

# **Coach**

## **Application Form**

**Please return your application  
prior to the nominated closing date**

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

**Please don't hesitate to contact the  
Football Operations Manager should you have any queries.**



# Beaconsfield *Junior* Football Club

PO Box 519, Beaconsfield, 3807

Email: mcmanus4@bigpond.com

## Application to Coach

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

.....

Did you play Senior Football ? If yes, Which Club, 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 Number:.....Expiry Date: .....

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.

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

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

.....  
**Do you have any comments that you would like to make ? eg. Why you would like to coach etc**  
.....  
.....

## **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 DDJFL.
- 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.

*Pages 2, 3 & 4 must be completed and returned to the BJFC—Football Operations Manager  
before the nominated closing date*

*Coaches Code of Conduct continued*

- 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.

**Interviews:**

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

**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 DDJFL 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 topic that normally crop up.

**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 & DDJFL 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 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 into disrepute, I will endeavour to uphold all of this to the best of my ability:**

**SIGNATURE OF APPLICANT:..... DATE: ..... / ..... / .....**

***PAGES 2, 3 & 4 MUST BE COMPLETED AND RETURNED TO THE FOOTBALL OPERATIONS MANAGER BY THE NOMINATED CLOSING DATE***



# Beaconsfield *Junior* Football Club

## General Information for prospective Coaches

### Introduction

Pages 5 through to 9 of this document are for your retention.

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.

### 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 applicants 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.

#### **Tenure:**

Coaches are appointed for a 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 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 else to receive your emails and promptly pass the information on to you. In most cases, your Team Manager can meet this need however, if they also do not have email, you will need to make alternative arrangements for email access.

## **Support Staff:**

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

1 Assistant Coach ■ 1 Team Manager ■ \*1 Trainer ■ 1 Runner ■ 1 Team Social/Fundraiser Co-Ordinator.

*\*Under 14's to Under 16's should seek to appoint 2 trainers. Coaches, Assistant Coaches & Trainers must be already accredited or agree to attend & pass an approved accreditation course. The above are 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 fulfill this role however, the Football Operations Manager &/or the BJFC Committee reserves the right to give final approval on the appointment of the Assistant Coach.

## **Coaches Absence:**

In the event of the head coaches absence, the assistant 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 & Sundays. Coaches & support staff are expected to give their football commitment first priority and must be totally flexible in regard to game times. Fixtures released through out the season have proven to be unreliable as many games are changed to accommodate a shortage of umpires.

## **Game Changes:**

Other than cases of exceptional & unforeseen circumstance, requests for game changes will not 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 Football Operations Manager.

Teams of the same age group will train at the same time and venue as each other.

Coaches are required to conduct occasional combined training sessions throughout the season and encourage club kinship and unity between all players.

## **Training: Under 14's to 16's:**

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

From U14's onwards, players are selected to play in either a division 1 or 2 competition.

Each age level will commence pre-season training together and train as a squad until the selection process is completed.

Throughout the season, the teams will combine their "warm up/warm down" sessions and some training drills. Club kinship and unity between players is to be encouraged and fostered at all times.

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# **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 players 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:

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 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 DDJFL any matter relating to the Beaconsfield Junior Football Club.

## **In Summary:**

If you have any questions or queries, please direct them to the Football Operations Manager.

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.

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**What you can expect from our club** ▶ Appreciation & respect ▶ Information ▶ Consultation & Supervision  
▶ Openness & Honesty ▶ Recognition ▶ Support & Guidance

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**What our club expects from you** ▶ Your Commitment ▶ Your Time ▶ Your Enthusiasm  
▶ Your Honesty ▶ Your Discretion

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**Characteristics of a good Coach** ▶ Well organised, Energetic & Enthusiastic ▶ Patient & Understanding  
▶ Encouraging & Supportive ▶ Fair & Consistent  
▶ Creative & Flexible ▶ Fun to be around  
▶ A careful observer & thoughtful planner  
▶ Good at delegating tasks to assistants & older, more skilled players  
▶ Knowledgeable & committed to improving their coaching  
▶ Caring & interested in the wellbeing of every player

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**Special Skills Required** ▶ 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)

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**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  
▶ Instruct football skills and team tactics  
▶ 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

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