



RESEARCH JUNIOR FOOTBALL CLUB

2023 MATCH DAY DUTIES

Dear Parent,

Without various roles and duties being filled on game-days, we simply won't be able to run the football club, or for our Players to run on to the field each weekend.

Parent/Guardians are expected to assist on match days, as well as club social events. Team Managers will organise a roster amongst the families to ensure that each match day duty and off-field role is filled.

Parents/Guardians and friends are also asked to behave respectfully at games and training sessions, and to be particularly aware of guidelines surrounding the treatment of umpires and other match officials. We need to remember that many of these roles are filled by Volunteers who are Parents... just like you!

This is why, in addition to the club having an expectation on our players as outlined in our Player Expectation Policy, RJFC also sets out Parent/Guardian Expectations, including a Parent/Guardian Code of Conduct.

PARENT/GUARDIAN CODE OF CONDUCT:

Research Junior Football Club have established Codes of Conduct to document the standards of behaviour that are expected from all players, parent/guardians, supporters and officials of our club.

It is the responsibility of everyone involved with our club to ensure these principles are upheld and maintained. Breaches of these codes will not be tolerated and disciplinary action may be taken against offenders.

THE PARENTS CODE OF CONDUCT

It is imperative that parents & guardians understand that they are also bound by codes of behaviour and that any breaches may result in actions such as spectator bans.

- Remember that children participate in sport for their enjoyment—not yours.
- Encourage, but do not force your children to participate.
- Focus on efforts and performance of the players and not on winning or losing.
- Never ridicule or yell at any player for making a mistake or for a loss.
- Encourage children to always play according to the rules and the spirit of the game.
- Respect the decisions of officials and settle disagreements without hostility or abuse.
- Appreciate and recognise the good performance and skills of all players—not just your own.
- Show appreciation for volunteer coaches, officials and administrators—without them your child could not participate in this sport.
- Never yell at or make derogatory remarks to an umpire—umpires at junior level are often youngsters trying their best albeit, at times, under difficult conditions. Like players, they too will make mistakes and we need to show the same level of tolerance of umpire's mistakes as we do for player's mistakes.
- All club officials volunteer their time and should not at any time, under any circumstances, be subjected to verbal or threatening abuse.
- Respect the rights, dignity and worth of all players and officials regardless of their gender, ability, cultural or racial background or religion.
- Respect the roles and responsibilities of team officials on game days and not enter designated zones around team bench during play, unless at request of trainer or any other team official.
- These codes of conduct extend to social networking sites such as, but not solely, Instagram, Snapchat, WhatsApp, Facebook and Twitter.



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CHILDREN'S BEHAVIOUR

We want to create an environment for every player to play to the best of their ability. This can only be achieved if parents work with the Coaches to ensure that their children behave respectfully towards their Coach and attend training with the understanding that this is a proper training session that demands their full effort and attention. If children are to improve their football they need to be able to listen and follow instructions and understand that they are not there to mess around and distract others.

If your child has behavioural challenges, we ask that you talk with your coaches about the best way to manage those issues and we may request additional support from yourselves.

VOLUNTEERING

Without parent involvement, the team cannot function properly. At a minimum, the Club expects parents to complete their rostered duties as detailed by the Team Manager.

Parents are able to request certain duties that fit in with their time commitments / areas of expertise and of course if certain duties are not possible, then this can be explained up front to the Team Manager.

If parents are scheduled to perform a duty and are unable to complete it on the day, they must take responsibility for swapping with another parent so that the team and players are not disadvantaged.

In addition to match day duties, there are a host of other options available to parents who wish to be more involved, with anything from assisting at social events (running a raffle, helping set or pack up clubrooms) to providing first aid, taking photos / writing articles for the website etc.

The Committee are very open to new ideas and initiatives and would welcome input and assistance from any parent who is able to give some time to the Club.

COMMUNICATION

Means of Communication

Our preferred means of communication to players/parents is via email and our website. Team based communications are also managed through WhatsApp, Stack TeamApp or other portals at the Coach & Team Managers discretion.

Please ensure the club has an email address you can be contacted on. Most information will be sent by your Team Manager, but important messages are often sent from the club directly via the club Secretary.

Many Team Managers prefer to communicate via the team's chosen instant messaging portal for last minute changes, so please ensure any change to your mobile phone numbers are noted by your Team Manager.

Parents should not have unauthorised contact with children and young people online, by phone, by email (or other electronic communication) or by any other social media avenue.

The Club also produces and distributes a regular newsletter via email which will provide match reports, details on upcoming events and other relevant club information. If you do not receive your copy via email, check your 'spam' or junk mail folders, otherwise please let us know and we can check what email address we have registered for you on file.



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Absences

Coaches and Team Managers must be informed of any absences from training and matches with as much notice possible to allow for contingency planning.

Issue Resolution / Escalation

If parents have any issues involving their child, either at training or on match day, this should always be discussed with the Coach and Team Manager, raised at a minimum 24 hours post-game or training session. If a satisfactory resolution is not reached, then further communication should be entered into with the Club President and Executive Committee.

We ask all players, parents, officials and supporters of our club not to make direct contact of any nature (ie: by telephone, email, mail or any other form of communication) with any member of the NFNL Executive or other Clubs. If you have an issue you would like raised, please speak with the Club President or Club Secretary.

CREATING A SOCIAL ENVIRONMENT

The Club prides itself on its welcoming and family friendly environment. One of the ways we achieve this environment is through our social events. The Club holds weekly 'Family BBQ's' that are hosted by one or two teams each week and we ask that the parents support these events through attendance and providing help on the night.

In addition to promoting camaraderie amongst the Club, these events are an opportunity for members to hear updates from the Committee and to raise funds necessary for the operation of our club.

MATCH DAY OFFICIAL & PARENT/GUARDIAN DUTIES:

Duties and match-day roles are broken down in to two categories... *On-field* and *Off-field*:

ON FIELD ROLES:

- Runner*^
- Trainer (First Aider)*^#
- Water Carriers*^ (not applicable for u9 & u10 teams)
- Boundary Umpire*^ (not applicable for u9 & u10 teams)
- Goal Umpire *^
- Umpires Escort*^
- Ground Steward (Mixed u9's & 10's and Girls u10's & 12's only) (Home games only)

OFF FIELD ROLES:

- Time-keeper / Score Keeper ^
- Canteen Assistant (Home games only)
- Oranges & Snakes

* Must have a current "Working with Children Check"

^ Must be registered as an "official" with NFNL on "GameDay"

Must hold current certifications for "Provide First Aid HLTAID011" and "Provide CPR HLTAID009"



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If any parent/guardian feels uncomfortable performing certain duties or roles, they should discuss this with the Team Manger.

If a parent/guardian is unable to perform their rostered duty or role (due to illness, absence, etc), it is their responsibility to first attempt to swap with another family, and then advise the Team Manger of the roster change *at the earliest possible opportunity.*

ROLE DESCRIPTIONS:

On-Field Roles

Runner

The Runners must be an adult (over 18 years old) whos role is to deliver messages between the coaching staff and players on the field. Runners are permitted to run messages to a maximum of 2 players before they must leave the field.

Runners must wear black shorts or pants (no denim) and will be provided the approved green NFNL runner's shirt to wear during the game.

Runners are not permitted to stay on the field for extended periods. They may not coach, barrack or in any way deliberately obstruct play or interfere with a player or official from the opposing team. A field umpire may order from the field if they feel that the Runner is in breach of the By-Laws.

Runners are not required for Under 9's & 10's games

Trainer (First Aider)

The Trainers role is to provide First Aid to players injured on the field.

Trainers must hold a valid First Aid accreditation (Provide First Aid HLTAID011) and have performed the CPR refresher course (Provide CPR HLTAID009) in the past 12 months. Any courses a Trainer is required to complete to obtain current accreditations will be organised by the club, or costs will be reimbursed to you by the club.

If an incident arises that requires the Trainer, the Trainer attends to the player on the field. The Trainer can also seek additional assistance and instructions from qualified medical personnel where available or provided (NB- RJFC engages Colmed Group to provide a specialist sports paramedic at all games held at Research Park. Some, but not all, football clubs provide a similar service).

Further specific instructions and guidelines regarding injury treatment and requirements for completing Trainer Game Reports will be provided along with the team medical kit.

Trainers must wear black shorts, pants or leggings (no denim) and will be provided the approved white NFNL Trainers's top to wear during the game.

Water Carrier (Under 12's up)

The Water Carrier (min age for junior competitions is 12 years of age) role is to run water to players on the field during the games, based in different parts of the ground, behind the boundary line and not at the coach's box.

Water Carriers are not to be utilised to carry messages to players, and are not permitted to stay on the field for extended periods of time. They may not coach, barrack or in any way deliberately obstruct players or interfere with a player or official from the opposing team. A field umpire may order the Water Carrier from the field if they feel that the Runner is in breach of the By-Laws.

Boundary Umpire

The Boundary Umpire's roles is to identify and determine when the ball goes out of the field of play and under what circumstances (carried, deliberate, on the full, etc), identifying through hand signals and whistle blow, and undertake the boundary throw-in under the direction of the field umpires.

The boundary umpire must be of the appropriate age (refer to NFNL Sch.8 Officials Role Descriptions), competent and fit enough to complete their duties, wear black shorts, pants or leggings (no denim) and the appropriate bib/shirt to identify themselves as the boundary umpire.



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The field umpire has the power to over-rule a decision by a club-appointed boundary umpire or goal umpire if he/she believes such decision to be incorrect.

Goal Umpire

The Goal Umpire must be at least 15 years of age, whose role is to identify and determine if a scoring shot is a goal or a minor score (behind, touched, rushed, hit post, etc), identifying through hand signals and waving the flag/s to mark 'all clear'

The goal umpire must wear the appropriate bib to identify themselves as the goal umpire and be equipped with a set of goal flags, scorecard and pen/pencil for recording scores.

The goal umpire will keep score for both teams, confirming the match score with the other goal umpire at the conclusion of each quarter and notify the scoreboard operators accordingly. In the event of a dispute/discrepancy between the goal-umpires, they should confer with the time-keepers who will also be keeping the score of the match.

Umpire's Escort

The Umpire Escort must be an adult (over 18 years of age) whose role is to escort the field umpire(s) to and from the ground at the beginning of the match, at half-time and the end of the match. The umpire is to be escorted by the Umpire's Escort from where the umpire is at the time the siren sounds to end the half or the game to the door of the umpire's room.

The Umpire Escort will also hand in the completed Team Sheet on behalf of the Team Manager before half-time

Ground Steward

The Ground Steward's role is to set-up the ground for modified rules (U9's & 10's mixed & u10'2 & 12's Girls) games where the ground needs to be 'shortened' or 'zones' need to be marked out, using cones and portable goal posts.

At the conclusion of the modified rules game, the Ground Steward will also be required to collect and remove from the ground any cones or posts put out, ensuring the ground is ready for the next game.

Off-Field Roles

Time / Score Keeper

The Timekeeper must be an adult (over 18 years old) and is responsible for recording match scores and, if they are the "Home" team, managing the timing device and playing the siren at the required times.

The timekeeper shall also be responsible for operating the the score-board for home matches (non-modified rules only) and updating scores, etc.

There is no "time-on" for any stoppages, except in exceptional circumstances under the instruction of the field umpire(s) made in the appropriate manner.

The time-keeper shall also record the scores of the match on the reverse side of the time-keepers card as a check in the case of a dispute between the Goal Umpire(s). The time-keeper shall complete and sign the time-keepers card and verify the accuracy of its information.

The time-keeper will be provided with details of the length of quarters and break's, as well as intervals for the various times the siren is to be played.

Canteen Assistants

Whenever playing at 'home', 2 volunteers are supplied to the canteen for the duration of the teams' home matches, or as directed by the permanent canteen staff.

The 2 parent/guardian volunteers share this duty to assist in the canteen from

1/ the commencement of the match (or earlier if possible) until the end of the half-time break; and

2/ from the start of the half-time break until the commencement of the next match or until patronage of the canteen has subsided.

By adhering to this process, there will be sufficient numbers of people serving during the 'peak' periods (which are the half-time breaks and end of match).



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Team Oranges & Snakes

Provide pre-cut oranges in a labelled container for half time and snakes for the end of the game.

These are to be delivered to the Team Manager prior to the team running out on to the field before the game commences.

As a guide, approximately ½ an orange per player is sufficient.

WORKING WITH CHILDREN CHECKS

In line with the Victorian Government's Child Safety Standards that came into effect on 1st January 2017, all match day on-field duties (and some off-field roles) are to be performed by parents/guardians holding a current "Working With Children Check".

As such, each family is required to have at least one member who holds a current "Working With Children Check". Applications for a check are made on-line (<https://www.workingwithchildren.vic.gov.au/>) and are required as part of parent/guardian registration as an "Official" with the NFNL on "GameDay".

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