

GUIDE TO STARTING A FEMALE FOOTBALL TEAM



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www.adelaidefooty.com.au



As at 1st March 2017

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COMPETITIONS

OPEN WOMEN

- For a player to be eligible to play in this competition she must be:
 - At least 16 years old as at 1st January in the year of the competition.
 - Please be aware that in 2017, the minimum age may increase to 17 years, as per the national requirements
 - Underage players may be eligible for dispensation, please refer to the Adelaide Footy Womens By-Laws Annex F Dispensation Policy.
- Divisions 1-3: 18-a-side games, Division 4: 12 or 15-a-side games (TBC)
- Abide by Adelaide Footy By-Laws: http://www.sportingpulse.com/get_file.cgi?id=35911095 (please note that an updated By-Laws will be published in March 2017)
- Competition to run from April to September

UNDER 18 GIRLS

- For a player to be eligible to play in this competition she must be:
 - At least 15 years old as at 1st January in the year of the competition. Underage players may be eligible for dispensation, please refer to the Adelaide Footy Womens By-Laws Annex F Dispensation Policy.
 - Under the age of 18 years as at 1st January in the year of the competition. Overage players are not permitted in this competition.
- 15-a-side games, abide by Adelaide Footy Womens By-Laws (link above), refer to Under 18 Girls Sub-Rules.
- Competition runs from April to August.
- Either one or two divisions depending on interest.

UNDER 15 GIRLS & BELOW

- The SANFL currently manages the girls competitions for Under 15 and below age groups.

RECRUITMENT

- The League encourages all clubs to actively recruit new players through holding come-and-try sessions, pre-season training sessions and registration days.
- The League can assist in promoting your recruitment initiatives and positions vacant on its website (www.adelaidefooty.com.au) and its Facebook page (www.facebook.com/afwomens). Email such information to femalefootball@adelaidefooty.com.au.
- It is imperative that a new club stays in regular contact with The League during its recruitment/ registration process and advises The League of insufficient player numbers prior to 31st January 2017 (this is the due date of Part 2 of the Adelaide Footy Womens Affiliation Form). The League may be able to assist by sourcing additional players or joining two clubs' teams together.
- Please be aware of the rules below with relation to the limited number of players that your club is permitted to transfer in from other Adelaide Footy Womens clubs each year. The transfer period is between 1st February and 30th June.
 - A Member Club of The League is not permitted to accept the transfer of more than five players from other Member Clubs of The League during the period of 1st October to 30th September in any year.
 - A Member Club of The League is not permitted to accept the transfer of more than two players from any one Member Club of The League during the period of 1st October to 30th September in any year, except where both Member Clubs agree.
 - Refer to Section 9 of the Adelaide Footy Womens By-Laws for further rules relating to registrations and transfers.
- Clubs are encouraged to send representatives to the SAPSASA and SSSSA female football carnivals and knockout competitions, as they provide great opportunities for recruitment of new players. Stay up-to-date by visiting the [SAPSASA Primary School Sport](#) and [Secondary School Sport SA](#) websites.

FUNDING

There are a range of grants available to football clubs to help fund items such as sporting equipment, promotional materials, team uniforms, new programs and upgraded facilities. You can view a comprehensive list of grants via the online "[Grants & Assistance Finder](#)".

A few grants available that could assist you in setting up a female football team and catering for this growth at your club are:

- [Clubs SA/IGC Sponsorship Assistance Program](#)
- [Club One Small Grants](#)
- [Office for Recreation and Sport's Active Club Program](#)
Programs and equipment (up to \$5,000) or facility requests up to \$20,000 on a \$1 for \$1 basis
- [Office for Recreation and Sport's Female Facilities Program](#)
- [Office for Recreation and Sport's Community Recreation and Sport Facilities Program](#)
Category 1 – facility planning, Category 2 – facility development (requests \$1 - \$200,000) or Category 3 – facility development (requests \$200,001 - \$500,000)
- [SA Community Football League Grants](#)
 - Education Grants
 - NAB Introducer Program
 - SACFL Facility Fund (AHA|SA Clubs SA)

AFFILIATION & REGISTRATION

AFFILIATION PROCESS

- Affiliation to the Adelaide Footy Womens is a two-part process.
- To affiliate for 2017:
 - Part 1 of the Adelaide Footy Womens Affiliation Form must be submitted to The League by 30th November 2016.
 - Part 2 of the Adelaide Footy Womens Affiliation Form will become available following the 2016 Adelaide Footy Womens Annual General Meeting on Monday 28th November, and must be submitted to The League by 31st January 2017.
- Affiliations Forms can be obtained from the Adelaide Footy Womens [Policies, Policies & Forms webpage](#) as they become available.

FOOTYWEB & FREE CLUB WEBSITE

- Player registrations, transfers and permits must be completed via the online FootyWeb system. If you do not have a log in for the FootyWeb system, please contact The League.
- New clubs will receive a free SportingPulse website for their women's teams, which is optional to use. If you would like to gain access to this website, please contact tess@adelaidefootball.com.au

PLAYER REGISTRATIONS/TRANSFERS/PERMITS

- Clubs must ensure that all players are registered prior to their first game.
- As mentioned under 'Recruitment', please be aware that there are rules in place that limit the number of players that your club is permitted to transfer in from other Adelaide Footy Womens clubs each year.
- For further rules on player registrations, please refer to the Adelaide Footy Womens By-Laws which can be downloaded from the Adelaide Footy Women's Policies, Policies & Forms [webpage](#).

FEES

TEAM AFFILIATION FEES

Affiliation Fees are invoiced to Adelaide Footy Womens clubs by the CH9AFL in four equal instalments throughout the year. In 2017, fees are due and payable by – 30th April 2017, 31st May 2017, 30th June 2017, and 31st July 2017.

OPEN WOMEN

- Approximately \$2,600 per year, which covers:
 - Administration Fee
 - Tragedy Insurance
 - ADELAIDE FOOTY WOMENS Presentation Night Tickets x 10

UNDER 18 GIRLS

- Approximately \$300 per year, which is to cover the cost of 5 x ADELAIDE FOOTY WOMENS Presentation Night Tickets.
- The costs associated with tragedy insurance and administrations have been waived in 2017.

PUBLIC LIABILITY INSURANCE

Female teams that are affiliated with a SA Amateur Football League (CH9AFL) club will be covered under public liability insurance as this is paid for by the CH9AFL club as part of their affiliation fees to the CH9AFL. Female teams that are NOT affiliated with a CH9AFL Club must ensure they have their own public liability insurance.

UMPIRES FEES

Please note that umpires fees must be paid directly to umpires by the home team. In all Finals, both competing teams are required to pay equally.

The below figures are a guide only and are based on 2016 Umpires fees.

OPEN WOMEN

Umpires appointed per match:

- 2 x field umpires
- 2 x boundary umpires
- 2 x goal umpires
- *Minor Round Fees*
 - Field Umpire - \$100
 - Boundary Umpire - \$50
 - Goal Umpire - \$40
- *Major Round Fees*
 - Semi & Preliminary Finals
 - Field Umpire - \$100
 - Boundary Umpire - \$50

- Goal Umpire - \$40
- Grand Finals
 - Field Umpire - \$140
 - Boundary Umpire - \$70
 - Goal Umpire - \$50

UNDER 18 GIRLS

Umpires appointed per match:

- 2 x field umpires
- No boundary umpires supplied
- The competing clubs are to supply one goal umpire each

- *Minor Round Fees*
 - Field Umpire - \$60
 - Boundary Umpire – N/A
 - Goal Umpire – N/A
- *Major Round Fees*
 - Semi & Preliminary Finals
 - Field Umpire - \$60
 - Boundary Umpire – N/A (unless the competing clubs agree to appoint umpires)
 - Goal Umpire – N/A (unless the competing clubs agree to appoint umpires)
 - Grand Finals
 - Field Umpire - \$80

INSURANCE

Once you have submitted the first affiliation form for your team/s for the season ahead, you are required to register your Club through JLT Insurance and the AFL National Risk Protection Programme. This is an annual requirement that confirms your club's participation in the national programme and when completed, allows JLT to process Personal Injury claims for your members.

ADELAIDE FOOTY WOMENS clubs are covered under the standard bronze level, but have the option to upgrade at their own cost. For information on the AFL National Risk Protection Programme and what is covered under each level, visit

https://cdn.jlta.com.au/afl/documents/Programme_Summary.pdf?201502040300. For information on how to upgrade your club's level of cover, visit <https://afl.jltsport.com.au/upgrade.aspx>.

Your Club is also required to obtain a Certificate of Currency, which you can download at the conclusion of the JLT Insurance registration process. A Certificate of Currency is a legal document that demonstrates you have Public and Products Liability Insurance. This document is sometimes required by Councils and/or Facility Management (e.g. any club wishing to run a Bunnings BBQ will need to present this document).

Please follow the steps below to register under JLT Insurance and obtain your Certificate of Currency.

STEPS

1. Go to www.jltsport.com.au/afl
2. Select the 'Community Football' button.
3. On the navigation bar located at the top of the screen, select the 'Club Registration' button.
4. Scroll down to the bottom of the page until you get to the box titled 'Club Search'.
5. Where it reads 'State', select 'South Australia' from the drop-down list.
6. Where it reads 'League', select 'South Australian Women's Football League' from the drop-down list.
7. Where it reads 'Club', type your club name.
8. Click the 'Search' button.
9. A list will generate below, with your club name in that list.
(Please note: if your club does not appear in the list, please contact tess@adelaidefootball.com.au)
10. Click on the button that reads 'Please Register', located under the heading 'Registration Status'.
11. A new page will generate that is titled 'Club Registration'. This section will require you to read some information about Insurance in AFL.
12. You will then be required to undertake the JLT Online Risk Management Module (a short quiz). Complete this module and continue to follow the steps until you receive your Certificate of Currency.
13. Save and/or print off your Certificate of Currency and provide a copy to your Club Secretary for safe keeping.

PUBLIC LIABILITY INSURANCE

Female teams that are affiliated with a SA Amateur Football League (CH9AFL) club will be covered under public liability insurance as this is paid for by the CH9AFL club as part of their affiliation fees to the CH9AFL.

Female teams that are NOT affiliated with a CH9AFL Club must ensure they have their own public liability insurance.

GAME DAY CHECKLISTS

Leading up to your first game, please ensure the Club Registrar and Team Manager/s are familiar with the procedures below and have fully read and understand the ADELAIDE FOOTY WOMENS By-Laws.

PRE-GAME DAY

- For each of your teams, you must ensure you have the following personnel for a game:
 - The required number of players to constitute a game (as per the ADELAIDE FOOTY WOMENS By-Laws)
 - Accredited Coach/es (as per the ADELAIDE FOOTY WOMENS By-Laws)
 - Team Manager/Scorer
 - Sports Trainer
 - Team Runner
 - Water Runner
 - Time Keeper (home games only, requirements in ADELAIDE FOOTY WOMENS By-Laws)
 - Interchange Steward (home games only, requirements in ADELAIDE FOOTY WOMENS By-Laws)
 - Match Day Official/Ground Marshall
 - Scoreboard Attendant (home games only)
 - The required number of Umpires for the game (home games only, check the Umpire Appointments which are emailed to all clubs in the lead up to the game and supply club umpires as required).
- You must give at least 24 hours' notice for a game forfeiture. Failure to do so will result in your club having to pay the Umpires fees and be fined an amount specified in the ADELAIDE FOOTY WOMENS By-Laws.
- Register all players and staff including the coach/es, team manager/s, sports trainer/s, runner/s, water runner/s, etc in the online FootyWeb system and develop a Team Sheet for the game.
- Print off three to four copies of this Team Sheet and bring these to the match.
 - 1 x copy for your Team Manager
 - 1 x copy for the Opposition Team Manager
 - 1 x copy for the Field Umpire/s
 - 1 x copy for the Scorer/Statistician (if applicable)

PRE-MATCH

- Complete the [JLT Insurance Match Day Checklist](#) preferably via the App (home games only, must be completed if it is the first match of the day).
- Place the stretcher in a location that is easily accessible for the Sports Trainers (home games only).
- Ensure any changes made to the team or Guernsey numbers are replicated onto all copies of the Team Sheet.
- Ensure each player has signed the Team's copy of the Team Sheet.
- Provide the Opposition Team Manager with their copy of the Team Sheet and provide/obtain sign off on Team Sheets.
- Ensure the Umpires have arrived and are provided with their own room (home games only).
- If an Umpire has not arrived, organise for a replacement Umpire for the match (home games only).
- Provide the Umpire with the Umpire's copy of the Team Sheet and obtain sign off (please note the Umpire/s may wish to sign off at the conclusion of the game instead).

- Provide Goal Umpires with a scorecard each (home games only).
- Provide the Time Keeper with a timer's card (home games only).
- Ask players if they would like any valuable items kept in the Valuables Bag (e.g. jewellery) and store in a safe place throughout the match.
- Approach people to complete your Club's Best & Fairest votes (if applicable).

POST-MATCH

- Complete the Umpires paperwork and payment process:
 - Confirm with the Umpires whether any reports have been made against a player in your team. If a report has been made, collect/record the report and forward onto the Secretary who will need to communicate the Tribunal process with the reported player.
 - Provide the Field Umpire/s with their copy of both teams' Team Sheets and the Goal Umpires scorecards and obtain the required signatures (if this was not already done before the game). *Include in envelope that is sent to the CH9AFL.*
 - Provide the Field Umpire/s with the Best & Fairest Voting Slip relevant to the competition and a small envelope for them to seal the votes in. *Include in envelope that is sent to the Ch9AFL.*
 - Provide all Umpire/s with their payment in cash, which must be presented to them in separate envelopes. The Umpires fee structure is available from the ADELAIDE FOOTY WOMENS website at www.adelaidefooty.com.au
 - Provide them with an Umpires Payment Form for them to sign off that they have received payment. Keep this form for club records.
- Before leaving the venue Ensure the field and change room occupied is field free from debris, equipment or personal belongings left from players.
- The home club is responsible for uploading the match results to **FootyWeb by 5:00pm each Sunday**, including quarter-by-quarter scores, red/yellow cards (if applicable), and both teams' goal kickers and best players. If you are the away team, ideally you should provide your own team's goal kickers and best players to the home club after the game using the 'Away Team's Goal Kickers & Best Players Form' available on the [Policies, Procedures & Forms](#) page at www.adelaidefooty.com.au. For instructions on how to upload match results to FootyWeb, refer to the [FootyWeb Club Level User Guide](#).

POLICIES, PROCEDURES & FORMS

Click on the links below to access the ADELAIDE FOOTY WOMENS policies, procedures and forms, or visit www.adelaidefooty.com.au

Rules & Policies

- [2016 Laws of Australian Football](#)
- [Constitution](#)
- [2016 By-Laws](#)
- [Member Protection Policy](#)
- [Pregnancy Policy](#)
- [SMA Guidelines - Pregnancy Athlete in Contact and Collision Sport](#)

Player Forms

- [2016 Playing Contract](#)
- [Player Transfer Form](#)
- [Player Withdrawal of Transfer Form](#)
- [Application for a Permit for a Major Round](#)
- [Player Dispensation Form - Playing Up](#)

Game Day Forms & Information

- [Best & Fairest Voting Slip](#)
- [Umpires Payment Form](#)
- [Away Team's Goal Kickers & Best Player Form](#)
- [Game Day Checklist](#)
- [2016 Umpires Fees](#)

Other Forms

- [2016 Affiliation Form - Part 1](#)
- [Appeal of Fine Issued Form](#)
- [Complaint Form](#)
- [Life Membership Nomination Form](#)
- [Cheryl Cates Volunteer of the Year Nomination Form](#)
- [Club of the Year Nomination Form](#)

CONTACT

For enquiries please contact:

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