



# Welcome Families Key Roles Policy

## Frankston Rovers Junior Football Club

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## 1. PURPOSE

At Frankston Rovers Junior Football Club, we deeply value the role of volunteers in helping our club thrive. Whether it's the game, the health benefits, or the social connections **our club couldn't run without you.**

The Rovers community is open to everyone: culturally diverse communities, experienced or new to the sport, young or old, time-rich or time-poor. There's a role for everyone to contribute.

## 2. SCOPE

Families and Volunteers are the **lifeblood of community sport**—from goal umpires and canteen helpers to committee members and team officials. Parents, siblings, grandparents, and friends regularly step up. Most do it for their children, for their community, and for the love of the game.

The Rovers Community brings personal benefits: a sense of purpose, stronger community connections, and improved emotional wellbeing.

## 3. REQUIREMENTS

As a member of Frankston Rovers JFC, you agree to:

- Be familiar with key policies under the “Resources” tab on our website
- Uphold the Club's Code of Conduct
- Model our core values: **Community, Integrity, Inclusivity, and Fun**

In accordance with Victorian legislation, all volunteers 18 years and older must:

- ✓ Hold a current **Working with Children Check (WWCC)**
  - Apply here: [Working with Children Check | vic.gov.au](https://www.vic.gov.au/working-with-children-check)
- ✓ **Register on PlayHQ** as a volunteer with Frankston Rovers JFC
  - Register here: [Register to Frankston Rovers Junior Football Club | PlayHQ](https://www.playhq.com.au/register-to-frankston-rovers-junior-football-club)

## 4. CLUB COMMITMENT TO VOLUNTEERS

- Provide a welcoming and inclusive environment
- Offer support and guidance to help volunteers succeed
- Recognise and appreciate the contributions of all volunteers
- Ensure all volunteers are aware of their role and responsibilities
- Provide access to training or certifications as required (e.g., CoachAFL, First Aid, Food Safety)

## 5. COMMUNICATION & SUPPORT

Volunteers will be supported by their Team Manager, Coach, or Canteen Coordinator, and Committee members depending on their role. Any issues or concerns should be raised with the relevant contact or the Club President/Vice President.

Volunteers will be informed of rosters, duties, and expectations at the start of the season and week to week depending on their role and events need extra help.



Training and opportunities for development will be provided where appropriate

## 6. MISSED DUTIES / ROSTERS

If a volunteer cannot attend a roster duty (e.g., canteen or setup), they are responsible for arranging a swap or must notify the **Team Manager at least 24 hours prior**.

Repeated missed duties without notice may result in double shifts or exclusion from future rosters, at the discretion of the Committee.

## 7. RECOGNITION OF VOLUNTEERS

### **KEN LEONIE award**

The Ken Leonie Award is one of the most meaningful honours at the Frankston Rovers Junior Football Club. Named in recognition of two long-standing contributors whose dedication, generosity, and love for the club helped shape the community we enjoy today, this award celebrates the true spirit of the Rovers.

Presented annually, the Ken & Leonie Award acknowledges a member of our club — player, parent, volunteer, or supporter — who embodies the values that Ken and Leonie lived by:

- ✓ **Commitment to the club and its community**
- ✓ **Willingness to help wherever needed**
- ✓ **Positive influence on players, families, and volunteers**
- ✓ **Consistent demonstration of respect, teamwork, and club pride**

This award is not about on-field performance. It recognises the quiet achievers, the helpers, the role models, and the people who make the Rovers a welcoming, family-focused club.

The Ken & Leonie Award stands as a reminder that our club is built on more than football — it's built on people who care.

### **LEGENDS NIGHT**

Call for all players no matter your ability! As a new member, you're invited to join us for Legends Night, whether you play on field or not this is our biggest and most exciting community event of the season. It's a night where past and present Rovers come together, families fill the sidelines, and we celebrate everything that makes our club special. From the Auskick showcase to the Rovers vs Bombers Legends Game, great food, raffles, and a fireworks finale, Legends Night is all about connection, fun, and the proud community spirit that defines our club. We can't wait to share this tradition with you.

## 8. KEY ROLES NEEDED

**Expression of Interest: Contact or email committee member** to get involved in any of the following key roles: [secretary@frankstonrovers.com.au](mailto:secretary@frankstonrovers.com.au)

- Team Manager
- Coach / Assistant Coach
- Trainer (First Aid)
- Runner (Delivers coach messages)
- Field Umpire



- Umpire Escort / Ground Marshal
- Goal Umpire
- Boundary Umpire
- Water Carrier
- Timekeeper
- Bar Service (RSA)
- Canteen/BBQ masters
- Social Events
- Sponsorship
- Clean up crew
- Apparel

On the day of wearing a vest please reach out to the club or your team manager.

## 9. TEAM MANAGER

The key communicators and organizers for their team.

Managers will be issued a **team bag, vest** and are responsible for overseeing team activities and ensuring compliance with **League Rules** (excluding coaching responsibilities).

### Key responsibilities:

- Introduce yourself to the opposing team manager
- WhatsApp for clear team communication and to share club event posts.
- Ensure all **players and volunteers** participating in matches for your club are **registered** and hold a valid **Working with Children Check (WWCC)**.
- If a **player or official is reported** on match day, notify the **Club Secretary** as soon as possible after the match. resources here: <https://play.afl/learning-resource/toyota-afl-club-help/team-manager-role-description?userID=00u3ve4cegNQurDPK3I7#article-0>
- Submit the **Club copy** of any Player/Official report to the Club Secretary.
- Celebrates and coordinates off field activities and celebrations with Club officials and committee members.

**Team Sheets: Three (3) copies** must be prepared before each game:

1. One for the opposing Team Manager
  2. One to be retained by your team
  3. One for the Umpire
- The Team Sheet must include **names of all on-field officials** and be **digitally submitted online**.
  - Each club is responsible for **verifying the other team's list**, and **signing off** on both copies.
  - **Umpires must sign** both team sheets before the game and keep them until their post-game duties are completed.



- **Each club retains** a signed copy of the team sheet.

Create a **pre-game volunteer roster** with at least **24 hours' notice**. Include all necessary roles and responsibilities:

ROUND 1 – SUNDAY, 4 APRIL  
 ARRIVAL TIME: 1:30 PM  
 GAME TIME: 2:00 PM  
 LOCATION: HOME [insert location link]  
 OPPOSITION: Chelsea Blue

**Volunteer Roster:**

- First Aid: X Family
- Runner: X Family
- Water Runner: X Family
- Goal Umpire: Z Family
- Field Umpire: Y Family
- Time Keeper: X Family
- Award Photo: X Family
- Ground Marshall: X Family
- Oranges & Lollies: X Family

**Important:** Please message by 6 PM Saturday if your child is sick, injured, or unable to play.

**Reminders:** Uniform, Mouthguard, Boots  
 GO ROVERS!

## 10. COACH

Rovers Junior coaches shape our club and our children. A great coach not only teaches the game but also helps children build confidence, resilience, and friendships that can last a lifetime. Encompassing the club Motto of **'Better Rovers makes Better People'**

Anyone can apply for a coach's position, please contact the executive committee or email to refer to and receive a [Coach and assistant coach handbook](#).

### Responsibilities:

- Plan and deliver effective, age-appropriate training and match day strategies.
- Promote and uphold the Rovers' core values: Integrity, Inclusivity, Community, Fun
- Develop individual and team skills aligned with AFL standards.
- Maintain positive team culture and lead by example.
- Wear a coach's vest at all times on match day and at training.
- Ensure correct on-field numbers in collaboration with team officials.
- Create and communicate your **Coaching Philosophy** and **Team Expectations** by Round 1.
- Adhere to **CoachAFL accreditation, AFL/League and Clubs Policies**, Regulations and Laws, and **competition by-laws**.
- Attend coaching clinics and networking opportunities.
- Maintain professionalism, organisation, and accountability throughout the season.

### Collaboration:

- Work closely with the **Assistant Coach, Team Manager, Trainer, and Runner** proactively to deliver a consistent team messages and approach.
- Engage with other club coaches for training and mutual support.
- Communicate regularly with the Club President, Vice President, and Committee.
- Provide clear and respectful communication with players and families.

### Applications:

Open to all; applications in writing with your coaching style, bio and philosophy to the Executive Committee or **Club Secretary before October 31**. One-year term; **must reapply annually**. Interviews may be conducted where needed

## 11. ASSISTANT COACH

Support the players and Head Coach in the planning and delivery of training and match day responsibilities, while helping develop all players within the team.

Key communicator sidelines of on and off field game play with the head coaches lead.

### Responsibilities:

- Assist in preparing and running training sessions
- Coach a specific line (forwards, midfield, or defence) during training and match days.
- Assist Trainer in Player warm ups and cool downs
- Support player development in line with team expectations, set goals and set coaching philosophy.
- Excellent and effective communication with the coaching team and players and families.
- Help enforce the club's values, expectations, and team standards.
- Deliver high-quality technical and tactical coaching.
- Maintain a positive and resilient attitude.
- Support the Head Coach in all aspects of team management.

### Applications:

Open to all; applications in writing with your coaching style, bio and philosophy to the Executive Committee or Club Secretary before October 31.

One-year term; must reapply annually. Interviews may be conducted where needed

## 12. TRAINER FIRST AIDERS



Trainers support player health by managing on-field injuries and monitoring pre-existing conditions (e.g. asthma).

Trainer communicates closely with the players, Team Managers, Families and coaching teams to understand and educate others on players health and environmental needs and provide clear advice for return-to-play process for serious injuries and reassurance where needed.

Team manager provides the trainer with a vest, Injury report folder and First aid kit, and drink bottles to clean and refill (under 12 teams).

### Requirements:

- Current **First Aid (HLTAID011) & CPR**
- **Level 1 Sports Trainer** (U12+ or working towards) Taping techniques and stretcher use
- Complete AFL Concussion Module and return to play procedure <https://play.afl/concussion>
- Adhere to club policies and return to play process
- Adhere to the management of sport related concussion in Australian football



**Note:** Trainers may only enter the field to treat injuries and rehydrate players in under 12 teams. Trainers are not to act as Runners or Coaches. They may enter the field only to assist injured players, including opposition, following emergency protocols (DRSABCD).

### 13. RUNNER- TEAMS 12+YRS

The Runner assists the coaches on match day by delivering messages to players on the field and must immediately return to the coaches box after doing so. Runners are only permitted in competitive age groups (U11 and above); they are not allowed in U08–U10 competitions.

They may escort their own players off the field if sent off. Runners must not carry towels or water bottles or interact with opposing players in any way.

### 14. GROUND MARSHAL- UMPIRE ESCORT

This role ensures a safe and respectful environment for umpires and upholds ground protocols on game day. Must be 18years or over, wear a vest, show respect and during play remain outside the boundary fence near spectators.

Responsible for confirming all on-field umpires are hydrated and safe and alert team coach for any poor behaviour of their own team, monitor and assist with managing team officials' and spectators' behaviour. Ensure only officials, players and volunteers are on the ground, Escort umpires:

- **To and from the ground** at half-time (if requested) and full-time
- Remain **in the center of the ground** with umpires during all breaks
- **Provide drinks** to umpires at each quarter break

### 15. WATER CARRIERS 12+ YRS

To ensure players on over 12-year-old teams stay hydrated throughout the game, while observing all safety and game rules related to entering the field of play.

#### Key Responsibilities:

- Always wear the designated vest.
- Station yourself **within marked water carrier zones**, located **opposite the coaches' bench** outside the boundary line.
- Enter the playing arena only:
  - During a **substantial break in play** (e.g., after a goal is scored), or
  - If play is at the opposite end of the ground.
- **Exit the field immediately** if play returns to your end.

### 16. FIELD UMPIRE

**U8–U10:** Each team provides one club umpire (coach, assistant coach, or qualified volunteer).

**U11–U18:** AFL Southeast appoints field umpires when possible.

**Minimum Age:** 13 years old

**Reports To:** Match Officials / Team Manager (U8–U10 games)

To officiate matches in accordance with the **Laws of Australian Football**, ensuring the game is played fairly and in good spirit.



### Responsibilities:

- Apply the **Laws of the Game**, Regulations, and Codes of Conduct.
- Umpire in the **spirit of fairness, safety, and respect**.
- Wear the designated umpire **vest** and use your own **whistle**.
- For U8–U10: Work collaboratively with the opposing club's umpire.
- For U11–U18: Be prepared to umpire if AFLSE umpires are not appointed.

### Resources:

Southern Umpires Association Documents  
 Southern Umpires Association Umpiring Documents  
 Community Umpire Training – PlayAFL  
 Community Umpire Training Program - Play AFL

## 17. GOAL UMPIRE

To accurately determine and signal scoring outcomes during the game and maintain a clear, verified scorecard.

### Responsibilities:

- Wear a **white top or jacket** and use **two flags** and a **scorecard** (provided by team manager).
- Signal goals and behinds only after receiving the “**all clear**” or “**touched all clear**” from the Field Umpire.
- Record each score and confirm accuracy with the **other Goal Umpire** and **scoreboard**:
  - At the end of each quarter
  - At the conclusion of the match
- If discrepancies occur, consult the **Field Umpire** to resolve the score.
- Work cooperatively with **Field and Boundary Umpires** throughout the game.

### Resources:

Community Umpire Training – PlayAFL. [Community Umpire Training Program - Play AFL](#)

## 18. BOUNDARY UMPIRES -12+ YRS

**Reports To:** Field Umpire / Team Manager

Boundary Umpires are responsible for managing the boundary line during play. They determine when the ball is out of bounds, assist in restarting play, and support the smooth running of the match by following Field Umpire instructions. Minimum Age: 14 years old for teams of players above 12 years.

### Responsibilities:

- Always wear the designated boundary umpire vest.
- Use your **own whistle** during the match.
- Must have a good understanding of the rules relating to the boundary line and throw-ins.
- Able to move quickly along the boundary line to keep up with the play.
- Be fair and when in doubt consult/follow all instructions given by the Field Umpire.
- Signal out of bounds or out on the full by raising one arm and using a whistle.

- Throw the ball back into play using the correct boundary throw-in technique.
- Retrieve the ball and return it to the centre square after a goal is scored.

### Recommended Training:

- **Community Umpire Training – PlayAFL**
- View official resources and guidelines at: <https://www.play.afl/umpire> **Community Umpire Training Program - Play AFL**



## 19. TIMEKEEPER

Each team must provide one (1) Timekeeper. The game cannot start until both are present. Required to be 18 years old or above, uses the **siren/horn** to manage game timing and breaks.

1. **Pre-Game Warning Siren**  
Signals umpires and players to enter the field before the scheduled start.
2. **Start & End of Quarters**  
Sound siren at the start and end of each quarter, based on official timing.
3. **Break Intervals**
  - ✓ **Quarter Time**  
Sound siren 2 minutes after end of Q1 to signal return to field  
Max break: 3 minutes
  - ✓ **Half Time**  
Sound siren 7 minutes after end of Q2  
Max break: 8 minutes
  - ✓ **Three-Quarter Time**  
U8–U10 & U12 Girls: siren at 2 minutes, max break 3 minutes  
All other age groups: siren at 4 minutes, max break 5 minutes
4. **Restart Signal**  
Sound siren once the umpire blows the whistle and holds the ball aloft to start each quarter.



## 20. CANTEEN DUTY

All Rovers Families volunteers play a vital role in creating a friendly, welcoming environment on match days by providing food and drinks to players, families, and spectators. All families are expected to complete canteen duty as rostered.

*Know someone that would like to be in a paid role? Please contact the committee*

✅ **If you cannot attend, you must organise a swap or contact your Team Manager at least 24 hours prior.**

❌ **Failure to do so may result in a double shift being assigned.**

**Reports To:** Club treasurer Mark or Canteen manager Jude

**Recommended Training:** 🖱️ **DoFoodSafely** Complete online Training 10 mins

- Assist with food and drink service to customers
- Handle cash and EFTPOS transactions accurately
- Maintain a clean and tidy canteen area
- Restock fridges, lolly display, condiments, and napkins
- Follow basic food hygiene and safety procedures
- Provide friendly customer service to players, families & spectators

### 🕒 **CANTEEN HELPER – SET UP GUIDE 30 mins**

**Thank you for volunteering – your support helps make match day a great experience for our kids! Introduce yourself to the Canteen Team**

#### 💎 **Hygiene First**

- Wash hands
- Wear gloves
- Only those with Food Handling Certificates should handle food directly

#### ✂️ **Setup Tasks**

- Set out chairs (undercover near window and around tables)
- Place bin bags and spread bins throughout area
- Check stock levels: sauces, napkins, lollies, utensils
- Speak to Cook and Barista about how orders will be taken/served
- Prep BBQ items: oil, bacon, eggs, tongs, flipper, gloves
- Set up tables with napkins, vinegar, sauces, spoons, forks
- Take customer orders, repeat to kitchen/barista, and deliver to customers

### 🕒 **CANTEEN HELPER – PACK UP GUIDE 30 MINS**

Thanks again for helping wrap up the day. Your efforts are appreciated by the entire Rovers community!

#### 💎 **Hygiene First**

- Wash hands
- Wear gloves

#### 🗨️ **Handover & Final Service**

- Introduce yourself to the Canteen Team taking over or from setup crew
- Take final orders, repeat to cook/barista, and serve to customers

### 🍷 Cleaning & Pack Up

- Restock: sauces, lollies, napkins, forks & spoons
- Collect dirty items from BBQ cook
- Run dishwasher as instructed
- Pack away: sauces (in fridge), other items in Rovers cupboard
- Wipe down benches with spray cleaner
- Move waste bins inside, leave wheelie bins outside
- Help bring tables and BBQ items back inside

### CLEANING WHICH COLOUR DO I USE?



## 21. BAR / RSA HELPER

To assist in the responsible, friendly, and efficient service of alcoholic and non-alcoholic beverages at club events, match days, and functions. BAR / RSA Helpers play a key role in creating a safe, welcoming environment while upholding liquor licensing laws and club Good sports Associations Gold Accreditation.

**Reports To:** Club Treasurer and Club Committee

BAR / RSA Helpers must reflect the values of **Integrity, Inclusivity, Community & Fun**, ensuring the bar area is safe, respectful, and family-friendly.

- Shifts are usually 2–4 hours on home games, events, or club functions
- A roster will be shared in advance – volunteers must notify if unable to attend
- All volunteers are expected to help with basic pack-down

### Requirements:

- Be over 18 Yrs old and hold a current RSA Certificate (Responsible Service of Alcohol – Victoria)
- Willing to follow safety, legal and club protocols
- Comfortable handling cash and EFTPOS

### ✅ Before Service

- Arrive on time and sign in with the Bar Manager
- Wear club-provided name badge or uniform (if required)
- Assist with setting up the bar area: clean glassware, restock fridges, prep float



### ✔ During Service

- Serve drinks in line with RSA training and club rules
- Check IDs where required (must be 18+ to purchase alcohol)
- Refuse service to intoxicated patrons as per RSA laws
- Handle cash and EFTPOS transactions accurately
- Keep the bar area tidy, restocked, and presentable
- Be polite and respectful to all patrons – you represent the club

### ✔ After Service

- Help clean and restock the bar area
- Wash glasses, wipe benches, empty bins
- Report any incidents or concerns to the Bar Manager or Committee

**Your help behind the bar keeps the club running smoothly and supports everything from uniforms to umpires. We appreciate your time and community spirit!**

## 22 CHECK LIST FOR VOLUNTEER INDUCTION SESSION

- Introductions and contact details, access to resources needed per role
- Hands on training where needed
- Request opportunity to receive one on one training from the previous volunteer or a committee member
- Ongoing access to resources to train and upskill the volunteer
- Opportunity to ask questions receive clarification in a welcoming, low pressure environment



## 23. Frankston rovers junior football club- MEMBER FEEDBACK SURVEY

Thank you for volunteering with us this season! Your time, energy, and effort help our club run smoothly and create a fun and safe space for our kids to play footy.

Your feedback helps us improve how we support and manage volunteers at Rovers.

### 1. What volunteer roles did you take on this season?

- Coach or Assistant Coach
- Team Manager
- Runner or Trainer
- Water Carrier
- Umpire (Goal, Boundary, Field)
- Canteen Helper
- BBQ / Setup / Packdown
- Other: \_\_\_\_\_

### 2. How would you rate your volunteer experience overall?

- Excellent
- Good
- Average
- Poor

### 3. How clear were the instructions or expectations for your role(s)?

- Very clear
- Mostly clear
- Sometimes unclear
- Not clear at all

### 4. Was communication from the club or team manager timely and helpful?

- Always
- Most of the time
- Sometimes
- Rarely

### 5. How likely are you to volunteer again next season?

- Very likely
- Maybe
- Unlikely
- Not at all

### 6. What did you enjoy most about volunteering?

### 7. What could we do better to improve the volunteer experience?

### 8. Do you feel the club values and recognises its volunteers?

- Yes
- Somewhat
- Not enough
- Not sure

### 9. Any other comments or feedback?

Thank you again for all your support this season!

**We couldn't do it without amazing families like yours. ❤️ ❤️ Go Rovers!**



## 24. Frankston Rovers Junior Football Club      PLAYER SURVEY

To be given out at seasons **last training session from Team managers** and brought to Presentation night or emailed to Team managers.

Season \_\_\_\_\_ Team/Age: \_\_\_\_\_  
 Coaches: \_\_\_\_\_ Your Name (optional): \_\_\_\_\_

Thank you for being part of the Rovers club this season!  
 We want to hear your voice so we can keep improving and make footy fun, safe, and a great place to grow.

Please answer honestly – there are no right or wrong answers!

### 1. How much do you enjoy playing footy at Rovers? (Choose one)

- I love it!
- I like it a lot
- It's okay
- I don't really enjoy it

### 2. How do you feel about your coach?

- Encourages me
- Teaches me new things
- Is fair to everyone
- Makes footy fun
- Listens to me
- Helps me improve
- I'm not sure

### 3. What's your favourite part of playing footy?

- Training with friends
- Game day excitement
- Kicking goals
- Tackling and marking
- Learning new skills
- Winning as a team
- Just having fun!
- Something else: \_\_\_\_\_

### 4. Do you feel safe and included at training and games?

- Always
- Most of the time
- Sometimes
- Not really

### 5. What's something you're proud of this season?

### 6. What would make footy more fun for you?



**7. How confident do you feel doing these things now?**

(Rate from 1 = Not confident to 5 = Very confident)

Skill	1	2	3	4	5
Kicking	<input type="checkbox"/>				
Handballing	<input type="checkbox"/>				
Marking (catching)	<input type="checkbox"/>				
Tackling (where allowed)	<input type="checkbox"/>				
Teamwork	<input type="checkbox"/>				
Speaking up	<input type="checkbox"/>				

**8. Would you play again next year?**

Yes – I can't wait!

Maybe – I'm not sure yet

No – I don't think so

**9. Anything else you'd like to tell us?**

**Thanks for filling out this survey!**

Your feedback helps us build a better club for you and your teammates.

**Go Rovers!** ❤️❤️



## 25 KEY ROVERS' EVENTS for the calendar

Game details are assigned by the Frankston District League and show on your Play Hq Weekly

<b>Event</b>	
Come and try day meet the coaches	
Pre Season Training begins	
<b>Information Night- meet the club</b>	
<b>Season Launch- Jumper Presentation at Club 4pm</b>	
<b>R1 - Anzac Day</b>	
<b>Auskick commences</b>	
<b>Heatherhill Seniors Home Game season</b>	
<b>First Aid training session- Free for all members</b>	
<b>R2 -Dinner at Club team key roles intorductions</b>	
<b>R3-Mother's Day celebrations-scones and a cuppa pre game</b>	
<b>Legends Night- Baxter Park- Adult Players needed</b>	
<b>R4- Registrations Due</b>	
<b>R5- Reconciliation Round- Dinner at Club team report</b>	
<b>Tackle your Feeling- wellbeing through sport night</b>	
<b>R6- No Dinner</b>	
<b>R7- MND Round- Dinner at club</b>	
<b>R8- No dinner</b>	
<b>R9- Dinner at club and Team reports</b>	
<b>R10- Pride Round</b>	
<b>R11- Dinner at Club and Team reports-Dads Day Out</b>	
<b>R12- TAC Round</b>	
<b>Nominations open for FDJF League awards open</b>	
<b>R13- Dinner at Club and Team reports</b>	
<b>Volunteer appreciation night</b>	
<a href="https://play.afl/clubhelp/club-growth#awards">https://play.afl/clubhelp/club-growth#awards</a>	
<b>R14-Club Award Nominations open for Ken Leonie Award, Committee, Coaches and Players.</b>	
<b>Finals Week 1</b>	
<b>Finals Week 2</b>	
<b>Presentation Night and season celebrations</b>	
<b>Thank Volunteers Post season lunch and debrief</b>	
<b>All Player tops returned and coaches bags cleaned</b>	
Stocktake	
Club rooms closed	