



OFFICER JUNIOR FOOTBALL CLUB

OPERATING GUIDELINES

Club = Officer Junior Football Club, League=South East Junior Football League
To be read in conjunction with SEJ By-Laws

	CONTENTS	Page	Amendments			
1	Committee Contacts	3				
2	Team Contacts	4				
3	Club Ethos	5				
4	Committee	5				
5	Volunteers	5				
6	Registration	6				
7	Teams	6				
8	Training	6				
9	Grounds	7				
10	Team Nights	8				
11	Correspondence	8				
12	Report of Incidents	8				
13	Approaching the Umpire	8				
14	Codes of Conduct	8				
15	Umpires	9				
16	Game Day	9				
17	Volunteer Officials	9	2011			
18	Game Day General	10				
19	Order Off	11				
20	Players Reports	11				
21	Players	11				
22	Injured Players	12				
23	Club Jumpers	12				
24	Discipline	12				
25	Game Time	12				
26	Games Played	13	2011			
27	Finals	13				
28	Player Recognition	13				
29	Presentation Day	14				
30	Ground Set Up	15				
31	Ground Pack Up	15				
32	End of Season Procedures	15	2011			
33	Risk Management	16				
34						
35						
36						

1. COMMITTEE CONTACTS

YEAR _____

	Name	Club Email	Phone	Alternate
www.okjfc.org.au	Officer Junior Football Club	okjfc@live.com.au	0403 583 240	OJFC PO Box 37 Officer, Victoria, 3809

President				
Vice President				
Secretary				
Treasurer				
Football Manager				
Registrar				
Communication				
Grounds				
Sponsorship				
Risk Management				
Fundraising				
Apparel				
General				

2. TEAM CONTACTS

YEAR _____

		Name	Phone	Mobile	Email
Under 9	Coach				
	Assistant				
	Manager				
	Trainer				
Under 10	Coach				
	Assistant				
	Manager				
	Trainer				
Under 11	Coach				
	Assistant				
	Manager				
	Trainer				
Under 12	Coach				
	Assistant				
	Manager				
	Trainer				
Under 13	Coach				
	Assistant				
	Manager				
	Trainer				
Under 14	Coach				
	Assistant				
	Manager				
	Trainer				
Under 15	Coach				
	Assistant				
	Manager				
	Trainer				
Under 16	Coach				
	Assistant				
	Manager				
	Trainer				

3. CLUB ETHOS

Our Club philosophy has always been one of encouragement, equality and fair play for all players. Where we warmly welcome new families and promote and maintain a family friendly culture within the Club.

Over the years, rather than turn players away, we have created extra teams to accommodate them and this is evident in the growth the Club has sustained. The emphasis is not all about winning but about giving as many children as possible a chance to play football within given constraints. We entrust the coaches to guide, train and teach the children the necessary skills required to play football and allow and encourage every child to reach their own potential. Every player has the right to expect, and to the best of our ability, be provided with, the opportunity to: have fun, learn and develop football skills, improve fitness, develop and foster teamwork and team spirit in a friendly, competitive environment. Volunteers at the club are asked to foster and promote the Club philosophy.

4. COMMITTEE

The committee is a group of hard working volunteers who are elected by the members of the club each year. Their role is to manage the club and uphold the Club ethos. The Committee also organises sponsorship, fundraising and social events.

a. Sponsorship

The Club is continually searching for sponsorship in return for advertising and promotion of businesses and any prospective sponsors should be referred to the Sponsorship Coordinator.

b. Fundraising

The Club usually holds 2 – 3 fundraising events a year. The Team Manager is the direct line of communication between the committee and players for these events and the appointment of a team Social Coordinator is encouraged. The coordinator will be given information about upcoming events and should talk about them with their teams and encourage attendance. They will be asked to collect money, mark off names and distribute items and tickets etc A good time to communicate with members is in the change room after a game when the coach addresses the players - there is a captive audience of players, parents and supporters.

c. Donations

The club is always on the lookout for donations. These range from weekly awards to raffle prizes and auction items. See the Fundraising Coordinator on the committee to assist.

d. Social

Pie nights are organized on Wednesday and Friday nights after training.
Club Nights are organized on Sunday nights between 5.00 and 7.30pm.

5. VOLUNTEERS

Community Club Football is the heart of Australian Football. Quality volunteers are critical to the conduct and growth of the game because they determine the quality of the club environment and, hence the experience for players and their families.

Volunteers are the glue that holds this football club together. They dedicate hours of time and energy every year, working in a variety of ways and completing many necessary tasks. Without the dedication of our volunteers, the Club would not exist. In combination with wonderful players, the Club continues to grow and thrive through the efforts of its volunteers. The volunteers are recognized throughout the season at events and in communications. They are also recognized at the end of the season through a Social night and committee members are recorded on the AFL volunteer database for wider recognition.

6. REGISTRATION

Registration begins in December preceding the season when past players and their siblings and Officer Auskickers are given preference to register for a team. After the cutoff date those on the player's inquiry list and those wishing to change groups are then allocated to teams. On Registration Day positions on teams are open to all other applicants and are placed on a first come basis.

See Registration Policy for greater detail

7. TEAMS

All registrations are handled by the Registrar. The registrar accepts registrations and informs the coaches of placement of players. The registrar is the only person to accept new registrations and a place cannot be offered by a coach or other person

Players may not train or play without permission from the registrar and paperwork submitted. This is a risk management procedure. This is important for players that come from other clubs. If a clearance is not given the Club could be perceived as poaching and fined.

See Player Placement Policy for greater detail.

8. TRAINING

The Club trains on Wednesday and Friday night at Officer Recreation Reserve. Cardinia Recreation Reserve may be used as a backup oval.

Training times are coordinated by the Football Manager.

As a shared facility is used coordination with Officer Cricket Club and ROC Football Club need to be managed

No training can occur without permission of the Club and as a junior club, training will not begin before March 1st

- Duty of Care: Coaches are responsible for the safety of the players. They must ensure that contact numbers and first aid is available and ensure that all children are collected after training.
- Keys: Coaches have been entrusted with keys for the football season so that teams have access to training equipment, toilets, oval lights etc. Coaches must take every precaution to ensure the safety of the keys and be extra vigilant when locking up at the end of training.
- Equipment: Everyone should ensure that all training equipment is treated with respect and only used for the purpose it was intended. When finished, all equipment should be returned to its proper storage facility so that it can be kept secure.
- Oval Lights: Oval lights must be turned off immediately upon completion of training sessions. If socializing after training use the lights in the clubrooms. The oval lights are expensive to operate and the Club gets charged for the extra use. Oval lights are not to be turned on for team functions at the clubrooms.
- Lock up Rooms: Ensure all lights are turned off in the clubrooms and walk around and check that every door is securely locked including the Umpire's room.
- Football Boots: Football boots are not permitted inside the clubrooms at any time whatsoever. Be vigilant in making sure that all boots remain outside. Training Drills are not permitted in clubrooms but the rooms can be used for theory lessons and video and DVD presentations.

Team Social Night:	Team social event using the clubrooms need to be booked through the Secretary. The clubrooms are a shared facility and so bookings are essential to make sure the different groups don't clash on the same day/night.
Clubrooms:	The rooms are to be left spotless. Wipe tables, sweep/mop floor etc so that clean the next user group has a clean and tidy facility. The Club operates under the ROC Football Club Liquor license which does not allow BYO alcohol onto the grounds or facilities. To do so would be putting its license at risk and must be avoided at all costs.
Canteen:	If the canteen is used to make coffee etc or hold a team function please ensure that you leave it clean and tidy.
Change in routine:	The Football Manager must be informed of the whereabouts of every team at all times (training, playing and social) for insurance purposes.
Unsupervised Children:	Parents should not to allow their children to wander unsupervised throughout the facilities. Officials of the club shall ask behavior such as kicking a ball around or behaving inappropriately inside the Clubrooms to cease and report any resistance to the committee. The club is held responsible for damage to doors, cupboards, lights, carpet etc.

9. Grounds

It is always a battle to keep the playing surface of a football oval in good condition. Teams should not continue to train on patches of the oval that are suffering from too much wear and tear. This is especially important around the goal squares. The Football Manager will ensure arrangements with other teams are such that the oval/s are shared equitably.

It is imperative that members respect and look after the grounds, buildings and equipment that we use during the year. The Officer Recreation Reserve is a shared facility with other sporting groups and each group is held accountable for their treatment of the facility. In wet weather, limited training exercises can be undertaken in the change rooms. The Coach & Team Manager will be held responsible for making sure that the club and change rooms are left clean and tidy immediately upon departure from using the building. As a safety issue parents are not to allow other children to roam unsupervised in and around the building. These same safety and common sense rules should be extended to this ground and any other facility that the Club may use.

10. Team Nights

During the season each team is welcome to organize its own Team Social Night/s. Some teams are more social than others and it's up to each team to sort out what suits them best. The Club budgets \$200 towards one function per team. The amount is set in the budget each year and is intended to fund a sausage sizzle, pizza night or similar. If teams choose to have a more extravagant night, the team will have to put in the money to make up the short fall in funds.

If a team wants to hold a function e.g. sausage sizzle, pie night etc. in the clubrooms it must be booked through the Secretary. The clubrooms are a shared facility and bookings are essential to make sure the different groups don't clash on the same day/night.

Any event using the Club name or facility must be approved by committee for insurance purposes.

Per calendar year the club will endeavor to organize Club Nights

- on Sunday between 5.00 and 7.30 to celebrate the achievement of the under 9 to under 16 teams.
- on training nights (Wednesday and Friday) after training to encourage social interaction between teams, players and parents.

11. Correspondence

All written correspondence between the Coach and/or Team Manager and their players must be vetted and authorized by the Club Secretary before distribution to the team. The opinions expressed or implied by some Coaches and/or Team Managers are not necessarily the opinions of the OJFC. This rule is in place to stop misinformation and controversial content being put forward to players. Take a common sense approach. Week to week communication such as rosters, game changes etc are exempt from this rule

12. Report of Incidents

a. Reporting an incident to the League:

All correspondence to the League must be via the Club Secretary. Speak with the President to compose a written letter which will be forwarded through the Secretary

b. Disputes between Teams / Club Officials:

Club Officials must not take matters into their own hands when officiating at games. Communicate all matters of concern directly to the Team Manager. If the Team Manager decides that the incident should be reported they should follow the steps detailed above. Depending on the circumstances, the Team Manager is within their rights to approach the opposing Team Manager in a civil and professional manner and resolve the matter through proper communication.

13. Approaching the Umpire

Except in the case of getting normal paperwork signed.....no one, except the Umpire Escort is allowed to approach the Umpire. If a Team Manager does wants to speak with the Umpire about a concern they must be accompanied by: The opposing teams Team Manager and both Umpire Escorts. Only consider approaching the Umpire under the most severe circumstances or cases of concern. The Umpires safety must be first priority at all times. Umpire Escorts must never leave an Umpire unattended unless the game is in play.

14. OJFC Codes of Conduct

Anyone is entitled to report an alleged breach of the Officer Junior Football Clubs Codes of Conduct . All written reports to the committee will be investigated and any disciplinary action that may be applied will be separate from any other penalty that may or may not be applied by the League or Police for the same incident. \

15. Umpires

The safety of the Umpire must be maintained at all times. In the event that anyone feels the Umpire is being abused or threatened by the players, officials or spectators, the Team Manager or Umpire Escort should contact the (i) OKJFC Secretary immediately who will advise the situation

(ii) Dandenong & District Junior Football League

In most cases an official will be promptly dispatched to the game. In the meantime the Umpire Escort is to do their best to control the crowd and if the game is interrupted they must remain with the Umpire. The Umpire Escort is not to leave the umpire unattended under any circumstances, including during intervals on the ground or when the Umpire is in the rooms.

If an umpire hears or sees inappropriate comments or behavior coming from the crowd and he can satisfy himself as to what team the offending people are supporting, he has the power to award penalties during the game against that supporter/s team. In a competitive game, this type of penalty could be crucial to whether the team wins or loses. Barracking for the team is welcome and encouraged but care should be taken about what is yelled out. Parents should be made aware of this rule as it is not in the spirit of our Club philosophy nor can the Club afford fines.

16. Game Day

The game cannot go ahead unless an accredited Coach and an accredited Trainer are in attendance. If a Coach or Trainer is going to be absent appropriate arrangements must be made for a similarly accredited person to cover for them at the game. The Club will provide a list of all other teams officials to assist with replacements. The Football Manager should be advised of all relevant changes prior to the games
See attached list

17. Volunteer Officials

The Team Manager, Assistance Coach and Runner should be the same people each week and considered permanent for the entire season.

On game day the following volunteers are also required.

Team Managers may roster each family on for the season or have permanent volunteers

Home	Away
Timekeeper (and if possible scoreboard attendant) Umpire Escort Boundary umpire Goal umpire	
Canteen assistants - minimum of 2 The canteen needs helpers for each team during the whole duration of the game and between games	

The Club has been awarded the League 'Best Conducted Club' in 2009 and 2011 and many teams awarded the 'Best Conducted Team'. The Club is very proud of its achievements.

All officials shall make themselves thoroughly familiar with and be proficient in their respective duties as required under the by-laws of the game. Smoking by officials while on duty is not permitted.

a. Official Volunteers Dress Code

	U9 -U12
Coach	League red bib

Assistant Coach	League dark blue bib
Manager	League navy blue bib
Trainer 15YO +	League white bib and white trousers
Runner 18YO +	League fluoro yellow polo shirt with black short or pants
Umpires Escort 18 YO +	League yellow bib
Boundary umpire U11 – U 14 same age as players U15 - U16 15YO+	White shorts (white tracksuits on cold days) and white shirt
Goal Umpire 15YO +	White coat and flags
Water Carriers 12YO +	League sky blue bib
Timekeeper 18YO+	

b. Roles and Responsibilities

See Appendix A

18. Game Day - General

League Requirements

Print out team lists and have players and volunteer officials sign it. Liaise with the other Team Manager and Umpires. Record details of match and submit reports to League.

Club Requirements

Organize volunteers and votes cards. Write press report, Assist with team awards.

It's recommended that the Team Manager complete as much information prior to arriving at the ground This will help eliminate basic mistakes and remove the need for your parent volunteers having to ask you what to fill in on the card. It is a busy time and being prepared early is definitely a bonus.

The role of the Team Manager on game day includes

- a. Footballs
Two Ross Faulkner footballs in good condition and of the correct size and type for age group must be presented to the Umpire prior to the start of the game.
- b. Umpires
The Umpire's room must be clean and tidy.
The Team Manager is to introduce the Umpire to the players when the Umpire comes in to check boots and fingernails.
- c. Ground
 - It is a compulsory requirement that a Risk Assessment check is conducted on the ground before the first game of the day. The first team playing for the day should ensure that the coach complete the Risk Assessment check and attach the original copy to League paperwork for delivery to the League after the last game. The check lists are kept in the canteen drawer.
- d. Starting Times
 - Coaches and players should be ready to commence play at the start, quarter, halftime and 3/4 time frames. The Umpire can start the game without teams if they're not on the field on time.
- e. Last Quarter

- The Team Manager must make preparations for which encouragement awards are to go to players after the match. The details must be recorded in the Awards Record. The Coach will hand the Awards out at the completion of the game.
- f. Interchange
 - All interchange players must enter & exit the field via the interchange area. Injured players may exit from any part of the field but the replacement player must enter the field via the interchange area.
- g. Runner and officials
 - Runners are to deliver messages promptly and then leave the field. Runners and other officials are not permitted to barrack whilst on the ground. Umpires will give one warning and if the behavior continues the official will be reported.
- h. Goal kickers
 - The DDJFL gives awards for the players who kick the most goals throughout the season. The Team Manager should include this information on the team sheet on game day.
- i. Coaches box
 - The only officials permitted inside the fenced/marked outer perimeter and inside the marked coaches box area are:
 - All Interchange Players
 - Coach
 - Assistant Coach
 - Team Manager
 - Trainer
 - Runner
 - Other qualified first aid trainers to attend to injured players when necessary

This is very important to adhere to this rule. Any extra people should be asked to leave. Teams may be reported to the League for breaches of this rule.

19. Order off

Yellow card – 10 minutes. The Umpire informs the player and the runner must then inform timekeeper who will time a 10 minute period (which does not include and quarter/half time breaks) The runner must get all clear from timekeeper for player to return to the field.

Red Card – Order Off . Player takes no more part in the match

20. Player reports

Officials from both clubs shall attend the umpire's rooms within 10 minutes after the conclusion of the game to determine whether any reports have been laid during the match. The field umpire will then provide both officials a copy of the report. Failure by a club official to obtain all clear will result in a fine. Depending on the report the player may automatically be heard or, if offered by the officiating umpire, the player has the choice of applying to accept a prescribed penalty (see League By Laws - Mar 10)

21. Players

Players are required to sign the team sheet prior to the match commencing or if late prior to half time (before it goes to the umpires).

Player's uniform consist of

Shorts	Home – royal blue Away White	Skins or lycra must be bone colour
Jumper	Provided by club	T shirt under to keep warm must be white.

Socks	Royal blue	
Boots	Moulded or screw in must be plastic (players advised to carry spare stops)	Umpire will check for safety prior to each game
Fingernails	Short	Umpire will check for safety prior to each game
Piercing	Not visible or covered with tape etc	Umpire will check for safety prior to each game

22. Injured Players

The Trainer will be given a list of all players and their known medical history.

The Trainer is responsible for all injured players. The decision on whether to remove a player from the field or return a player to the field is completely at the Trainer's discretion. The Trainer's decision is final and badgering by the Coach, Team Manager, other officials or parents is not permitted.

If a player is returning from a significant injury, a doctor's letter confirming that the player is able to return to playing football is required and should be held by the Secretary. If in doubt, please seek advice from the First Aid Manager or the Secretary.

The Trainer is also responsible for keeping his/her first aid kit fully stocked and is expected to order replacement items weekly. Supplies can be ordered by contacting the First Aid Manager

23. Club Jumpers

Club jumpers are loaned to players for the season and parents sign a form stating payment of any costs involved if the jumper isn't returned in the same condition

The Team Manager will allocate jumpers in order of fit first and then number preference second the week prior to jumper presentation.

At the end of the last game of the season all jumpers are to be cleaned and returned and checked off against the manager's lists.

Any damage will be billed against the layers at current cost plus cost for rebadging

Grand final teams or under 16 players cannot keep or buy their jumpers and they must be handed back as per rest of the club.

Training tops are sponsored and players will receive one free. Subsequent tops can be purchased.

24. Discipline

Is not usually a concern with the younger age groups.

For the older age groups - extra "bench time" is an accepted form of discipline but should only be applied as an absolute last resort once all other attempts to correct a problem have failed. If a player is consistently displaying poor behavior then you should speak with both the player and the parent/s together and discuss the situation. If "extra bench time" is given to a player the reasons why must always be explained to both the player and the parent/s prior to the time being served. If player skill is a problem this should be addressed at training.

25. Game Time

	Game Time	Rotation
Under 9 – Under 13	Each player $\frac{3}{4}$ of a game	Try all players in various positions to aid player development
Under 14 – Under 16	Each player $\frac{1}{2}$ of a game	At the coaches discretion

The Assistant coach may assist in ensuring these requirements are adhered to

26. Games Played

Games played are allocated electronically via the League on the database and a list will be given to the Team Manager from the Registrar at the beginning of each season. New players transferring from other clubs may not be up to date in which case the Registrar will contact the previous club and update the database accordingly. The Team Manager must notify the Coach and parents of an impending milestone such as 50 or 100 games played etc. If the Communications Coordinator is informed a message of congratulations will be put into the Website/Newsletter. If the parents wish to, they can supply a banner to celebrate the occasion at the actual game. This is usually done at the next home game after achieving the milestone.

27. Finals

Finals and Grand Final games are an especially exciting and very emotional time for all concerned. Everyone wants to win. It's a very difficult job trying to satisfy the needs and ambitions of the team as a whole together with the needs of individual players and their families. Coaches want to keep their best players on the ground and parents want to make sure their son/daughter gets a fair go with enough game time. Everyone seems to have their own definition of what's fair. When playing finals, every player for that team, must get a fair amount of game time. The problem is determining, in every instance, what is fair. Every year the Club receives complaints from parents who think their child was not given enough game time and every year we receive complaints from Coaches who say that the team as a whole should come first. In most instances it's a case of player/parent and coach all being right and wrong at the same time depending on whose eyes you are looking through.

Coaches should, in the weeks leading up to the event, talk to players and parents. Find out expectations of what's fair. Coaches should explain their expectations and strategies on how they would deal with the pressure of giving the team every chance to win while still looking after every individual player. It's not easy, but past experience has shown that the more communication there is prior to the event then better the outcome in terms of everyone being happy.

28. Player Recognition

a. Weekly Awards

At the start of the season Team Managers will be given the team awards as donated from various sponsors. In keeping with the philosophy of our Club, every player is to be encouraged and awarded for their participation in football.

Under 9 -Under 12	Awards divided evenly throughout the whole team over the season. Recorded by team manager,	Best Players are given for encouragement & participation.
Under 13 – Under 16	A view to at least each player receiving an award – See note below	Best Players are given on merit.
All players	Should be awarded for - having a go - being on time for training - listening to instructions - good sportsmanship etc Coaches and Team Managers should think outside the square to enable all players to be justly rewarded	

b. End of Season Awards

The Team manager hands out 3 voting cards each match for all age groups.

One vote card is to be completed by the coaching team and the other two votes cards are to be completed by parents on a rotational basis. Team Managers should keep a record of which parents voted in which round and make sure the task is spread throughout all the families. Some coaches decline to vote, in which case all three votes would be completed by the parents. A 'business' card will be distributed to all families early in the season with jumper numbers and names on to make identification easier for parents

The Team Manager should partially complete the known information on each vote card and envelope, before giving out to parents/coach at the start of the game. At the end of the game all vote cards are to be handed back to the Team Manager in their sealed envelope. The Team Manager then places the votes in an envelope and at next home match places them in the locked voting box. Votes are kept sealed until the official vote count is held on the completion of the home and away season by designated members of the committee and coaches (if available) Only votes on official cards will be accepted.

29. Presentation Day

a. Participation Awards

Under 9 to Under 15 Trophy

Must have played in more than half home and away season unless extenuating circumstances or an Emergency Player

Under 16 Medallion with total junior games players

b. Best and Fairest Awards

Under 9 – Under 16

Trophies as determined by votes. Draws stand.

Most votes – Best and Fairest

2nd Votes - Best and Fairest Runner up

3rd votes - Most consistent

4th 5th 6th - As nominated by their coach and /or coaching staff e.g. most improved, best team player, coaches award etc

c. Milestones

Medallions awarded to those achieving 50, 100 and 150 games milestones throughout the year.

d. Premierships

Miniature flags are awarded to all members of winning Grand Final Teams Including injured players who couldn't play, Emergency players and other players filling in for the team.

It is against Club guidelines for anyone to purchase extra trophies for the players and the giving of any extra trophies is banned from Presentation Day.

The sentiment behind wanting to supply extra trophies is understood however is considered unfair and inconsistent for some teams to receive more trophies than others and against the Club ethos. In the Club every team is to be treated equally.

It's a long standing tradition at the Club for each team to give their Coach & Support Staff a small gift to show their appreciation for all the hard work they've volunteered over the season A parent in the team should be able to organize a collection of an affordable amount of money from each family. Gifts are usually purchased for the Coach, Assistant coach, Team Manager, Trainer (and runner if a permanent official) Gifts are given when your team is called up to receive Trophies on Presentation Day but be aware that time limits apply on the day. Other presentations are entirely up to each individual team.

30. Ground Set Up

**Keys are kept in the canteen & must be returned immediately.

- a. Padding to be placed on Goal Posts.
- b. Oval lights to be turned on for night matches.
- c. Check oval surface for foreign objects e.g. rubbish etc.
- d. Complete OHS safety checklist (found in canteen drawer)
- e. Stretcher to be placed inside the boundary fence in line with the change rooms. Stretcher to be stood upright against fence
- f. Toilets to be checked for toilet paper supplies & cleanliness
- g. Umpires room to be opened and organized for the umpires
- h. Team Manager to double-check that all tasks have been completed
- i. Timekeeper box opened, magnetic 'Kangas' sign taken from side of fridge in clubrooms and placed over ROC sign, 2 timer from canteen drawer.

31. Ground Pack Up

**Keys are kept in the canteen & must be returned immediately.

- a. Timekeepers clock to be returned to canteen. Numbers returned to holders and placed inside box. Front of box raised and locked over window. Magnetic sign to be returned to side of fridge.
- b. Stretcher to be returned to storage area Trainers Room
- c. Goal Post padding to be removed and placed in Trainers Room
- d. Pick up off ground, all rubbish around the whole oval & canteen area.
- e. Rubbish bins & waste from canteen to be emptied into wheelie bins.
- f. Sweep both home & visitors change rooms. Check to see if clubroom areas require cleaning and if so these areas must also be swept
- g. Assist Canteen Manager to put away all items being returned to cupboard for storage.
- h. Team Manager to double check that all tasks have been completed, then turn off internal lights and double check that all external doors are securely locked before leaving the grounds.

32. End of Season Procedures - Returns

Keys:	Any keys that have been allocated for the season.	Secretary
All Team Books:	All League and OJFC books, handouts, Trainers folders, Operating Guidelines Book All unused goal umpire cards, timekeeper cards, press reports etc... all laminated instruction sheets.	Manager Coordinator
Team Bags:	All training equipment, goal flags, officials clothing, drink carriers, footballs etc	Football Manager
First Aid Boxes:	All First Aid boxes and contents together with any paperwork	First Aid Coordinator

33. Risk management

OJFC operates under a Risk Management Policy and does hold some insurance policies as detailed below. Families need to make their own decision as to whether they are comfortable to the level of insurance cover offered by the clubs insurance provider.

34. Insurance

OJFC is covered under the following policies

- a. Public Liability Insurance designed to protect from legal and or medical costs that arise for an incident connected with activities
- b. Club Management Liability Insurance designed to protect against legal action for elected and appointed officer. Committee members and volunteers under the specific direction of the club
- c. Personal Injury Insurance designed for certain costs related to an injury sustained whilst involved in the clubs activities

C. PERSONAL INJURY INSURANCE

All clubs with the League are covered by insurance administered by JLT Sport.

There are 4 levels of cover – bronze, silver, gold and platinum

The OJFC is covered by non Medicare medical – silver level

It is designed to reduce the cost of medical expenses

Scope of Coverage

Injuries of members, players and volunteers sustained whilst participating in an official activity arranged by the Club under the following circumstances

- a. Official match or training session
- b. Traveling to or from an official club function, participation in an official club function
- c. Tour or representative matches

Exclusions

- a. Playing against medical advice
- b. Having a pre existing injury
- c. Have an existing illness or disease
- d. Are under the influence of alcohol or drugs
- e. Are involved in a criminal act

Due to requirements of the Health Act the Insurance 1973 Policy does not cover anything that can be claimed through Medicare.

Generally covered is

- Physiotherapy
- Chiropractic
- Dental
- Ambulance
- Private hospital accommodation
-

What is generally not covered?

- Doctors fees
- Surgeons fees
- Anesthetic fees

- X rays and MRI scans
- Public hospital costs

Claim forms can be downloaded from the website

Claims need to be reported to the First Aid Manager and/or Secretary

For detailed information on all policy contact JLT

Address JLT Sport
 Level 15,
 500 Collins St
 Melbourne 3000

Phone 1300 130 373

Fax 9614 3600

Email jlt sport@jlt a.com.au

Web www.jlt sport.com.au