

HADFIELD FC HANDBOOK



Contents

1. Club details, including website and social media
2. Mission statement and club philosophy
3. Commitment to child safety and well-being
4. Codes of conduct
 - a. Club Administrators
 - b. Club Coaches
 - c. Club Officials
 - d. Parents and Volunteers
 - e. Players
5. Parent acknowledgment and consent
6. Social media policy
7. Issue resolution
8. Membership and Registration
9. Insurance
10. Team selection policy, player rotation
11. Club Song

1. Club details, including website

Home ground and training venue:

[James Martin Reserve, Box Forest Road, Hadfield, 3046](#)

Club website: <https://www.hadfieldfc.com.au>

E-mail: hawks@hadfieldfc.com.au

Facebook: <https://www.facebook.com/hadfieldhawksfc/>

Instagram: <https://www.instagram.com/hadfieldfc/>

2. Mission statement and club philosophy:

Hadfield Football Club aims to offer a facility where community members can participate in the sport of football in a safe and caring environment.

We want all our participants to enjoy being part of a community club where everyone is valued and respected.

Our Vision. We commit to:

- Provide quality facilities that give the participants the opportunity to enjoy playing at our club.
- Provide quality coaching and support to players and supporters.
- Provide the best opportunities for all participants to improve their skills.
- Provide a positive club environment where participation and growth are valued as important elements of recreational sport.
- Provide an environment that caters for the skills and aspirations of all involved.

What we aim to do:

- promote positive social skills within our club, including respect for others, playing, and supporting in an appropriate manner and being a good club person.
- Ensure teams are provided with coaches, team managers and other officials who support the club's aim of making involvement in our club and teams an enjoyable experience.
- Ensure skill development and enjoyment of participation in training are important elements of our sport.
- Provide opportunities for participants to experience a number of different roles and playing positions within each team, to promote individual growth.
- Provide opportunities for skill development in line with each person's aspirations and skills.
- Support each team's coach to develop their own coaching style in line with the club's philosophy.
- ensure that there are a number of measures of success within each team and the club as a whole, not just winning games of football.

3. Commitment to Child Safety and Well-being

Hadfield FC is committed to the safety and well-being of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Hadfield FC is committed to implementing and abiding by the Victorian Child Safe Standards (2022), which accentuates to *zero tolerance* for child abuse and raising awareness about the importance of child safety in our club and football community.

We are dedicated to protecting children from abuse and neglect and promote a child safe environment, maintaining children's wellbeing. We adhere to the *EDFL Child Safety policy* and guidelines to protect children from physical, sexual, emotional, and psychological abuse and neglect.

Hadfield FC ensures that all participants, including club members, parents, officials, and volunteers, have the shared responsibility of promoting a positive, safe and friendly environment to children and young people.

Hadfield FC welcomes diverse backgrounds and promotes cultural safety and awareness by being inclusive to all children who come from Aboriginal and or Torres Strait Islander communities, children with disabilities, children who come from culturally/linguistically diverse backgrounds and we do not tolerate any occurrences that represent abuse, neglect or derogatory/offensive manners or comments towards children and young people. The club has a disciplinary process and action will commence.

We value diversity and do not tolerate any discriminatory practices.

Hadfield FC is committed to empower children and to provide a safe environment to encourage all to play and to participate for the love of the football game.



CODE OF CONDUCT



HOME OF THE
HADFIELD
HAWKS
FOOTBALL CLUB

2024

4. Codes of Conduct

Codes of Conduct are an integral component of sporting activities, and the following codes complement the good work of many football bodies over several years and the Australian Sports Commission requirement.

Mandatory and Enforceable Codes of Conduct

The Essendon District Football League (EDFL) as the sport's Parent body upholds the requirement to enforce a Code of Conduct as introduced by individual clubs.

All affiliated EDFL clubs develop Codes of Conduct for all Coaches, Players, Parents, Supporters, Officials and Members. A member by default extends to family members of players of all age groups.

All players, coaches, officials, parents, supporters, and people involved with the Hadfield Football Club have a responsibility at all times to conduct themselves in an appropriate manner consistent with the following codes of conduct

Administrators Code of Conduct

All administrators of the Hadfield Football Club are expected to:

- Be a positive role model of showing respect to all: for facilities, opponents, umpires, parents, officials, spectators, and coaches, regardless of their gender, ability, affiliations, cultural background, or religion. Promote these values amongst the team.
- Make your club environment user friendly by providing equal opportunities for all to participate.
- Ensure the club facilities and programs are safe and in good conditions for all to use.
- Ensure programs, rules etc. are modified to suit the age, ability, and maturity of young people.
- Provide Coaches and administrators with quality supervision and instruction, and ensure they are well trained and set the right example.
- Direct coaches and officials to highlight appropriate behaviour and skill development.
- Ensure a Code of Conduct sheet is given to spectators, officials, parents, coaches, and players and encourage them to follow it.
- Maximise child safety by conducting volunteer screening.
- Implement policy and practices in relation to responsible use of alcohol and performance enhancing drugs.
- Adopt and implement relevant sport safety policies and practices.
- Listen to your players and involve them in decisions, leadership, planning and evaluation in relation to the club.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background, or religion.

Coaches' Code of Conduct

Coaches are required to sign the AFL Code of Conduct as part of the Foundation Level Accreditation requirement.

All coaches must be accredited to coach in our League.

All coaches are expected to:

- Respect and follow the Club's policies, procedures, and guidelines.
- Be a positive role model of showing respect to all: for facilities, opponents, umpires, parents, officials, spectators, and coaches, regardless of their gender, ability, affiliations, cultural background, or religion. Promote these values amongst the team.
- Always promote a positive environment
- Support all Club officials, including other coaches team managers etc.
- Understand that there is more to playing the game of football, than just winning on the scoreboard
- Provide opportunities for all players to play in a variety of positions.
- Abide by the Laws and Rules – always operate within the Laws of the Game and Rules of our club and the League and teach your players to do the same.
- Teach the game Rules – rules are mutual agreements which nobody should break.
- Group players appropriately – give all players equal attention and opportunities, everyone needs and deserves equal time.
- Avoid overplaying talented players – be reasonable in your demands on players' time, energy, and enthusiasm.
- Maximise fun – place winning in perspective, remember that young people participate for pleasure and winning is only part of it.
- Stress safety always – make sure equipment and facilities meet safety standards and suit the age and ability of your players.
- Consider maturity levels – devise training programs to suit all, ensure any physical contact with a young person is appropriate to the situation and necessary for the player's skill development.
- Recognise the importance of proper injury treatment – treat sick and injured players with care and seek professional advice on whether injured players are ready to resume training or competition.
- Keep up to date – with coaching practices and principles of physical growth and development.
- Attain coaching accreditation and update regularly.
- Always use positive language – no put-downs or negatives for our participants or those from the opposition.
- Create opportunities for participants to learn appropriate sports behaviour.

Club Officials, eg. Team Manager, runner, trainer etc. Code of Conduct

All officials are expected to:

- Respect and follow the Club's policies, procedures, and guidelines.
- Be a positive role model of showing respect to all: for facilities, opponents, umpires, parents, officials, spectators, and coaches, regardless of their gender, ability, affiliations, cultural background, or religion. Promote these values amongst the team.
- Always promote a positive environment
- Support all Club officials, including other coaches, team managers etc.
- Act appropriately, remembering that we are part of community, recreational sport.
- Maximise fun – place winning in perspective, remember that young people participate for pleasure and winning is only part of it.
- Abide by the Laws and Rules of the EDFL. Ensure you operate within the guidelines for each role.
- If it is part of your role, ensure a positive working relationship with officials from other teams is developed.
- Stress safety always – make sure equipment and facilities meet safety standards and suit the age and ability of your team.
- Always use positive language – no put-downs or negatives for our participants or those from the opposition.
- Create opportunities for participants to learn appropriate sports behaviour.

Parents, Guardians & Spectators Code of Conduct

All parents, supporters etc, are expected to:

- Set a positive example of appropriate behaviour.
- Respect and follow the Club's policies, procedures, and guidelines.
- Be a positive role model of showing respect to all: for facilities, opponents, umpires, parents, officials, spectators, and coaches, regardless of their gender, ability, affiliations, cultural background, or religion. Promote these values amongst the team.
- Remember that children play football for fun – they are not playing for your entertainment, nor are they miniature professionals. Involvement is for their enjoyment, not yours.
- Understand that there is more to playing sport than merely winning on the scoreboard.
- Support all Club officials, including coaches team managers etc. They are all volunteers helping teach young people how to play the game.
- Offer assistance to the team so that every opportunity is being provided for the best supervision and support.
- Focus on the players' efforts – Always use positive language and never ridicule or yell at a player for making a mistake or losing the game.
- Remember that players learn best from example. Applaud good play by both teams.
- Encourage players to always participate according to the rules and respect official's decisions.
- Recognise the value and importance of volunteer coaches and officials.
- Ensure you treat the umpires with respect. Their role is extremely difficult and extremely important to the game. Never yell at or abuse them. They are human, often young, and occasionally make mistakes just like the players do.
- If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public. Raise any concerns privately with the appropriate Club official.
- Condemn the use of violence in any form, be it by spectators, coaches, officials, or players.
- Discuss the Codes of Conduct with your son/daughter so that you are both aware of your obligations.
- Actively promote the Codes of Conduct and foster high standards of behaviour for your club at all times.

Please Note: Your failure to adhere to the Codes of Conduct may result in the withdrawal or suspension of your son (s)/daughters(s) registration to play in the EDFL and for The Hadfield Football Club.

Players Code of Conduct

All players are expected to:

- Represent our club in the correct manner.
- Support all Club officials, including other coaches team managers etc.
- Always play by the laws and rules – be a team player – be a good sport.
- Play fairly, respect the rights and dignity of all players regardless of their gender, ability, cultural background, or religion. Avoid ugly remarks based on race or gender.
- Control your emotions. Remember you are playing a weekend sport. Treat others as you would like to be treated: bullying will not be tolerated.
- Demonstrate respect to all people involved in your games. Verbal abuse to umpires, officials, parents, or other players is not acceptable.
- Ensure you treat the umpires with respect. Never yell at or abuse them. They are human and occasionally make mistakes just like the players do.
- Cooperate, support, and encourage your teammates. Your teams' performance will benefit, so will you.
- Don't forget to acknowledge opponents, officials, and umpires, e.g. shake hands before and after the game.
- Play for the "fun of it" – remember it's just a game!

General Supporters

The EDFL accepts that it is difficult for Clubs to control the behaviour of supporters who may not necessarily be a member of their Club. All effort is to be made by Club officials to approach any supporter who is displaying a poor attitude towards players, umpires, or other supporters and attempt to change the behaviour of such supporters. In the event of such supporters being from an opposing Club, officials of the opposing Club should be approached to engage with the supporters.

5. Parent Acknowledgement and Consent.

Parents are required to sign a consent form and acknowledgement that they have read the codes of conduct, and that their child or children will adhere to the codes of conduct whilst they represent the Hadfield football club.

Players who breach the codes of conduct may have their registration and membership revoked and they may be excluded from the playing group.

If a parent behaves in a way that the club considers to be at odds with their mission statement, or if their behaviour breaches the relevant codes of conduct, their child may be asked not to participate, and they may have their child's membership terminated.

By registering our child with the HADFIELD Football Club, we agree to abide by these principles and codes of conduct. We support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

PLAYER: _____
(print name) (signature)

PARENT/GUARDIAN: _____
(print name) (signature)

DATE: ____ / ____ / 2024

6. Social media policy

The football club recognises that social media is an important part of information sharing and communication between members. However, it is important for officials, community members, players and coaches to understand that all posts to do with the football club should be positive and social media should never be used to post negative comments about the Hadfield Football Club, the Essendon District Football League, or it's officials, or any players or any officials from any other Club etc.

Social media should never be used by any community member who has an issue with anyone to do with either our club or the league. There are proper processes for problem solving that don't involve negative posts on social media.

The Essendon District Football League has a strict media policy which allows it to take action against any person who uses social media in a negative way regarding any people who are part of the league, including individual football clubs, and people who represent those clubs.

7. Issue resolution

Issues regarding people from another club

If a parent or another community member from our club has an issue with any of the behaviour of any players, supporters or officials from another club they should raise this concern with the team manager or coach, who will discuss it with the junior coordinator or another club official on behalf of the parent or community member.

Parents, community members, coaches or other club officials should never attempt to have discussions with people from other clubs about any behaviour concerns they have during or after the games, on game day.

This should all be dealt with in official capacity, by the appropriate people during the week after the game.

All issues and complaints will be investigated thoroughly, and communication with everybody involved will follow.

Issues regarding people or decisions from our club

From time to time parents and community members may not fully understand why certain things are done regarding team selections, playing, or decisions made by coaches and other officials.

If a parent has an issue regarding team selection, or how things have operated on a game day, or the way an official or coach is involved with their team, there are people available to help understand the issue and the decisions that are made.

Parents should never take it upon themselves to try to question the decisions of Club officials, as there are often many reasons why decisions are made which are not always obvious to those who aren't involved in the decision-making.

Parents should speak to any of the following:

- the junior coordinator
- the coaching coordinator
- another club official

All of these people will be able to look into the issue and advise on the best way to have it resolved.

Issues regarding decisions made, or procedures overseen by the EDFL

Parents and community members should speak to the team coach, or team manager or if appropriate, the junior coordinator or another club official.

All of these people will ensure that any issue is looked into and will ensure that the appropriate person communicates back to you.

Parents and community members should never use social media to criticize decisions or actions, but instead should use the steps outlined above.

8. Membership and Registration

Membership of our club is different to being registered with the Essendon District Football League

Before the start of a new season, all junior players are required to complete:

1. a \$10 registration to the EDFL. This can be done by visiting Player HQ. See any junior official for details.
2. membership to Hadfield Football Club.

Junior membership includes match day fees, playing jumper (to be returned at the end of the season), bag, entry to presentation night for player and their family, use of all equipment, training, coaching etc.

The fees for 2024 are:

Under 8's \$180

Under 10 girls \$180

Under 10's - under 16's \$305

Under 18's men's and women \$320

Seniors:

\$500 (plus \$20 per senior game)

All new players must provide a photocopy of a Birth certificate or passport to complete the club membership process.

If parents or players have any problems with completing the membership they can see any Football Club official who will be able to help them complete the process, including making the payment.

9. Insurance

All clubs within the Essendon District Football League are required to take out public liability insurance which covers the club and its volunteers, and bronze level personal accident insurance.

The club's policy does not cover anything Medicare covers or Gap out of pocket expenses.

It is in every player's best interest to have their own personal private medical insurance.

All players play at their own risk and acknowledge that Australian Rules football is a contact sport where injuries may occur from time to time.

Hadfield Football Club urges all families to get their own personal private medical cover including ambulance cover.

It is important that you're aware that the club seeks permission at registration to pursue medical treatment if, and when, required at training and on match dates. It is for this reason that parents or guardians are required to be in attendance at training and on match day at all times.

10. Team selection policy

The club regularly has two teams playing in the same age group. These teams will play in different divisions playing against teams of a similar standard. The higher the grading the better the standard of competition.

When this happens, we try to ensure that all players are playing in teams that are suitable for their experience and ability.

As an example, we might have two under 12 teams, one of them might be in under 12 division two, the other team under 12 division five.

Ideally the higher ranked team would be made up of top-aged children and those who have been playing football longer and are more competent playing at that level.

The lower ranked team would ideally be made up of children who are the bottom age children, or who are less experienced, or less confident and capable at this stage.

As we have a number of players who start playing at various ages, we must provide a suitable environment for players wanting to experience football for the first time through to players who wish to develop their football skills for possible selection to representative football squads throughout Victoria.

There are a lot of factors that contribute to team selection, particularly around family issues, levels of ability and catering for the needs of all involved, including the ability to get children to and from games.

There are a number of criteria that we use when selecting teams within the same age group. They include:

- All players are placed in a team that is consistent with their level of ability and development so they feel comfortable and can participate in training and match day games confidently.
- Top age players would generally be playing in the higher grade
- Younger, less experienced players would generally be playing in the lower grade
- Player's safety and well-being is considered in team placement selection.
- We always endeavour to support families where a player has siblings playing in other age groups
- Consideration is given to families who rely on others to help with transport to and from games

We always endeavour to support families and any particular needs they have regarding where their children play.

Throughout the year the coaches will discuss with each other and families if they believe players should be moved between the divisions.

There will be continuing assessments to ensure players further their development. This may or may not include players moving between divisions during the season to maximise development opportunities.

Rotations and Participation Guidelines

Ideally each player should receive a minimum of 3 quarters in games during the home and away season. This may vary depending on safety, injuries, issues of player discipline and attendance at training and player fitness levels, but coaches will endeavour to rotate players throughout the game to ensure everyone gets equal game time.

Players will also experience playing in different positions to enhance their development. Coaches are free to do this in whatever manner suits their coaching style. Some coaches may rotate heavily throughout each game, whereas others may rotate positions from game to game.

If a team reaches finals, coaches will still endeavour to rotate players, but not to the same extent as Home and Away games. Some players may find they have less game time in finals than Home and Away games.

11. Club song

**We're a happy team at Hadfield
We're the mighty fighting Hawks
We love our club
And we play to win
Riding the bumps with a grin
At Hadfield**

**Come what may you'll find us striving
Team work is the thing that counts
Four, three, two,
One for all and all for one
Is the way we play at Hadfield**

We are the mighty, fighting hawks



**HOME OF THE
HADFIELD
HAWKS
FOOTBALL CLUB**