



COACHING APPLICATION FORM FOR SEASON 2010

All coaching applications should be sent to
Berwick Junior Football Club Inc.
PO BOX 183, BERWICK VIC 3805

CLOSING DATE 30 OCTOBER 2010

Berwick Junior Football Club Inc.
PO BOX 183 Berwick Vic 3806
Email: jakblm@bigpond.com.au
Website: BJFC.com.au

APPLICATION TO COACH 2010

Name:..... **DOB:**

Address: **Post code:**

Phone: Home: **Work:** **Mobile:**

Email Address:

Name the age group/team you would like to coach:

Under: **Which Division:**

Do you have a child playing in this team? Yes / No

Are you a past/present member of BJFC? Yes / No

Please give a description of your personal football experience:

Did you play Junior Football? If yes, which club, what age levels etc.

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Did you play Senior Football? If yes, which club, what year, etc.

.....

Do you have any previous coaching experience? If yes, which sport, club, year etc.

.....

Do you hold a current Coaches Accreditation Certificate? Yes / No

If yes, what is your Accreditation NumberExpiry Date:

To be eligible to coach at Berwick Junior Football Club Inc., a minimum "Level 1 Coach Accreditation" is mandatory.

For you application to be considered you must hold a current accreditation or agree to attend a certified AFL Coach Accreditation course within a time frame determined by the club.

The course will be arranged and paid for by Berwick Junior Football Club Inc. and every effort will be made to book the date and venue in accordance with your availability.

Do you have any other skills, qualifications or experience you feel would be advantageous to this application?

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Do you have any personal references that would be advantageous to this application? Please attach a copy to the application.

Do you have a current Working with Children Check? If yes, please complete below. If no, are you willing to complete the necessary application to acquire a Working with Children Check
Yes / No

Working with Children Number Expiry Date

Do you have any comments that you would like to make? E.g. Why you would like to coach etc.

.....

.....

COACHES CODE OF CONDUCT

- I will abide by the AFL Coaches Code of Conduct, the AFL Rules of the game and the Rules and Codes of Conduct of the Berwick Junior Football Club Inc. and the Dandenong Districts Junior Football League.
- I will at all times operate within the spirit of the game and understand and practice fair play. I will also teach and encourage the players to do the same.
- I will remember that players participate for pleasure, and winning is only part of the fun.
- I will ensure that the time players spend with me is a positive experience in a positive environment, where skilled learning and development are priorities and not overshadowed by a desire to win.
- I will recognize that all players are deserving of equal time, attention and opportunities from the lowest skilled player to the highest skilled player.
- I will have due consideration for varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition
- I will avoid overplaying the talented players aiming to maximize participation and enjoyment for all players regardless of ability. I will ensure that all players are given the correct game time in accordance with club policy.
- I will be reasonable in the demand I make on the time commitments of the players in my care, having due consideration for their health and well being.
- I will not verbally or physically abuse, intimidate, or use threatening behaviour or language towards players in my care.
- I will refrain from unnecessary physical contact with players in my care. Any physical contact with a young person will be appropriate to the situation and necessary for the player's skill and development
- I will show concern and caution towards sick or injured players and recognise the significance of the injury or illness. I will seek and follow the advice of a club First Aid Trainer or a Physician, whichever is appropriate, in the circumstances concerning the return of an injured or ill player to training or competition. If a player has been under treatment from a physician I will request a certificate from that physician allowing the player to resume training or playing.
- I will stress and monitor safety always and ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
- I will respect the rights, dignity and worth of every young person and all other individuals within the context of my involvement in Australian Football and the Berwick Junior Football Club Inc., including refraining from any discriminatory practices on the basis of ability, gender, race, religion, ethnic background or special ability/disability.
- I will not verbally or physically abuse, intimidate or use threatening behaviour or language towards Berwick Junior Football Club Inc. committee persons or representatives of the league, coaches, game day officials, parents or spectators including all players, representatives, parents and spectators of other clubs.
- I will at all times, actively foster and display control, respect, professionalism and appropriate sporting behaviour towards all coaches, game day officials, club committee and administrators, parents, spectators and media, regardless of whether they are from Berwick Junior Football Club Inc. or from other clubs.
- I will obtain appropriate qualifications and keep up to date and informed regarding sound principles of coaching, skill development and the principles of growth and development of young people recognising that these are factors relating to the welfare of my players.
- I reject the use of performance enhancing substances in sport and will abide by the guidelines set forth in the AFL Drug Policy.

Coaches code of Conduct:

Please understand that should an alleged breach of the Berwick Junior Football Club Inc. Code of Conduct occur, it will be investigated by the nominated representatives of the committee. The representatives will determine whether a breach has occurred and if so, what penalty will be applied. This action is separate to any penalty that may be handed down by the DDJFL for incidents reported to them.

I, hereby commit, to the best of my ability, to uphold and adhere to the Berwick Junior Football Club Inc Coaches Code of Conduct, Operational Rules and Responsibilities and DDJFL Rules and Guidelines. I confirm that I have read and understood the attachments to this application form, I understand that as an integral component of my acceptance as a coach I must maintain a standard of behaviour and conduct that is in the best interests of the club, the game, the players in my care and all other volunteers and club members. In representing myself in an honest manner and without bringing the coaching profession, the Club or the Game in disrepute, I will endeavour to uphold all of this to the best of my ability:

Signature of Applicant:..... Date:/.../.....

BERWICK JUNIOR FOOTBALL CLUB INC.

GENERAL INFORMATION FOR PROSPECTIVE COACHES 2010

Introduction

Please forward to the PO BOX 183 Berwick 3806, your application which includes pages 2, 3, 4 and 5. The following is for your information only and should be kept for future referencing. The purpose of this information is to outline some basic information on topics that are commonly raised by Coaches through the football season.

It is important that you carefully read and understand the information contained in this document, has some of the content may have a bearing on your decision to either accept or reject an offer of appointment to coach in 2009, should it be extended to you.

This document does not claim to be exhaustive and gives basic information only. If you have any questions or concerns, please raise them with the President, Secretary or Registrar of Berwick Junior Football Club Inc without delay. All contact numbers and email addresses are available on our website.

For your information.

Applications:

All applications are judged on their own merit. Our objective is to appoint quality coaches that are suitably matched to the team they will wish to coach. Consideration will be given to the applicant's knowledge, experience and personality in relation to the age group they are applying for. For example: a person who has coached successfully at senior level will have the appropriate football knowledge and experience but may not have the personality and patience required to coach under 9's or under 10's. An applicant does not have to have a child of their own playing at the club or in the team they are applying to coach for. All appointed Coaches will be subject to Police Checks and stated earlier.

Tenure:

Coaches are appointed for one (1) season tenure. Commencing from date of appointment and terminating on the completion of the Berwick Junior Football Clubs Presentation Day/Night. All Coaches positions are then deemed to be vacant and applications will be sought from both existing coaches and new people for the following seasons. Coaches will only be eligible to coach one side for two consecutive seasons. After the second season is concluded, the coach may apply to coach another team, but will not be considered for a position coaching the side they have already coached for two years.

Dismissal:

The Berwick Junior Football Club Inc. reserves the right to dismiss a coach without prior notice if the Executive Committee feels justified in doing so.

Code of Conduct:

An alleged breach of the Berwick Junior Football Club Inc. Code of Conduct will be investigated by the nominated representatives of the committee. The representatives will determine whether a breach has occurred and if so, what penalty will be applied. This action is separate to any penalty that may be handed down by the DDJFL for incidents reported to them.

OPERATIONAL DUTIES

Email:

There will be daily/weekly information sent out to you. Practically all this information will be sent via email. For this reason it is critical that you have daily access to email. If you do not have your own email address you will need to arrange for someone to receive your emails and promptly pass the information on to you. In most cases, your Team Manager can meet this need, and however, if they also do not have an email address, you will need to make alternative arrangements for email access. Not reading an email will not be a sufficient defence, if you fail to do what is required by an email which has been sent to you.

Support staff:

You will be required to appoint capable people within your team to fulfil the positions of:

1. One Assistant Coach
2. One Team Manager
3. One Trainer (First aid)
4. One Runner
5. One General Committee Member (refer to following information)

Under 14's to 16's should seek to appoint two trainers. Coaches, Assistant Coaches and trainers will be already accredited or agree to attend and pass an approved accreditation course. The above are all compulsory appointments for all teams.

Assistant Coach:

It is a mandatory requirement that every team has an accredited Assistant Coach. The head coach is required to recommend a suitable person to fulfil the role; however, the Executive Committee reserves the right to give final approval on the appointment of the Assistant Coach.

Coaches Absence:

In the event of the head coach's absence, the assistance coach will be required to take on the full responsibilities of the head coach until their return.

Scheduled Games:

Football games are scheduled at the DDJFL's discretion on Friday nights, Saturday afternoons and Sundays. Coaches and support staff are expected to give their football commitment first priority and must be totally flexible in regard to game times. Fixtures released throughout the season have proven to be unreliable and many games are changed to accommodate various situations. E.g. shortage of umpires etc.

Game Changes:

Other than cases of exception and unforeseen circumstances, requests for game changes will not be considered.

Player Game Time:

Under 9's to 13's must receive a minimum of 3/4 of a game every week. Under 14's to 16's must receive a minimum of 1/2 a game every week.

Training: (all teams)

Commencement dates, times and venues will be determined by the Committee. Coaches are required to conduct occasional combined training sessions throughout the season to encourage club kinship and unity between all players.

Training: U13's to U 16's

The Division 1 and 2 Coaches at each age level will be required to work closely together to maximize the benefit for all players.

In Under 13's players are selected to play in either a division 1 or 2 competition. Grading Policy available on BJFC Website

From Under 14's to Under 16's it is proposed that each age group shall train as a squad for a period of 3-4 weeks. At the conclusion of this period, any player who wishes to change from their division may approach the coach of that team and request that he be considered for that team. This is subject a place in that team being available and is not compulsory. It is entirely up to the player to make the decision.

In 2009 BJFC will attempt to schedule training for both division of each age group on the same night, so that the teams can combine for "warm up/warm down" sessions and some training drills. Club kinship and unity between players is to encourage and fostered at all times. At BJFC we believe that there is no division between any of our players we are all one team.

Meetings:

Attendance at Coaches meetings is compulsory. All meetings are called at the discretion of the Committee. A Typical year would normally include 1 Pre-Season Coaches and Team Managers meeting and 2 Coaches meetings.

Set up/Pack Up & Building Security:

First home game of the day – The coach is responsible for setting up the ground for the day.

Last home game of the day - The coach is responsible for packing up the ground for the day.

Training Sessions – The Coach is responsible for set up and pack up on the completion of their training session.

Team parents are asked to help out but the final responsibility remains with the Coach.

Duties included, but are not limited to: Turning oval lights off/on, checking and locking all doors, returning all training gear and other items and neatly storing them in their designated areas, putting out/bringing in goal post padding, rubbish bins, stretchers, banners and ensuring that rooms are clean and swept.

Team Committee Member:

Unfortunately, due to the lack of assistance received in 2008, the committee has made the decision that each team at BJFC will have to appoint a Team Committee Member. This person will be a General Committee Member, and will not be expected to attend committee meetings unless they wish to. This person will be responsible for the following:

1. They will be on duty at each home game of their team. This equates to being available if there is an issue that needs to be dealt with by a committee member. If they feel they cannot sufficiently deal with the issue, they will contact an Executive member to assist them.
2. They will disarm the alarm if they have the first home game and they will set the alarm if they have the last home game.
3. They will ensure that whilst their team is playing that everyone is behaving responsibly, this includes coaches, assistance, etc. If they feel that there is an issue to be dealt with, they will contact the Executive Committee.
4. After the Coach, Assistant Coach and Team Manager, the General Committee Member will be available to anyone on your team that has an issue. This issue must then be brought to the Executive Committee.

The person, who is nominated to be the General Committee Member on your team, must not be rostered on for any other commitment. E.g. Canteen, water person, time keeper etc. They must be available to watch the game from a spectator perspective and be available at all times.

Family Nights:

Throughout the season, BJFC host a Family night (normally one a month during the season). These nights should be when the whole club comes together as one to celebrate the player's achievements and participation and to allow all families to communicate and enjoy each others company. The Coach is required to attend all Family Nights and to encourage all players and families to do the same.

Fundraising Functions & Activities:

Coaches are also asked to support the club in all its fundraising efforts by way of their own participation and their encouragement of others in the team to do the same.

Voting and Trophies:

End of year trophies are determined as follows:

Voting takes place for the duration of the home and away season and vote slips are distributed as follows:

1 Vote to the Coach, 1 Vote to the Assistant Coach and 1 Vote to a players parents (parental voting must be on a rotational basis with 1 vote per family per season)
Best & Fairest, Best & Fairest Runners Up are 1st, 2nd, 3rd place getters are determined by the club vote count. Best Team Player and Most Improved and 'Coaches Award' are determined by the Coach.

Communication:

All communications from the club to the coaches must be replied to and acted upon without delay.

The Club Secretary is the only person permitted to contact or correspond with the DDJFL any matter relating to the Berwick Junior Football Club Inc.

In Summary:

It you have any questions or queries; they would normally be directed to the Football Operations Manager. Unfortunately, BJFC do not currently have a committee member in this role, so all queries should be directed to the President, Secretary or Registrar as stated earlier. If you accept an offer to coach at Berwick Junior Football Club Inc. you will be expected to abide by all club policies, codes of conduct and instructions from the Football Department and Committee Decisions.

WHAT TO EXPECT FROM BJFC!

1. Appreciation and respect
2. Openness and Honesty
3. Information and Recognition
4. Consultation and Supervision
5. Support and Guidance

WHAT BJFC EXPECTS FROM YOU!

1. Good Organisation, energetic and enthusiasm
2. Encouraging and Supportive
3. Creative and Flexible
4. A careful observer and thoughtful planner
5. Good at delegating task to assistants and older, more skilled players
6. Knowledgeable and committed to improving their coaching
7. Caring and interested in the wellbeing of every player
8. Patient and understanding
9. Fair and Consistent
10. Fun to be around

SPECIAL SKILLS REQUIRED?

1. Leadership skills
2. Effective Communicator
3. Ability to analyse, study, plan and assess the game as it develops
4. Knowledge of football skills – technical and tactical
5. Ability to deal with a wide range of players, officials and supporters
6. Level 1 or 2 AFL Coach Accreditation
(Coaches Accreditation are arrange and paid for by BJFC)

DUTIES AND RESPONSIBILITIES

1. Adhere to and promote the Coach, league and club codes of Practice/Conduct
2. Accept and abide by all committee decisions
3. Have a competent understanding of game, competition, league and club rules
4. Attend all matches and training sessions
5. Plan, organise and run Training Sessions with age appropriate drills and development training
6. Instruct football skills and team tactics
7. Encourage and support all players to reach their full potential and maximize their enjoyment
8. Identify each individual player skill levels and match the learning experience for that player
9. Encourage parents to become your helpers at training session and on game day
10. Provide clear instruction and feedback to the team and individual players
11. Attend club meetings on request, represent the club at official club functions and activities
12. Continually seek to upgrade skills, knowledge of the game and training techniques
13. Have an understanding of injury prevention, care and risk management
14. Develop team morale and a rapport (connection) with the players
15. Make every effort to ensure that each players participation is a fun and positive experience



BERWICK JUNIOR FOOTBALL CLUB

COACHES CODE OF CONDUCT

1. Coaches that are chosen to represent the Berwick Junior Football Club will abide by the AFL Code of Conduct, Rules and Codes of Conduct of the Berwick Junior Football Club Inc. and the DDJFL.
2. Coaches must operate within the spirit of the game and understand and practice fair play and must teach and encourage their players to do the same.
3. Coaches must remember that players participate for pleasure, and winning is only part of the fun.
4. Coaches must recognise that all players are deserving of equal time, attention and opportunities from the lowest skilled player to the highest skilled player.
5. Players should receive a minimum of the following playing time on match day in accordance with AFL guidelines.
 - U/9 to U/13 $\frac{3}{4}$ of a game
 - U/14 to U/16 $\frac{1}{2}$ a game
6. The Berwick Junior Football Club will provide each Coach/Team Manager a standard form to record every player's playing time for each match. This completed form is to be kept by the Team Manager but may be called for by the Committee at any time.

Note: Berwick Junior Football Club encourages all coaches to play players for $\frac{3}{4}$ of a game, however from U/14 and above, it is at the Coach's discretion to field a team that has demonstrated to the Coach a strong desire to participate regularly at training and on match day. Nevertheless, they still must receive a minimum of $\frac{1}{2}$ a game.
7. A Coach must have due consideration to the varying maturity and ability levels of all players when designing practice schedules, practice activities and involvement in the competition.
8. A Coach is to avoid overplaying of talented players and aim to maximise participation and enjoyment for all players regardless of ability.
9. A Coach is to be reasonable in the demands they make on the time commitments of the players, having due consideration for their health and well being.
10. A Coach will not verbally or physically abuse, intimidate or use threatening behaviour or language towards any players in their care.
11. A Coach must refrain from any unnecessary physical contact with the player. Any physical contact with a young person will be appropriate to the situation and necessary for the player's skill development
12. A Coach will show concern and caution towards ill and injured players and recognise the significance of the injury or illness. Coaches will follow the advice of the a club First Aid Trainer or a Physician, whichever is appropriate, in the circumstances concerning the return of an injured or ill player to training and competition. If the player has been under a physician a certificate should be provided to the coach allowing the player to train or play.

13. A Coach will stress and monitor safety always and ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
14. A Coach will respect the rights, dignity and worth of every young person and all other individuals within the context of the coach's involvement, in Australian Football and the Berwick Junior Football Club Inc., including refraining from any discriminatory practices on the basis of ability, gender, race, religion, ethnic background or special ability/disability.
15. A Coach will attempt to play all players in as many positions as possible. In under 9's and under 10's, the coach will endeavour to play all players in every position at least once during the season.
16. A Coach will not verbally or physically abuse, intimidate or use threatening behaviour or language towards Berwick Junior Football Club Inc. Committee persons or representatives, league representatives, coaches, game day officials, parents or spectators including all players, representatives, parents and spectators of other clubs.
17. A Coach will at all times actively foster and display control, respect, professionalism and appropriate sporting behaviour, towards all coaches, game day officials, club committee and administrators, parents, spectators and media regardless of whether they are from Berwick Junior Football Club Inc or from other clubs.
18. A Coach will obtain appropriate qualifications and keep up to date and informed regarding sound principles of coaching, skill development and the principles of growth and development of young people recognising that these are factors relating to the welfare of players.
19. A Coach will reject the use of performance enhancing substances in sport and will abide by the guidelines set forth in the AFL Drug Policy
20. The Berwick Junior Football Club will supply 3 voting slips each week. It is the Team Manager's responsibility to ensure that one voting slip is provided to the Coaching Staff for nomination and the remaining two slips are evenly distributed to parents throughout the season. After the game, the voting slips are handed back to the Team Manager who deposits them in the box in the club rooms. Note: Team Managers must ensure that the voting slips are not handed to someone that has already voted throughout the football season.
21. The Berwick Junior Football Club gives all Coaches its full support in the implementation of these guidelines.