

SOUTH MORANG FOOTBALL NETBALL CLUB

Junior Football Operations Manual

ONE CLUB, ONE DEN

2026 NFNL Junior Club of the Year

Living document | Version 2.1 | Updated 19 October 2026

This manual consolidates the confirmed operating arrangements. Approved SMFNC policies, current NFNL bylaws, AFL Victoria requirements and law take precedence where inconsistent.

Contents

1. Welcome Message
2. How to Use and Maintain This Manual
3. Club Philosophy and Values
4. Junior Football Leadership and Reporting
5. Child Safety and Wellbeing
6. Communication, Complaints and Issue Resolution
7. Player Welfare, Inclusion and Conduct
8. Parents and Spectators
9. Volunteers and Working with Children Checks
10. Team Manager Handbook
11. Coach Handbook
12. Runners and Trainers
13. Grading, Team Selection and Player Movement
14. Game Time, Rostering and Capacity
15. Match-Day Operations
16. Registrations, Transfers and Eligibility
17. Behaviour Breaches and Discipline
18. End of Season, Awards and Recognition
19. The South Morang Way
20. Junior–Senior Football Communication
21. Junior Development and Academy
22. Coaching Charter
- Appendix A. Quick Contacts
- Appendix B. Governing Policies and Document Control

1. Welcome Message

Welcome to the South Morang Football Netball Club Junior Football Operations Manual. This guide supports coaches, Team Managers, officials, volunteers, families and club leaders in providing a safe, enjoyable and inclusive football experience.

Our 2026 NFNL Junior Club of the Year recognition is a source of pride and a standard we aim to build on. Our focus remains on player development, strong relationships, positive behaviour and a united club: One Club, One Den.

Clint Turner | Junior President | South Morang Football Netball Club

2. How to Use and Maintain This Manual

- Use this manual for everyday junior football operations and refer to the full approved policy wherever a policy is summarised.
- This is a living document. Amend confirmed arrangements as they change; record the version and date of each published update.
- Only authorised club leadership should approve changes to operating requirements.
- Where requirements conflict, approved club policies, NFNL rules, AFL Victoria requirements and legal obligations take precedence.

3. Club Philosophy and Values

The club measures success through safety, enjoyment, improvement, belonging, friendships and how we represent the jumper—not wins alone.

Value	Our standard
RESPECT	Respect teammates, opponents, umpires, volunteers, families and ourselves.
GROWTH	Keep learning and help every player improve.
STRENGTH	Show resilience, effort and support for one another.
PRIDE	Represent the club and jumper with integrity.

The club-wide Coaching Charter expresses the behaviours we stand for and those we will challenge. It applies to everyone, not only coaches. See Section 22.

4. Junior Football Leadership and Reporting

Role	Officer / responsibility
Junior President	Clint Turner
Junior Vice President	Vince Alessandrino
Football Operations Manager & Coaching Coordinator	Mark Muscat
Registration Officer	Krystal Tieri
Junior Coordinator — U8–U10	Paula Lamrais

Junior Coordinator — U11–U13	Emma Grant
Junior Coordinator — U14–U17.5	Krystal Gear
Head of Junior Development	Michael Gomez
Child Safety Officer	Justine McDowall

Reporting lines

- Team Managers report to their allocated age-based Junior Coordinator.
- All Head Coaches report to Mark Muscat. Assistant coaches work under their Head Coach.
- Junior Coordinators report to Mark Muscat, Vince Alessandrino and Clint Turner.
- Michael Gomez reports to the Junior Executive and leads the Junior Academy.
- Serious behaviour and discipline matters are referred to the Junior President; child safety concerns use the direct reporting pathways in Section 5.

Junior Coordinator duties

- Act as the first point of contact for Team Managers within their age groups.
- Provide guidance and ongoing support to Team Managers, including PlayHQ and match-day paperwork.
- Help communicate club information and assist with parent enquiries or unresolved general team matters.
- Escalate unresolved or significant concerns to Mark, Vince and Clint.
- Support club events and team presentations; attend junior meetings when required.
- Ensure Team Managers understand club policies, procedures and expectations.
- Support the Team Manager with issues involving match-day officials, without taking over their responsibility for organising them.

Football Operations Manager duties

- Coordinate coaching applications, coaching support and training development; coaches report directly to Mark.
- Coordinate training times, ground allocations, changes and alternative training facilities.
- Distribute, track and collect club-issued football and training equipment.
- Provide coaching mentoring, session observations, mid-season reviews, drills and whole-session plans.
- Collect match-day Best and Fairest voting cards and coordinate the end-of-season count.

5. Child Safety and Wellbeing

Children have the right to participate safely and to be heard. Concerns can be raised immediately through any of these channels, without following the normal team reporting chain:

- Justine McDowall, Child Safety Officer — cso@smfnc.com.au
- Clint Turner, Junior President — juniorpresident@smfnc.com.au
- Club child safety reporting page — <https://smfnc.com.au/childsafety/>

Adults must not privately contact minors through direct messages, SMS or social platforms. Communicate through parents/guardians or approved safeguarded club communication channels. This applies to any player under 18, including those participating with senior teams. Concerns must be handled promptly in line with applicable child safeguarding and mandatory reporting obligations. In immediate danger call 000.

6. Communication, Complaints and Issue Resolution

A parent who is comfortable doing so should raise ordinary team concerns privately with the Team Manager or Coach. If uncomfortable doing so, they may approach their age-based Junior Coordinator directly. If unresolved—or uncomfortable approaching the coordinator—they may email the Junior Executive via juniorexecutive@smfnc.com.au. No player should be disadvantaged because their family raises a genuine concern in good faith.

Coaching and football-specific issues are escalated to Mark Muscat as appropriate. Serious behaviour matters are referred to Clint Turner. Child safety and urgent welfare issues bypass the ordinary process and must be reported immediately.

Cooling-off periods

- After team grading announcements: 24 hours before non-urgent grading enquiries; then contact Mark Muscat.
- After matches: 48 hours before non-urgent complaints about coaching decisions or game time.
- Urgent safety, child protection, bullying, discrimination and immediate welfare issues are not delayed by a cooling-off period.

Digital communication

- Team Managers manage team parent/guardian WhatsApp groups; Head Coaches also hold administrator access.
- Team Managers share general team and match-day information; coaches share training details and session plans.
- Use group chats for football and club information, not public disputes or personal attacks.
- Avoid non-urgent and non-football messages outside reasonable hours. Non-urgent football enquiries should also respect personal and family time.
- Do not expect immediate responses from volunteers outside reasonable hours.
- No private messaging of players under 18 by adults.

7. Player Welfare, Inclusion and Conduct

- Put player safety, wellbeing, enjoyment and development ahead of results.
- Support participation for different abilities, backgrounds and maturity levels.
- Do not pressure injured or unwell children to play; apply concussion and return-to-play requirements.
- Players must respect teammates, umpires, coaches, opponents and facilities, avoid bullying and harassment, and represent the club positively, including online.
- Coaches address ordinary behaviour concerns constructively; serious or repeated issues escalate to Mark and the Junior President where necessary.

Captaincy and leadership

The Head Coach chooses the captaincy model suitable for the team: a season-long captain, weekly rotation, leadership group or combination. Leadership is about responsibility and growth, not just playing ability.

8. Parents and Spectators

- Parents and guardians are responsible for helping family members and guests understand the club Code of Conduct and Coaching Charter.
- Respect officials, players, volunteers, other families and opposition supporters; do not confront coaches over decisions during or immediately after matches.
- Remain outside the playing field and authorised team/official areas, subject to NFNL ground access rules and emergency needs.
- The club encourages spectators to remain beyond the boundary and will refer opposition spectator access problems to match-day officials rather than confront opposing families.
- Raise ordinary concerns using Section 6, respecting the 48-hour post-match period; urgent welfare concerns can be reported immediately.

9. Volunteers and Working with Children Checks

Our club relies on volunteers. Families are encouraged and expected to contribute to match-day roles where reasonably possible, taking account of personal circumstances. Team Managers should share duties fairly rather than repeatedly relying on the same people.

All junior football coaches, officials, committee members and volunteers must hold a current Working with Children Check as required by club standards. Each check must be sighted, verified and recorded by an authorised club representative. Records must be securely maintained and regularly reviewed, including expiry dates.

Volunteers must act professionally, follow child safeguarding requirements, behave respectfully and comply with club and league rules.

10. Team Manager Handbook

- Head Coaches normally select their preferred Team Manager; the Junior Executive can intervene, appoint, replace or remove a Team Manager where appropriate.
- Team Managers report to their age-based Junior Coordinator for administration and support.
- Manage parent communications and the official team WhatsApp group, with the Head Coach also an administrator.
- Organise their own match-day officials and parent volunteer roster, including timekeeping, goal/boundary umpiring and applicable duties; arrange replacements and brief volunteers.
- Complete PlayHQ team sheets, match results and relevant match-day administration; seek coordinator assistance when needed.
- Maintain team folder, complete paperwork and promptly report incidents or injuries through the appropriate process.
- Return the completed team folder to the club office every Sunday after matches; if unable, notify the Junior Coordinator.
- Attend pre-season and other relevant meetings organised by coordinators or the Junior Executive, unless reasonably excused.
- Organise the team's presentation time in coordination with club-wide scheduling and communicate it to families.

- When leaving the role, hand team records, outstanding matters and club property to their Junior Coordinator for handover.

11. Coach Handbook

Appointments and responsibilities

- All Head Coach appointments are decided by the Junior Executive following an annual reapplication process coordinated by Mark. Previous appointment does not guarantee reappointment.
- Head Coaches select assistant coaches and must notify Mark before assistants start; all must meet safeguarding, accreditation and conduct requirements.
- Head Coaches report directly to Mark and remain responsible for their assistants.
- All Head Coaches, assistant coaches and Team Managers attend the club pre-season meeting, subject to reasonable apologies.
- All coaches and assistants formally acknowledge the Coaching Charter on accepting appointment.
- Attend coaching meetings and development sessions organised by Mark or advise him of a reasonable inability to attend.

Training delivery and support

- Coaches are very strongly encouraged to plan every training session and share the plan in advance with coaching staff and families through approved WhatsApp channels.
- Plans should explain objectives, drills, equipment and relevant preparation; communication with minors must follow the child safety requirements.
- Coaches or Team Managers are strongly encouraged to track training attendance; apply this fairly in light of injury, illness and family commitments.
- Mark may observe sessions, provide constructive mid-season reviews and offer drills, mentoring, or full training plans. Coaches can request help at any time.
- Coaches are encouraged to share successful drills, resources and training ideas across the club.
- Coaches must consult Mark before changing ground allocations or training times.
- Mark distributes club equipment before the season; Head Coaches are responsible for its care and return at season end.

Accountability

Mark initially addresses coaching concerns and failures to uphold the Coaching Charter; serious or repeated matters escalate to the Junior President. Child safety matters are reported without delay under Section 5.

12. Runners and Trainers

- Runners communicate coaches' instructions appropriately, support players positively and comply with current NFNL rules.
- Trainers provide appropriate first aid, monitor welfare and ensure injury and incident processes are followed.
- Suspected concussion requires immediate removal from play, no same-day return, parent/guardian notification and compliance with current medical and governing-body return-to-play requirements.
- All relevant officials must satisfy club safeguarding and WWCC standards.

13. Grading, Team Selection and Player Movement

Independent grading

The club has appointed an independent grading panel to undertake assessments and normal team placement decisions. Coaches do not grade or select their own teams. Assessments must be fair, objective, confidential and consistent with the approved Team Selection Policy.

The Junior Executive may review or make grading decisions where needed for legitimate club, team or player-welfare reasons, consistent with governing policy. A 24-hour cooling-off period follows announced grading outcomes; once it passes, direct grading enquiries to Mark Muscat at footballops@smfnc.com.au.

Movement approvals

- For any movement between teams within the same age group, contact and obtain approval from Mark Muscat, Vince Alessandrino or Clint Turner.
- For movement between different age groups, only Clint Turner as Junior President may sign off, subject to league eligibility.
- These rules apply equally to a single match, a temporary arrangement, multiple matches or the rest of the season.
- Coaches must not approach or invite a player from another team or age group to join them before the required club approval is obtained.

14. Game Time, Rostering and Capacity

The following existing club expectations are retained, subject to current NFNL rules and the approved Team Selection Policy.

Age group	Game-time expectation
U9–U10	Minimum three quarters per game, rotated equally.
U11	Minimum three quarters per game.
U12	Aim for three quarters per game and approximately 70% over the season.
U13–U15	Minimum two quarters per game and aim for approximately 60% over the season.
U16–U17.5	Minimum two quarters per game.

Game Time During Finals

During finals, the allocation of game time is at the coach's discretion, taking into account the needs of the team and the circumstances of the game. However, every player selected to play must receive time on the field. Coaches should continue to value the contribution of every player and ensure all children feel included in the team's finals experience.

Rostering and Capacity

- U11–U13: rostering off is shared evenly; no one should be rostered off twice until others have been rostered off once.
- U14–U17.5: rostering is at the coach's discretion, but no player should be rostered off in consecutive games.

- Injury, illness or misconduct may require reasonable exceptions.
- Existing team capacity guidance: U9–U10 up to 20; U11–U17.5 up to 26; girls teams up to 24. Confirm league limits when applying these figures; exceptions require appropriate club authorisation.

15. Match-Day Operations

- Head Coaches prepare selections, player availability, warm-ups and development objectives.
- Team Managers prepare the accurate PlayHQ team sheet, match-day roles, results and required paperwork.
- Team Managers organise match-day officials and roster duties; Junior Coordinators help with questions and administration, not replacing the Team Manager's responsibility.
- Incident and injury reports must be completed and escalated through the correct channels.
- Completed team folders are returned to the club office every Sunday.
- Parents and supporters should remain in permitted spectator areas; access rules follow current NFNL requirements.

16. Registrations, Transfers and Eligibility

Krystal Tieri is the Registration Officer and first contact for all player registrations, transfer enquiries and the club's new-player Expression of Interest enquiries: registration@smfnc.com.au.

- Krystal administers PlayHQ registrations, incoming transfer processes, enquiries and age-group number tracking.
- Incoming transfers require the outgoing club's approval under applicable league transfer rules.
- Coaches and Team Managers refer transfer and registration enquiries to Krystal rather than arranging them independently.
- When a team is full or near its capacity, Krystal consults Mark, Vince or Clint before accepting further players.
- Late registrations may be processed normally where spaces are available, provided eligibility and other requirements are met; if the team is full, consult Mark, Vince or Clint.
- Registered player allocations remain subject to the club's grading and eligibility procedures.

17. Behaviour Breaches and Discipline

The club does not tolerate abuse of officials, bullying, harassment, aggression, discriminatory behaviour or breaches of safeguarding obligations. Serious disciplinary and behavioural matters are reported to Clint Turner, who may involve Mark and Vince. Minor team matters follow normal escalation routes where appropriate.

Outcomes will be determined fairly, with appropriate records and procedural safeguards, under the club's approved policies and any NFNL or AFL Victoria authority. Child safety concerns require immediate referral under Section 5.

18. End of Season, Awards and Recognition

Team and coach end-of-season duties

- Mark oversees coaches' return of footballs, cones, training aids and all other club-issued resources, and requests relevant season feedback.
- Junior Coordinators oversee Team Manager handovers and the return of remaining folders, administration and club property.
- Team Managers organise and communicate their team presentation time with club-wide coordination.
- The club conducts end-of-season parent and player feedback surveys. Feedback is handled respectfully and used for continuous improvement.

Individual team awards — every junior football team

Award	Determination
Best and Fairest — 1st, 2nd and 3rd	Three 5–1 voting cards each match; votes collected by Mark and counted at end of season.
Most Improved	Chosen by coaching staff.
Most Courageous	Chosen by coaching staff.
Most Consistent	Chosen by coaching staff.
Leading Goal Kicker	Determined from recorded season goals.

Two match-day voting cards are completed by coaching staff. The third is completed by the Team Manager or a parent/guardian chosen by the Team Manager. Each card ranks five players with 5 to 1 votes. Voting stays confidential until official presentation. Equal totals result in joint placings, without countbacks; a player may receive multiple awards. The other coaching awards are finalised when votes are counted.

Club-wide award — Junior Clubperson of the Year

One Junior Clubperson of the Year Award recognises exceptional service and demonstration of club values across the junior program. Anyone may nominate a person by emailing juniorpresident@smfnc.com.au and describing their contribution. The Junior Executive reviews nominations and decides the recipient, announced at end-of-season celebrations.

19. The South Morang Way

One Club, One Den means every child, family, team, coach, volunteer and official belongs and contributes. We celebrate achievement without losing sight of inclusion, safety, effort and friendship. The 2026 NFNL Junior Club of the Year recognition motivates us to keep strengthening how we operate.

BE RESPECTFUL. BE SUPPORTIVE. BE INCLUSIVE. BE ACCOUNTABLE. BE PROUD.

20. Junior–Senior Football Communication

Senior coaches and officials must contact the Junior President before approaching junior players about senior or Under 19 football, one-off matches or ongoing movements. Approval must precede an invitation or arrangement. This applies across boys' and girls' pathways and does not override player eligibility rules.

No adult may directly privately message a minor; communications must go through parents/guardians or approved safeguarded channels. Junior and senior football departments should cooperate respectfully and consider individual development, welfare and existing team commitments.

21. Junior Development and Academy

Michael Gomez is Head of Junior Development and runs the South Morang Junior Academy, reporting to the Junior Executive. The Academy is open to all eligible South Morang junior players regardless of grade, experience or ability. It focuses on skill development, confidence, enjoyment and growth, supported by appropriate external training partners and athlete testing programs.

Detailed registration, fees, bookings and payment administration are managed separately so this manual can remain current as systems evolve.

22. Coaching Charter

The Coaching Charter was developed with the coaching group and represents the club's expected culture. It is displayed around the club and applies to coaches, players, parents, spectators, officials and volunteers. Coaches and assistants must formally acknowledge it when accepting appointments. Behaviour inconsistent with its standards can be raised and addressed under the club's established procedures.

The original supplied Coaching Charter artwork is reproduced on the following page.



SOUTH MORANG FOOTBALL NETBALL CLUB

SMFNC

COACHING CHARTER



RESPECT • GROWTH • STRENGTH • PRIDE

1 OUR PURPOSE

- ✓ Provide a fun, safe, inclusive and supportive environment.
- ✓ Help every player grow in skill, confidence and character.
- ✓ Make football and netball enjoyable for all.



2 WHAT WE STAND FOR


Development before results


Enjoyment and belonging


Respect for players, parents, umpires and volunteers


Positive communication


Safe and inclusive behaviours


One Club mindset


Learning, effort and improvement


Supporting coaches, players and families

3 SUCCESS LOOKS LIKE

-  Players improving and loving the game
-  Kids feeling safe, valued and included
-  Coaches teaching, encouraging and leading well
-  Families helping create a positive club environment
-  Everyone working together as One Club



**AT SMFNC, SUCCESS IS MEASURED BY
GROWTH, EFFORT, ENJOYMENT AND CONNECTION.**



One Club. Many People. Stronger Together.

KINDNESS • TEAMWORK • COMMUNITY • BELONGING



Appendix A. Quick Contacts

Area	Contact	Email
Junior President	Clint Turner	juniorpresident@smfnc.com.au
Vice President	Vince Alessandrino	juniorvp@smfnc.com.au
Football Operations and Coaching	Mark Muscat	footballops@smfnc.com.au
Registration	Krystal Tieri	registration@smfnc.com.au
U8–U10 Coordinator	Paula Lamrais	juniorcoord@smfnc.com.au
U11–U13 Coordinator	Emma Grant	juniorcoord@smfnc.com.au
U14–U17.5 Coordinator	Krystal Gear	juniorcoord@smfnc.com.au
Head of Junior Development	Michael Gomez	Contact via Junior Executive
Child Safety	Justine McDowall	cso@smfnc.com.au

Child safety online: <https://smfnc.com.au/childsafety/> | Emergency: 000

Appendix B. Governing Policies and Document Control

- SMFNC approved Junior Team Selection Policy and coaching selection procedure.
- SMFNC Parent and Spectator, Volunteer and Officials, and Junior Coaches Codes of Conduct.
- SMFNC Child Safety policies and reporting procedures, Victorian Child Safe Standards and relevant legal obligations.
- Current NFNL bylaws, relevant AFL Victoria policies and applicable competition rules.

Document control: Version 2.1 • Finalised version • Last updated 19 October 2026. This manual is maintained as a living document; confirmed changes should be incorporated and the version and update date revised when circulated.