint dismissed (with reasons provided).
- Mediation between parties.

- Formal warning issued to an individual.
- Implementation of corrective actions (e.g., policy adjustments, additional training).
- Referral to an external authority if the issue falls outside the club's jurisdiction.

Confidentiality:

All complaints and subsequent investigations will be treated with strict confidentiality. Only individuals directly involved in the investigation will have access to the information provided.

Retaliation Policy:

The club prohibits any form of retaliation against individuals who file complaints in good faith. Any such behaviour will be subject to disciplinary action.

This complaint process ensures that concerns are handled consistently, fairly, and in a manner that promotes trust, transparency, and accountability within the SMJFC community.

16.0 Community Engagement

The South Mornington Junior Football Club (SMJFC) recognises the importance of strong community connections and the vital role volunteers play in the success of our club. Through community outreach, volunteer engagement, and social responsibility initiatives, we aim to foster a positive, inclusive, and community-minded environment for all members.

16.1 Community Outreach

- **Program Development:**
SMJFC is committed to developing and supporting programs that engage with the local community. These programs promote participation in football, build stronger community ties, and provide opportunities for personal growth and connection.
- **Local Partnerships:**
We actively seek partnerships with local schools, businesses, and community organisations to create mutually beneficial relationships. These partnerships may include:
 - School-based football clinics.
 - South Mornington Auskick
 - Collaborative community events and fundraising efforts.
 - Sponsorship and promotional opportunities for local businesses.
- **Community Involvement:**
The club encourages players, coaches, and parents to participate in local community initiatives, including events like local festivals, charity fundraisers, and school engagement programs.

16.2 Volunteer Engagement

Volunteers are the backbone of SMJFC, and their contributions are critical to the club's success and ongoing development.

- **Recruitment:**
The club will:
 - Actively recruit volunteers for a variety of roles, including coaching, team management, event coordination, and committee participation.
 - Promote volunteer opportunities through newsletters, social media, the club website, and direct engagement at events.
- **Training and Support:**
SMJFC will provide training, resources, and ongoing support to ensure volunteers feel confident and valued in their roles. This includes:
 - Induction sessions for new volunteers.
 - Access to relevant training programs, including coaching accreditation and first aid courses.
- **Recognition and Appreciation:**
Recognising volunteer efforts is essential to building a positive and engaged club culture. We will:
 - Host an annual Volunteer Appreciation Event.
 - Publicly acknowledge significant contributions through social media, newsletters, and presentations at club events.

- Nominate volunteers for external community and league awards where applicable.

16.3 Social Responsibility

As a community-oriented club, SMJFC recognises its responsibility to contribute positively to society and to set a good example for young players.

- **Environmental Sustainability:**

The club will implement initiatives to reduce its environmental impact, including:

- Minimising waste at events through recycling programs.
- Promoting the use of reusable water bottles and minimising single-use plastics.
- Collaborating with local environmental groups to support community clean-up efforts.

- **Community Service:**

SMJFC will engage in and promote community service activities such as:

- Fundraising for local charities and organisations.
- Encouraging player participation in community service projects.
- Supporting initiatives that benefit disadvantaged or vulnerable members of the community.

- **Inclusivity and Respect:**

We are committed to promoting inclusivity, respect, and equality across all club activities. Initiatives will be introduced to educate players and members on the importance of these values both on and off the field.

17.0 Club Committee Contacts

The club committee is responsible for the overall management and strategic direction of the South Mornington Junior Football Club. Here are the key contacts:

President:	Sam Taylor, smjfcpresident@gmail.com
Vice President(Club Operations):	Dannii Raisher, smjfcvicepresident@gmail.com
Vice President(Football Operations):	Nicho Salvatore, smjfcfootyops@gmail.com
Secretary (Senior):	Skye Ohlbrecht, smjfcsecretary1@gmail.com
Secretary (Junior):	Karla Smith, smjfcjuniorsecretary@gmail.com
Treasurer:	Nick Harkins, smjfc treasurer@gmail.com
General Committee Members:	See Committee list maintained by the Secretary.
Coaching Coordinator:	Jarrod Smith, smjfccoeaching@gmail.com
Grants Coordinator:	Luke Snell,

18.0 Coaches Contacts

Our dedicated coaches are crucial to the development and success of our players. Below are the contact details for our coaching staff:

2025 Teams

U8 Black:	Luke Smith
U8 Yellow:	Luke Summers
U8 Tigers:	Ben Murphy
U9:	Nicho Salvatore
U10 Black:	Jamie Collins
U10 Yellow:	Ross Stewart
U10 Girls:	Kain Stratton
U11 Yellow:	Jarrold Smith
U11 Black:	Ben Rice
U12:	Chris Theo
U12 Girls:	Lara Hickmott
U13:	Nathan Moorcroft
U14:	Brad Newman
U15:	Scott Ablett
U16:	Josh Davies
U17:	Cam Bell

19.0 Property Management

Proper management of club property is essential to ensure the smooth and efficient operation of the South Mornington Junior Football Club. The following guidelines outline the responsibilities associated with club property issued to coaches, team managers, and trainers.

19.1 Coaches Property

- **Inventory Management:**
The club maintains a detailed inventory of all property assigned to coaches, including footballs, training equipment, cones, bibs, and any other resources required for training and match days.
- **Issuance and Responsibility:**
Coaches are responsible for the proper use, care, and storage of all equipment issued to them. They are required to sign for equipment upon receipt and return all items in good condition at the end of the season.
- **Lost or Damaged Equipment:**
Any lost, damaged, or faulty equipment must be reported to the Property Coordinator as soon as possible. Replacements may be issued at the discretion of the committee.
- **Storage and Maintenance:**
Coaches must ensure all equipment is stored appropriately to minimise wear and damage, and to ensure longevity of the club's assets.

19.2 Team Managers Property

- **Distribution and Tracking:**
Team Managers are responsible for receiving and distributing property assigned to their team. This may include team jumpers, goal umpire flags, match balls, water bottles, and first aid kits.
- **Record Keeping:**
A register of equipment issued to team members (e.g., jumpers) should be maintained. Team Managers are expected to ensure all items are returned at the end of the season and to notify the Property Coordinator of any missing or damaged items.
- **Jumper Care:**
Team Managers must communicate the correct washing and care instructions for team jumpers to parents. Jumpers remain club property and must be returned in good condition at the conclusion of the season.
- **End-of-Season Return:**
All team equipment must be returned to the club within two weeks of the final game unless otherwise arranged with the committee.

19.3 Trainers Property

- **Issuance and Maintenance:**
Trainers are issued essential first aid equipment, including medical kits, ice packs, and stretcher access. The club ensures that all kits meet the minimum requirements as outlined by the league and relevant safety guidelines.

- **Usage and Accountability:**
Trainers are responsible for using equipment appropriately and ensuring items are not misplaced or misused. Any use of medical supplies during games or training sessions must be reported to the Team Manager to ensure restocking occurs in a timely manner.
- **Reporting and Replacement:**
Any malfunctioning or depleted equipment (e.g., empty ice packs, expired medical supplies) must be reported to the club's First Aid Coordinator. Trainers will also participate in pre-season briefings to familiarise themselves with updates to equipment protocols.
- **Season-End Requirements:**
All first aid kits and related property must be returned to the club following the completion of the season. Kits will then be audited, replenished, and stored for the following year.

20.0 Risk Management

The South Mornington Junior Football Club (SMJFC) is committed to proactively identifying, assessing, and mitigating risks to ensure a safe, secure, and well-managed environment for players, parents, coaches, officials, and spectators. This policy outlines the club's approach to risk management, including assessment, mitigation, and crisis response procedures.

20.1 Identifying Risks

- **Regular Risk Assessments:**
The club will conduct regular risk assessments to identify potential hazards or risks associated with its activities, facilities, and events. These assessments will cover both physical and operational risks.
- **Key Risk Areas:**
Risk assessments will focus on, but are not limited to:
 - Playing surfaces and facilities (e.g., goalposts, lights, changerooms).
 - Player safety during training and matches.
 - Spectator and volunteer safety.
 - Equipment safety and maintenance.
 - Financial, reputational, and operational risks.
 - Cybersecurity risks related to club systems and member data.
- **Documentation:**
All identified risks and the corresponding mitigation strategies will be documented and reviewed regularly by the Executive Committee. Risk assessment reports will be stored securely and made available for review during committee meetings.

20.2 Mitigation Strategies

- **Implementation of Safety Measures:**
Based on the findings from risk assessments, appropriate safety measures will be implemented to minimise potential risks. These measures include:
 - Ensuring playing surfaces are safe and compliant with league standards.
 - Conducting equipment checks, particularly for goalposts, padding, and lighting.
 - Providing first aid kits and ensuring trainers have up-to-date first aid qualifications.
 - Reinforcing adherence to the club's **Concussion Policy (Policy 11.0)** to protect players from potential long-term injury.
- **Training and Education:**
All club officials, coaches, and volunteers will receive training to recognise risks and respond appropriately to safety concerns. This includes regular briefings on updated procedures and league requirements.

Insurance Coverage:

SMJFC maintains public liability, personal accident, and other relevant insurance coverage as provided by the league. The club will update its policy documentation once Certificates of Currency are received each season. Any changes to coverage will be reviewed by the Executive Committee and communicated to members as required.

20.3 Crisis Management

While the club strives to prevent incidents, it acknowledges the importance of having a clear and effective crisis management plan to respond to emergencies.

- **Development of Crisis Management Plan:**

The Executive Committee is responsible for developing and maintaining a crisis management plan. This plan will cover various potential emergencies, such as:

- Medical emergencies (e.g., severe injuries, concussions).
- Facility-related incidents (e.g., power failures, weather-related damage).
- Behavioural incidents involving players, parents, or spectators.

- **Communication Protocols:**

- **Immediate Communication:** In the event of a crisis, designated personnel will communicate the situation to relevant parties, including emergency services if required.
- **Member Notification:** The club will use multiple communication channels (e.g., SMS, email, social media) to notify members of ongoing situations and any required actions.
- **Media Liaison:** If external media inquiries arise, only the club's President or their delegate will provide official statements.

- **Post-Crisis Review:**

After any critical incident, the committee will conduct a post-incident review to:

- Assess the effectiveness of the response.
- Identify lessons learned.
- Update procedures as necessary to improve future responses.

21.0 Communication Policy

This section outlines how the club communicates both internally among members and externally with the public, media, and digital platforms. Our goal is to ensure clear, timely, and effective dissemination of information, fostering transparency and engagement.

21.1 Internal Communication

- **Channels:**
 - **Meetings:** Regular meetings are held for committees, coaching staff, and club members to share updates, discuss issues, and plan future activities.
 - **Emails:** Official communications, important updates, and notifications are sent via email to ensure all members are informed.
 - **Newsletters:** Periodic newsletters are distributed to summarize club events, decisions, and upcoming initiatives.
 - **Notice Boards:** Physical notice boards at the club premises display essential information and announcements.
- **Feedback:**
 - **Feedback Mechanism:** Members are encouraged to share their views and suggestions through surveys, email responses, or suggestion boxes located at the club.
 - **Review Process:** Feedback is regularly reviewed by the club's communication team and relevant committees, and appropriate actions are taken.
 - **Transparency:** Summaries of feedback and subsequent actions are communicated during meetings and via newsletters to keep all members informed.

21.2 External Communication

- **Public Relations:**
 - **Image Management:** The club is dedicated to maintaining a positive public image by promoting our achievements, community involvement, and core values.
 - **Press Releases:** Official press releases are issued for major club events, community initiatives, and significant achievements.
- **Media Relations:**
 - **Local Media Engagement:** The club will cultivate strong relationships with local newspapers, radio stations, and television channels to ensure positive coverage.
 - **Designated Spokesperson:** A designated media spokesperson, typically a member of the executive team, will manage media inquiries and provide consistent messaging.
 - **Crisis Communication:** In the event of a crisis or sensitive issue, established protocols will be followed to deliver timely and accurate information to the media and public.

21.3 Digital Communication

- **Website:**
 - **Up-to-Date Information:** The club's website will be regularly updated to provide current details on schedules, results, events, and club policies.
 - **User-Friendly Design:** The website is designed to be easily navigable, ensuring accessibility for all club members and the wider community.
- **Social Media:**

- **Engagement:** The club actively uses social media platforms such as Facebook, Twitter, and Instagram to engage with members and the community, share updates, and celebrate achievements.
- **Content Guidelines:** Posts will include club news, event highlights, player achievements, and community initiatives, while adhering to professional and respectful standards.
- **Monitoring and Response:** Digital communications are monitored regularly to respond promptly to questions, feedback, or concerns, ensuring ongoing dialogue with the community.

22.0 Player Information and Record Keeping

South Mornington Junior Football Club (SMJFC) collects and manages personal and sensitive information as part of its commitment to providing a safe, organised, and compliant club environment. This information is gathered during registration, communications, and participation in club activities.

22.1 What Information Is Collected

SMJFC collects the following types of personal information via PlayHQ and other official channels:

- Player and parent/guardian names and contact details
- Date of birth and gender
- Emergency contact information
- Medical conditions or allergies (where voluntarily provided)
- Working with Children Check (WWCC) status for volunteers
- Voting eligibility and club membership history
- Merchandise orders and payment records (where applicable)

Financial transactions for merchandise and fundraising (via EFTPOS terminals or online platforms like WebotE) may collect basic transaction information (e.g. card payment records) but do **not** store full credit card numbers.

22.2 Use of Information

This information is collected for the purpose of:

- Managing club registrations and team allocations
- Ensuring appropriate medical support and emergency response
- Communicating with members about club operations
- Fulfilling league requirements and reporting
- Ensuring only authorised individuals work with children
- Providing historical records for membership, awards, and volunteering

SMJFC does **not** sell or share personal information with third parties for marketing or external purposes.

22.3 Storage and Security

- All registration data is stored securely within **PlayHQ**, which complies with national privacy and security standards.
- Any additional records retained by the club (e.g. award voting forms, medical action plans) are stored securely by the Club Secretary, Registrar, or designated committee members and are not publicly accessible.
- Volunteer WWCC records are securely held and regularly audited to ensure compliance with league and legal obligations.

22.4 Access and Confidentiality

- Only committee members and team officials with a direct need (e.g. coaches accessing medical notes for emergency response) will have access to relevant player information.
- All committee members must treat personal and sensitive data as confidential and use it solely for club purposes.

22.5 Data Backup and Continuity

- The club keeps digital copies of critical documents stored in a secure, cloud-based environment with access limited to key committee members (e.g. Secretary, Registrar, Treasurer).
- These backups ensure operational continuity in the event of a system failure, handover, or emergency.

22.6 Payment Security

- SMJFC uses secure EFTPOS terminals and web-based payment portals (e.g. WebotE) for merchandise sales and fundraising transactions.
- These systems do **not** store full card data and are selected based on their compliance with Australian Payment Card Industry Data Security Standards (PCI DSS).
- The club regularly reviews its payment systems to ensure they remain secure and up to date. Any breach or suspected breach will be reported immediately and investigated by the Executive Committee.

23.0 Policy Review and Updates

This section outlines the procedures to ensure the club's policy document remains current, effective, and reflective of our club's needs and best practices.

23.1 Regular Review

- **Schedule:** The policy document shall be reviewed at least once every year, or as and when required due to changes in club operations, regulatory requirements, or emerging best practices.
- **Feedback:** Members, coaches, and committee members are encouraged to provide feedback regarding the effectiveness and relevance of the current policies. Feedback may be submitted during committee meetings, via formal surveys, or directly to designated club officers.
- **Evaluation:** A designated review team, comprising both committee and executive members, will evaluate all feedback and propose revisions to address any identified areas for improvement.

23.2 Amendments

- **Proposal Process:** Any proposed changes to the policy document must be submitted in writing and presented at a committee meeting for discussion.
- **Committee Approval:** Policy changes will be discussed and voted on during committee meetings. Changes must be accepted by a majority vote of the committee.
- **Deciding Vote:** If the committee vote is split, the executive committee will have the deciding vote. Furthermore, if the executive committee is split, the President shall have the final deciding vote.
- **Communication:** Approved changes will be formally communicated to all club members through email, newsletters, and updates posted on the club's website and notice boards.
- **Documentation:** The updated policy document, along with a summary of the changes and the rationale behind them, will be maintained on file for future reference.

24.0 Yearly Honorarium Policy

The South Mornington Junior Football Club recognizes the significant contributions made by key office holders through the payment of an annual honorarium. This policy outlines the guidelines for the honorarium provided to the club's President, Secretary, and Vice President.

24.1 Honorarium Amounts

- **President and Secretary:** An honorarium of \$300 per year is offered to both the President and the Secretary. Recipients of these roles have the option to opt out of receiving this honorarium if they so choose.
- **Vice President:** A lesser honorarium is provided to the Vice President. The exact amount for the Vice President is determined by the club committee in accordance with the club's financial position and overall objectives. Recipients of these roles have the option to opt out of receiving this honorarium if they so choose.

24.2 Determination of Honorarium Value

- **Committee Discretion:** The club committee holds the responsibility for determining the acceptable value of the honorarium for each role.
- **Financial Considerations:** In setting the honorarium amounts, the committee shall carefully consider:
 - The club's current financial position.
 - The club's ability to carry out its purpose and meet its obligations.
 - The overall budget and financial sustainability of the club.

24.3 Review and Amendments

- **Annual Review:** The honorarium amounts shall be reviewed on an annual basis by the club committee to ensure they remain appropriate considering the club's financial status and operational needs.
- **Member Input:** Feedback from club members may be considered during the review process to ensure transparency and fairness.
- **Formal Amendment:** Any changes to the honorarium policy must be formally approved by the club committee and communicated to all members.

24.4 Optional Participation

- **Opting Out:** Individuals appointed may choose to opt out of receiving the honorarium if they prefer not to accept the financial benefit.