



# Hills Rangers Football Club Coaching Selection Process & Club Coaching Policy

Revised February 2026

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## 1.0 COACHING SELECTION PROCESS

- All Hill Rangers Football Club coaching positions are declared vacant at the cessation of each season.
- All coaching positions will be appointed at the discretion of the Hills Rangers Football Club Executive committee.
- An advertisement for Expressions of Interest (EOI) will be placed on the club's website and at the Clubs AGM. It will also be distributed via email to the club's player/parent/coach contact list at the end of each season.
- The Executive management committee will have the discretion to seek additional candidates by whatever means it sees fit including wider advertising in local papers, following up other recommendations etc in order to seek suitable applicants.
- A Coaching selection sub-committee will consist of the Executive committee to interview all candidates and make recommendations to the committee for ratification.
- Where a conflict of interest arises any member of the subcommittee can be substituted with another member of the management committee as required, whom shall be independent.
- All applicants will be required to submit a written Expressions of Interest, to club coaching coordinator.
- The Expression of Interest will include as a minimum the following information:
  - Name, and contact details of the Applicant.
  - Nominate the team that the Applicant wishes to coach.
  - Coaching experience.
  - Qualifications / Accreditation held.
  - Working with Children clearance, if required where applicable.
- All applicants will be subject to an interview regardless of whether they are the only applicant. As part of this process, it is a requirement that all applicants sign the Hills Rangers Football Club, Club Coaching Policy. The Code of Conduct and commit to follow the club's policies, coaching and philosophies. The Hills Rangers Football Club, Club Coaching Policy and Code of Conduct can be located on the club website, or from the Club secretary.
- It is expected that all coaches appoint an assistant coach(s) who may be subject to the same interview process. Wherever possible, the coach and assistant coach(s) will be interviewed at the same time. Where a coach doesn't appoint an assistant, the club will make this appointment.
- The coaching application, and when an interview is required, the presentation during the interview and response to questions from the coaching selection sub-committee will be used as the basis for evaluation of coaching applicants.
- Applicants who were the encumbered in the team, will receive preference on reappointment.
- All Coaching appointments will be confirmed in writing by the club coaching coordinator. The Executive committee to be include in this email.
- In normal circumstances appointments for Years 8 to 12 will be made by the end of November of the preceding year; appointments for Year 7 will be made as early as practicable. It is expected that all appointments will be finalised prior to Registration day.
- All coaches and assistant coaches must attain minimum Level 1 Youth Football coaching accreditation via the Coach AFL portal.
- The Hills Rangers Football Club will sponsor all coaches to obtain these qualifications.
- The Hills Rangers Football Club will also encourage any coach to obtain their Level 2 accreditation where it is deemed appropriate.
- All coaches, trainers and team officials are required to obtain a Working with Children check.

## 2.0 COACHING POLICY

The purpose of this document is to formalise the fundamental policy of the Hills Rangers Football Club in regard to the appointment of coaches and assistant coaches.

The understanding and acceptance of this coaching policy will form part of the selection process for all coaching staff.

This policy is designed to outline the expectations the club has of the coach and how the coach executes his role/duties; this includes management of the players within the team.

## 3.0 COACHING APPOINTMENTS

At the end of each season all coaching positions for every team are declared vacant and expressions of interest to coach specific teams are called for.

The Club will actively seek nominations for coaching positions toward the end of each season either formally or informally.

The club will advertise for Expressions of Interest (EOI) via the club's website and at the Clubs AGM. It will also be distributed via email to the club's player/parent/coach contact list at the end of each season.

Expressions of interest are to be submitted to the Club Coach Coordinator.

Coaching appointments will be made by the Executive Committee.

The Club supports the concept of an Assistant Coach or Assistant Coaches.

All coaching appointments are for a term of 1 year

The Executive Committee reserves the right to terminate the coach or any staff under the control of the coach without notice if there is a fundamental breach of any Club Polices or behaviour that is demonstrated outside of the Club Values.

## 4.0 QUALIFICATIONS

It is a requirement that **all coaches** achieve the required Level 1 Youth or Junior AFL Coaching Qualification for that age group prior to Round 1.

The Hills Rangers Football Club will reimburse the cost incurred for coaches gaining the Level 1 coaching accreditations.

The club encourages coaches to also obtain their level 2 accreditation. This must be approved by the Executive Committee.

## 5.0 SECURITY CLEARANCES

It is also a requirement that all coaches hold a valid Working with Children Check.

The Hills Rangers Football Club will reimburse the cost incurred for/by coaches in obtaining the WWCC.

All WWCC must be forwarded to the clubs secretary.

## 6.0 INJURY PREVENTION

A basic knowledge of first aid is considered desirable. A Coach should be able to identify an injury and direct treatment to a suitably qualified person.

Training techniques including warm up should be based around injury minimisation.

Checking the field for possible hazards prior to training or playing is imperative and the responsibility of the coach.

The Coach also needs to fully respect and accept the recommended rehabilitation process as determined by a qualified health professional.

These education tools are available through resources via the Coach AFL platform.

## 7.0 COACHING EXPECTATIONS

### 7.1 Coach & Assistant Coach

#### **Objective**

- To provide the highest standard of coaching and skill development to the players of the appointed age group

#### **Responsibilities**

- Abide by and understand the terms and conditions of all Club Policies especially the Coaching Policy, Team Selection Policy, and Club Code of Conduct.
- Coaching of any team MUST be in line with the club's core values. Skill development of every child on the list is the primary objective of all coaches. At time this will require one-on-one training with the less skilful players to improve their skill so they can contribute to the team during the game.
- Acknowledge that all players are unique and have their particular strengths and weaknesses, which need to be addressed.
- Positively support and encourage players for their efforts helping to build self-esteem.
- Every effort should be made to ensure all players have the opportunity to play as much football as possible in relation to:
  - The number of games played in a season
  - The on-field playing time each week
  - Endeavour to give players the tools that they will require to advance to become good sports people.
- Coaches are not to involve themselves in negative dialogue with the opposition, officials, players, spectators, or umpires.
- The desire to win should never override the priority of skill development and fair play. Participation should be emphasised.
- Winning should be the result of good coaching, not the main purpose of playing.
- Apply the Code of Conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Develop and establish an appropriate training program.
- Where practicable run all training sessions for the appointed age group
- Ensure that all players are receiving selection and game time in line with the Team Selection Policy and Coaching Policy.
- Liaise with other Year coaches and the Coach Coordinator to establish a consistent coaching policy throughout the Club.
- Assist with development outside the Club where possible or appropriate.
- Provide game day coaching expertise.
- Coaches and Team Managers are responsible for the conduct of their officials, players and parents and should ensure that all behave in a responsible manner, by accepting decisions of the umpires and officials.

- Coaches and Team Managers are required reporting, to the committee, any official/ spectator or parent who they believe are behaving in a manner which may reflect badly on the Hills Rangers Football Club, as soon as possible.
- Attend Club functions as agreed to.

#### **Relationships**

- Reports to the Coaching Coordinator
- Liaise with Parents and Players

#### **Accountability**

- Accountable to the Club President and Committee

## **8.0 COACHING PHILOSOPHY**

### **8.1 General Guidelines**

The following skills and attributes are deemed to be preferable and will be considered in the selection of coaches:

1. The Coaches should ideally be a skilled communicator, with the ability to relate to children, parents, opponents, and officials.
2. The Coaches as a representative of the Hills Rangers Football Club and should always display a positive image and behaviour deemed appropriate for a junior sporting club.
3. The Coaches should always:
  - Instil the highest desirable ideals and character traits into their players. A high level of sportsmanship and pride in representing the Hills Rangers Football Club should be a goal of all coaches and their support staff.
  - Be confident, assertive, consistent, friendly, fair, and competent. Seek assistance and advice when not sure of the Club policy.
  - Be prepared and committed to self-improvement through performance reviews and ongoing education as required from the WA Football Commission to keep accreditation valid.

Coaches should continually strive to improve, maintain, and achieve sound relationships with those with whom they must work with. This includes: -

- Players.
- Club Administrators and officials.
- Umpires.
- Opponents and opposition coaches.
- Parents.

The Coach is responsible for the behaviour of team representatives such as team managers, runners, assistant coaches, medical person etc. Poor sportsmanship, foul language and inappropriate behaviour will not be tolerated, on or off the field by coaches, support staff, players, or club officials. The Executive Committee reserves the right to reprimand any behaviour that constitutes a fundamental breach of the Hills Rangers Club Policies, WA Football Policies, or conduct that is inconsistent with the Clubs values and the WA Football Code of Conduct.

### **8.2 Team Nomination**

The Hills Rangers Football Club bases its principles on inclusion and being able to provide the opportunity for as many members in the community to play football as possible. The following principles are implied when considering team nominations each year:

- The preferred maximum players are-
  - Yr 7-8, 23 in each side. This allows for 15 on the field, 5 on the bench plus 3 reserves.
  - Yr 9-10, 25 in each side. This allows for 16 on the field, 6 on the bench plus 3 reserves.
  - Yr 11/12, 27 in each side. This allows for 18 on the field, 6 on the bench plus 3 reserves.
  - Women's, 30 in the side. This allows for 18 on the field, 4 on the bench plus 8 reserves.
- All other registrations are subject to availability.
- Every effort will be made to ensure all players get the opportunity to play in their preferred team, however, this cannot be guaranteed.

## 8.3 Players

In dealing with team members the Coach should at all times consider the following points:

1. The Team Selection Policy must be followed at all times.
2. Criticism should be constructive and based on improving skills and playing football attitude only, **not** destructive, and players should never be humiliated or ridiculed.
3. Participation should be emphasised and be within accordance to the team selection policy. Winning should be the result of good coaching, not the main purpose of playing. All players should have equal opportunity.
4. Players should never be blamed for losing. Coaches may analyse individual weaknesses in a player's game and point these out in a constructive manner. Our philosophy is to look at what was done well and areas of improvement as a whole. Individual goals should be set alongside the individual players and not in a group context.
5. Specific player weaknesses should never be used as an excuse for losing. The coach should redesign his/her training program to strengthen these areas and communicate achievement playing goals.
6. All players should be taught and treated as equals. Some players develop quicker than others and this should be addressed at training. The overuse of "star" or talented players at the expense of "weaker" team players is likely to result in the failure to fully develop the skills of other team members and goes against the Club's inclusion and retention policy as well as team selection policy.
7. The player should be dealt with as a person and not just a player. Coaches should understand the physiology and psychology of growing young players.

In relation to discipline the coach should endeavour to:

1. Establish a code of behaviour for the players at the first training session. This needs to be approved by the Coaching Coordinator and the Executive Committee.
2. Explanation of the reasons for each expectation and the choices and possible consequences for breaching them should be emphasised to all team members.
3. Develop clear expectations regarding the following:
  - Attendance, punctuality, behaviour, sportsmanship, and training standards.
  - Inform parents and administration of codes of behaviour and consequences that will be used. These should be appropriate to the age group being coached.
  - Take a firm, fair and consistent approach to expectations.
  - In dealing with unsatisfactory behaviour the focus should be on the breach of the expectation and not the individual. Do not publicly insult, humiliate, or embarrass the player personally. Discipline the individual for their poor behaviour, not the whole group. Do not over-use physical punishments, such as running laps, push-ups, etc.
  - Prior to discipline, here are the follow steps to take: conversation with player, meeting with parents, providing choice and assistance to meet expectation.
  - There needs to be a restorative practice after a consequence.
  - Missing a game is not a recommended consequence unless approved by the Executive Committee.

## 8.4 Training

The Coach should consider the following points in relation to training of players:

1. Training times and the number of training sessions should be consistent with the ages of the players and in line with association norms.
2. Training sessions should only be conducted at authorised locations, unless otherwise directed or applied for and approved by the Hill Rangers Football Club.
3. Coaches should lead by example by teaching and practising, co-operation, good sportsmanship, self-discipline, respect for officials and opponents, and proper attitudes in language, dress, and deportment.

4. The Coach should endeavour to be organised, not only for each session, but for the week, the month, and the season.
5. Emphasis should be kept on development of the player, both in terms of skill and character. Skills training should be kept at a level consistent with the player's age and development. Players should never be expected to perform skills at a greater level than their physical or mental maturity.
6. Training should be based on 'How' and 'Why'. Coaches should explain why something is done in a certain way, and then demonstrate the correct way to do it.
7. The Coach should accept the responsibility of maintaining behaviours throughout the training session.
8. Injuries should be treated promptly and to the best of their knowledge and ability. Communication with parents should be immediate.
9. It is expected that the Coach will endeavour to develop through training sessions the following qualities in the players:
  - Self-discipline
  - A desire to achieve goals
  - Dedication
  - Emotional control
  - Comradeship and teamwork
  - Self confidence
  - Self esteem
  - Self-initiative
  - Perseverance
10. Getting parents involved as it builds knowledge of developmental skills and goals as well as facilitates a positive culture
11. Coaches or Team Managers should keep a record of who is attending training sessions each week.

## 8.5 Matches

The Coach should consider the following points in relation to matches involving the team:

1. The Coach should ensure that all matches are played in the spirit of the game.
2. The desire to win should never override the priority of skill development and fair play.
3. The goal of each Coach should be to maximise participation and ensure equal playing time per game for all players regardless of ability and in line with relevant WAFC Playing Policy. Which can be found via the Kia Club Hub website.
4. Respect for opposition: players, umpires and team officials should be emphasised at all times. Players not displaying these characteristics during a game should be dealt with promptly, so as to avoid further incidents occurring which may ultimately be detrimental to the player, the team, or the Club.
5. Players that are "yellow" or "red" carded by umpires during a game should be counselled immediately by the Coach as to why their behaviour is deemed unacceptable. Acceptance of any penalty should be encouraged by all Coaching staff as being appropriate for the particular offence. Further dispute with umpires or officials by either players or coaches will not be tolerated in any circumstances. (suspension for 1 game is a minimum for the club)

## 8.6 Player Selection Guide:

The Hills Rangers Football Club's policies encourage participation of all players for development, this is included in any finals series participation. When considering players for finals selection the following must be considered:

1. Feelings of players and parents when it comes to selection.
2. The timing and consideration of these guidelines when making and informing, both players and parents of decisions.
3. Teams with excess players must have an equal and fair player roster that ensures wherever possible that all players have an equal number of matches played across the season. This is monitored through RookieMe. The roster is to be kept as record so the club can refer to it, if necessary, those rostered off or injured or carded are to be recorded also.
4. Teams with excess players must ensure different players are rostered off each week, this includes Finals, Note: this includes captains and the leadership group. Players should not be

excluded from multiple games in a row without a valid reason eg injury or yellow/red card violations.

5. Please refer to the WA Football Equal Opportunity & Fair Play Policy & clauses.
6. The team positive environment coming into the finals series.
7. Incorporation and inclusion of players within the finals series.

WA Football has strict policies in regard to numbers of players selected in all games including any finals series.

WA Football encourages and will enforce the following:

1. A full bench required if available numbers
2. Players may only sit out for one final, if they missed the 1<sup>st</sup> final they must be selected for the next final
3. Game percentages i.e., Minimum 60% still applies
4. Player development focus not winning at all costs

The following should be considered as a guide and may apply to assist your decision making when coming to team selection particularly in finals series, and decisions should be made with the full coaching staff;

1. Injuries – consider kids that may not be 100% for the game. If niggling injuries this may be an opportunity to rest them;
2. Consider training attendance;
3. Other team factors that will give players a fair opportunity to participate throughout the finals.

The Club acknowledges, there is no easy way to have a player that will miss out on games but in particular during finals series. The Club encourages coaches to speak to players and parents to ensure there is a clear understanding that everyone will get an opportunity at some stage however the reality is that players will miss out. There is no way around this.

If a player missed out on the grand final the year before then they should play the Grand final the following year if available.

## **9.0 COMPLAINTS AND DISCIPLINARY PROCEDURES**

It is expected that the Coach should be prepared to interact with parents and officials.

However, there may be occasions when players, parents or officials may consider there is a legitimate cause for complaint against a coach or a member of the coaching staff.

This policy will be outlined and distributed to all parents/guardians at the start of each season.

Internal complaints should be addressed first to the Team Manager for resolution.

The Team Manager will then advise the Coaching Coordinator, if required.

Complaints of a minor nature the Coaching Coordinator should then investigate and take the necessary steps deemed appropriate to achieve a satisfactory resolution for all parties, only after consultation with the Club President.

Matters of a more serious nature should be directed to the Hills Rangers Football Club President for consideration and action as deemed appropriate.

Complaints from external organisations, opposing clubs or others should be directed to the club President.

## **9.1 GREVANCE PROCEDURE**

At times parents may have issues that concern them and/or their child. The Hills Rangers Football Club requires that all issues are resolved to the satisfaction of all parties in a timely fashion.

One role of the Coaching Co-ordinator is to facilitate resolution of issues or concerns where the member does not feel comfortable in approaching the coach directly.

All members have a responsibility to participate in reasonable actions to resolve issues. In the event of a grievance being raised by parents in regard to these areas or other areas of concern, the procedures below detail the steps to expedite issue resolution.

#### PROCEDURE:

1. Any person wishing to raise an issue can contact the following people:

- Football related – Team Manager
- Coaching related – Coaches Co-Ordinator
- General issue – Club President.

Where possible the person reporting the issue should make suggestions that may resolve the issue.

As soon as possible after an issue has been reported, the Team Manager, Coach and/or Club President and the claimant, must meet and try and resolve the issue.

2. Where the initial parties cannot resolve the issue, the Team Manager will refer the matter to the Club President, Coaching Co-Ordinator, or Executive Committee as soon as possible.

3. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.

4. The Team Manager and/or Coach may at any time call the Club President or Coaches Co-Ordinator for assistance.

Any football or team related issue reported to the President, where the Team Manager and/or Coach has not been given the initial opportunity to resolve any such issue, will be referred back to the Team Manager/Coach for initial resolution.

All persons must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials, or the public. If any hazard is identified the Committee are to be informed as soon as possible.

At all times the Club President is to be informed of all grievances across the club.

Any issue not resolved can be referred to the committee meeting, for resolution. And decision reached will be advised to the parties by the President with written confirmation to follow.

## 10.0 SIGNATURE

Please sign and return this page to the Coaching Coordinator before the commencement of the season.

**COACHING  
POSITION HELD:** \_\_\_\_\_

**YEAR GROUP COACHING:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_