



*CLUB  
DELEGATE  
GUIDE*



# CLUB DELEGATE GUIDE



Hello and welcome to SANFL Juniors.

Thank you for volunteering your time within the SANFL Juniors competition. Without your support, we would not be able to provide over 12,000 footballers with an amazing footballing experience.

The Club Delegate role is a vital role in the overall management of the SANFL Juniors competition, with this role being the main point of contact between clubs and SANFL Juniors competition management.

This document has been established with the purpose of providing additional information, understanding, and support to certain requirements to the Club Delegate position.

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## KEY TASK REGISTER

PRESEASON		
TASK	DUE DATE	COMMENTS
SANFL JUNIORS DELEGATES MEETING	26/10/2025	
SANFL JUNIORS and/or ZDL MEETINGS	BY ARRANGEMENT	FACILITATE AUSKICK AND SCHOOL DEVELOPMENT OPPORTUNITIES
ORGANISE CLUB VOLUNTEER POSITIONS	FROM - 01/11/2025	
<a href="#">REGISTER VOLUNTEER DETAILS</a>	FROM - 01/11/2025	IN PLAYHQ
<a href="#">OPEN PLAYER REGISTRATIONS</a>	FROM - 01/11/2025	IN PLAY HQ
OFFICIALS WWCC WITH SANFL JUNIORS COMP MANAGEMENT TEAM	FROM - 01/11/2025	ENSURE ALL VOLUNTEERS ARE REGISTERED
<a href="#">MANAGE PLAYER TRANSFERS</a>	01/11/2025 to 30/11/2025	IN PLAY HQ
<a href="#">MANAGE PLAYER PERMITS</a>	01/11/2025 to 30/11/2025	IN PLAY HQ
<a href="#">INITIAL TEAM NOMINATIONS</a>	27/02/2026	VIA ONLINE FORM AND EMAIL TO SANFL JUNIORS
<a href="#">VENUE AVAILABILITY FORMS</a>	27/02/2026	VIA ONLINE FORM AND EMAIL TO SANFL JUNIORS
<a href="#">FINAL TEAM NOMINATIONS</a>	02/04/2026	VIA ONLINE FORM AND EMAIL TO SANFL JUNIORS
DELEGATES CHECK IN	TBA	ONLINE
TEAM MANAGERS MEETING	TBA	ONLINE

IN SEASON		
TASK	DUE DATE	COMMENTS
SANFL JUNIORS SEASON LAUNCH	TBA	VENUE TBA
<a href="#">MANAGE PLAYER TRANSFERS</a>	01/02/2026 to 30/06/2026	IN PLAYHQ
<a href="#">MANAGE PLAYER PERMITS</a>	01/02/2026 to 30/06/2026	IN PLAYHQ
<a href="#">U8 to U18 SEASON COMMENCES</a>	03/05/2026	
<a href="#">U7 SEASON COMMENCES</a>	10/05/2026	
<a href="#">ENSURE TEAM SHEETS ARE UPDATED 48 HOURS PRIOR TO THE GAME</a>	WEEKLY	TEAM MANAGER TO LODGE IN PLAYHQ
<a href="#">SUBMIT SCORES AND BEST PLAYER INFORMATION</a>	COB FOLLOWING MONDAY	TEAM MANAGER TO LODGE IN PLAYHQ
<a href="#">TEAM REGRADING</a>	AFTER ROUND 5	VIA ONLINE FORM AND EMAIL TO SANFL JUNIORS
<a href="#">INVESTIGATE AND RESPOND TO MATCHDAY INCIDENTS</a>	WEEKLY	VIA ONLINE FORM AND EMAIL TO SANFL JUNIORS
INFORMATION CONDUIT AND ATTEND TRIBUNAL HEARINGS	WHEN REQUIRED	
INVESTIGATE AND RESPOND TO COACH BEHAVIOUR INCIDENTS	WHEN REQUIRED	
ENSURE PLAYER FINALS ELIGIBILITY IS CHECKED AND CORRECT	BY 16/08/2026	
COMPLETE CLUB OF THE YEAR REQUIREMENTS	THROUGHOUT THE SEASON	

POST SEASON		
TASK	DUE DATE	COMMENTS
ATTEND END OF SEASON REVIEW	TBA	VENUE TBA
ATTEND MEDAL COUNT PRESENTATION	TBA	BY INVITATION
FACILITATE AN INTERNAL CLUB REVIEW	WHEN REQUIRED	IDENTIFY POSITIVES & ADDRESS AREAS OF CONCERN
SANFL JUNIORS and/or ZDL MEETINGS	BY ARRANGEMENT	FACILITATE AUSKICK AND SCHOOL DEVELOPMENT OPPORTUNITIES

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## **KEY COMPETITION DOCUMENTS**

- [SANFL Juniors Rules & Regulations](#)
- [SANFL Juniors Competition Calendar](#)
- [SANFL Juniors Contacts](#)
- [SANFL Juniors Date of Birth Eligibility](#)
- [SANFL Juniors Squad Sizes](#)
- [SANFL Juniors Match Conditions \(Non-Premiership\)](#)
- [SANFL Juniors Match Conditions \(Premiership\)](#)
- [SANFL Juniors Match Conditions \(Girl's\)](#)

## **COMPETITION OPERATIONS**



### **PERMITS**

A player can play in their eligible age group, as well as one (1) year above their eligible age group, with no restrictions. However, should a player wish to play in a lower age group or an age group two (2) years above their eligible age group, the club is required to submit an Age Exemption Form to the SANFL for deliberation.

As per SANFL Juniors Rules & Regulations, a Playing Down Exemption Form can only be approved for the following.

- The player has a disability, with written authority by a registered Medical Practitioner required.
- The player falls below the fifth (5<sup>th</sup>) percentile for height and/or weight for their age as per the Child Youth Health height/weight percentile charts.

A Club with ten (10) or less teams are eligible for additional permit support should a team have less than 22 players registered.

All permits are required to be submitted to SANFL Juniors by midnight Thursday leading into each fixtured round to allow for appropriate decision making and PlayHQ functionality requirements.

### **KEY PERMIT DOCUMENTS**

- [Rules & Regulations \(6.9. Permits\)](#)
- [Play Up Exemption Form](#)
- [Play Down Exemption Form](#)
- [Percentile Chart \(Boys\)](#)
- [Percentile Chart \(Girl's\)](#)



## SEASON PERMITS

Season Permits (also known as Type 2) are used for dual registration with a SANFL juniors club, as well as a club from another affiliated league.

For example:

- Player from Community Football (Hills FL, Barossa, Southern FL etc.) to SANFL Juniors.
- Player from SANFL Juniors Club to the senior club.
- Players between SANFL Juniors Clubs (merged teams)
- Players from SANFL Juniors Club to a SANFL League Club.

A Season Permit must be approved by both clubs, and SANFL Juniors, via the PlayHQ system **prior** to the player participating.

Any player who is over the age of fifteen years on January 1<sup>st</sup> in the current year may play with a second club via a Type 2 Permit, **however, shall only represent one (1) club on any given weekend.**

## KEY SEASON PERMIT DOCUMENTS

- [Rules & Regulations \(6.10. Type 2 Permits\)](#)



## TRANSFERS

Player transfers between clubs are to be submitted via the PlayHQ management system and require approval from all parties (clubs and leagues) prior to participation. Transfers can occur during the transfer window which is open between November 1 to November 30 and then February 1 until June 30 each year.

SANFL Juniors have the following transfer caps in place.

- No more than four (4) junior players into any one age group in a football year.
- No more than two (2) junior players shall be from any one club into a specific age group.
- Maximum transfers between two (2) clubs are capped at six (6) players, across all age groups.

An origin club may refuse a transfer on the following grounds.

- Player is indebted to the club
- Player is in possession of club property that needs to be returned.
- Player is serving an internal club suspension
- Transfer exceeds any of the above caps.

## KEY TRANSFER DOCUMENTS

- [Rules & Regulations \(6.5. Transfer Between Clubs\)](#)
- [Transfer Process in PlayHQ](#)



## TEAM NOMINATIONS

There are two (2) Team Nomination periods in the SANFL Juniors competition. Initial Nominations and Final Nominations.

Initial Nominations are due to SANFL Juniors on Friday 27 February 2026. There is a requirement of 25% of the Game Day Squad to be registered to nominate a team, with flexibility given to the Under 7 age group and age groups impacted by SANFL League competitions.

Final Nominations are due to SANFL Juniors on Thursday 2 April 2026. There is a requirement of 75% of the Game Day Squad to be registered to nominate a team. Please note that after Final Nominations, any team that is withdrawn within fourteen (14) days of competition commencement will incur a fine.

### KEY TEAM NOMINATIONS DOCUMENTS

- [Initial Team Nomination Form](#)
- [Final Team Nomination Form](#)



## GRADING & REGRADING

The initial Grading period for all competition will take place after the initial nominations period, with clubs provided an Initial Gradings document during March for review and feedback. Any suggested changes to Gradings will require to be submitted via a Consideration for Re-Grading form by the Club Delegate.

The Re-Grading period occurs after the first five (5) rounds of competition and will typically only occur in premierships competitions (U12 – U18). Whilst SANFL will monitor any changes and communicate with affected clubs, clubs are welcome to submit a Consideration for Re-Grading form at the conclusion of Round 3 for SANFL to review.

### KEY GRADING & REGRADING DOCUMENTS

- [SANFL Juniors Consideration for Re-Grading Form](#)
- [SANFL Juniors Grading & Re-Grading Guidelines](#)



## FIXTURE

The SANFL Juniors competition fixture is released across three separate phases to account for team changes, re-grading, and maximisation of venues. The phased fixture will be released as per the dates below.

- Rounds 1 to 5 – Released 17 April 2026
- Rounds 6 to 10 – Released 5 June 2026
- Rounds 11 to 14 – Released 19 June 2026

The fixture is generated with three main priorities – Home & Away Balance, Venue Maximisation and Fixture Integrity.

To assist in consistency and planning, the below timeslots have been confirmed for all age groups.

- Under 7 to U10: Earliest timeslot – 8:30am / Latest timeslot – 11:10am
- Under 11 to U14: Earliest timeslot – 9:50am / Latest timeslot – 3:50pm
- Under 15 to U18: Earliest timeslot – 11:10am / Latest timeslot – 3:50pm

Friday evening matches will be scheduled at venues with suitable lighting, with match times determined based on timeslots requested by the home club (e.g. 6:10pm and 7:20pm).



## FINALS

SANFL Juniors will confirm the final structure for each age group after the Re-Grading period. However, the general structure is as per the below.

- Under 12 to Under 14 = Top 4
- Under 15.5 to Under 18 = Top 5

During the first stages of finals, the highest placed competing team will be eligible to host both finals at their venue. However, neutral finals may be moved to the home team's venue to assist venue capability. Each venue must have a minimum of two (2) matches scheduled to be eligible to host a final. All Preliminary and Grand Finals are scheduled at neutral venues which are communicated by SANFL Juniors.

As per SANFL Juniors Rules & Regulations, please see below key eligibility requirements for finals participation.

- To be eligible for finals a player must meet the required minimum number of games with that team.
- Should a player participate in more than one division/age group during the season, the player will only be considered eligible for finals in the division/age group in which he/she has played majority of games during the season.
- There is no 'natural selection' during finals competitions, with a player required to be eligible via the outlined Rules & Regulations above to participate.

A club may submit an exemption form for players who have failed to meet finals eligibility for the following.

- A player has had a long-term injury where they have missed a minimum of four (4) matches and a doctor's certificate is supplied.
- Religious reasons prevented a player from playing on certain days of the week.
- A player/team has extenuating circumstances that have prevented the player/team from fulfilling finals qualification requirements.

### KEY FINALS DOCUMENTS:

- [Rules & Regulations \(8.6. Eligibility for Finals\)](#)
- [Finals Exemption Form](#)



## MATCHDAY INCIDENTS

Match Day Incidents are defined as incidents which are reported by the Umpire and often result in Red, Yellow, or Blue Cards.

### Yellow Card

Yellow Cards are awarded when Minor Misconduct occurs which in the opinion of the Field Umpire does not warrant a Red Card. Upon receiving a Yellow Card, a player is to leave the field and cannot retake the field for a period of ten (10) minutes of playing time. They, however, can be replaced.

Should a player receive a second Yellow Card, either in the same match or throughout the remainder of the season, an automatic one (1) match suspension will be applied.

At the conclusion of a match, the Club will receive a Yellow Card Warning Letter from SANFL Juniors outlining the offence and explaining the process should they receive a second Yellow Card.

### Blue Card

A Blue Card is awarded for any off-field behaviour which is deemed to be unacceptable (spectators or team officials). At match, a Blue Card will result in a free kick in the goal square to the opposition, with a second Blue Card resulting in the abandonment of the match and deemed a forfeit against the offending team. Please note that any Blue Card will be treated as a Breach in Code of Conduct and will incur a fine, at minimum.

### Red Card

Red Cards are awarded to any player who commits an offence which causes the player to be reported by an umpire. Upon receiving a Red Card, the player is automatically excluded from the match, with the team not able to replace the player for a period of ten (10) minutes of playing time.

The process for Red Cards differs between non-premiership players (U7-U11) and Premiership players (U12 – U18)

## Premiership Players (U12 to U18)

Upon the conclusion of the round, the offending player's club will receive a notice of reportable offence document which outlines the offence and enable clubs a timeframe to provide a statement from the player, and any other witnesses. The victim player's club may also be contacted to obtain a statement or clarify the extent of injuries sustained.

Following this process, the SANFL Juniors Match Review Panel (MRP) will meet to deliberate based on the evidence received. Clubs will then be provided notification of the outcome via a Notice of Charge Document. Should a charge be made, a club and player have a 24-hour period to either accept the penalty or challenge the penalty at a tribunal.

## Non-Premiership Players (U7 to U11)

A non-premiership player receiving a red-card will be treated under a strike-based system which places primary focus on education and restorative practices.

Below is the table outlining the response system.

Strike-Based System	
<b>1<sup>st</sup> Strike</b>	Mandatory participation in education module
<b>2<sup>nd</sup> Strike</b>	Restorative Justice Framework introduced with compulsory provision.
<b>3<sup>rd</sup> Strike</b>	One (1) match suspension

Clubs are also welcome to submit a Club Incident Report Form for any incident which has not been reported by the officiating Umpire. Please note that the submission of this form is accompanied with a \$100 fee, with up to 50% being returned should a report result in a suspension.

## **KEY MATCHDAY INCIDENTS DOCUMENTS**

- [Rules & Regulations \(8.26. Yellow Card Conditions\)](#)
- [Rules & Regulations \(8.31. Blue Card Conditions\)](#)
- [Rules & Regulations \(8.27. Red Card Conditions\)](#)
- [State & Territory Tribunal Guidelines](#)
- [State & Territory Tribunal Guidelines Offence & Classification](#)
- [Club Incident Report Form](#)



## COACH BEHAVIOUR RATING SYSTEM

The Coach Behaviour Rating System is in place to assist in identifying poor match-day behaviour towards umpires from the coaching box.

At the conclusion of each SANFL Juniors match, the officiating umpires will provide a rating between 1 and 5 on the behaviour of both the home and away coaches, using the criteria provided below, with a rating of 1 and 2 being deemed poor and requiring action.

### Non-Premiership Grades

1 <sup>st</sup> Poor Rating	Required to coach from boundary next match
2 <sup>nd</sup> Poor Rating	Required to umpire next home match
	Club \$100 fine
3 <sup>rd</sup> Poor Rating	Coach receives 2 match suspension

### Premiership Grades

1 <sup>st</sup> Poor Rating	Warning
2 <sup>nd</sup> Poor Rating	SANFL observer to attend future match and discuss action plan with coach
	Club \$100 fine
3 <sup>rd</sup> Poor Rating	Coach receives 2 match suspension

These ratings are inclusive of all members of the Exclusion Zone, with a coach being responsible for the behaviour of the members within the coaching team.

SANFL Juniors will provide clubs a report of all team's ratings after Rounds 4, 8 and 12, as well as an end of season document.

## KEY COACH BEHAVIOUR RATING SYSTEM DOCUMENTS

- [Non-Premiership Coach Rating Matrix](#)
- [Premiership Criteria Coach Rating Matrix](#)



## SIT DOWN TO COACH

The Sit Down to Coach Initiative sees all members of the exclusion zone in premiership competitions (U12 – U18) required to sit down for the duration of the match. This not only provides coaches and officials with a controlled environment but also is a great tool for coach and player development with a seated coach having greater line of sight of the game, improved communication, and less 'joystick coaching' which allows for greater decision making.

This initiative has resulted in significant improvement in match day behaviour for both players and coaches and therefore has been embedded into **all competition rounds**.



## CLUB OF THE YEAR

The Club of the Year Award is designed to recognise excellence throughout the season in club governance, club development, volunteers, and behaviour through a points system, with the winner showing outstanding performance across all areas.

Previous winners of the Club of the Year Award have been given priority to key initiatives such as partnership promotion packs, Gather Round opportunities, and Footballs, with high performing clubs also providing opportunities for their efforts.

SANFL will assist clubs in obtaining information via desktop audits and provide updates on where additional points can be obtained, however some information will be required to be provided to SANFL by 14 September to be eligible.

## KEY CLUB OF THE YEAR DOCUMENTATION

[- SANFL Juniors Club of the Year Criteria](#)



## MATCH-DAY SUPPORT

### KEY MATCH DAY POLICIES

There are three (3) key policies within the SANFL Juniors competition which Club Delegates should be aware of.

#### Exclusion Zone

For all premierships matches, a clearly identifiable exclusion zone should be marked no less than five (5) metres from either side of the interchange area, with only the following team officials permitted within the exclusion zone.

- Coach
- Two (2) Assistant Coaches
- Team Manager
- Runner
- First Aid Officer
- Interchange Players

Failure to provide an exclusion zone for both teams will result in a fine for the home club.

#### Fair Play Policy

The Fair Play Policy is compulsory in all Under 12 – Under 15.5 competitions, with the purpose to encourage coaches to provide the best possible experience for all players on a match-day.

Once a margin surpasses sixty (60) points after a goal at any stage throughout the match, the trailing team will automatically start with the ball at the forward edge of the centre square, with all players set up in their field positions until possession has been disposed of.

#### Equalisation Policy

The Equalisation Policy is compulsory across all age groups, including finals.

This policy requires a club to reduce playing numbers to have even playing numbers with their opposition.

## KEY MATCH-DAY SUPPORT DOCUMENTS

- [SANFL Juniors Match Day Guide](#)



## GROUND MARSHALL EDUCATION

The Ground Marshall plays a significant role in the quality management of junior football on match-day. To assist in the understanding and support of the role, SANFL have launched the Ground Marshall Education suite which involves several resources, as well as a short accreditation questionnaire.

It is recommended that Clubs appoint a small group of parents to the Ground Marshall role to ensure for role familiarity and confidence.

### KEY GROUND MARSHALL EDUCATION DOCUMENTS

- [SANFL Juniors Ground Marshall Education](#)
- [Volunteer Registration Guide](#)



## RUNNER CODE OF CONDUCT

A runner is permitted in all premiership competitions who must be sixteen (16) years of age and registered on PlayHQ as a volunteer to be submitted on the team sheet.

In 2026, all Runners must review and sign the Runners Code of Conduct to acknowledge their responsibility both in respect to the role, as well as conduct towards umpire and opposing players.

### KEY RUNNER CODE OF CONDUCT DOCUMENTS

- [Runner Code of Conduct](#)
- [Volunteer Registration Guide](#)



## UMPIRE COMMUNICATION FRAMEWORK

**Only** the Team Manager from participating SANFL Juniors teams can talk to an Umpire at a break. Umpires can only be approached for three reasons: Clarification of a Match Condition, Weather Conditions, Player Send-off Timing.

Failure to adhere to the Umpire Communication Framework will result in a fine.

### KEY UMPIRE COMMUNICATION FRAMEWORK DOCUMENTS

- [Umpire Communication Framework](#)

## CLUB SUPPORT



### CLUB COACH SUPPORT

#### **Club Coach Coordinator**

All SANFL Juniors clubs are encouraged to appoint a Club Coach Coordinator (CCC). This role provides essential support by developing, mentoring, and managing coaches within your club to enhance player enjoyment, development, and retention. In the modern game, the strength of the coach–player relationship is critical, and the CCC plays a central role in fostering that connection.

#### **Coach Accreditation**

All coaches are required to complete the free online Essentials Coaching Course. As part of this process, coaches will set up their coaching profile, which links directly to the team sheet on game day and ensures their name can be added correctly.

By completing the course, coaches will gain access to training drills and resources, as well as important information on concussion management, safety, and inclusion. They will also become accredited members of the Coach Learning Platform community.

#### **Coach Developer Program**

All SANFL Juniors clubs have access to free coaching support from a SANFL Coach Developer. This can involve a club-based coaching workshop on effective training methods and teaching skills in February-April, a game day coaching workshop in May-June and one-on-one support with new junior coaches.

For further information about the Coach Developer Program, or to connect with the Coach Developer assigned to your SANFL Zone, please contact Rian Nelson at SANFL via [rian.nelson@sanfl.com.au](mailto:rian.nelson@sanfl.com.au)

### KEY CLUB COACH SUPPORT DOCUMENTS

- [Club Coach Co-ordinator](#)
- [Coach Accreditation](#)



## UMPIRE RECRUITMENT

Umpiring is one of the most accessible and rewarding ways for people to get involved in footy. Whether you are a part of a club as a player, official or parent, or whether you love footy and want to get into the game, SANFL Juniors Umpiring offers a fun, engaging and supportive program for everyone.

Around 70% of SANFL Juniors Umpires are already connected to a local or state league club, and many young players find that umpiring strengthens their understanding of the game, builds leadership and confidence, and gives them another meaningful way to stay active in footy. It's a pathway that supports personal growth while keeping more people connected to your club community.

Each season, SANFL Juniors recruits new umpires from the October School Holidays through to the start of the SANFL Juniors season in May, with free Foundation Umpire Courses delivered at Junior Clubs and SANFL venues across the metro area. These sessions are beginner-friendly, run by experienced SANFL Umpiring staff, and open to anyone interested in Field, Boundary, or Goal Umpiring. With flexible training options, great earning opportunities, and a supportive environment of coaches and mentors, it's an ideal entry point for players, parents, and volunteers.

Clubs can play a powerful role by encouraging people to give umpiring a try or even hosting a Foundation Course themselves. It's a simple way to support your community, strengthen the game, and help develop the next generation of umpires. For more information or to host a session, contact us at [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au)

## KEY UMPIRE RECRUITMENT SUPPORT DOCUMENT

- [Junior Umpire Hub](#)



## GAME DEVELOPMENT

SANFL can provide clubs with key support in pathway programs such as Auskick and Superkick, as well as provide promotional opportunities to nearby schools to promote club programs.







It is recommended to set up a meeting with your local SANFL Zone Development Leader to discuss key opportunities to grow participation within your Club.

## KEY GAME DEVELOPMENT DOCUMENTS

- [SANFL Juniors Contacts](#)

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## PLAYHQ ADMINISTRATION

-  [SETTING UP PLAYHQ](#)
-  [TEAM MANAGERS GUIDE](#)
-  [REGISTRATIONS – PLAYER/VOLUNTEER/COACH/OFFICIAL/TEAM MANGER](#)
-  [PLAYER TRANSFERS](#)
-  [ACCESSING PARTICIPATION REPORTS](#)
-  [UPDATING SCORES AND BEST PLAYERS](#)

## SANFL CONTACTS

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