



HAWTHORN CITIZENS JUNIOR FOOTBALL CLUB

FOOTBALL POLICIES & CODE OF CONDUCT

1. **Membership.** All players must be Financial Members and registered with Hawthorn Citizens Junior Football Club, prior to being able to represent the club.
2. **Head Coach appointment.** The Hawthorn Citizens Junior Football Club Committee will appoint a Head Coach for each team, annually. The Head Coach of each team will be responsible for the conduct and appearance of all officials of his or her team.
3. **Assistant Coaches & Team Manager.** The Head Coach will appoint a Team Manager for the season. The Coach & Team Manager will ensure game day officials are organised in the week prior to the game, and will support them in their activities.

HCJFC is very supportive of Head Coaches that seek to have a second &/or third accredited coach as part of their coaching group (such coaches may, for example, act as a runner on game day & as skills coach at training). HCJFC will pay for any expenses associated with accreditation or training of officials. All Coaches must be accredited.

All Coaches and the Team Manager will be provided with a club jacket to be worn on match day, to ensure they are highly visible to all attendees at a game as an official of Hawthorn Citizens Junior Football Club. All Coaches & Team Managers must have completed a current WWC check.

4. **Team Officials:** Each team shall have the following game day officials as required by the YJFL:
 - 1 Runner
 - 2 Trainers
 - 1 Boundary Umpire
 - 1 Goal Umpire
 - 1 Interchange steward (home games)
 - 1 Time Keeper

The Committee encourages Head Coaches to nominate one of their Trainers to attend the YJFL training programs at the start of the season.



HAWTHORN CITIZENS JUNIOR FOOTBALL CLUB

FOOTBALL POLICIES & CODE OF CONDUCT

5. **Behaviour.** The Hawthorn Citizens Junior Football Club Committee has the right to impose penalties on any official, player or member of the Club for misbehaviour on or off the playing arena.
6. **Equipment.** Team officials will ensure that all footballs and any other equipment is returned and locked away safely after training and that clubrooms are left tidy. Players are required to have a mouthguard for any contact activity, including at training sessions.
7. **Team uniforms.** All guernseys & warm-up jackets are the property of the Club and must be returned to the Team Manager at the end of the season. Any uniforms not returned or returned in an unsatisfactory condition will be charged to the account of the parents of the player. That player will not be re-registered until such time as that account has been paid.

Team uniforms are to be worn to all HCJFC games. Neither the club jacket nor the club Guernsey are to be worn at training. The Club has training guernseys available for sale at an economical price.
8. **Keys.** Officials are to return the key to the lock-box after the end of the training or games for that day. For officials that have keys, all keys are to be returned to the Secretary after their teams final matches. Officials that lose keys may be required to pay the council fees that apply to replacing the key.
9. **Clubroom damage.** Any damage to the interior of the clubrooms or injury to visitors (due to inappropriate behaviour), will be repaired &/or paid for by the offenders. No ball games are to be played within the clubrooms.
10. **YJFL fines.** Coaches of each team will inspect the list of fines that can be imposed by the YJFL on the YJFL website. Coaches & Team Managers should ensure that all officials are familiar with the list to avoid the Club being fined.
11. **Medical expenses.** Coaches and Team Managers will inform parents of players that the Club is not responsible for any medical account. All members of Hawthorn Citizens Junior Football Club are covered for some (but not all) expenses by accident insurance through a club provided policy. It is the strong recommendation of the Club that all players also have private medical insurance.



HAWTHORN CITIZENS JUNIOR FOOTBALL CLUB

FOOTBALL POLICIES & CODE OF CONDUCT

12. **Play in higher age group.** Players shall not play out of their age group, to fill in or otherwise, unless parental permission is obtained, and must always abide by the current YJFL rules relating to playing out of age group.
13. **Alcohol.** In accordance with YJFL rules, no alcohol will be consumed until all games have been played, and any adult seen consuming any alcoholic beverage during matches will subject to appropriate sanction as determined by the Committee.
14. **Team Numbers policy.** It is the policy of the Club that HCJFC will have a maximum of 24 players per team for Tackers, U10, U11 and U12 and a maximum of 26 players per team for U13 and U14, unless otherwise decided by the Committee. For further details on registration, the club has a 'Registration Policy' available on the club website.
15. **Player rostering off policy.** At the discretion of the Coach, if a team has more than 20 players available, some players may be rostered off. An equitable roster will be devised by the Coach & Team Manager, with no player to be rostered off twice before any other player has been rostered off once.
16. **Formation of Teams**

Tackers, U10's, U11's & U12's

Teams will be formed based on friendship groups with a mix of schools represented within each team. The club does not 'grade' each team, each season, relying rather on players existing relationships & team allocations. Parents who have questions about the most suitable team for their child should contact the Head of Football Operations. The Committee reserves the right to change any prior season allocation of players to teams to ensure that, if necessary, all teams at an age level are competitive for the grade in which the YJFL places their team.

Under 13 & 14's

Should there be more than one team players will be graded into teams. Prior to the first game teams to be selected by a selection panel consisting of the Head Coach of each team, the Head of Football Operations and one other independent (does not have child playing in team) Committee member. The selection panel may move players between teams during the season.



HAWTHORN CITIZENS JUNIOR FOOTBALL CLUB

FOOTBALL POLICIES & CODE OF CONDUCT

In the event that the lowest HCJFC team is, or is likely to be, in the lowest YJFL division, then the selection panel will unanimously confirm to the President that they believe the lowest team, as selected, will be competitive in that division.

Where unanimous agreement as to team selection and competitiveness cannot be reached the President will make the final decision

17. **Coach Tenure.** It is the club's preference that Coaches will be appointed for no more than two consecutive year's coaching any team. However, a coach can be appointed for a third season at the choice of the Committee should no suitable applicant be available for the next season.



HAWTHORN CITIZENS JUNIOR FOOTBALL CLUB

FOOTBALL POLICIES & CODE OF CONDUCT

18. **Game Time policy.** The Club policy is to provide three quarters of game time, per game for each player throughout the home and away season. During finals the club is happy to rely upon the discretion of the coach, as long as the spirit of the 'Game Time' policy is observed. Coaches will endeavour to play all players in a variety of positions throughout the home and away season, teaching players the various positional requirements, disciplines and versatility necessary for playing football.

The Coach shall have some discretion in the implementation of this policy, having regard to the following factors:

- The quality of the opposition
- The safety of the player concerned
- The status of the game
- The preparation & attitude of the player

It should always be remembered though that the goal of the club's policy is to ensure that every player receives 3 quarters on the ground per game in the regular season.

19. **Grievance process.** Players, parents and officials are strongly encouraged in the first instance to discuss and resolve any questions or issues that may arise. This discussion can benefit parent, player and official, and should be conducted in the most positive spirit by all parties. Parents are entitled to have a say in their child's sporting activity, and our head Coaches are almost always volunteer officials who are doing their best. However, if a particular issue has not been resolved by this discussion, then the dissatisfied party should contact the Head of Football Operations who will attempt to resolve the situation. If the matter still remains unresolved then the Vice President will notify the President and Committee for final resolution.
20. **Code of Conduct.** It is important to remind all club officials, players and supporters that the Committee expects adherence to the YJFL code of conduct. Hawthorn Citizens Junior Football Club wants to be seen by the League as a club with high standards, on & off the field. The following is a copy of the YJFL Code of Conduct, which we expect all coaches, players, parents & supporters to support and respect.



YARRA JUNIOR FOOTBALL LEAGUE

CODES OF CONDUCT

Coaches

1. Abide by the Laws of the Game, Club Rules and League Rules
2. Teach the Rules: *Rules are mutual agreements which nobody should break*
3. Group players competitively
4. Avoid overplaying talented players
5. Maximise fun: *Place winning in perspective*
6. Stress safety always
7. Consider maturity levels: *Devise training programs to suit all*
8. Develop team respect: *For opponents , umpires and coaches*
9. Recognise the importance of proper injury treatment
10. Keep up to date with Coaching developments
11. Attain Coaching accreditation
12. Avoid derogatory language based on gender or race
13. Shall not engage in the aggressive recruitment of players. (Aggressive recruitment is to be determined on the facts of each particular case. As a guide only, aggressive recruitment will be considered to have occurred where there is contact on more than one occasion with a player (parent/guardian) and/or inducement is offered to a player to change Clubs).

Players

1. Play by the laws and rules
2. Don't argue
3. Control your temper
4. Be a team player
5. Be a good sport
6. Treat all players fairly
7. Cooperate with your coach and teammates
8. Play for fun and improvement
9. Avoid ugly remarks based on race or gender

Parents

1. Encourage participation but do not force them
2. Teach that honest effort is the victory, not the winning
3. Encourage to play by the rules
4. Never ridicule mistakes or losses
5. Remember, involvement is for their enjoyment, not yours
6. Remember, they learn best by example. Applaud both teams
7. Recognise positively the recreational contribution of voluntary officials
8. Never publicly disagree with officials. Raise issues privately
9. Support all efforts to remove verbal, racial and physical abuse
10. Support your club officials to foster high standards of behaviour for your Club/League