

To: SMJFL Club Presidents, Secretaries & Football Operations Coordinators
From: Bree Vallance, General Manager – Football Operations
Matthew Brown, Chief Executive Officer
Date: Tuesday, April 18, 2023
Re: IMPORTANT – SMJFL Season 2023 – Football Operations Update

Good evening SMJFL Club Presidents, Secretaries and Football Operations Coordinators, staff & Board,

Firstly, we would like to take this opportunity to thank the SMJFL Club network for their work as we prepare for SMJFL Season 2023 and encourage you all to share this communication widely within your club network as it includes important information on:

1. SMJFL Fixtures Update and post Round 4 Grading
2. 2023 Welcome Back to Football Information and Fixture
3. Team Manager Checklists
4. Coach and Team Manager Accreditation
5. Match Day Contacts
6. SMJFL By-laws Reminder
7. Applications to amend a fixture, including Night Matches
8. Incident Resolution / Member Protection and Vilification
9. Club Complaint Process
10. Codes of Conduct

We're looking forward to a terrific 2023 season and thank you again for your support. If you have any questions, please do not hesitate to contact us at: footballadmin@smjfl.com.au

1. SMJFL Fixtures Update

As you will be aware in the latter stages of 2022 the SMJFL transitioned to the PlayHQ Membership Database and Competition Management Portal.

Fixtures for Round 1 are now live and accessible through the SMJFL website with the PlayHQ portal providing significantly improved user experience on tablet and mobile.

Clubs can also access information related to their specific fixtures through their Club portal at:

- Round 2 fixtures will go live Monday 24 April
- Rounds 3 and 4 fixtures will be live from 1 May

Following Round 4 the SMJFL Grading Committee will be convened to consider the results over the first four rounds and to determine whether any divisions are required to be regraded.

Our focus remains delivering a fair and equitable competition.

2. 2023 Welcome Back to Football Carnival

Please find attached with this memo the:

- 2023 Welcome Back to Football Carnival Information
- 2023 Welcome Back to Football Fixture

Please share with your people.

3. Team Manager Matchday Guide / Checklist

Jacob Miller, SMJFL General Manager, Clubs & Community recently circulated the PlayHQ Team Manager Checklist. This can be accessed via the SMJFL website at:

<https://www.smjfl.com.au/rules-and-by-laws>

Please ensure your Team Managers are both registered in PlayHQ, including their Working with Children Check (WWCC), if you require assistance, please contact Jacob at:

gmclubs@smjfl.com.au

4. Coach and Team Manager Accreditation

4.1 Coach Accreditation

In 2023 the League's focus on Coach development and compliance has never been stronger and as of 18th April we are delighted to advise that we are sitting around 560 Coaches and are on target to achieve in excess of 700 Coach registrations for the season.

Of the 26 Participating Clubs, 20 have achieved an 80% (or above) Coach Compliance, on a per team basis, which is incredibly pleasing. Several clubs have, however, been slow to ensure compliance of Coaches and we will need to see a late surge in these Clubs as we approach the cut-off date for accreditations which is Round 4. If any Club is having issues, please do not delay in reaching out for assistance to Paul at: coaching@smjfl.com.au or Jacob at:

gmclubs@smjfl.com.au

Also, a reminder that CoachAFL states anyone involved on match day should become an accredited member of CoachAFL. This includes Head Coach and Assistant Coach, but we recognise that not all Assistant Coaches will see the need to register. This is a view we are keen to change given the importance the role of Assistant Coaches play and the need to be fully prepared come match day should the Head Coach be unable to play their role. Please note that an unaccredited person cannot step in to fill the shoes of a Head Coach and that penalties may apply where this occurs.

On Coach Development - the SMJFL, together with AFL Victoria, is committed to improving the standard, culture and compliance of our Coaches. The appointment of Paul Jemmeson as the SMJFL's dedicated Coach Developer is an important step in this direction.

Paul has significant community coaching experience and is expressly available for clubs to utilise. Paul is maintaining contact with your Coordinators and available for contact should you require. Please don't hesitate to contact Paul at: 0422004348 or coaching@smjfl.com.au

4.2 Team Manager Accreditation

As communicated previously it is a Victorian Government requirement that people engaged in child related work, including in a volunteer capacity, possesses an up to date WWCC.

We are delighted to advise that of the 581 Team Managers currently registered for 2023, 546 have a WWCC accreditation – that's 94%, amazing!!! Lets hit the 100% target by Round 4!!

Please continue to ask your volunteers to apply for and register their WWCC on the PlayHQ platform and if you need further information on Child Safety or how to apply for or update your WWCC please go to the [Child Safety](#) section of the SMJFL website or visit the following links:

- [Apply for and renew a WWCC](#)
- [How to Update your WWCC details on Play HQ](#)

5. Match Day Contacts

SMJFL will continue to have a presence around the grounds in season 2023 with representatives of the Football Operations Department and Umpiring Academy easily recognisable by their uniforms.

In the event your club needs support please note the following Match Day contacts:

- **Football - Bree Vallance, GM Football Operations: 0411 499 907**
- **Umpiring - Doug Haworth, Head of Umpiring: 0490 495 079**

6. SMJFL By-laws and Member Protection and Vilification

Clubs will be aware that following extensive consultation, the SMJFL's 2023 By-laws were circulated with an accompanying memo and uploaded to the SMJFL website on 6 April 2023. The SMJFL Bylaws can be accessed here: <https://www.smjfl.com.au/rules-and-by-laws>

In considering the adoption of the [AFL's National Community Football Policy Handbook \(NCFPH\)](#) the SMJFL has adopted the AFL's Member Protection and Integrity Policies, including Vilification and Discrimination and will be following the AFL's processes accordingly.

7. Applications to amend a fixture or apply for a Night Match

As per SMJFL By-law Clause 13.2 clubs may, during the regular season, and with the support of the impacted (opposition) club, request to amend the time and/or venue of a football match.

7.1 Applications to amend a fixture

Requests by Participating Clubs for a change of the time and/or venue of any football match must be submitted no later than 12pm five (5) business days prior to the match, via the following link: [SMJFL Fixture Change Application Form](#)

7.2 Applications to host or participate in a Night Match

If your club would like to host or participate in a Night Match, please complete the request application here: [SMJFL Night Match Request Form](#)

8. Club Complaint Process

As per [SMJFL By-law Clause 30.1](#) clubs must lodge complaints via the prescribed form no later than 12pm two (2) business days after the match concerned.

Clubs will also note that each official complaint is subject to a 25-penalty unit administration fee with payment required to activate an official complaint via the prescribed form which can be purchased through the SMJFL Website E-Shop, with the form being available online ahead of Round 1.

In the event a complaint is upheld, the SMJFL will refund all associated complaint fees.

9. Incident Management Resolution

At the SMJFL Club Conference of 5 March 2023, Bree Vallance, General Manager Football Operations presented a session on Incident Management.

A copy of the SMJFL Incident Management presentation can be found on the SMJFL website under Club Corner - here: <https://www.smjfl.com.au/club-corner>

10. Codes of Conduct

Clubs are reminded that as per SMJFL By-law 46.1, the SMJFL has adopted appropriate Codes of Conduct for its:

- Officials
- Administrators
- Coaches
- Umpires
- Parents and Supporters

And we ask that clubs continue to remain vigilant in promoting a positive football environment.

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