

GUIDE TO ESTABLISHING A FEMALE FOOTBALL TEAM



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As at 1st June 2015

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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 note that in the 2016 competition, players will need to be at least 17 years as at 1st January to be eligible to play in this competition, as per the national requirements
- 18-a-side games
- Abide by SAWFL By-Laws: http://www.foxsportspulse.com/get_file.cgi?id=3440224
- Competition runs from April to September
- Two divisions
 - New clubs must enter into Division 2
 - At the end of the Season, the winning team of the Division 2 Grand Final is promoted to Division 1 in the subsequent season, and the team at the bottom of the Division 1 ladder is relegated to Division 2 in the subsequent season. These promotion/relegation rules do not apply to a club which has a team in both Division 1 and 2. These rules are subject to changes which are dependent on team entries in the subsequent season.

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. Exemptions may apply for underage players, please refer to the SAWFL 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.
- 12-a-side games, abide by SAWFL By-Laws (link above), refer to Under 18 Girls Sub-Rules.
- Competition runs from March to June
- One division

UNDER 15 GIRLS

- For a player to be eligible to play in this competition she must be:
 - At least 12 years old as at 1st January in the year of the competition. Exemptions may apply for underage players, please refer to the SAWFL By-Laws – Annex F Dispensation Policy.
 - Under the age of 15 years as at 1st January in the year of the competition. Exemptions may apply for overage players, please refer to the SAWFL By-Laws – Annex F Dispensation Policy.
- 9-a-side games, abide by SAWFL By-Laws (link above), refer to Under 16 Girls Sub-Rules
- Competition runs from March to June
- One division

UNDER 12 GIRLS

- Currently no competition

RECRUITMENT

Clubs are encouraged to send representatives to the SAPSASA and SSSSA female football carnivals and knockout competitions, as they provide great opportunities for recruitment. Stay up-to-date by visiting the [SAPSASA Primary School Sport](#) and [Secondary School Sport SA](#) websites.

SAPSASA

- Primary School competition runs from May to September
- Draws are available [here](#).

SSSSA

- Year 8/9 Girls competition runs from June to August
- Open Girls competition runs from May to August
- Draws are available [here](#).

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 on 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 Sponsorships and Small Grants
 - [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 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)
- [Community Football Grants](#)
 - AFL Facility Fund
 - BHP Billiton Education Grants
 - NAB Introducer Program
 - SACFL Facility Fund (AHA|SA Clubs SA)

AFFILIATION

AFFILIATION PROCESS

- Affiliation to the SAWFL is a two-part process.
- To affiliate for 2015:
 - Part 1 of the SAWFL Affiliation Form must be submitted to The League by 28th November 2014.
 - Part 2 of the SAWFL Affiliation Form will be available following the 2014 SAWFL Annual General Meeting on Monday 15th December. This form must be submitted to The League by 31st January 2015.
- All Affiliations Forms can be downloaded individually from the [SAWFL Policies, Policies & Forms webpage](#).

PLAYER REGISTRATIONS

- 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.
- Clubs must ensure that all players are registered prior to their first game.
- 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 players numbers prior to 30th January 2015 (this is the due date of Part 2 of the SAWFL Affiliation Form). The League may be able to assist by sourcing additional players or joining two clubs' teams together to ensure team withdrawals and forfeits are avoided.
- For further details on player registrations please refer to the SAWFL By-Laws which can be downloaded from the [SAWFL Policies, Policies & Forms webpage](#).

FEES

TEAM AFFILIATION FEES

Affiliation Fees are invoiced to SAWFL clubs by the SAAFL in four equal instalments throughout the year. In 2015, fees are due and payable by – 30th April 2015, 31st May 2015, 30th June 2015, and 31st July 2015.

OPEN WOMEN

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

UNDER 18 GIRLS

- Approximately \$300, which is to cover the cost of 5 x SAWFL Presentation Night Tickets.
- The costs associated with tragedy insurance and administration have been waived in 2015.

UNDER 15 GIRLS

- No cost in 2015.
- The costs associated with tragedy insurance and administration have been waived in 2015.

PUBLIC LIABILITY INSURANCE

Female teams that are affiliated with a SAAFL club will be covered under public liability insurance as this is paid for by the SAAFL club as part of their affiliation fees to the SAAFL.

Female teams that are NOT affiliated with a SAAFL 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.

INSURANCE

Once you have affiliated your team/s for the season ahead, you are required to register your Club through JLT Insurance and the AFL National Risk Protection Program. 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.

Your Club is also required to obtain a Certificate of Currency, which you can download at the conclusion of the 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 your club 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 caitlin@saafll.asn.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.

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 SAWFL 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 SAWFL By-Laws)
- Accredited Coach/es (as per the SAWFL By-Laws)
- Team Manager/Scorer
- Sports Trainer
- Team Runner
- Water Runner
- Time Keeper (home games only, requirements in SAWFL By-Laws)
- Interchange Steward (home games only, requirements in SAWFL 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 SAWFL 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 or 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 SAAFL.*
 - 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 SAAFL.*
 - Provide all Umpire/s with their payment (as per the fee structure communicated to clubs at the commencement of the competition).
 - 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.sawfl.org.au. For instructions on how to upload match results to FootyWeb, refer to the [FootyWeb Club Level User Guide](#).

POLICIES, PROCEDURES & FORMS

All SAWFL policies, procedures and forms are available at www.sawfl.org.au

Rules & Policies

- SAWFL Constitution
- 2015 Laws of Australian Football
- SAWFL By-Laws 2015 - Amendment 2
- SAWFL Member Protection Policy

Affiliation Forms

- 2015 SAWFL Affiliation Part 1 - Due 28 Nov 14
- 2015 SAWFL Affiliation Part 2 – Due 30th Jan 14

Player Forms

- SAWFL Player Transfer Form
- SAWFL Dispensation Form - Play Up
- SAWFL Dispensation Form - Play Down

Game Day Forms

- SAWFL Game Day Checklists 2015
- SAWFL Best & Fairest Voting Slips
- SAWFL Umpires Payment Form
- SAWFL Away Team's Goal Kicker & Best Players Form

Other Forms

- Life Membership Nomination Form
- SAWFL Volunteer of the Year Nomination
- SAWFL Club of the Year Nomination
- SAWFL Board Nomination Form
- SAWFL Complaint Form

CONTACT

For enquiries please contact:

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