



AFL Riverina

# Club Minimum Standards

Club Minimum Standards are requirements placed on AFL Riverina senior clubs to deliver to a level of quality and expectancy, and drive club development and improvement initiatives.

This document details the Club Minimum Standards that senior clubs are required to achieve to enable participation in the AFL Riverina senior competitions.

The document is reviewed annually and approved by the AFL Riverina Board.

## AFL Riverina – Club Minimum Standards

### Version Control

Version	Author	Date of Change/s	Change/s
20210709	David Burgess	9 <sup>th</sup> July 2021	Released initial Minimum Standards
20220120	David Burgess	20 <sup>th</sup> January 2022	Updated requirement <b>3.2- AFL Men’s Senior Team Coach</b> - Include as a requirement for AFL Riverina Community Division 2 Coach
20220120	David Burgess	20 <sup>th</sup> January 2022	Updated <b>Document Name.</b> - Changed document name from <b>AFL Riverina 2021 Minimum Standards</b> to <b>AFL Riverina Minimum Standards</b>
20220124	David Burgess	24 <sup>th</sup> January 2022	Inserted a front <b>Title Page.</b> Inserted a <b>Version Control Page</b> (Page 2)
20220125	David Burgess	25 <sup>th</sup> January 2022	Included <b>Document Purpose</b> on front page

**AFL RIVERINA  
CLUB MINIMUM STANDARDS**

**1. Teams**

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
1.1	<b>Men's Teams</b>	To create scale and ensure clubs have minimum numbers to field a competitive senior team each week.	2 x Senior Men's Teams (seniors and reserves).	2023	✓		
		At least 1 Senior team in either or both Community Competition Division 1 and/or Division 2	1 x Senior Team.	2023		✓	✓
1.2	<b>Netball Teams</b>	Enhance Club Culture and match day environment.	5 x Senior Netball Teams.	2023	✓	✓	
			2 x Senior Netball Teams	2023			✓
1.3	<b>Youth Teams</b>	Creates a youth player pathway and improves senior club engagement with junior clubs.	1 x U.17.5's or U.18's team as determined through consultation with clubs.	2023	✓		
			1 x U.17.5's or U.18's team as determined through consultation with clubs.  May include approved Joint Venture teams.	2023		✓	

1.4	<b>Women's Teams</b> (Open)	Promotes inclusion and diversity, supports female football development, and enhances club culture.	1 x Women's Team. (Summer comp)	2023	✓		
1.5	<b>Women's Teams</b> (Youth)	Promotes inclusion and diversity, supports female football development, and enhances club culture.	1 X U.17 Youth Team.	TBC Not before season 2023	✓		

## 2. Junior Pathways

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
2.1	<b>Junior Development Plan</b>	Ensures the club has a clear engagement plan with their aligned Junior Club to facilitate retention and provide relevant support.	The club has a documented. Junior Development Plan which outlines the club mission, vision, and goals regarding youth development.	2022	✓	✓	
2.2	<b>Junior Club Relations</b>	Ensures regular Junior Club engagement to support retention via a pathway and provides development support to coaches.	The club must: a) conduct at least two training sessions per season with the junior club, with at least 10 senior list players in attendance.	2022	✓	✓	
		Assists junior coaches to improve in communication and skill teaching techniques.	b) provide two professional development opportunities for junior club coaches.	2022	✓	✓	

### 3. Coaching and Umpiring

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
3.1	<b>AFL Coaching Coordinator</b>	Ensures there is a dedicated person within the Club who is responsible for overseeing all coaches to ensure the Club's standards and requirements are being, as well as any League requirements.	A dedicated individual who is Level 2 AFL Coach Accredited and is involved in: a) monitoring club coaching quality, coach succession planning, and accreditation compliance. b) managing communications with AFL Coaching Staff.	2023	✓		
3.2	<b>AFL Men's Senior Team Head Coach</b>	Ensures the coach meets accreditation compliance requirements and sets minimum education level for a senior coach through the Coach AFL framework.	AFL Foundation Coach Accreditation (Level 1). To be accredited to Level 2 within 12 months.	2022	✓		
			AFL Foundation Coach Accreditation (Level 1).	2022		✓	✓
			Compulsory attendance at AFL Riverina Head Coach meetings.	2022	✓	✓	
3.3	<b>AFL Men's Reserve Team Head Coach</b>	Utilise the Coach AFL framework to meet accreditation compliance.	AFL Foundation Coach Accreditation (Level 1).	2022	✓	✓	✓

3.4	<b>AFL Youth U17.5 or U18 Team Head Coach</b>	Utilise the Coach AFL framework to meet accreditation compliance.	AFL Foundation Coach Accreditation (Level 1).	2022	✓	✓	✓
3.5	<b>AFL Women's Senior Team Coach</b>	Utilise the Coach AFL framework to meet accreditation compliance	AFL Foundation Coach Accreditation (Level 1).	2024	<b>Senior Women</b> ✓		
3.6	<b>AFL Youth Girls Team Coach</b>	Utilise the Coach AFL framework to meet accreditation compliance	AFL Foundation Coach Accreditation (Level 1).	2023		<b>Youth Girls</b> ✓	
3.7	<b>Netball Team Coaches</b>		Accredited as per the minimum standard requirements of Netball Australia to have Foundation Coach Accreditation.	2022	✓	✓	✓
3.8	<b>AFL Riverina Football Umpires (Club Umpires)</b>		Each club must provide suitable persons to participate in the League Club Umpires Program and officiate in the relevant matches as required.	2022	✓	✓	✓
3.9	<b>AFL Riverina Netball Umpires</b>		Each club is required to supply an Umpire for each competition game. The relevant accreditation level applicable to each grade must be compliant in line with the conditions contained within the AFL Riverina Netball By-Laws.	2022	✓	✓	✓

#### 4. Governance and Administration

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
4.1	<b>Membership</b>	Requirement under the Club Participation Agreement.	The club must be incorporated and ensure that all its key stakeholders are recognised as Members under its Constitution.	2022	✓	✓	✓
4.2	<b>Registration</b>	Requirement under the AFL NSW/ACT Regulations.	The club must ensure all players, coaches and umpires are registered via the Footyweb national registration system.	2022	✓	✓	✓
4.3	<b>Business Plan</b>	Provides the club with a strategic plan with clear actions in order to achieve its goals.	The club has a 3-year business plan with measurable annual KPIs, approved by the Board or executive committee of the club.	2022	✓	✓	
4.4	<b>Annual General Meeting</b>	This is a Legislative requirement.	The club must hold an Annual General Meeting in accordance with applicable legislation at which all Members shall be entitled to attend and participate.	2022	✓	✓	✓
4.5	<b>Diversity Integration</b>	Promotes a truly inclusive environment and creates a clearer club pathway for all persons associated with the club.	A single legal entity, club brand (i.e., name and logo) and governance (i.e., club committee) across male and female teams.	2022	✓	✓	✓



4.6	<b>AFL NSW/ACT Regulations</b>	Requirement under the Club Participation Agreement.	The club must comply, always, with AFL NSW/ACT Regulations, AFL Policies and AFL Riverina By-Laws.	2022	✓	✓	✓
4.7	<b>Netball NSW Regulations</b>	Ensures compliance to the state body affiliation requirements and relevant policies and the AFL Riverina By-Laws	The club must comply, always, with Netball NSW Regulations, Netball NSW Policies and AFL Riverina Netball By-Laws	2022	✓	✓	✓
4.8	<b>Organisational Structure</b>	Ensures key roles required to operate a club are filled plus provides clarity of roles to ensure those in positions are aware of their responsibilities, assist with the recruitment process of new volunteers.	<p>a) The club have documented its committee structure including position titles, positions descriptions and the name of persons filling such positions.</p> <p>b) The committee must include a minimum of 7 people with the following roles to be filled:</p> <ul style="list-style-type: none"> <li>i. President</li> <li>ii. Vice President</li> <li>iii. Secretary</li> <li>iv. Treasurer</li> <li>v. Football Operations</li> <li>vi. Netball Operations</li> <li>vii. Junior Club Liaison Officer</li> <li>viii. Facilities Liaison Officer</li> <li>ix. Female Football Operation Club Volunteer</li> <li>x. Coordinator</li> <li>xi. Social, Media &amp;</li> <li>xii. Promotional Officer</li> <li>xiii. Welfare Officer</li> </ul>	2022	✓	✓	✓

4.9	<b>Child Protection Legislation</b>	This is a Legislative requirement.		2022	✓	✓	✓
4.10	<b>Club Administration</b>	Ensures individual club views are represented, and relevant information is distributed and discussed as appropriate.		2022	✓	✓	✓

## 5. Finance

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
5.1	<b>Financial Records</b>	This is a Legislative requirement.	The club must maintain financial records in the form and nature required under Australian law.	2022	✓	✓	✓
5.2	<b>Annual Financial Statements</b>	This is a Legislative requirement.	The club must prepare annual financial statements in accordance with Australian Accounting Standards (including a balance sheet, profit and loss statement and statement of cash flow).	2022	✓	✓	✓
5.3	<b>Inspection of Financial Records</b>		The club must make available to AFL NSW/ACT any financial information requested within 14 days of receiving notice of an inspection.	2022	✓	✓	✓
5.4	<b>Accounting Systems</b>	Assist the Club with effectively managing its finances utilising a relevant accounting system.	The club must utilise a relevant accounting system in order to properly maintain its financial records	2022	✓	✓	✓
5.6	<b>AFL Riverina Accounts</b>	Ensures the Club is solvent and is in a sound financial position within each year of competition.	The club must be up to date with all payments to AFL Riverina by the commencement of finals series.	2022	✓	✓	✓

## 6. Facilities

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
6.1	<b>AFL Preferred Facility Guidelines</b>	Ensures facilities are up to standard and provide clubs with relevant information when liaising with relevant local government authorities and AFL NSW/ACT to improve their current facilities.	The club must comply with applicable minimum facility standards as prescribed by AFL NSW/ ACT and AFL Riverina in line with the AFL Preferred Facility Guidelines. <a href="http://www.aflcommunityclub.com.au/fileadmin/user_upload/Manage_Your_Club/Facilities/AFL_PFG_Guidelines_2019-compressed.pdf">http://www.aflcommunityclub.com.au/fileadmin/user_upload/Manage_Your_Club/Facilities/AFL_PFG_Guidelines_2019-compressed.pdf</a>	2022	✓	✓	✓
6.2	<b>Local Government</b>	Ensures critical council relationships are maintained and provides a clear contact for council within the club.	The club must have an appointed contact for all local council and government matters.	2022	✓	✓	✓
6.3	<b>Lighting</b>	Allows for night matches which provides flexibility on match day and increases the capacity of venues and can also assist in conducting same day junior/senior football and netball opportunities.	The club's home venue for football matches must have a minimum lighting level that is applicable to the AFL Preferred Facility Guidelines of 100 Lux for competition night matches and 50 Lux for club training.	Ongoing with the aim to improve lighting levels in consultation with the AFL NSW/ACT Community and Facilities Manager.	✓	✓	✓

6.4	<b>Netball Facilities</b>	Ensures all club netball facilities are of a standard that meet the guidelines of Netball Australia regarding current facilities.	The club's netball facilities must be compliant to the standards as prescribed by Netball Australia contained in their National Facilities Policy.	2022	✓	✓	✓
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## 7. Medical

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
7.1	<b>Match Day Coverage</b>	Ensures appropriate medical support for players on match day and at club training sessions.	Accredited Level 1 Sports Trainer. With the ability to be upskilled to Level 2.	2022	✓	✓	✓
			All trainers to be accredited through Sports Medicine Australia (SMA) or another accredited provider.	2022	✓	✓	✓
7.2	<b>Supplies (Match Day &amp; Training)</b>	Important for player and spectator safety.	An appropriately and adequately stocked first aid kit and trainers kit, plus a stretcher and neck brace that meets industry standards.	2022	✓	✓	✓
7.3	<b>Facilities</b>	Safety of injured players, considerate privacy and shared space between players/teams.	Appropriate access and space in change rooms for injury treatment.	2022	✓	✓	✓
		Ensures facilities are up to standard and provides clubs with facility standards information when liaising with council.	Treatment area at all training sessions and matches with 2 x treatment tables available (home and away rooms).	2022	✓	✓	✓
7.4	<b>Defibrillator</b>	Important for player and spectator safety and treatment.	A defibrillator must be available at all training and match day venues.	2022	✓	✓	✓

7.5	<b>Injury Management Strategy</b>	Important for player injury management and recovery procedures.	The club has a concise and defined injury management process for participants where an injury has occurring on match day or at training.	2022	✓	✓	
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## 8. Reporting

Ref	Criteria	Rationale	Minimum Standard	Implementation	AFL Riverina Premier Division	AFL Riverina Community Division 1	AFL Riverina Community Division 2
8.1	<b>Financial Report</b>	Ensures the Club is compliant with legislation requirements.	The club shall submit its annual audited financial statements within 4 months of the end of the club's financial year.	2022	✓	✓	✓
8.2	<b>Player Points System Report</b>	Requirement in order to service the PPS.	The club shall submit a PPS report pre-season and as required by the AFL Riverina outlining the composition of their senior team squad in accordance with both the PPS and AFL Riverina By-Laws.	2022	✓	✓	
8.3	<b>Player Payment Reporting</b>	Requirement to ensure compliance with player payment rules.	The club shall submit player payment reports and player declarations in accordance with the AFL Riverina player Payment Rules.  Differing Salary Caps will be applicable for each competition.	2022	✓	✓	
8.4	<b>General Reporting – Operational Requirements</b>	Improves turnarounds for operational requirements – creates operational efficiency.	Meet all deadlines as reasonably requested from the AFL Riverina Football Operations staff.	2022	✓	✓	✓