



CAULFIELD BEARS JUNIOR FOOTBALL CLUB

# CLUB HANDBOOK

Season 2025

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# WELCOME TO SEASON 2025

**On behalf of the Committee, it is my great pleasure to welcome all players, parents, officials, and supporters to the Caulfield Bears Junior Football Club for what promises to be an exciting 2025 season!**

We're proud to build on the success of 2024, where we celebrated three Premiership victories and two Runner-Up finishes—a fantastic achievement made possible by the dedication of our players, the tireless efforts of our coaches and volunteers, and the incredible support of our families. Equally important to us is acknowledging that not every team can achieve success each year. We deeply value the resilience and perseverance displayed by players in teams who faced a challenging 2024. These kids' spirit is a testament to strong leadership and our fantastic community. This is the essence of our Bears, and we are excited to see their hard work rewarded with success on the field this season.

This Club Handbook will guide you about the season ahead. Inside, you'll find details on:

- **Our club's core values and policies**
- **Codes of Conduct for players, parents, and supporters**
- **How the club is structured and operates**
- **Expectations for every member of the Caulfield Bears community**
- **Key contact details for club personnel**
- **And other essential information to help you make the most of the season.**

We encourage all players and parents to read through the handbook carefully. Parents, please take a moment to discuss the key points with your child and family members involved with the club.

As a community-driven club, the Caulfield Bears rely on the passion and hard work of our volunteers. Running a junior club takes a tremendous team effort, and we're deeply grateful to everyone who has stepped up to contribute this season. If you'd like to get more involved, we'd love to hear from you—please reach out to our Club Secretary to learn how you can help.

We're also thankful for the continued support of our generous sponsors in 2025. Their backing is crucial to our club's success, so we encourage all Bears families to support these businesses whenever possible.

At the Caulfield Bears, our goal is to create an environment where every player can grow, thrive, and enjoy the game—both on and off the field. We hope you and your family will dive into the season and embrace the Bears spirit. Your feedback, ideas, and helping hands are always welcome!

Here's to another great year of football, teamwork, and community!

**Kerry Widjaja**  
President

# CLUB OVERVIEW

## Fact File

**Name:** Caulfield Bears Junior Football Club.

**Home Ground and Facilities:** Koornang Park — Corner of Munro Avenue and Koornang Road, Carnegie. Our second home ground is East Caulfield Reserve — Corner of Dudley Street and Dandenong Road, East Caulfield.

**Competition:** SMJFL (Southern Metro Junior Football League) <https://www.smjfl.com.au/>.

**Teams:** The SMJFL provides competitions for the following age groups: Mixed teams Under 8 – Under 14 age groups. Boys teams Under 15 – Under 17.5 age groups. Girls teams Under 8 – Under 18 age groups.

We are actively seeking to grow our Girls teams offering as the SMJFL introduces more competitions in the younger age groups.

**Games:** Sundays from 8.30am commencing with the youngest teams. Games last for around 70 minutes for Under 8's-Under 10s through to 110 minutes for the Under 17's.

**Training:** Teams train in the evenings Mon–Fri either at Koornang Park or at our secondary ground East Caulfield Reserve.

**Auskick:** Our popular Friday evening Auskick programs runs from 5:30pm - 6:45pm at Koornang Park. We also offer a Saturday morning session from 9:00am – 10:30am at Koornang Park.

## Club Administration

The Club is administered and organised by a Committee of Management (CoM) that is elected once a year at the AGM when all positions are declared vacant. The CoM are usually parents of players and ideally represent all age groups.

If anyone is interested in assisting either on Committee or with a variety of other non-committee roles, then they should contact the Club Secretary ([secretary@caulfieldbears.com.au](mailto:secretary@caulfieldbears.com.au)).

## Club Ethos

The Club has a strong community focus and strives to create a welcoming atmosphere for all players and their families. We want to be a cohesive club, not a collection of teams.

We encourage our teams to be competitive whilst also focusing on the enjoyment of football, skill development and the promotion of good sportsmanship. The development of the players' character is as important as the development of their football.

## Club History

The Glen Orme Junior Football Club (the precursor to the Caulfield Bears JFC) was formed in 1961 and has operated continuously since then. Initially the Club consisted of three teams (Under 11, Under 13 and Under 15) playing in the Bentleigh McKinnon Youth Football League.

Over the years, the junior club has enjoyed many highs with teams competing in finals series and winning 22 premierships. Our most recent successes have been:

- 2018 U12 Girls Purple Premiership
- 2018 U10 Lightning Carnival
- 2018 U11 Division 2 Premiership
- 2019 U10 Lightning Carnival
- 2022 U11 Mixed Division 6 Premiership
- 2022 U13 Mixed Division 2 Premiership
- 2022 U14 Mixed Division 3 Premiership
- 2022 U16 Girls Division 2 Premiership
- 2023 U13 Mixed Division 5 Premiership
- 2024 U14 Mixed Division 4 Premiership
- 2024 U15 Boys Division 5 Premiership
- 2024 U17.5 Boys Division 2 Premiership

We are very proud of our history of on and off-field success and we hope all current and past players, parents and supporters help us continue our tradition of being the “family club”.

## Players Registration and Fees

Registration for each season typically opens in November of the proceeding year. Annual registration fees are set by the Committee with a focus on keeping fees at a level equitable to other football clubs and sporting codes locally.

Registration for Junior Football, Auskick and Superkick occurs via the PlayHQ, the platform selected by SMJFL. Registration details are added to the Clubs website each year here: <https://caulfieldbears.com.au/juniorteam/registration/>.

## Team Administration

Each team is run by the following volunteers:

### 1) Coach

Coaches are appointed annually with expressions of interest to the club commencing in September of the year prior. Once appointed, the Coach is responsible for the on-field running of the team and training sessions. They must have completed a relevant coaching accreditation and comply with the AFL, SMJFL and Club Codes of Conduct.

Coaches must register and obtain accreditation by registering at PlayAFL - Become a Coach: <https://play.afl/coach/become-a-coach>. Registration and accreditation is required annually even if you are a returning coach. Accreditation includes an accrual system enabling returning coaches to carry over previous learning towards re-accreditation.

It is also generally the coaches responsibility to appoint an Assistant Coach, Team Manager and a Runner.



The Club will appoint a Coaching Coordinator who will assist with meeting accreditation requirements and any other coaching development opportunities throughout the year. All coaches and assistant coaches should be familiar with and keep on hand a copy of the SMJFL by-laws prior to the commencement of Round 1: <https://www.smjfl.com.au/rules-bylaws-and-policies>

## 2) Team Manager

The Team Manager is responsible for the administration of the team. They organise duty rosters and administration for match days and communicate team and club information.

The Club appoints a Team Manager Coordinator each year to streamline communications and support Team Managers in undertaking their duties.

All Team Managers should read and keep on hand a copy of the SMJFL Team Managers Handbook as well as be familiar with and keep on hand a copy of the SMJFL by-laws prior to the commencement of Round 1. Both the handbook and bylaws are available here: <https://www.smjfl.com.au/rules-bylaws-and-policies>.

## 3) Trainer

The trainer looks after the physical welfare of the players on match day. They must hold a minimum Level 1 First Aid qualification with a CPR component that is updated every 12 months. A doctor, physiotherapist or Registered Nurse can act as a trainer, provided they have a CPR component that is updated every twelve months.

All teams above Under 13s must have a trainer who has the additional qualification "AFL First Aid and Concussion Management online module." This course is provided by the AFL, and replaces the previous "Emergency Response Coordinator," qualification. The Club supports ongoing maintenance of these important qualifications, including through the payment of the relevant training fees.

The Team Manager is responsible for ensuring all teams have 2-3 trainers so one is always available for match day duties (no Trainer – no Play). The club appoints a Trainer coordinator to assist with the relevant qualifications prior to the commencement of Round 1.

## 4) Parent Umpires

Modified Rules teams (Under 8 – Under 10 mixed ) and (Under 8 – Under 12 girls) must provide a parent umpire who has been accredited by the SMJFL. The parent umpires ensure that the game is played according to the SMJFL's modified rules and assists the players with rule interpretations and game flow during their first few years of football.

The Coaches and Team Manager are responsible for nominating parent umpires and the Team Managers are to ensure parent umpires have completed training and have been accredited by the SMJFL.

## 5) Match Day Roles / Parent Duties:

Parental assistance is required on match day. Each Team Manager will organise a roster amongst the families to ensure that each match day duty is filled. Instructions will be given for each duty and parents may liaise with their Team Manager if they feel uncomfortable performing certain duties.

### Roles Include:

- Goal Umpire
- Boundary Umpire (Under 11s and Under 12s)
- Umpires Escort
- Time-keeper
- Water Carrier (U11's and above only)
- Match Reporter (for club newsletter)

Further information on match day roles can be found in the SMJFL by-laws.

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## Working With Children Check

In line with the Victorian Government's Child Safety Standards that came into effect on 1st January 2017, all roles listed in the Team Administration and also the Match Day Roles will be filled by parents with a current Working With Children Check (WWCC). Parents are required to register via PlayHQ with details of their valid WWCC before undertaking volunteer roles. WWCC can be obtained for free from the following: <https://www.vic.gov.au/working-with-children-check>.

SMJFL strictly monitors compliance and can apply penalties to the club should volunteers undertake roles without WWCC.

Each Team Manager, as part of their match day responsibilities will be required to follow up and ensure all parent volunteers have a valid WWCC and are registered in PlayHQ prior to the commencement of Round 1.

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## Social Events

The Club plans to hold four Family Nights annually. Dates of these nights will be published on the website, newsletter and club social media pages. These nights are a great way to gather and socialise in a relaxed and friendly environment. They are integral to the development of a positive club culture.

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## Club Policies

The Club has developed policies and procedures to clearly define who we are and what we stand for:

- Child Empowerment Policy
- Child Safety Policies & Procedures
- Coach Selection Process
- Codes of Conduct
- Issue Resolution Policy & Guidelines
- Vilification & Discrimination Policy
- Registrations & Team Selection Policy

Copies of these policies and procedures are available for viewing on our Club's website: <https://caulfieldbears.com.au/juniorteam/our-club/policies/>.

## Club Voting

Voting will be done solely by the coaching staff.

Voting for Club Awards is conducted for all age groups from U11. The Coaching Team will complete one set of votes for each round, including the finals matches. Players are eligible for Club Best and Fairest awards even if they are reported (and potentially suspended by the SMJFL as a result) by the umpires:

- 5 votes – Best player
- 4 votes – 2nd Best player
- 3 votes – 3rd Best player
- 2 votes – 4th Best player
- 1 vote – 5th Best player

Votes may be recorded on the voting form on the Bears website under policies and procedures.

At the end of the season player Best & Fairest Awards for U11 teams and above will be announced at the team end of year celebration.

All players in modified rules U8-U10 will receive participation awards.

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## Team Grading

Grading is performed by the SMJFL and its grading committee which consists of members nominated from across the SMJFL member clubs. Regular grading meetings are held to work out initial team gradings and to regrade teams after the initial rounds of the season. The procedure for grading is available on the SMJFL website: <https://www.smjfl.com.au/>

Where grading feedback is sought from clubs the Football Operations Manager will be responsible for collecting, collating and presenting the feedback to the SMJFL using the approved procedure.

Grading is not specified for modified teams U8-U10.

## Pre-Season fitness program

To improve the fitness of its players, the Club may run a pre-season fitness training program. This is generally run for 6-8 weeks from early February through to March/April depending on the hand-over of our regular training grounds as arranged by the Glen Eira Council ahead of the regular season start. Pre-season training is organised by the Football Operations Manager. Grounds are booked with Glen Eira Council based on availability particularly around their use for the cricket season.

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## Senior Football

We are closely associated with the Caulfield Football and Netball Club which is also based at Koornang Park. The two clubs are separate legal entities, however, they are working closely together to forge a stronger pathway for players leaving U17 junior football wishing to transition into Senior Football. availability particularly around their use for the cricket season.

# FOOTBALL PATHWAY

**The Club and the SMJFL provide a pathway for footballers from Auskick and Superkick to Under 17's and beyond.**

**All players are allocated into teams in line with the Club's 'Team Selection Policy' before the season starts. Teams are treated differently depending on the age group.**

## Auskick and Superkick

The Caulfield Bears AFL Auskick and Superkick programs are the perfect way to introduce children aged between 5-12 years to the skills of the game of Australian football. Our program is based on a weekly coaching program that focuses on teaching the skills of the game through appropriately modified activities and rules. The emphasis is on providing a fun and safe environment for both kids and parents.

Children can start Auskick in the calendar year they turn 5 while Superkick is aimed at anyone 8-12 wanting to get a feel for footy without the pressure of formal games.

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## Modified Rules Teams: Under 8s, 9s and 10s

The emphasis at these age levels is on learning the game, fun and participation. Each player has equal time on the field in each position, irrespective of ability. There is no visible score board, ladder or finals and the rules are modified. There is a Lightning Carnival at the end of the season where groups of four teams play off against each other as a finale to the season.

Parents are encouraged to support this low-key approach to the beginning of their child's football journey with the understanding that as the child progresses through the age groups, the level of competition increases.

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## Under 11 – Under 13

In this age group, the rules are updated and scoring is properly introduced. Scoring is published and ladders are available for viewing on the SMJFL website. However, at this age group there is a "mercy rule" and any winning margin greater than 60 points is not shown.

At the end of the season qualifying teams will play off in a finals series with the winning team achieving a premiership.

All players in this age group are to be given the opportunity of fair and reasonable playing time irrespective of ability or skill or any other factor. However, attendance and attitude at training sessions and games will also possibly influence game time and the expectations of all players is to attend training and show respect to the coaching department at all times. The coaches will have absolute discretion on game day selection and should there be any issues, a parent is to follow the issues resolution policy.

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## Under 14 – Under 17

In the top age groups, SMJFL divisions are more evident.

If there is more than one team in the age group, the teams will be graded based on football ability as determined by the team Coaches.

At the end of the season qualifying teams will play off in a finals series with the winning team achieving a premiership.

All players will be expected to gain a level of fitness as required to play in these age levels. Fitness will have an influence on game time as will attendance and attitude at training sessions. Attendance and a good attitude level at training sessions will receive preferential consideration.

Players not training and/or arriving late for training and/or match day may disadvantage their eligibility for selection or match time quota. If any player (across all teams) breaches the Club's policies, the Coach and/or Committee may impose an appropriate penalty for such a breach. Any penalty must be consistently applied to all players who breach Club policy, irrespective of ability, skill or any other factor. The coaches will have absolute discretion on game day selection and should there be any issues, a parent is to follow issues resolution policy.

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## Girls Football

All girls are encouraged and welcome to play football with the Club. Girls may play in Girls teams or Mixed teams up to and including Under 14s when thereafter the competition ceases to be mixed.

There is a full girls competition run by the SMJFL from U8 to U18 with the Bears progressively seeking to provide teams in each age group. This competition has slightly modified rules to the mixed teams and can be viewed in the SMJFL bylaws.

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## Development Pathways

The St Kilda Football Club (St Kilda FC) and the SMJFL have signed an agreement to partner on a single development and high potential pathway program in the SMJFL region.

St Kilda FC's Next Generation Academy (NGA) for partners with the SMJFL's Interleague Program, also known as the AFL VIC Junior Metro Development Series (AVJMDS).

Players may be invited to participate at U12 – U15 levels – both Boys and Girls. Invitations to participate are made at the discretion of the NGA and SMJFL Talent Pathways team. The NGA and SMJFL seek input from the Club, in addition to their own scouting reports and other sources.

In addition to the NGA and Interleague Programs, a player U16 and above may be invited to train with a Coates Talent League Team such as the Sandringham Dragons or Oakleigh Chargers, depending upon their residential address. AFL clubs recruit/draft players from the Coates Talent League.

Full details of the pathway program is available here: <https://www.smjfl.com.au/pathways>



# MATCH DAY

## Arrival

Prior to the first match played at a Venue on any given match day, the Team Manager of the Home Team/Ground must complete a ground inspection and fill in a Ground Inspection Report filled in – refer Venue Set-up in the SMJFL Team Managers Manual.

Prior to each game, the Team Manager of the Home Team is to ensure the ground has been inspected, is properly set-up and suitable for play.

All players and officials should arrive at the match venue no later than the time announced by their Coach/Team Manager dressed in their approved uniform including mouthguards (no mouthguard/no play). Attire/Boots must be clean and presentable on match days.

Players who arrive late for their match and have not communicated with their respective Coach or Team Manager may be disadvantaged in regard to their allocation of playing time.

Player/parents should notify the medical staff or team manager of any requirements regarding strapping, massaging, medical conditions, injuries requiring treatment, etc. Parents are responsible for notifying medical staff or team officials of their children's injuries/illness which may affect their health or well-being.

At home games parents are expected to assist in setting up the ground and clubrooms prior to the first fixtured game and to assist with packing up after the last game of the day.

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## Player Send-Offs

Players may be sent off by the Field Umpire, in their absolute discretion, for either one quarter (Yellow Card) or for the remainder of the match (Red Card). A replacement player may not take the field as a result of a send off.

Yellow Card offences audible obscenity, unsporting behaviour, or other forms of misconduct. More serious offences such as striking may result in a Red Card. If a player is sent from the field twice in any one match, they will be automatically suspended for one match in addition to any other sanction because of receiving a Red Card.

If a player is sent off the field for any indiscretion, they will be reprimanded by the club. Club imposed sanctions may include a suspension.

The "White Card" is a management tool for Umpires to deal with unacceptable team bench behaviours (Coaches and Team Officials).

The following behaviours when observed (audibly or visually) within the immediate vicinity of a coaching box can result in the issuing of a white card, including but not limited to; continuously disputing and/or arguing the decision of umpires, behaving in a demonstrative way towards or in relation to an umpire, using abusive or insulting language, breaches of code of conduct or any other behaviour considered as misconduct.

Where a team bench demonstrates unacceptable behaviours, an officiating umpire may initiate the white card system as per 3 phases:

- Phase 1 – White card shown, free kick
- Phase 2 – White card shown, free kick and 25/50m penalty
- Phase 3 – White card shown, followed immediately by red card, free kick and 50/100m penalty, Head Coach is removed from bench (regardless of official at fault).

Should a team wish to have clarification on why a white card was issued, only the team captain or Team Manager may respectfully ask this of the umpire in between quarters.

In the event a team Coach is removed, they must be replaced by another accredited coach/assistant coach before match play can continue.

Further information is available in the SMJFL by-laws.

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## Reported Players

Players may be reported by the Field Umpire(s) for Reportable Offences (such as striking, abusive language, unruly play, etc) in accordance with SMJFL Bylaws. Players and Officials who are the subject of a report or complaint may, at the SMJFL CEO's absolute discretion, be referred to an independent Investigator, or be offered a set penalty rather than appear before the Tribunal.

Details of the set penalties are available in SMJFL Bylaws.

If a player is reported and found to be guilty on two occasions during any season they will be required to meet with the club's Executive Committee to explain why their registration should not be terminated.

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## Alcohol

No alcohol can be consumed on any part of the premises (oval, grand stand, changing rooms, social rooms) or surrounding areas prior to and whilst an SMJFL game is in progress. This includes practice matches where an SMJFL umpire is appointed.

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## Smoking / Vaping

Koorng Park Pavilion and East Caulfield Reserve is a no smoking venue in line with Council regulations. Smoking is not permitted within the pavilion, in the grand stand or within 30m of the boundary line of the oval. Vaping is not permitted within 10m of a sporting venue during games or training, in accordance with the Tobacco Act 1987.

# CODE OF CONDUCT

**Codes of conduct have been established to document the standards of behaviour that are expected from all players, parents, supporters and officials of our Club.**

**It is the responsibility of everyone involved with our Club to ensure that these principles are upheld and maintained.**

**Breaches of these codes will not be tolerated and disciplinary action may be taken against offenders.**

## Coaches Code of Conduct

All of our coaches have adopted and signed the AFL Coaches Code of Conduct.

Any breaches of the codes of conduct may result in suspension and possible exclusion from the team's 'Best and Fairest' awards (only applicable to Under 11 – Under 17 age teams).

## Players Code of Conduct

The Club expects its players to observe acceptable codes of behaviour and sportsmanship at training, matches (before, during and after) and at Club functions.

### The code of conduct includes:

#### 1. Respecting the decision of umpires

The role of umpires is to be recognised and respected at all times. You should never argue the decision of an umpire, make negative or derogatory remarks or gestures towards them. If you have any confusion over rule interpretation, this should be addressed with the Coach or Team Manager at an appropriate time.

#### 2. Respecting and observing decisions of team officials

If a player disagrees with a decision made by a team official, they should discuss the issue in a calm and respectful manner with their Coach or Team Manager. Any form of physical or verbal abuse towards an official will not be tolerated.

#### 3. Playing within the spirit of the game – at all times

- Players are to abide by the laws of the game, the By-Laws of the SMJFL and the rules of the CBJFC.
- Players are to always compete fairly. You will win gracefully and honourably accept losses. You will deal with disappointments and set backs in a humble manner.

#### 4. Play for the right reasons

- Play for enjoyment and be the best you can.
- Put your club and team first. Show self control, self discipline and self respect

#### 5. Respect

- Always respect the rights, dignity and worth of all players, spectators and officials regardless of their race, gender, ability, cultural background or religion
- Be a team player that is supportive, provides constructive direction and positive reinforcement – never ridicule another player's mistakes or performance.
- Treat all participants as you would like to be treated and do not bully or take unfair advantage of others.

These codes of conduct extend to social networking sites such as, but not solely limited to: Facebook, Instagram, Snapchat and Twitter.

## Other Player Expectations

### Training

All players are expected to attend all training sessions and arrive on time. If you are unable to attend or will be late, the coach is to be contacted (before training begins). Failure to do so may prejudice team selection or playing time.

Players are required to follow the coaches' instructions and train to the best of their ability. Players are not to hinder another player's ability to train to their potential.

Players are required to wear / use the following items during each training session:

- Football boots
- Mouth guards
- Football shorts
- Football socks
- Caulfield Bears training top / football jumper

Note: hoodies are not to be worn during training.

### Property

The Club expects all players to treat property and equipment belonging to the Club with care and respect.

Water bottles are to be replaced after use and players are to help support staff pack up after training. Changing rooms are to be tidied after every session / game.

## Parents Code of Conduct

It is imperative that parents (and grandparents, other family members) 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 not on winning and losing.

- Never ridicule or yell at a 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, often 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 players mistakes.
- All club officials volunteer their time and should not 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.

These codes of conduct extend to social networking sites such as, but not solely limited to: Facebook, Instagram, Snapchat and Twitter.

## Other Parent Expectations

### 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 Coaches to ensure that their children behave respectfully towards their Coach and attend training with the understanding that it is a proper training session that demands their full attention and effort. 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 difficulties, 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 and 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 behind the bar for an hour) 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.

All volunteers will be asked to sign our Club's Volunteer Code of Conduct as part of our commitment to meeting the Victorian Government's Child Safety Standards.

## Communication

### Means of Communication

Our preferred means of communication to players/parents is via social media (Instagram & Facebook) and our Weekly Newsletter ("The Bear Facts") for general club-wide communications. Team Managers will typically use a combination of email and/or WhatsApp group chats. Please ensure the club has an email address you can be contacted on.

Many Team Managers prefer to use an SMS for last minute changes, so please ensure any change to your mobile phone numbers are noted by your Team Manager.

We will also produce and distribute a regular newsletter, 'The Bear Facts' which will provide match reports and other relevant club information. If you do not receive your copy of 'The Bear Facts', please let us know.

### Absences

Coaches and Team Managers must be informed of any absences from training and matches and the maximum amount of notice possible is requested 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. If a satisfactory resolution is not reached, then further communication should be entered into with the Club President and/or Vice President.

We ask all players, parents, officials and supporters of our club not to make direct contact of any nature with any member of the SMJFL Executive or other Clubs. If you have an issue you would like raised, please speak with the Club President and/or Vice President.

### Create 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 regular 'Family Nights' during the season that are hosted by different teams and we ask that the parents support these events through attendance and offering 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.

# PLAYER SAFETY

**Each team has a dedicated qualified trainer in attendance at all games.**

## **Other Player Safety strategies that we implement are:**

- Employ a Venue Trainer (through Colbrow Medics) at Koornang Park for all matches involving teams from Under 11s upwards. The Venue Trainer is a qualified paramedic.
- Provision of a Venue Trainer at East Caulfield Reserve is subject to agreement with other clubs that we ground share with throughout a season.
- The Club provides first aid equipment to all Trainers including industry standard first aid kit bags. There is a defibrillator in Rooms at Koornang Park and East Caulfield Reserve and a stretcher is accessible at all matches.
- Affix padding to goal posts.
- The boundary of the playing area of Koornang Park is a minimum distance of 4 metres from the perimeter fence.
- Enforce the wearing of a mouthguard. We will not allow a player to play a game without a mouthguard.
- Offer choice for players to wear appropriate head guards. It is the choice of the individual player (and his/her parents or guardians) whether to wear such safety equipment.
- We ask all players and parents to be observant of potential hazards. If you notice a potential hazard, please take immediate steps to either remove the hazard or minimise its impact and notify a club or team official.

## **Concussion Management**

The CBJFC follows the AFL Concussion guidelines and Return to Play protocols for the management of concussion consistent with the requirements of SMJFL. Any player who has suffered a concussion or is suspected of having concussion must be medically assessed by a qualified medical practitioner as soon as possible after the injury.

A player who has experienced a head injury may initially appear fine, but it is important that they are not allowed to resume playing and that the guidelines are strictly adhered to for their safety and wellbeing.

The player will not be able to return to playing or training until they pass each of the stages of graded return to play, including provision of a medical certificate giving them the all clear to resume full contact training, and concussion related symptoms do not reappear at any time.

Details on the SMJFL requirements and Clubs reporting obligations for concussion are available here: <https://caulfieldbears.com.au/juniorteam/player-management/concussion-guidelines/>.

## **Players with Pre-Existing Medical Conditions**

Parents must advise coaches and / or team managers of any pre-existing medical conditions that may require treatment during the course of the season (e.g. Asthma, Diabetes, history of concussions, etc.). This information will be passed onto the team trainer, along with any medication, inhalers etc for them to manage on match day.

Please note that coaches, team managers and trainers are not permitted to administer medication to players, including

asthma inhalers. Parents of younger children who require such assistance, must remain present during training and games.

## **Managing Injuries during a Match**

The welfare of all players takes precedence over the outcome of any match and is a responsibility the Club takes very seriously.

In the event of an injury, where possible / appropriate, a player will be immediately removed from the field and the injury assessed. Most minor injuries will be treated on the spot and a recommendation will be made by the Trainer on whether the player may continue to play. The team Trainer has full authority to override coaching staff on deciding whether a player may resume their match.

In the event of more serious injury, an ambulance may need to be called, or the player may need to be taken by a parent to hospital or doctor. The Club has an operational Medical Emergency procedure, which provides our Trainers and all Club Officials with full details on procedures to follow in the event of an emergency situation.

## **Rehabilitation of Injured Players**

After an injury a discussion will occur between the parents of the injured player and the Club to ensure that there is appropriate follow up to the injury. It is the responsibility of the parent to ensure that follow up treatment occurs. Medical certificates may need to be produced before training / match play can resume.

## **Insurance**

SMJFL has arranged the following insurances, via the AFL Australian Football National Risk Protection Program:

- |                                                   |                                                                                                |
|---------------------------------------------------|------------------------------------------------------------------------------------------------|
| • General Liability Insurance                     | \$20 million                                                                                   |
| • Products/Errors & Omissions Liability Insurance | \$20 million                                                                                   |
| • Non-Medicare Medicals                           | 50% reimbursement for items that are not claimable through Medicare (maximum \$2000 per claim) |
| • Quadriplegia/Paraplegia Benefit                 | \$1 million                                                                                    |

The above details are a summary of this insurance cover — for more details regarding this program, please visit the Marsh Insurance website of the insurance brokers who arranged the cover on behalf of the AFL and its affiliated leagues and clubs or speak with the Club Treasurer: <https://www.smjfl.com.au/marsh-insurance>.

Football is a contact sport and whilst we take all reasonable measures to minimise the risks involved, injuries do occur so it is extremely important that each player/parent has their own personal insurance (ie: Private Health Insurance, Disability Insurance and Ambulance cover) in order to cover the costs of physiotherapy, dental and ambulance.

The Club cannot (and will not) accept responsibility for the payment of any fees or costs incurred by players and/or parents for injuries sustained whilst playing / training for Australian football.



# PLAYING ATTIRE AND EQUIPMENT

## For all matches:

### Uniform

Players will be given a playing jersey (on loan) prior to the commencement of Round 1. The Team Manager must accurately record the allocation of all jumpers to players and ensure they are returned at the conclusion of the season. A penalty of \$70 will be issued to players who fail to return their club jumpers to cover replacement costs.

Players will receive a free training top prior to the commencement of each season (selected during registration), Team Managers will distribute these to players once they have been received.

**The following must be purchased on PlayHQ during registration, ordered online via our website: <https://www.caulfieldbears.com.au/juniorteam/merchandise/>, or available for purchase as advertised at season launch, practice matches etc:**

### Shorts\*

Navy Club shorts with SMJFL logo.

### Socks\*

Red Club socks with SMJFL logo.

\*Please note it is a requirement of the SMJFL that shorts and socks are purchased from our official supplier with the correct logo. Failure to wear the correct attire will result in Club sanctions from the SMJFL including fines and loss of points.

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## Other equipment can be purchased from the supplier of your choice:

### Football Boots

Boots must not have steel or aluminium studs (this is checked by the umpires before each match). The Club offers a free 'boot exchange'. Players can drop off old boots that no longer fit and select another pair from the basket inside the storage area.

### Mouthguards

These are compulsory. Players will not be allowed on the field if they have forgotten their mouthguard. The club has a preferred mouthguard supplier - Prosthétique Dental Designs.

For younger players <U10's a chemist bought mouthguard may suffice.

**Head protection is supported by the Club for those individuals who wish to wear them. Specific football head guards are available to purchase from sporting retailers and there are no colour requirements.**

### Compression Garments

Black, beige or a colour that matches team shorts are permissible, providing they are no longer than knee length. Chest compressions can be worn but should not be visible under club jumpers.

### Jewellery

No jewellery is allowed to be worn on match day, including body piercings which must be removed completely. Taping over jewellery or piercings is not permitted.

### Gloves

Gloves are not allowed to be worn unless the Club has obtained written dispensation from the CEO of the SMJFL. A cold day alone is not sufficient reason for the league to grant dispensation.

### Fingernails

Players are required to keep their fingernails trimmed to avoid scratching and / or inflicting other injuries to other Players. Where necessary, Players will be required to tape their fingernail.

Acrylic and Gel nails are permitted as long as they cannot be felt or seen over the top of the finger and that they are rounded and not sharp in any.

### Other Apparel Items

Other Protective Equipment such as helmets, mouthguards, shin guards and Breast protection may be worn consistent with the National Community Football Policy Handbook (NCFPH) Appendix 5 – Categories of Protective Equipment.

Players may wear sports specific prescription glasses that have been designed for use in contact sports e.g. shatter proof.

### Club Equipment

Each Team Manager will be allocated a Team Bag with the relevant team equipment for match days prior to the commencement of Round 1.

The Team Manager is to ensure all equipment is clearly marked as belonging to the club and the relevant team eg. CBJFC - U12 boys.

The Team Manager is to ensure they keep a checklist of Team equipment for its return at the end of the season.

Coaches will be allocated training equipment during pre-season as decided by the coaches and coaching coordinator.

Coaches are responsible for ensuring all training equipment is returned to the club at the end of the season.



# CLUB SONG

(Sung to the tune of the Carlton Football Club song)

We are the Caulfield Bears  
We are the good ol' Caulfield Bears  
We're the team that never lets you down  
We're the only team from Caulfield town  
With all the champions  
They like to send us  
We'll never give up  
And they'll know they've been playing  
against the famous Caulfield Bears.

**“GO BEARS”**



# 2025 COMMITTEE OF MANAGEMENT CONTACT DETAILS

## EXECUTIVE

<b>PRESIDENT</b>	<a href="mailto:president@caulfieldbears.com.au">president@caulfieldbears.com.au</a>
<b>VICE PRESIDENT</b>	<a href="mailto:vicepresident@caulfieldbears.com.au">vicepresident@caulfieldbears.com.au</a>
<b>SECRETARY</b>	<a href="mailto:secretary@caulfieldbears.com.au">secretary@caulfieldbears.com.au</a>
<b>TREASURER</b>	<a href="mailto:treasurer@caulfieldbears.com.au">treasurer@caulfieldbears.com.au</a>
<b>FOOTBALL OPERATIONS</b>	<a href="mailto:operations@caulfieldbears.com.au">operations@caulfieldbears.com.au</a>

## GENERAL COMMITTEE

<b>REGISTRAR</b>	<a href="mailto:registrations@caulfieldbears.com.au">registrations@caulfieldbears.com.au</a>
<b>INCIDENT OFFICER</b>	<a href="mailto:incidents@caulfieldberas.com.au">incidents@caulfieldberas.com.au</a>
<b>MARKETING COMMUNICATION</b>	<a href="mailto:marketing@caulfieldbears.com.au">marketing@caulfieldbears.com.au</a>
<b>AUSKICK LIAISON</b>	<a href="mailto:auskick@caulfieldbears.com.au">auskick@caulfieldbears.com.au</a>