



*Member
Handbook
2016*

Drouin Junior Football Club Inc.

ABN 66 665 612 611

Est. 1963

A0051908J

Proudly affiliated with Warragul & District Junior
Football League Inc.



P O Box 541 Drouin VIC 3818



**Bellbird Park, Settlement Road
Drouin VIC 3818**



TABLE OF CONTENTS

Message from the President	pg. 3
Club Profile	pg. 3
Our Mission, Vision and Values	pg. 5
2016 Committee Members	pg. 6
DJFC Constitution	pg. 6
Coaching Philosophy and skills	pg. 7
POLICY- Code of Conduct	pg. 7
POLICY- Complaints Handling	pg. 9
POLICY- Team Selection Process	pg. 11
POLICY- First Aid	pg. 12
Official Documentation impacting on DJFC	pg. 13
Important Contacts	pg. 13
Membership, Fees, Uniforms & Attire	pg. 14
Sponsors	pg. 14
Role Descriptions - President	pg. 17
Role Descriptions - Vice Presidents	pg. 18
Role Descriptions - Treasurer	pg. 19
Role Descriptions - Secretary	pg. 20
Role Descriptions - Coach	pg. 21
Role Descriptions - Assistant Coach	pg. 22
Role Descriptions - Runner	pg. 22
Role Descriptions - Team Manager	pg. 23
Role Descriptions - Goal Umpire	pg. 24
Drouin Football Club Song	pg. 25

MESSAGE FROM THE PRESIDENT

The Drouin Junior Football Club is a family friendly club. Our Mission is to provide all children with the opportunity to develop in a fun and family friendly atmosphere. As a club we pride ourselves on our ability to work positively with our members and affiliated bodies always respecting the rules of the game and the setting a high standard of behavior for children, coaches, parents and supporters.

Drouin Junior football club will always endeavor to have multiple teams in each age group playing as part of the W&DJFL. We believe children learn best when they have the opportunity to play. DJFC has a long history of providing two to three teams per age group.

As a Junior club we welcome all children to come and play, we do not select based on ability. We have formed strong connection with the Drouin Auskick program and we are pleased to announce that in 2016 Drouin Auskick will form part of the DJFC. We encourage all Under 10 children to continue to be involved in the Auskick program, as this provides further opportunity to learn and practice the skills of the game. Auskick in 2016 will run on a Friday night at Bellbird Park. We encourage our U 14 boys to consider getting involved and helping the Auskick coaches out with training.

Our club relies heavily on volunteers. We have 5 to 6 teams each requiring 5 to 6 people each week to be involved on match day. We have a large committee with specific roles and tasks that can be taken on as part of a portfolio model of management. We seek support from our parent group and we ask that respect be given to those who give up their time to make our club great.

CLUB'S PROFILE

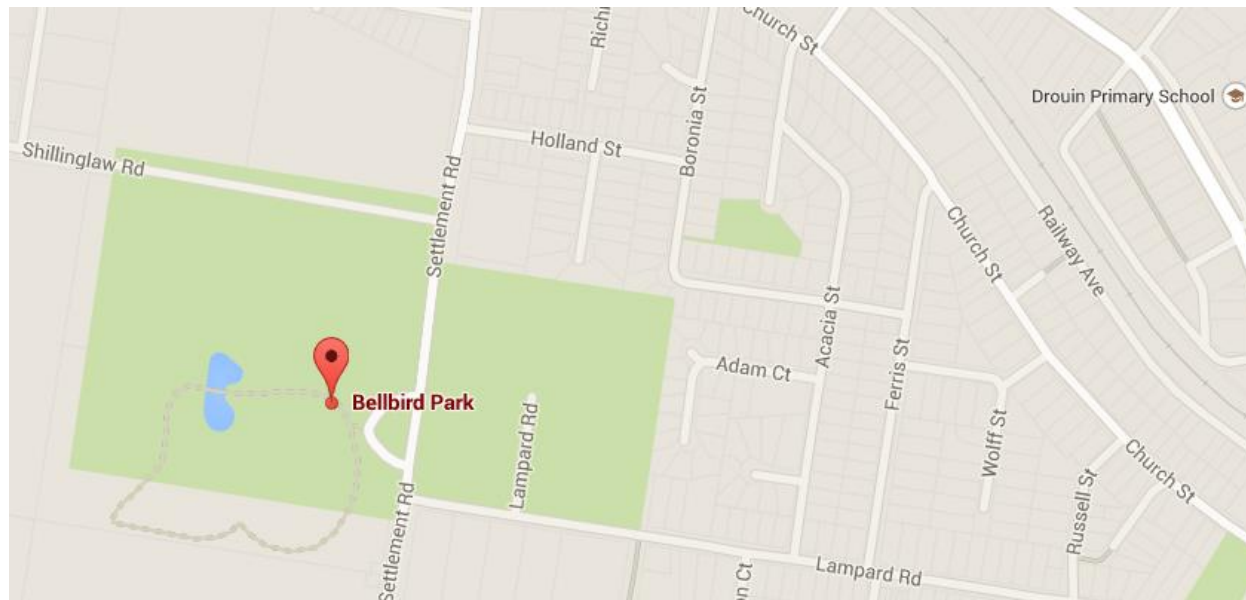
History

Drouin Junior Football Club Inc. was established in 1963, thus commemorating 50 years in 2013. Our current Committee Members are in the process of researching the history of the Club and in particular Player's Lists, Team Sheets, Photographs, Newspaper Articles, Committee Members and Premiership Teams, etc.

If you have any information or history to contribute to the Club, (no matter how big or small) please contact the Drouin Junior Football Club Secretary at djfcsecretary@drouinjfc.com.au

Location

Bellbird Park, Settlement Road, Drouin, VIC, 3818.



Major Achievements

Premierships

- 2013 U/10 Drouin Thunder
- 2010 U/14 ½ Drouin Jets
- 1997 U/12 Drouin
- 1995 U/12 Drouin
- 1986 U/11 Drouin
- 1985 U/11 Drouin
- 1978 U/14 Drouin
- 1977 U/14 Drouin
- 1976 U/14 Drouin
- 1975 U/14 Drouin

AFL Players

The following past players followed their dream and continued with their passion to play in the 'Big League' –

Gary Ablett (Hawthorn, Geelong), Geoff Ablett (Hawthorn, Richmond, St Kilda), Dale Thomas (Collingwood), Leon Rice (Hawthorn).

Membership Demographic

Drouin Junior Football Club Inc. seeks registration and parental involvement from Drouin and the surrounding areas. Upon registration and payment of subs for players all parents are considered members of the DJFC. Children play approximately 16 games over a season and parents have the opportunity to participate through helping at training and taking on voluntary roles as part of the Under 10, Under 12 and Under 14 competition.

Voluntary match day roles include: Coaching, Assistant Coach, Team Manager, Runner, First Aid Officer, Time Keeper, Goal Umpire and canteen rosters.

Committee: The Committee consists of an Executive Committee and General Committee together with Representatives for various affiliated bodies

Annual voluntary roles included on committee are: President, Senior Vice President, Secretary, Assistant Secretary, Treasurer, Registration Officer, Sponsorship Officer, Coaching Development, Property Officer, Media/Publicity Officer, Merchandising Sales Officer, Canteen Manager, Ground Marker, Fundraiser/Social Co-ordinator and Auskick Liaison Officer, Drouin Football Club Liaison, Bellbird Park Management Committee, Drouin Recreation reserve Committee, Warragul and District Football League Representation.

OUR VISION, MISSION AND VALUES

Vision

- To provide each child with the opportunity to be part of a team that will allow them the optimum opportunity to learn new skills and experience individual success.
- To form well balanced teams that take into account the social, emotional, and physical characteristics and skills of each child.
- To ensure that optimum use is made of the existing knowledge that past and present coaches have of each child prior to their placement within a team.
- To resolve complaints fairly, efficiently, promptly and in accordance with relative legislation.

Mission

- Junior football being played in a friendly, fun atmosphere for children and their families.
- Our club environment will foster teamwork, encouragement and sportsmanship.
- Every child will reach their maximum skill level, regardless of their ability.

Values

- All kids will be given a fair go
- New players will be played in a team on age and ability
- Children will experience different positions and positions will be rotated
- Children will be given awards and these are an award of encouragement – The awards are encouragement awards and all attempts should be made to distribute these as evenly as possible across the team. It is the responsibility of the coach and team manager to do this. Options are to continually rotate through the children, ensure we seek to find a positive aspect of the game for that child to reflect on. Alternatively focus on children who have played a positive game and

mark this down ensuring that by the end of the season there has been an even spread. Please record these as to keep track of them. The children who receive the awards are also the name of the children that are to appear on the database and in print media.

- All teams must abide by the Kids First Code of Conduct. It is all team officials and committee members' responsibility to ensure this is followed. If there is an incident, support the implementation of procedures as described in Conflict Resolution information and complete an incident report if concerns still exist.
- There will be a fair distribution of game time for all children regardless of ability
- Fun and enjoyment for all.

2015 COMMITTEE MEMBERS

Executive Committee

PRESIDENT	Peter (Bear) Bethune - 0408 234 442
SENIOR VICE PRESIDENT	Andy Spinks - 0418 566 777
SENIOR VICE PRESIDENT	Glenn Awty – 0407 245 356
SECRETARY	Paul Young – 0427 314 144
TREASURER	Kym Osseweyer - 0407 836 928

General Committee

SPONSORSHIP OFFICER	Angela Pepper – 0409 504 689
REGISTRATION OFFICER	Sarah Smith - 0458 262 229
MERCHANDISING SALES	Sarah Smith - 0458 262 229
MEDIA/PUBLICITY OFFICER	Jason Fritzlaff – 0407 056 519

DJFC CONSTITUTION

The Drouin Junior Football Club is and Incorporated body and as such is guided in principle by the direction as set out in “DJFC Constitution 2016”, which was ratified at the 2015 AGM

DJFC POLICY STATEMENTS

Drouin Junior Football Club Coaching Philosophy

The DJFC has implemented a sequential coaching plan and philosophy to build consistency across all age groups in terms of player development, skill focus and playing philosophy.

We believe that this consistent approach will provide all children with the optimum opportunity to develop as footballers capable of playing at higher age groups and within senior football clubs

[COACHING PHILOSOPHY](#)

Code of Conduct – Children, Coaches and Players

DJFC Mission Statement

We believe in, and actively encourage, an environment which sees:

Junior Football being played in a friendly, fun atmosphere for children and their families.

***Our club foster teamwork, encouragement, and sportsmanship.
Each child is supported to reach their maximum skill level, regardless of ability
Our club developed and strengthen as part of the community.***

DJFC JUNIOR FOOTBALL CODE OF CONDUCT FOR PARENTS, PLAYERS and SPECTATORS

1. Remember your child should be involved in football for their enjoyment, not yours.
2. Encourage children to participate, do not force participation on them.
3. Focus upon efforts and performance rather than the overall outcome of the event. This assists in setting realistic goals related to their ability by reducing the emphasis on winning.
4. Teach players that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
5. Encourage all spectators and players to always play by the rules.
6. Never ridicule or yell at your child for making a mistake or losing a competition.
7. Remember children learn best by example. Applaud good play by both your team and by members of the opposing team.
8. Always respect the umpire's decision
9. Teach children to do likewise.
10. If you wish to express your concern in relation to an official or umpire, raise the issue through the team manager who will report all concerns to the club or league officials.
11. Do not challenge or question the official's judgment or integrity in public.
Remember, most officials give their time and effort for your child's involvement.

12. Support all efforts to remove verbal and physical abuse from junior sporting activities. Report any abuse to club officials.
13. Recognise and encourage the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child and deserve your support.
14. Support your club officials in maintaining the highest standard of behaviour both on and off the field for the betterment of the league and your family.
15. As a club we expect all parents to be actively involved in some capacity through time keeping scoring etc. We require parent attendance and supervision at all games. Support your child through offering your assistance to the team that your child is playing in, so that every opportunity is being provided for the very best supervision and support. Your involvement will give both yourself and your child far more satisfaction. Be aware of rosters and fulfil commitments to these.
16. Do not swear or use inappropriate language based on gender, race or religion.
17. All grounds are an alcohol free area at all times.
18. All spectators and parents will abide by local smoking policy.
19. All spectators and parents will abide by the Electronic Communication Policy which outlines, the expectations of our club and our members. The policy can be found on our website and TeamApp.

Conduct Toward Junior Umpires - Greenshirts

- All players, officials and spectators acknowledge that Junior Umpires (“Greenshirts”) follow the “Greenshirt Program Training Guidelines”.
- Each Club is to nominate an official from each Stream to be the Junior Umpire Liaison Officer. In 2016 these representatives are Match Day Officials
- The Junior Umpire Liaison Officer shall communicate the Junior Umpire’s (Greenshirt) decided course of action in response to issues of behaviour or conduct.
- All players, officials and spectators shall abide by the directed course of action.”

This policy was last ratified by DJFC Management Committee.... May 2015

All breaches of the DJFC Code of Conduct will be managed through DJFC Complaints Resolution Process with the Code of Conduct Officer lodging an official report. The DJFC Executive and the Code of Conduct officer will apply sanctions that reflect the breach in the DJFC Code of Conduct. Failure to abide by the DJFC code of conduct will result in:

- A formal reprimand or warning.
- Suspension from attendance at matches.
- A suspended match suspension.
- Other as deemed appropriate.

Complaints Handling Procedure

Rationale:

- The Drouin Junior Football Club has both a desire and a responsibility to ensure that high standards of conduct are maintained by administrators, coaches, officials, parents and children at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with the Warragul District Junior Football League Guidelines and Recommendations and in accordance with the AFL Code of Conduct Code of Conduct (see appendix one).

Aims:

- To provide a harmonious, positive, productive and fun club environment.
- To resolve complaints fairly, efficiently, promptly and in accordance with relative legislation.

Implementation:

- Our club seeks to provide a positive, harmonious, and productive environment where children and their families learn to play and participate in football in a fun and friendly atmosphere.
- It is the Code of Conduct Coordinator with the support of the president and executive committee member's responsibility to provide a healthy and positive club environment that is free from discrimination and harassment. In doing so the Code of Conduct Coordinator must ensure that all officials representing DJFC, DJFC members and parents are aware of their rights and responsibilities.
- The Code of Conduct Coordinator is required to use local complaints resolution procedures, where appropriate, for resolving complaints in relation to issues that fall within the club's area of responsibility.
- All cases of serious misconduct – sexual offences, criminal charges, or other serious incidents – must be referred to the WDJFL and the VCFL
- It is incumbent upon the Code of Conduct Coordinator, with the support of club officials to act where unacceptable conduct is observed or brought to his or her attention.
- A complainant may at any stage choose to take their complaint directly to an external agency such as the Merit Protection Boards, Victorian Equal Opportunity Commission, the Human Rights and Equal Opportunity Commission or the Ombudsman.
- It is important that all complaints, ensuing procedures, and outcomes are fully documented.
- The Code of Conduct Coordinator may choose to respond to a complaint through an informal process in cases where the complaint is minor or the complainant wishes the matter to be dealt with informally, or the complaint has arisen from lack of or unclear communication.
- Formal processes will be used when informal processes have not been successful, a complainant seeks a formal process, or the Code of Conduct Coordinator believes the complaint warrants formal investigation.

The informal process is:

1. A complaint is received by the Code of Conduct coordinator.

2. The Code of Conduct Coordinator initiates contact to clarify concerns and makes contact with both parties seeking resolution or taking action to resolve concern.
3. The expectations regarding the Mission of the DJFC and the expected behaviour as contained within the spirit of the code of conduct are addressed.
4. The issue is monitored for appropriate changes in procedure or behaviour. Members of the executive committee are informed of the concerns and work with the Code of Conduct coordinator to monitor, and action if required the immediate intervention if concerns continue.
5. If issues are resolved no action is to be taken but concerns documented and monitored.
6. If concerns continue a formal process is instigated as per

The formal process involves: -

1. Provision of a reporting process where the Code of Conduct coordinator believes that a breach of the Code warrants referral to the league executive – refer Incident Report Form.
2. Provision within the league/association regulations or by-laws for dealing with reports referred by a Code of Conduct coordinator. This should include an obligation on clubs to require parents to attend a meeting with league executives if necessary.
3. Provision within the league/association regulations or by-laws that its clubs are ultimately responsible for the actions of officials and parents.

Where a Code of Conduct coordinator has lodged a report with the league/association executive notifying a breach of the Code, the following is recommended:

- The league executive should discuss with the coordinator.
- The league executive should notify the club and discuss with the club president or senior official.
- The club should discuss with the parent or supporter concerned, reminding them of their obligation to the Code of Conduct.
- If further action is considered necessary, the parent or supporter should be required to attend a meeting of the league executive or tribunal and be subject to the disciplinary procedures of the league/association concerned.

Sanctions may include:

- A formal reprimand or warning.
- Suspension from attendance at matches.
- A suspended match suspension.
- Other as deemed appropriate.

It is essential at all times that natural justice and the privacy of the individual are respected and dealt with sensitively, irrespective of the alleged breach of the Code. All processes must be in accordance with the provisions of the league/association regulations or by-laws.

- Parties dissatisfied with the process can appeal to the previously mentioned external agencies.
- The Club Council president will be kept informed of all complaints.

Team Selection Process

Introduction:

Drouin Football club actively promotes and supports a culture where:

- Junior Football is played in a friendly, fun atmosphere for kids and their families.
- Our club environment will foster Teamwork, Encouragement, and Sportsmanship.
- Every child will reach their maximum skill level, regardless of ability
- Develop and strengthen the club as part of the community.
- To support us in reaching this potential we believe careful consideration must be given to ensuring that all teams across an age group are a balance of age, ability, and gender.

Aims:

- To provide each child with the opportunity to be part of a team that will allow them the optimum opportunity to learn new skills and experience individual success.
- To form well balanced teams that take into account the social, emotional, and physical characteristics and skills of each child.
- To ensure that optimum use is made of the existing knowledge that past and present coaches have of each child prior to their placement within a team.

Team Selection Process

1. At the end of each season coaches are to rank/grade each player according to ability based on a balance of skills, height, agility, strength, etc. This is to be done across age levels e.g. top age and bottom age. The ranking system will be according to a general classification i.e 1 -6
 - a. *Each coach will use the same guidelines*
 - b. *Coaches from each level will work together to classify all children within an age group.*
2. Coaches will be selected by the coaching co-ordinators and approved by the committee
3. Coaches will look over players at training sessions to see if rank/grade from the previous year needs to be altered
4. All coaches will get together in the one place with a impartial committee member to select teams
 - a. *Families will run in the same teams*
 - b. *Any pastoral needs will need to be kept in mind*
 - c. *Any request will need to be in writing with a valid reason for players not from the same immediate family to be in the same team e.g. travel arrangements, parenting arrangements etc*
5. Once teams are selected Coaches select their team officials as per the guidelines in the coaching charter
 - a. *U10 – assistant coach recommended, team manager, first aid and runner compulsory*
 - b. *U12 – assistant coach, team manager, first aid and runner compulsory (appointments to be endorsed by the committee)*
 - c. *U14 - assistant coach, team manager, first aid and runner compulsory (appointments to be endorsed by the committee)*
6. Intra Club practice matches to be played to check the balance of the teams, any changes that need to be will be made
7. Final check on team balance may be required through participation in the Lightning Premiership, any changes that need to be will be made
8. Once teams have played round one there will be no changes made unless of unforeseen circumstances

First Aid Policy

Rationale:

Drouin Junior Football Club's First Aid policy is designed to protect the player's health and reduce the risk of further injury to the player following an injury. In all head injury cases, an ambulance (000) should be called.

Aims:

- To provide a safe environment for children to play football
- To ensure consistent steps are applied when dealing with injury
- To work within agreed practise based on up to date advice and training through recognised service providers

Implementation:

- Each team has a designated trained first aid officer. The designated officer maintains supervisor management of the all first aid incidence until a higher authority with relevant medical training is in attendance.
- In the case of serious accident the Drouin Junior football clubs recommendation is to follow relevant first aid protocols

Danger

Response

Send for Help

Airway

Breathing

CPR

Defibrillation

- First aid officers would then respond in accordance with training received. No first aid officer should act in any capacity that sits outside of his or her approved first aid qualifications.



NOTE WELL: In cases where severe head trauma, possible spinal injury or severe fracture or joint injury the Drouin Junior Football Club would expect an ambulance be called. Where a player cannot be moved from the ground safely without distress or possible further damage, then play for that game should cease and if required suspended all together.

Other Official Documentation impacting on the organisation of the DJFC

- [W&DJFL Constitution](#)
- [W&DJFL Green Shirt Guidelines](#)
- [AFL Gippsland Handbook](#)
- [DJFC Tenancy Agreement](#)
- DJFC Constitution – refer to DJFC website www.drouinjfc.com.au under club info

IMPORTANT CONTACTS

Junior Club enquiries

PRESIDENT	- Peter (Bear) Bethune - 0408 234 442
SENIOR VICE PRESIDENT	- Andy Spinks – 0418 566 777
SENIOR VICE PRESIDENT	- Glenn Awty – 0407 245 356
SECRETARY	- Paul Young – 0427 314 144
TREASURER	- Kym Osseweyer - 0407 836 928

Auskick enquiries

CO-ORDINATOR	- Richard Wans – 0419 155 004
--------------	-------------------------------

Senior Club enquiries

President	- Mr Chris Soumilas 0419 328 351
-----------	----------------------------------

TEAMS

U 14 - JETS

COACH	- Kym Osseweyer	0407 836 928
TEAM MANAGER	- Donna Mills	0419 535 327

U 12 - JETS

COACH	- Stephen Bethune	0419 301 517
TEAM MANAGER	- Sarah Smith	0458 262 229

U12 - COBRAS

COACH	- Geoff Busse	0431 093 903
TEAM MANAGER	- Bec Virtue	0413 303 184

U10 - JETS

COACH	- Owen Gibbons	0418 125 916
TEAM MANAGER	- Vanessa Walsh	0457 888 120
	- Lori McMillan	0439 316 149

U 10 - COBRAS

COACHES	- Glenn Awty	0407 245 356 ,
TEAM MANAGER	- Tania Piner	0418 693 030

2016 will see us fielding two Teams in Under 10, Under 12 competition and one team in the Under 14 Competitions.

MEMBERSHIP, FEES, UNIFORMS & ATTIRE

Membership for the 2016 season is set at \$100 per player. This fee covers player insurance, affiliation fees, general club expenses including.

Helmets in under 10 age group are compulsory. All under 10 children are provided with helmets; however parents can also purchase their own through club merchandise. Parents' may also purchase helmets for children on order age groups however these are not compulsory.

Club Jackets, bags, beanie's can also be purchased through the merchandise officer. Information regarding products and payment will be notified at the beginning of a season. Under no circumstances will merchandise be provided without prior payment.

Team jumpers are provided to each child. Players and Parents are responsible for the care of these tops for the season. Tops are to be returned at the end of each season.

SPONSORS - 2016

Drouin Junior Football Club Inc. strives to provide opportunities for everyone in our community to participate in healthy, safe and inclusive football activities in a fun and family orientated environment. The club is managed by dedicated volunteer staff, all of who tirelessly provide their skills, time and assistance to ensure the club can offer a variety of structured programs.

As we are a local community sports club, our major source of revenue is generated from membership fees and donations received from generous individuals & businesses. These funds are then reinvested into the club for the benefit of all members.

Drouin Junior Football Club Inc. understands that in the current economic climate, organisations require value for any sponsorship money. Thus the committee has put together a variety of sponsorship packages to provide local businesses and organisations a flexible opportunity to support their community.

As a sponsor of Drouin Junior Football Club Inc., we guarantee to promote your business/product/service throughout the club and wider community at every opportunity.

Drouin Junior Football Club Inc. endeavours to create an environment that puts family values to the forefront and prides itself on acting with integrity, innovation, and teamwork.

IN KIND sponsorship is also accepted and can be made in the following ways:

- Training Guernsey Sponsor
- Player Bag Sponsor
- Club Apparel Sponsor (Club's polo's and hooded Jumpers etc.)
- Goods and Services
- Warm up/bench tops etc.

Please note that Drouin Junior Football Club Inc. is flexible and open to any and all types of IN KIND SPONSORSHIP and will endeavour to offer options for all interested parties.

GAME DAY SPONSORS

- Robinhood Hotel
- Drouin Senior Football Club
- Jakks Pizza
- Drouin Family Hotel
- McDonalds Drouin
- Drouin Golden Bakery
- Peppers Café

SPONSORSHIP

Drouin & District Community Bank
WAM Training
Homegrown Design
Superior Coolroom Service
Rod McLeish Insurance
KBT Carpets
Graham Arthurson Real Estate
Home Timber and Hardware – Drouin
Sacred Charms
Drouin Golden Bakery

Donations

If you would like to donate to Drouin Junior Football Club Inc. but are unable to commit to any of the sponsorship categories listed above please feel free to contact the club and discuss ways in which you or your business can assist.

For further information about any of the sponsorship packages available please contact our Sponsorship Officer:

SPONSORSHIP OFFICER Angela Pepper – 0409 504 689
- angelapepper@bigpond.com

Drouin Junior Football Club Inc. would like to take this opportunity to extend our appreciation and thank all of our past, present and future Sponsors for their ongoing support and we look forward to working with you in the future.

ROLE DESCRIPTIONS

President

Objectives

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Members and General Committee of the Club.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Managers, Committee Members and football staff.

Accountability

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Vice Presidents

Objectives

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Club President and General Committee of the Club.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Vice President Football is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Treasurer

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Manage any overdraft facility held by the Club.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Issue tax certificates to employees as required under the Act.
- Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Maintain and complete all salary cap reporting requirements.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

Secretary

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committees.
- To provide a “whole of Club” planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committees.

Accountability

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

Coach

Objective

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.

Responsibilities

- Coach in accordance with the AFL Next Generation Australian Football Match Policy for the conduct of the game for players 5-18 years of age and the club coach philosophy
- Promote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Contact all current players as soon as practicable after the completion of the previous season to outline plans for the coming season.
- Develop and establish an appropriate pre season training program.
- Provide recommendations to the Football Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Assist with junior development outside the Club where possible or appropriate.
- Provide game day coaching expertise. (at U 10 level the coach is able to be on the field of play)
- Attend Club functions as agreed to
- Provide regular reports as required throughout the season.

Relationships

- Reports to the Club Executive

Accountability

- Accountable to the Club Executive

Assistant Coach

Objective

- To provide the highest standard of coaching and development to the players of the appointed grade of competition.

Responsibilities

- Assist Coach in accordance with the AFL Next Generation Australian Football Match Policy for the conduct of the game for players 5-18 years of age and the club coach philosophy
- Assist in the promotionPromote the importance of club members adhering to the AFL Kids First Policy.
- Apply the code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Assist the coach in developing and establishing an appropriate pre season training program.
- Provide recommendations to the Football Executive on the recruitment of appropriate football support staff.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Liaise with other junior grade coaches to establish a consistent coaching policy throughout the Club.
- Assist with junior development outside the Club where possible or appropriate.
- Provide game day coaching expertise.
- Attend Club functions as agreed to
- Provide regular reports as required throughout the season.

Relationships

- Reports to the Club Executive

Accountability

- Accountable to the Club Executive

Runner

Objectives

- To assist coach on match day by delivering messages to players during the match.

Responsibilities

- To deliver messages from the coach to players whilst each quarter is in progress.
- To deliver the message as quickly as possible and return to the coaches box immediately. (U10 return to coach who is on the field of play)
- The runner must not loiter on the ground.
- The runner must not interfere with any players or officials throughout the game
- The runner must be correctly attired in accordance with league requirements
- Ensure player's drinks are on hand at all times

Relationships

- Liaise with Coach, Coaching Staff and Team Manager

Accountability

- Reports to the team coach

Team Manager

Objective

- To ensure all off field football matters are dealt with efficiently and in a timely manner for the team managers grade of competition.
- Provide administrative support to the coach and any football staff.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Responsibilities

- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team
- Ensure all players are either currently registered with the League or has an approved clearance from previous Club
- Provide the Secretary with a list, in jumper number order, of all players and keep all players lists updated as every change is made
- Check jumpers are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Club policy

Game day responsibilities

The following list of duties is intended to be used as a guide to assist Team Managers in completion of their duties each Saturday. Duties may be varied to reflect an individuals time commitment or the role as negotiated with the team Coach.

Team sheets

- Complete, sign and give to umpire in accordance with league rules.
- Ensure all players named on team sheet including runner and trainers and water boys are registered.
- Full names are required, first and surname.

Goal kickers

- Ensure tally is kept during match.
- Goal kickers are to be recorded on the days running sheet.
- Goal kickers to be given to the opposition team manager or secretary at away matches and goal kickers obtained from the opposition at home matches.

Club best & fairest

- Vote cards are to be distributed prior to the match and collected after the match.
- Best players are to be given to the opposition at away games and details of their best players got from them at home matches (Check league rules)

Players property

- Ensure players property is collected prior to each game and safely secured during matches.

Boundary & goal umpires

- Boundary and goal umpires are to be arranged as required (Under 14s only)
- All club umpires are to be correctly attired according to league regulations.

Footballs

- Prior to home matches, ball is to be given to the umpire for inspection.

- Ensure ball is returned after the completion of the match.

Scores reporting

- (see team manager instruction for entering scores)

Scoreboard

- Team manager responsible for the organisation of scoreboard attendant at all home matches.

Transport of gear

- Team managers are responsible for the organisation of transport of gear to away matches.

Awards

- Determine, with appropriate football staff, best player awards for the team side
- Prepare awards for distribution

Umpires

- Check with umpires within 10 minutes of finish of game that there were no reports (“all Clear”).
- If reports collect report and return to Secretary and advise any player involved that he will be required to attend the tribunal.

Relationships

- Reports to the Secretary
- Supports the coaches and match committee and other football staff as appropriate

Accountability

- The Team manager is accountable to Secretary and the Coach of that team which he manages

Goal Umpire (Club)

Objective

- To umpire matches in accordance with the Laws of the Game

Responsibilities

- Determine whether a goal or behind has been scored
- Signal that a goal or behind has been scored after being given the all clear or touched all clear by a field umpire
- Record all goals and behinds scored by each team during a match
- Report any player or official who commits a reportable offence
- At the end of each quarter and at the end of each match, both goal umpires shall compare the score they have recorded.

Relationships

- Liaise with all other umpires officiating in the match

Accountability

- Reports to Field Umpire
- Accountable to the Team Manager

All roles taken from “AFL community clubs” <http://www.aflcommunityclub.com.au/?id=222>

DROUIN FOOTBALL CLUB TEAM SONG



We're a team, stout and bold
and we were maroon and gold
we are the boys from Drouin Town
From the backs to the forwards
we're always going goal wards
to bring the four points home
and to please our supporters
who follow us around
we'll be the Premiers and
wear the West Gippy Crown.
For ever more we will squawk
cause we're the Mighty Hawks
we are the boys from Drouin Town!