

KEILOR FOOTBALL CLUB

JUNIOR POLICY HANDBOOK

2018

KEILOR FOOTBALL CLUB

POLICIES

1. Registration and fee payment of existing Keilor junior players is to be completed online via SportsTG prior to registration day. A club email will be sent to each player plus notification via the club Website, Team App, Twitter, Instagram and Facebook. Online registration commits the player and parents to all Club and EDFL policies. In addition, level coordinators will require both parents (where applicable) to sign the Keilor FC Registration Acknowledge Form once training commences.
2. Where online payment is not possible, full fee payment should be completed on Registration day. If full payment is not possible, a parent/guardian must contact the Club Secretary / Registrar to organise a payment plan. If insufficient or no payment or discussion has been made by Round 4, Keilor FC has the right to withdraw club registration.
3. New players to Keilor FC are required to attend Junior Registration day to complete all forms including KFC Registration, EDFL Player Transfer and supply a copy of their Birth Certificate.
4. Parents or Guardians are requested to collect players at the completion of training. Under no circumstances should any player leave the club premises without permission from coach or team manager.
5. Players are expected to attend two night of training per week, with the focus on ball skills rather than fitness. Players should also dress appropriately for football training, i.e. football shorts and football boots. If unable to attend training, players should contact their coach or team manager.
6. If the weather is over 35c or it is raining heavily at the time that training is to begin then training may be cancelled. All parents and players are encouraged to register for the applicable age level of Team App. Team App is the primary communication tool used to cancel / change training.
7. Whilst at the Football Club, children remain under the supervision of their parents and are expected to behave in an appropriate manner at all times. This extends to club activities and events. The parents are directly responsible for the care of their child unless it is scheduled training or during football games.
8. It is club policy that private medical insurance and/or ambulance cover be taken out by all parents. If an injury is deemed serious enough and with parent permission, club trainers will not hesitate to call an ambulance if required.
9. It is compulsory that mouthguards be worn by all players. Keilor FC will not be liable for any injury that may occur as a result of not wearing a mouthguard.
10. All under age players must play in the correct age group as their base side. Any request to play at a higher level must be in writing from the parent/guardian submitted to the Junior or Female Football Presidents.
11. The minimum Junior Age for a player is set by the respective football authority (AFL/ EDFL). Keilor Football Club will abide by the minimum requirement. The football club may also set an additional threshold that is within the authority guidelines.

KEILOR FOOTBALL CLUB

POLICIES cont.

12. The cut off for the registration of new and returning players will be at the end of round 4. Any exceptions to this rule will be at the discretion of the Club Executive. All player payments are expected to be fulfilled by round 4 unless a payment plan has been arranged with the registrar.
13. Best and Fairest voting will be conducted on a 3, 2, 1 basis with one vote card to be allocated to the coach, one team official (Team Manager, Runner, Asst Coach – rotating) and one parent –rotating each week. Each Family should get an opportunity to vote. Any variation must be approved by the Junior President in writing.
14. The success of the club is parent involvement. A condition of your child playing with Keilor Football Club is that all parents will assist in canteen and other duties (a minimum of 7 games per season.) Canteen duty will be conducted for up to 5 games on a roster system where you will be required to assist with half a game at a time. **Failure to assist in this way may result in your child's non-selection the following week or the player sitting out on game day until the duty is fulfilled.**
15. Volunteers representing Keilor Football Club must conduct themselves according to the Players, Parents and Supporters & Officials Code of Conduct.
16. **Social Media** All volunteers, parents, players and family of the Keilor Football Club must abide by the social media policy that is published on the club website. Breaches in that policy may result in sanctions as assessed by the Executive.
17. **Jumper Numbers.** Where there is a clash of numbers, the player who has played the most amounts of games for the Keilor Football Club has precedence over the number. Where there are 2 players on equal amount of games for KFC, then the coordinator or team manager will toss a coin with both junior players and parents present.
18. **No jumper numbers are to be higher than the number 99.** (This is a junior policy only and may not apply in senior teams)
19. **Junior Finals.** Where possible all junior sides participating in finals games are required to field the maximum number of players eg. U11-17 - 24 players. Any top up players must play a minimum of 1 quarter. Any exceptions to this rule will be at the discretion of the Junior & Senior President.
20. It is EDFL policy that no child can play more than one game per round in the same age group. eg. An U13 child may play 1 game as U13, and fill in for U15, however cannot play U13 on Fri night and U13 on Sunday.
21. KFC will be responsible for recording "games played" for each year a player plays for Keilor FC – this number will be rolled over each year to a progressive total. Milestone games for "games played" for Keilor FC should be acknowledged at the appropriate time within the team. These game records are passed to the senior Registrar at the time a player progresses to the U19 competition. Players who play 300 games for Keilor FC are awarded life membership, therefore correct record keeping is paramount. Whilst games played for another club are an individuals' milestone, they do not form any part of Keilor FC records. As from 2016, Under 8 & Under 9 games are attributed as club games.

KEILOR FOOTBALL CLUB

COACHING POLICY GUIDELINES

Junior Boys U11 & 13

The Keilor Football Club policy relative to coaching in U11, & U13 junior teams is:

1. Improve the skill level of all players. Emphasis at this level should be to have all players capable of using both sides of their body.
2. Other skills such as tackling, shepherding, and marking should be under development.
3. Start the elementary understanding of position play. Use words and language they can understand
4. Instil the fundamentals of team play and the importance of playing as a team.
5. At the younger levels, the training is focused on skill rather than fitness.
6. Ensure all players are treated equally and are given equal opportunities.
7. All players must have at least three full quarters on the ground during the home and away games. For finals games the minimum is two full quarters.
8. Do not continually 'hide' less capable players **out of the action**.
9. At these levels players should be exposed to various positions (within reason), not just their 'pet' position. When a team is winning by a large margin, boys must be rotated to ensure that ALL players are given equal opportunity. Qualified and experienced coaches may deviate from this with the expressed permission of the Junior President. Parent communication and purpose is also required to occur as a part of this process
10. Give praise when it is justified, encourage when it is not.
11. Do not belittle or yell out to players in front of their team mates
12. Do not approach games with a win at all costs attitude. Your job is to educate. Do this properly and the wins will follow. They are a bonus. Premierships are the added bonuses.
13. Encourage team bonding amongst players and parents.
14. Respect all umpires and teach the players to respect the umpires. Most umpires are usually no older than the players.
15. Players should not play in a side where they have had the same coach for more than 2 years. It is club policy that boys should be exposed to a variety of coaches and methods.
16. Players who receive the order off rule twice or more will receive an automatic 1-week suspension from playing for their side by the KFC, regardless of any other penalty incurred.
17. The relevant Level Coordinator must approve any team events held outside of the Keilor Football Club before being undertaken eg team dinners, BBQ's, alternate training or excursions.
18. In the event that the numbers of players required to fill all teams across an age level, it may be required to move a player from their regular team in order to make up the numbers in another team. Volunteers will be ask first and then if no volunteers come forward, the Junior President in coordination with the Coaching coordinator will select the required number of players to move teams.
19. **VERY IMPORTANT - DO NOT SWEAR - MOST IMPORTANT – HAVE FUN**

KEILOR FOOTBALL CLUB

COACHING POLICY GUIDELINES (JUNIORS U15 & 17)

The Keilor Football Club policy relative to coaching the above mentioned groups is:

1. Improve the skill level of all players. By this age level, all players should be proficient on both sides.
2. Reinforce the fundamentals of team play and the importance of playing as a team.
3. Ensure all players are treated equally and are given equal opportunities within the grading policy that applies.
4. All interchange players in these age groups must have a minimum of 2 quarters on the ground.
5. Do not continually 'hide' less capable players **out of the action**.
6. Players should be exposed to various positions (within reason), not just their 'favourite' position.
7. Give praise when it is justified, encourage when it is not.
8. Respect all umpires and teach the players to respect the umpires. Most umpires are usually no older than the players.
9. Players who receive the order off rule twice or more will receive an automatic 1-week suspension from playing for their side by the KFC, regardless of any other penalty incurred.
10. Do not make personal verbal attacks on players, either in private or in public. (Be aware of parents & spectators close by)
11. Encourage team bonding amongst players and parents.
12. Players should not play in a side where they have had the same coach for more than 2 years. It is club policy that boys should be exposed to a variety of coaches and methods. (2017 is an exception year where the age groups adjusted from evens to odds)
13. The rotation of players between different divisions where there is more than one team in an age level, will occur at the discretion and agreement of the relevant coordinator and coaches. Player development and team balance will be taken into account in team selection. Rotations are part of club policy and will be enforced. Further information regarding rotations for U15's can be obtained from the Level Coordinators.
14. Any team events held outside of the Keilor Football Club must be approved by the relevant Level Coordinator before being undertaken eg team dinners, BBQ's, alternate training or excursions.

KEILOR FOOTBALL CLUB

COACHING POLICY GUIDELINES (Female Junior Football)

The Keilor Football Club policy relative to coaching in the Junior Female teams is:

1. Improve the skill level of all players. Through their development, all players of U11s, U13s, U15s and U18s should work towards being proficient kickers and hand-ballers on both sides of their bodies.
2. Reinforce the fundamentals of team play and the importance of playing as a team.
3. Players will generally be assigned to the team in their age group. When there is multiple teams in one level, they will be graded appropriately. However at some stages, during the development of the competition, some players may be required to play beyond their age group to ensure that they are continually challenged.
4. All interchange players
 - a. In U11's must have at least 3 quarters on the ground.
 - b. In U13's must have at least 3 quarters on the ground.
 - c. In U15's must have at least 2 quarters on the ground.
 - d. In U18s must have at least 2 quarters on the ground.
5. Do not continually 'hide' less capable players **out of the action**.
6. Girls should be exposed to various positions (within reason), not just their 'favourite' position.
7. Give praise when it is justified, encourage when it is not.
8. Respect all umpires and teach the players to respect the umpires. Most umpires are usually no older than the players.
9. Players who receive the order off rule twice or more will receive an automatic 1-week suspension from playing for their side by the KFC, regardless of any other penalty incurred.
10. Do not make personal verbal attacks on players, either in private or in public. (Be aware of parents & spectators close by)
11. Encourage team bonding amongst players and parents.
12. Players should not play in a side where they have had the same coach for more than 2 years. It is club policy that boys should be exposed to a variety of coaches and methods.
14. Any team events held outside of the Keilor Football Club must be approved by the relevant Level Coordinator before being undertaken eg team dinners, BBQ's, alternate training or excursions.

KEILOR FOOTBALL CLUB

MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS

The Club Code of Conduct applies to all of our officials, volunteers, members and supporters.

PLAYERS CODE OF CONDUCT

- Play by the rules – the rules of Keilor Football Club and the laws of the game
- Never argue with an umpire or other official – without these people you can't play football
- Control your temper - verbal abuse of officials and sledging other players doesn't help you enjoy or win any games
- Be a team player – It's a team game, treat it that way
- Treat all players as you would like to be treated - fairly
- Co-operate with your coach, the umpires and team-mates
- Play for your own enjoyment & to improve your skills
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team-mates and family if you do – & many such comments are actually now illegal. Refer AFL Kids First Program & KFC Racial & Religious Tolerance Policy
- Abide by Social Media policy

Breaches of this code of conduct may result in sanctions issued by the football club with a panel of 3 Executives reviewing the breaches

KEILOR FOOTBALL CLUB

PARENTS, SUPPORTERS & OFFICIALS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game and that children should be involved for their enjoyment, not yours
- Encourage participation, but don't force it, recognize your child's limitations
- Encourage your child to play by the rules of Keilor Football Club and the laws of the game
- Teach that enjoyment is more important than winning
- Never ridicule mistakes or losses, including opposition players and supporters – supporters are there to support not downgrade
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated, applaud good play by both your team and by members of the opposing team
- Recognise all volunteers who are giving up their valuable time
- Never publicly criticise umpires – raise personal concerns with club officials in private. 1st point of call being Team Manager, Level Coordinator, Junior Coordinators.
- The Keilor Football Club will not tolerate ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – & many such comments are actually now illegal. Refer AFL Kids First Program & KFC Racial & Religious Tolerance Policy.
- We expect the highest level of junior behaviour both on and off the field and in any circumstance where this is not the case, severe action will be taken
- Support your club officials; offer your assistance to the team so that every opportunity is being provided for the best supervision. Involvement is a satisfying opportunity for both you and your child
- Parents are always welcome match days and to training, but are expected to let players focus on the Coaches instructions. Parents are not to be on the ground during training unless asked to by the coach.
- Do not contradict the Coaches instructions either in front of players or on social media . Any concerns with Coaches should be communicated to Level Coordinator or Junior President
- Do not belittle or abuse umpires or approach them at any stage of the game including intervals. As your child is starting his football career so too in most instances are the umpires. Don't expect AFL level umpiring. Be tolerant, and treat them the same way you would want your own child treated

KEILOR FOOTBALL CLUB

UNIFORM

1. All jumper Numbers need to be sew on (not iron on) and in proportion to the size of the jumper.
2. Numbers must be sewn in the middle of the jumper and between the collar and the first white line on the jumper.
3. Example;



4. All players must have at least one pair of Keilor socks and one pair of blue and white shorts with the EDFL logo on the side panel.
5. During matches players can wear flesh coloured skins under their shorts and white t-shirts or tops under their jumpers. No other colours can be worn.
6. All merchandise including the club uniform can be purchased from the club Merchandise Manager.

KEILOR SPORTS CLUB

BY-LAWS

1. Any person may be refused admittance to the Club if they fail to produce their card/medallion, or are not vouched for by a member of the board.
2. Visitors must on no account be admitted to the Club unless in the company of a member, who must enter the visitors name in a book kept for that purpose. Such member will be personally responsible for the good behaviour of their guest.
3. The maximum number of visitors a member may sign in any at any time will be three (3), unless prior arrangements are made with the board.
4. Persons eligible to become members of the Club are permitted to visit the Club three (3) times only.
5. The introduction of visitors shall be subject to such rules as may be made by the Executive, who may, at any time suspend such privileges during such period as they think necessary for the convenience or benefit of the Club.
6. No member or guest shall appear in the Club in an intoxicated, dirty or dishevelled condition. No exception will be taken to ordinary working clothes prior to 7.00 p.m. Singlets or tank tops are not to be worn at any time without further covering. Bare feet are not permitted at any time. This includes children under supervision.
7. No member or guest shall use objectionable or obscene language in the Club.
8. Any unseemly conduct in the Club shall be deemed an offence and the board will deal with the offender.
9. No member shall reprimand any employee or voluntary worker of the Club, but shall, if they have any complaints, lodge same, in writing with the executive officer.
10. The executive shall stipulate club hours. However, bar staff on duty can, at their discretion close the bar at any time they see fit. Trading hours are subject to change as required without notice.
11. All members and visitors are expected to vacate the Club in an orderly manner within thirty (30) minutes of the bar closing, either at the appointed time or at the discretion of the bar staff on duty. No member or visitor shall attempt to obtain further refreshments after the bar has been officially closed.
12. Any member or guest, who takes, defaces or damages any Club property, inside or outside the Clubroom shall be liable for expulsion and/or costs incurred in replacing or repairing the items taken or damaged.
13. No member or visitor shall be allowed behind the bar except board members who are assisting with the running of the bar, unless authorised.
14. No liquor shall be brought onto the Club premises for consumption, unless prior arrangements are made with the executive.
15. All children must be under direct adult supervision. No footballs are to be played with in the club

KEILOR FOOTBALL CLUB
THEME SONG

Because.....
We're a happy team at Keilor,
We're the mighty Keilor Blues,
We love our club and we play to win,
Riding the bumps with a grin, at Keilor.

Come what may you'll find us striving,
Teamwork is the thing that talks,
One for all and all for one, is the way we play at Keilor,
We are the mighty Keilor Blues.

Who are, who are, who are we?
We are the boys from the KFC,
Legs of mutton, Arms of Beef
<Coach's name> is our Chief.

K. E. I. L. O. R

Keilor!!