

# Coach

## Application Form

**Please return your Application  
Prior to the Nominated Closing Date  
28<sup>th</sup> October 2012**

**To**

**Beaconsfield Junior Football Club  
P O Box 519, Beaconsfield, 3807**

**Please don't hesitate to contact the  
Coaches Coordinator or Secretary should you have any queries.**

**[coachcoordinator@beaconsfieldjfc.com.au](mailto:coachcoordinator@beaconsfieldjfc.com.au)**

**[secretary@beaconsfieldjfc.com.au](mailto:secretary@beaconsfieldjfc.com.au)**

# Beaconsfield Junior Football Club

## General Information for Prospective Coaches

### Introduction

- The purpose of this document is to outline some basic information on topics that are commonly raised by Coaches throughout the season.
- It is important that you carefully read and understand the information contained here as some of the content may have a bearing on your decision to either accept or reject an offer of appointment to coach, 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 Football Operations Manager without delay.
- The Executive and General Committees reserve the right to vary, introduce or void the rules and guidelines as they consider necessary and without prior notice being given.

### Attached for your Retention

#### Coaches Code of Conduct:

Please understand that should an alleged breach of the Beaconsfield Junior Football Clubs Codes of Conduct occur, it will be investigated by the nominated representatives of 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 SEJ for incidents reported to them.

#### General Information: *Covering topics such as:*

Merit, Tenure, Dismissal, Codes of Conduct, Email, Support Staff, Assistant coach, Coaches Absence, Scheduled Games, Game Changes, Player Game Time, Training, Meetings, Game Day Set Up & Pack Up, Building Security, BBQ/Awards Nights, Fundraising Functions & Activities, Voting & Trophies, Communication & Code of Conduct.

The information listed is not exhaustive but gives basic details on the questions and topics that normally crop up.

### For your Information

#### Merit:

All applications are judged on their own merit. Our objective is to appoint quality coaches that are suitably matched to a team. 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 10's. An applicant does not have to have a child of their own either playing at the club or in the team they are applying to coach for. All appointed Coaches will be subject to police checks and MUST have a Working with Children's Card (WWC).

**Tenure:**

Coaches are appointed for one (1) season tenure. Commencing from date of appointment and terminating on the completion of the Beaconsfield Junior Football Clubs Presentation Day. All Coaches positions are then deemed to be vacant and applications will be sought from both existing coaches and new people for the following season. It is the clubs intention to introduce each team to a different coach approximately every 2—3 years, although our ability to do this will depend on the caliber of applicants received.

**Dismissal:**

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

**Code of Conduct:**

Attached for your retention, is a copy of the clubs “Code of Conduct”. Any alleged breach of the

Beaconsfield Junior Football Clubs Codes of Conduct will be investigated by the nominated representatives of 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 SEJ for incidents reported to them.

**Interviews:**

All Applicants will be contacted to attend an interview with club representatives.

## **Coaches Code of Conduct**

- I will abide by the AFL Coaches Code of Conduct, the AFL Laws of the game and the Rules and Codes of Conduct of the Beaconsfield Junior Football Club and the SEJ.
- 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 skill 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 be given the correct game play time in accordance with club policy.
- I will be reasonable in the demands 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 any unnecessary physical contact with the players in my care. Any physical contact with a young person will be appropriate to the situation and necessary for

the player's skill development.

- I will show concern and caution towards sick and injured players and recognize the significance of the injury or sickness. 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.
- 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 Beaconsfield Junior Football Club 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 Beaconsfield Junior Football club committee persons or representatives, league representatives, coaches, game day officials, parents or spectators including all players, representatives, parents and spectators from other clubs.
- I will at all times, actively foster and display control, respect, professionalism and appropriate sporting behaviour, towards all coaches, game day officials, league officials, club committee & administrators, parents, spectators and media regardless of whether they are from Beaconsfield Junior Football Club 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 recognizing 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.

### **What you can expect from our club**

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|------------------------------|----------------------|
| ▶ Appreciation & respect     | ▶ Information        |
| ▶ Consultation & Supervision | ▶ Openness & Honesty |
| ▶ Recognition                | ▶ Support & Guidance |

### **What our club expects from you**

- |                   |                |
|-------------------|----------------|
| ▶ Your Commitment | ▶ Your Time    |
| ▶ Your Enthusiasm | ▶ Your Honesty |
| ▶ Your Discretion |                |

### **Characteristics of a good Coach**

- |   |                                      |
|---|--------------------------------------|
| ▶ Well organised, Energetic & Enthusiastic      | ▶ Patient & Understanding            |
| ▶ Fair & Consistent                             | ▶ Encouraging & Supportive           |
| ▶ Creative & Flexible                           | ▶ Fun to be around                   |
| ▶ A careful observer & thoughtful planner       | ▶ Good at delegating tasks           |
| ▶ Committed to improving their coaching players | ▶ Interested in the wellbeing of all |

### **Special Skills Required**

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|--|--------------------------|
| ▶ Leadership Skills  | ▶ Effective Communicator |
| ▶ Ability to analyse, study, plan & assess the game as it develops     |                          |
| ▶ Knowledge of football skills – technical & tactical                  |                          |
| ▶ Ability to deal with a wide range of players, officials & supporters |                          |
| ▶ Level 1 or 2 AFL Coach Accreditation                                 |                          |

*(Coach Accreditation Courses are arranged & paid for by the BJFC)*

## **Duties & Responsibilities**

- ▶ Adhere to & promote the Coach, league & club codes of Practice/Conduct
- ▶ Accept & abide by all committee decisions
- ▶ Have a competent understanding of game, competition, league & club rules
- ▶ Attend all matches and training sessions
- ▶ Plan, organize & run Training sessions with age appropriate drills & development training
- ▶ Encourage & support all players to reach their full potential & maximize their enjoyment
- ▶ Identify individual player skill levels and match the learning experience for that player
- ▶ Encourage parents to become your helpers at training sessions & on game day
- ▶ Provide clear instruction and feedback to the team and individual players
- ▶ Attend club meetings on request, represent the club at official club functions & activities
- ▶ Continually seek to upgrade skills, knowledge of the game & training techniques
- ▶ Have an understanding of injury prevention, care & risk management
- ▶ Develop team morale and a rapport (a connection) with the players
- ▶ Make every effort to ensure that each players participation is a fun & positive experience

## **Operational Duties**

### **Meetings:**

Attendance at Coaches meetings is compulsory. All meetings are called at the discretion of the Football Operations Manager. A typical year will include 1 Pre-season Coaches & 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 include but are not limited to: Turning oval lights on/off. Checking & locking all doors. Returning all training gear and other items and neatly storing in their designated area. Putting out/bringing in goal post padding, rubbish bins, stretchers, banners, sweeping out rooms etc

### **BBQ/Award Nights:**

Throughout the season, the club hosts BBQ/Award nights where the whole club comes together as one to celebrate the player's achievements and participation. The Coach is required to attend all BBQ / Award nights and encourage the players 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 & 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:

One Vote Slip consisting of 5, 4, 3, 2, 1 - to be decided upon by three members of the coaching staff.

Who then sign the back of the voting slip, all votes MUST remain confidential.

Best & Fairest, Best & Fairest Runners Up and Most Consistent are the 1st, 2nd and 3rd place getters as determined by the club vote count. Best Clubman & Most Improved are determined by the Coach.

**Communication:**

All communication from the club to the coaches must be replied to or acted upon without delay. The Club Secretary is the only person permitted to contact, or correspond, with the SEJ any matter relating to the Beaconsfield Junior Football Club.

**In Summary:**

If you have any questions or queries, please direct them to the Coaches Coordinator.

If you accept an offer to coach at the Beaconsfield Junior Football Club you will be expected to abide by all club policies, codes of conduct and instructions from the Football Operations panel and Committee decisions.

**Please complete Pages 7 & 8 and return to PO Box 519, Beaconsfield, 3808.**

# Beaconsfield Junior Football Club

PO Box 519, Beaconsfield, 3807

Email: [footballoperationsmanager@beaconsfieldjfc.com.au](mailto:footballoperationsmanager@beaconsfieldjfc.com.au)

## Coaches Application 2012

Name: .....

DOB: .....

Address: ..... Post Code: .....

Phone: Home: ..... Work: .....

Mobile: .....

Email Address: *(must have)*

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

Under: ..... Which Division: ..... In Season: (eg.2007).....

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

Are you a past/present member of the Beaconsfield *Junior* Football Club? Yes / No

Are you a past/present member of the Beaconsfield Senior Football Club? 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, year, etc

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.....

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

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

If yes, what is your Accreditation Number: ..... Expiry Date: .....

Do you hold a current Working with Children's Card (WWC)? Yes / No

If yes, what is your WWC Number: ..... Expiry Date: .....

**Do you have any other skills, qualifications or experience advantageous to this application? If so, please detail below:**

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**Do you have any personal references advantageous to this application? If so, please detail below:**

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**Do you have any comments that you would like to make? For example: why you would like to coach.**

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## **Code of Conduct Declaration**

I, ..... hereby commit, to the best of my ability, to uphold and adhere to the Beaconsfield Junior Football Club Coaches Code of Conduct, Operational Duties and Responsibilities & SEJ Rules & 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 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 into disrepute, I will Endeavour to uphold all of this to the best of my ability:

**SIGNATURE OF APPLICANT:** .....

**DATE:** ..... / ..... / .....

**Note:**

*Accreditation:*

*To be eligible to coach at our club, a minimum "Level 1 Coach Accreditation" is mandatory. For your 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 us.*

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

*The same applies for the Working with Children's Card, if you are not the current holder of a WWC card you must agree to obtain one before the coaching appointment commences.*