

# DEVON MEADOWS JUNIOR FOOTBALL CLUB

EST. 1977

## COACHES HANDBOOK



**ENGAGE, RETAIN, AND RECRUIT**

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# 1.Introduction

## 1.1 Devon Meadows Junior Football Club Mission Statement and Values

### MISSION

To teach and develop every player in all aspects of Australian Rules Football, providing opportunities to learn the fundamentals of the game, enabling all players, regardless of ability, gender, age, religion, to be the best they can be while enjoying the game. Player retention through safe and enjoyable learning environments to progress into our senior program.

### KEY PRINCIPLES

Build and keep improving a community-based inclusive club, providing opportunities to all players, regardless of ability, gender, nationality, age, religion, or background.

RESPECT: Provide a club that values and respects all players, umpires, officials, and spectators.

TRUST: To be honest with oneself, the team, and other members of the club.

FRIENDSHIP: Promote and cultivate strong relationships within our football community.

VOLUNTEERS: A club that values, respects, and encourages all volunteers.

LEADERSHIP: Strong leadership within the team and club, and promoting the benefits of teamwork and team spirit.

COMMITMENT: Work hard toward achieving this mission, and make a positive impact at DMJFC.

**The Spirit of Junior Football is embedded in everything we do - and everything we do is for the players.**

## 1.2 Coaching Philosophy

All coaching decisions and actions should always reflect the mission statement/values, and the below philosophy.

Coaching junior football is a great opportunity to help shape the future of our young players.

Your efforts will leave a lasting memory on the players on and off the field. Have fun teaching skills, drills, and enjoy the reward.

Our coaching philosophy for each age group can best be defined using the below breakdowns:

### U8-U11

Development 80% /Practice Match 20% / Fun 100%

- Basic drills following the junior coaching curriculum on coachafl and a grid game at the end of the session

Fun 100%

- Coaches use a positive, supportive, and fair coaching approach to the game to ensure retainment.
- Players highly involved in all drills and games
- Equal game time

-No scores kept and results have no importance in U8-U9 age groups. Use the opportunity to develop all players in all positions.

-U10 and U11 age groups, scores are kept but importance should be placed on playing the game and not the end result.

### U12-U13

Development 60% / Game Sense 20% / Education 20%

- Teaching game sense but ensuring a positive and fun learning environment
- Players highly involved in all drills and games
- Equal game time averaged out throughout the season
- Scores are kept but importance should be placed on developing all players

### U14-U18

Development 50% / Game Sense 30% / Education 20%

- Teaching game sense but ensuring a positive learning environment
- Max learning by asking players questions, rather than telling
- Players begin to learn game plans, tactics and specifics in different positions.

## **2. Coach Appointments**

### **2.1 Process**

The Devon Meadows Junior Football Club will advertise coaching positions towards the end of the home and away season with a due date.

Elected members of the committee will go through applications, contact applicants, and arrange a time to attend an interview. All applicants will be contacted and notified of outcome.

All appointed head coaches will be announced via the DMJFC Facebook page.

DMJFC intends to have all coaches (especially U13 and above age groups) filled prior to the end of the year.

Coaches should find a suitable team manager for their team, to be approved by the committee. The committee can support the coaches in finding one.

### **2.2 Tenure**

Coaches are appointed for one year with all positions vacant at the end of each season. It has been seen that teams who have had a consistency of coaches for up to 3 years have shown great growth. Therefore we do encourage coaches to reapply for the following year.

## 3. Team Management

### 3.1 Club Nights

DMJFC holds regular awards/club Sunday dinner nights approximately twice a month. This is a great night to socialise and get to know families from the team and throughout the club. Each age groups will hold 1-2 awards nights. On these nights, coaches will go up and discuss how their team is going, a debrief about games played, and hand out awards to players and parent helpers.

Coaches are also encouraged to attend awards night unallocated to their team. This is a good opportunity to socialise and collaborate with other coaches.

### 3.2 Team Nights

Individual teams are encouraged to organise their own 'team nights'. Bonding sessions and relationship building activities have a positive impact on team dynamics and success. There are many options for these nights, including pie nights, pizza nights at the club. Each team will be allocated \$200 towards a team session. Anything above that is at families expenses. If a team is wanting to use the club rooms for a team night, this must be requested through the secretary or the football operations manager. Any offsite activities MUST be approved by the football operations manager and documented for insurance purposes.

### 3.3 Preseason Training

DMJFC abide by the AFL Southeast Bi-Laws. There are strict guidelines in regards to the start of preseason training.

Top Age teams (U15 and above) can start having a few sessions in December.

Under 12 – Under 14 recommencing no earlier than February.

Under 8 – Under 11 recommencing no earlier than March, end of March for Under 8/9.

### 3.4 Season Training

Under 8 – Under 11: Two 60min sessions per week offered. Players must attend 1 session but the second session is optional.

Under 11 – Under 13: Two 60 min sessions per week.

Under 14 – Under 18: Two 90 minute sessions per week.

If a coach cannot attend a training session, he/she should find a volunteer to take the session.

All offsite training sessions must be approved by the football operations manager, for risk management and insurance purposes.

### 3.5 Equipment

Training equipment is handed to the coaches prior to starting the preseason. Training footballs, in particular Under 13 and above, are a big cost the club and it is the coach's responsibility to ensure the return of all footballs at the end of the season.

### 3.6 Duty of Care

Team Managers and coaches must ensure to have a first aid accredited volunteer and first aid kit available at training as committee members are not always in attendance.

Players should not be left to leave training in the dark to find their parents/guardians. Coaches and team managers must ensure all players are collected after training before leaving the facilities.

## 4. Player Management

### 4.1 Match Day Rotation

Match day rotation club recommendations aims to ensure all players feel an essential part of the team, regardless of age, size, or ability. It is critical they have equal amount of time on the field throughout the season. This will keep players interested and maximising individual development. It is recommended that all coaches keep records of weekly game time of each player to ensure each has had equal time. In order to assist in this approach, team managers for these age groups may keep records of the interchange at the commencement of each quarter to assist coaches. For the youth age groups, this must be equitable over the season rather than game by game.

#### Under 8 – Under 12

Rotating players through all positions in a game as per smart coaching boards supplied by the club is designed to allow players to experience the skills and roles required in different positions, and to ensure equal opportunity.

Every player should play at least 3 quarters of each game.

Players should be rotated through a variety of positions on the field in each line, not straight up and down the 'spine' or only on the left or right side of the field. This relates to Rule 2 – The spirit of junior football manual.

#### Under 13 – Under 18

The emphasis shifts to players gaining a level of competency in different positions. Players can remain in one position to allow them to acquire that position's basic strategies and skills. Equal game time averaging out throughout the home and away season at coach discretion.

### 4.2 Discipline

Any issues with player behaviour/conduct must be dealt with accordingly. This may include sitting out at training, a meeting with parents, bench time on game day, etc. If a coach feels support is needed from the

club, committee members will hold a meeting with a player/team to enforce behaviour expectations and explain necessary consequences.

Players can be suspended from training and games if deemed necessary. If a player is suspended from a game, he/she might no longer be eligible to receive a top 5 trophy.

## **5. Game Day**

Coaches should always arrive early to greet players, organise any warm up drills, and a pregame talk.

Following the spirit of the game, coaches should shake hands with the opposition coach prior to the start of the game.

A coach smartboard will be supplied to all coaches and must be returned at the end of the season.

If a coach will be absent for the game, he/she must inform the football operations manager so that a replacement can be found.

### **5.1 Arrival**

Under 8 – Under 10 players should arrive 30mins prior to a game. No clubrooms will be available to these teams due to multiple games played on an oval and the lack of change rooms available.

Under 11 – Under 14 players should arrive 45 mins prior to a game.

Under 15 – Under 18 players should arrive 1 hour prior to a game.

### **5.2 Grounds Set Up/Pack Up (home games)**

First team of the day must set up. This includes goal post pads, grounds check (team manager), stretchers, scoreboard. The coach must set up the modified ground (zones, goal posts). Teams who are the last modified game must quickly remove the cones and goal posts to ensure an on time start for the following full ground game.

Last team of the day must pack up. This includes goal post pads and stretchers.

### **5.3 Change rooms**

Coaches and team managers must ensure change rooms are kept neat and tidy. Before heading out to play, please ensure bags and belongings are kept to one side the room as the next team will be using the change rooms during your game.

Before leaving, please have players clean up any rubbish, including boot tape. It is not the responsibility of the committee to come through the change rooms at the end of the day and clean up.

### 5.3 Top Up Players

As per bi-law 7.1 in the league competition rules (to be sent out in March), coaches can only use players from a lower age group to TOP UP players to a maximum of 22 players. These top up players are not to be given more game time than the players registered to the team.

Coaches must speak to the coach of the lower age group to request players. Allowing players to play up is at the coach discretion in the competitive age groups.

## 6. Awards and Voting Procedure

### 6.1 Weekly Awards

At the start of the season, Team Managers are given team awards donated by various sponsors, as well as canteen awards. Awards are a great way to encourage and acknowledge players/team.

Football of the week awards: - EVERY PLAYER in the team, regardless of age group MUST receive a football by the end of the season. We have noticed in the past that many kids do not have footballs at home. This ensures every player receives a football and has the opportunity to kick at home. Team Managers will post the player of the week football recipients on the team page weekly thanking the team sponsor.

Canteen awards: - 14 awards given to hand out 1 award per game. One canteen award is also given to an opposing player when playing at HOME. Coaches can decide to choose which opposing player receives the award.

Other donated awards to be awarded in the below ways:

Under 8 – Under 12: Awards divided evenly throughout the team over the season. Best players are given for encouragement/effort/participation.

Under 13 – Under 16: Encouragement to at least each player receiving an award. Awards can be given on merit but also taking into account effort, behaviour, training attendance, etc.

Team Awards – Donated awards other than footballs/canteen can be handed to the whole team on one particular day for having a great game as a team.

### 6.2 Votes

During the preseason, team managers from Under 11 and above are allocated vote cards for the 14 rounds.

Coaches complete one vote card per week in the order of 6 votes – 1 vote. One vote card is rotated through selected on field/officials volunteers. The order of this vote card is 3 votes – 1 vote. Vote cards must be sealed in the envelopes and signed over the seal. Team Managers should keep record of which volunteer vote. Vote envelopes must be placed in the white locked box in the club rooms no later than Wednesday of the following week.

Vote night is held after the home and away season. Team Managers and head coaches sit down to count the votes. A round by round spreadsheet is supplied by the club. Executive committee members are in attendance to answer and queries.



## 6.3 Club Best and Fairest

Under 8 – Under 10

All players receive a participation award.

Under 11 – Under 12

Top 5 players receive a trophy. All other players receive a participation award.

Under 13 – Under 18

Top 5 players receive a trophy. All other players receive a medallion.

Injuries and medical conditions exempted, players must have played a minimum of 5 games in order to receive an award/medallion.

Best and Fairest Awards:

Under 11 and above – Trophies are awarded by votes.

Most votes – Best and Fairest

2<sup>nd</sup> most votes – Runners Up Best and Fairest

3<sup>rd</sup> most votes – Most Consistent

4<sup>th</sup>/5<sup>th</sup> most votes – in order of votes, coach chooses trophy category

Coach can then choose 3 players to receive three trophies, not in order of votes.

## 7. Support and Education

### 7.1 Coach Accreditation

In line with the AFL requirements, it is mandatory that all coaches at the Devon Meadows Junior Football Club have a minimum Level 1/Foundation AFL Coaching Accreditation. All coaches must be annual members of CoachAFL each year which aligns to coach accreditation and coaching resources. Assistant coaches are required to obtain the same level of accreditation.

Our club will reimburse annual CoachAFL membership costs to each coach.

All coaches are strongly encouraged to pursue continued coaching professional development. To explore what coaching professional development opportunities exist this year please speak to our club's football operations manager Joel Alder.

### 7.2 Coach Meetings

Coaches meetings are held multiple times throughout the year, with the first meeting held during the preseason. The purpose of these meetings is to educate and support our coaches. In the lead up to the season, an induction meeting is held to ensure all coaches are up to date with club rules, policies, and expectations. This meeting often includes some training. Consistent meetings are also held throughout the season to address any issues, learn from each other, share resources, and maintain a level of consistency amongst the coaches.

### 7.3 Online resources

<https://www.play.afl/coach/resources/>

<https://www.afl.com.au/clubhelp/match-day-management/policies/australian-football-match-policy>

<https://www.afl.com.au/clubhelp/policies/eligibility-and-registration/laws-of-the-game>

League competition rules/bi-laws (expected in March)

### 7.4 Club Contacts

Joel Alder	Football Operations Manager	0400 975 712
Adam Carland	Junior Coach Coordinator	0421 728 460
Melynda Morley	Secretary	0438 388 431
Peter Dale	Vice-President	0400 027 786
Melanie Alder	President	0408 017 749
Youth Coach Coordinator	NEEDED	
Female Coordinator	NEEDED	

## 8. Code of Conduct

### COACHES CODE OF CONDUCT

The Devon Meadows Junior Football Club fully supports the codes of conduct as introduced by the AFL, Football Victoria and the Frankston and District Junior Football League.

Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in our League.

**I hereby commit, to the best of my ability, to uphold the AFL Coaches' Code of Conduct.**

***I understand that as an integral component of my accreditation, I must maintain a standard of behaviour and conduct in the best interests of the game and the players / staff in my care.***

***In representing myself in an honest manner and without bringing the coaching profession or the Game into disrepute, I will endeavour to uphold the following to the best of my ability:***

1. Respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity.
2. Abide by and teach the AFL Laws of the Game and the Rules of my Club and League/Association.
3. Maximise enjoyment before winning!
4. Be supportive at all times and refrain from any form of personal or physical abuse or unnecessary physical contact with the players in my care on and off the field, including on social media platforms.
5. Avoid the trap of overplaying talented players just to win.
6. Ensure that all players gain equal playing time, especially in the U8-U12 age groups.
7. Ensure player welfare and safety as a priority – above winning!
8. Attain coaching accreditation and keep up with new ideas.
9. Display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
10. Display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
11. Use social media platforms respectfully. This includes using only club managed team pages for any club and team-related communications.

**I agree to the following terms:**

1. I agree to abide by the AFL Coaches' Code of Conduct and club policies, guidelines and understand my role has higher expectations in terms of behaviour and conduct in all club activities, at any point of the pre/during/post season.
2. I acknowledge that the AFL, or a body affiliated with the AFL, may take disciplinary action against me if I breach the code of conduct. I understand that the AFL, or a body affiliated with the AFL, is required to implement a complaints-handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include a range of sanctions ranging from a caution, to suspension or even de-registration from the AFL National Coaching Accreditation Scheme.

**Note:** This "Coaches' Code of Conduct" is to be signed and conformed to as part of the accreditation requirements of the AFL.

**SIGNATURE:**

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**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**WITNESS SIGNATURE:**

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DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_