

**FOREST
LIONS**



**Forest Lions
Junior AFL Club**

Coaches Handbook 2017



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Presidents Message



March 2017

On behalf of the Forest Lions Junior AFL Club, thank you for volunteering to coach your respective team for the 2017 season.

While coaching a team of junior players is one of the most rewarding things you will ever do, the Club recognises it takes considerable time, patience and dedication. Volunteers are what makes our club tick and underpin the great club culture that has been built over the previous 48 years.

This year we have increased the support that the Club will provide to you as a coach. Craig Fairbairn has been appointed as Junior Coaching Coordinator, covering the younger age groups from U13's and below. Ken Johnston will continue in the more specialised role of Senior Coaching Coordinator, covering all age groups above U13's.

Formal pre-season coach's meetings have been arranged to provide you with information and allow you to have any questions answered. However, please feel free to reach out to Ken and/or Craig at any time during the season. They are both experienced coaches and have been with our club for a numbers of years. We are confident they will be able to answer any questions that you might have, so long as you ask.

Through some great work by the Forest Lions committee members, the Club has created this Coaches Handbook to assist you in your role as coach. This handbook includes the relevant information and resources you need to make the 2017 season an enjoyable experience for you and your team.

The Forest Lions Junior Football Club wishes you and your team all the best for the season ahead. The Coaching Coordinators and ourselves as Co-Presidents are here to support you and are always available to help.

Thanks again for being an active volunteer with the Forest Lions.

We are very appreciative of all of our volunteers and look forward to your success in 2017.

Warm regards,

Tony Eyres & Jono Hall

Co-Presidents

Forest Lions Junior AFL Club

president@forestafl.com.au

1. CLUB CODE OF CONDUCT

1.1 Club Expectations of Coaches

- Must undertake the AFL Level 1 Youth Coaching Course within the first year of coaching
- Must provide a current and valid Working with Children Check Number (WWCC)
- To be fully aware of the clubs policies and procedures and to follow these procedures and policies.
- To follow the general guidelines as outlined in this handbook
- To attend club coaching meetings and AFL seminar nights

1.2 The role of the Coach as a Teacher

- The development of all players' skills, knowledge and attitudes, whilst maintaining their enjoyment of 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

1.3 Professional Conduct

- Players must always be addressed in a controlled and positive manner.
- No offensive language or cultural, sexist or racist references will be tolerated.
- Coaches and Managers are not to involve themselves in negative dialogue with opposition, coaches, officials, players or spectators.
- Coaches and team managers are responsible for the conduct of their officials and players.
- Coaches are required to report, to the committee, any official or spectator who they believe is behaving in a manner which may reflect badly on the Forest Lions Junior AFL Club, as soon as possible.

1.4 Coaches Code of Conduct

- Promote the Laws and Rules of our great game.
- Maximise enjoyment before winning.
- Group players competitively and develop their confidence.
- Avoid the trap of overplaying talented players just to win.
- Ensure player safety and welfare as a priority – above winning.
- Remember the age of your team – keep things in perspective.
- Lead the way with respect for opponents, umpires and officials.
- Attain coaching accreditation and keep up with new ideas.
- Avoid aggressive behavior and derogatory and insulting language
- The consumption by coaches of alcohol prior to training and any match that Forest Lions Junior AFL Club is involved in will not be tolerated.
- Communicate professionally with players' parents about their child's progress and areas that may require improvement.

1.5 Player's Code of Conduct

- Play by the rules.
- Don't argue – you will look ridiculous.
- Control your temper – you will gain real respect.
- Be a team player – teams win games, not individuals.
- Treat all players fairly – as you would like to be treated.
- Work with your coach and teammates – not against them.
- Play for enjoyment and to improve your skills.
- Don't lower yourself, your coach, your parents or your team by making any remarks based on race or gender.

1.6 Reward E-Point System

This is a new initiative introduced by GSJ AFL, which was successfully trialed in Western Australia to encourage good behavior from players, teams, clubs and supporters. The Reward E Points is a system where Wins and Losses, on match days, are supplemented by "Rewards E Points" that a team can accumulate for good behavior. Reports and Code of Conduct breaches (Yellow & Red cards) may ultimately have an impact on a team's position on the ladder. Poor behaviour such as abuse of umpires or opponents from team officials and supporters will also result in E points not being awarded. Field Umpires will report such behavior in their Match Reports and the AFLSJ Administration and Umpire Manager will determine the allocation of Reward E Points.

2 Player Management

At the very core of our club is the maintenance of equity of opportunity to play football. This has a profound impact on the self-esteem of the child, the development of their skills, fitness and understanding of the game. To this end, three significant policies have been developed and implemented that have become mandatory.

2.1 Match Day Player Rotation Policy

The spirit of equity is that all players have the same opportunity to develop and enjoy their football. We acknowledge that as our players move through the age groups the implementation of equity may vary. The following points will apply.

Under 9s to 12s

Every effort should be made to ensure that 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. Every effort should be made to ensure each player plays at least 3 quarters per game.
- Opportunity to be involved in the game while on the field. Players should be rotated through differing positions (defense, midfield and forwards) each quarter in the 9's and 10's and at least weekly in 11's and 12's to expand their knowledge of the game and positional play.
- All players must be on the field prior to half time and preferably by the beginning of the second quarter.
- In order to facilitate and formalize this approach, team managers for these age groups should keep records of the interchange at the commencement of each quarter.

- Awards certificates are to be provided equally and rotated to ensure all players receive at least 1 award during the course of the season. A record of winners for each game is to be kept
- The captaincy is to be rotated weekly with the intent of enabling every player to captain the side at least once during the course of the season. A record of who captained the side each week is to be kept

Under 13s to 17s

In addition to the Under 9's to Under 12's points:

- Game time must be equitable over the season rather than game by game
- The coach may appoint a captain for the full season
- Players are to be given the opportunity to play multiple positions throughout the season. The frequency of the change is to be determined at the coaches' discretion

2.2 Player Selection Policy.

Ideally, as many players as possible are to play a game each week. In younger age groups we will direct players to play for the opposition in the event we have greater numbers than them. In these instances players are to be rotated through the opposition side on a quarter-by-quarter basis. Over the course of the season players should spend as close as possible to equal time playing for opposition sides. We should encourage our players to do their best when playing for the opposition and praise them for their efforts.

Under 9s to 10s

The primary goal of playing football at these age groups is to learn to play the game. Winning or losing is a secondary issue to the development of children as footballers and team members. To that end the following points will apply when selecting teams.

- When there are enough players to field two sides in these age groups players will be divided into two competitive teams by the two coaches at the start of the season. Where possible we allow friends to play in the same side
- These two teams will remain as a group for the duration of the season unless some other eventualities dictate otherwise.

Under 11s to 17s

These teams are eligible to play finals football.

- Players will be selected in each grade on merit, discipline and ability.
- Players may be promoted to the higher grade or demoted to the lower grade.
- The team selections will be made and any changes will be announced by the coaches prior to the end of the last training session of a given week.
- Coaches should ensure that players are given a full and frank explanation for any selection decision that is made.
- If the coaches deem necessary parental consultation should also take place.

2.3 Finals Selection - Only applicable to U11s-U17s

It is generally recognised that finals football is different from the home and away games. The policy will be based on the following principles.

- An opportunity for as many players as is possible to experience finals football.
- An understanding that player selection and playing time for individual players gives the team the best possible opportunity to win.

- An understanding that the policy will provide coaches in the older age groups with a greater scope for varying playing time for individual players

The main points of the policy are:

1. In the event of the team playing in any final as many players as possible will be selected.
2. In the event of playing 2 or more finals, all players will play at least one final.
3. The coach will have discretion over the length of playing time that individual players will have on the field and the time at which the player on the bench would come onto the ground. The aim must be for all players to play a minimum of 2 quarters of football.

3 Club Committee Contacts

Name	Position	Responsibility	Contact
Jonathan Hall Tony Eyres	President (joint)	Club Overall	president@forestaf.com.au
Joshua Gaughan	Vice President	Administration	vicepresident@forestaf.com.au
Chris Mackinlay	Secretary	Club Administrator	secretary@forestaf.com.au
Jeff Tyson	Treasurer	Financial Management	treasurer@forestaf.com.au
Mark Hurst	Registrar	Registration	registrar@forestaf.com.au
Danielle White	Marketing & Communications	Marketing, Social Media & Communications, Trophy Coordinator	communications@forestaf.com.au
Ken Johnston Craig Fairbairn	Coach Coordinators)	Coaching	coachcoordinator@forestaf.com.au
Kristy O'Brien	Auskick Coordinator	Auskick	auskickcoordinator@forestaf.com.au
Steve Dixon	Grounds Manager	Facilities Management Maintenance Coordination	groundsmanager@forestaf.com.au
Angela Leigh	Website Manager	Website	websitemanager@forestaf.com.au
Tony Eyres, Tanya Gaughan Derek Whelan	Social Coordinator	Functions & Fundraising	socialcommittee@forestaf.com.au
Matt Pounsett	Umpires Ambassador	Umpires	umpireambassador@forestaf.com.au
Anna Dobson	Property Manager	Property & Managers Mentor	propertymanager@forestaf.com.au
Tanya Gaughan	Canteen Coordinator	Canteen	canteen@forestaf.com.au
Tony Eyres Ed Wilson	Recruitment Manager	Recruitment	recruitmentmanager@forestaf.com.au
Josh Stacey	Sponsorship	Sponsorship	sponsorship@forestaf.com.au

4 Coaches

Team	Coach
Auskick	Geoff Pridgeon
Under 9	Joshua Stacey
Under 9	Ed Wilson
Under 10	Gary Latner
Under 10	Steve Vaughan
Under 11	<i>Position vacant</i>
Under 11	Matt Miles
Under 12	Matt Pounsett
Under 12	<i>Position vacant</i>
Under 12 Girls	Doug St Quintin
Under 13	Craig Fairbairn
Under 14	Ken Johnston
Under 15 Girls JV	<i>Position vacant</i>
Under 15	Aaron Parker
Under 17	Callum D'Souza
18's Girls JV	Tony Eyres

5 Team Management

5.1 Club Nights

The club aims to hold at least 3 nights during the season - one Club training night with the Sydney Swans plus two social occasions during the year.

5.2 Team Nights

Individual teams can organize their own 'Team Nights' according to the coach's plans. There are many options for these nights, ranging from 'pie nights' at the club to visiting alternative training venues such as the pool.

5.3 Individual Team Sponsorship

It is club policy that no individual teams receive exclusive sponsorship from an organisation. This includes resources, apparel and financial support. Offers of sponsorship need to be directed to the President.

5.4 Presentation Nights

The Presentation Night will be held after the completion of the finals series. All awards will be presented at this night. Dates and details of the night will be advised.

5.5 Team Photos

Team photos are taken late in the season, usually during the month of July. This is a significant club event, in that it is a record of your team. It is expected that all players, Coach, Assistant Coach and Team Mangers are in attendance. Team and individual photos are available for purchase. Full details and timetable will be distributed prior to the day.

6 Training Arrangements

With the size of the club, and the number of teams, a great deal of pressure can be placed on the Oval as a training venue. It is important that we are aware of the training needs of other teams within the club, the times when the ground has bookings by other teams and groups and the condition of the ground.

6.6 Sharing of Grounds and timing of Training.

The following is a list of training times:

TEAM	DAY	TIME
Auskick	Tuesday	4.30pm – 5.30pm
Under 9s	Tuesday	4.30pm – 5.30pm
Under 10s	Tuesday	4.30pm – 5.30pm
Under 11s	Wednesday	5.30pm – 6.30pm
Under 12s	Thursday	6.00pm – 7.00pm
Under 12 Girls	Tuesday	5.30pm – 7.00pm
Under 13s	Thursday	5.30pm – 7.00pm
Under 14s	Tuesday	5.30pm – 7.00pm
Under 15s	Wednesday	5.30pm – 7.00pm
Under 15 Girls JV	Tuesday	5.30pm – 7.00pm
Under 17s	Thursday	4.30pm – 6.30pm
Under 18 Girls JV	Train at Pittwater	

6.2 Use of Lights

The lights are available for all members of the club. The lights are accessed through a mobile password that will be made available to at least 1 coach whose team is training on any given night

6.3 Use of Ground during Wet Conditions

The Northern Beaches council will close the ground during periods of inclement weather. It is the responsibility of the coach or manager of each team to ensure the ground is open before holding any training session. A club found playing on or training on a council ground that has been deemed closed may be fined.

Wet weather information can be found on the council's website

<http://www.warringah.nsw.gov.au/play/sportsfields-and-facilities/all-sportsfields-and-facilities>

or on www.wetweathercheck.com

7 Awards

7.1 Best & Fairest Voting Charter

The Club Best and Fairest Award needs to be fair and rewards effort. Votes are to be given on a 5, 4, 3, 2, 1 basis with 3 sets of votes for each game. The coach and assistant coach are to vote weekly. The third set of votes is to be rotated weekly through the parents. Votes are to be noted on the Forest Lions voting form and handed to the team manager for collation.

7.2 Voting Procedure

The calculation of Best & Fairest Awards is to be completed by team managers and handed to the Club Secretary as required at the end of the season. This will be determined based upon season end and will fall in line with date of the Presentation Night.

7.3 Awards to be Presented

Some attempt to provide consistency in awards needs to occur. To this end the Committee directs coaches and Team Managers to allocate awards.

7.4 Counting of votes

Coaching staff will meet on a day/night prior to the presentation day to tally all votes and determine winners of awards. The results will then be collected by the club secretary so that trophies may be purchased and engraved.

8 Coach Resources

8.1 Coach Accreditation

To coach within the league, it is mandatory that all coaches are accredited level one coach. As a club we endorse this policy and prefer that all Assistant Coaches are also Level One Accredited. The club will cover all costs incurred in Level One Accreditation.

Coaches are strongly encouraged to pursue higher levels of accreditation. The club will support coaches in this activity and assist with the expenses of such an endeavor.

8.2 Coach Re-Accreditation and Professional Development of Coaches.

To remain accredited, coaches are expected to be actively coaching, members of AFCA and attend Professional Development evenings. The club strongly endorses this policy and as such meets the costs involved in these expectations.

Membership to AFCA

- Accredited coaches automatically become members of this association. Membership entitles coaches to regular Coaching Magazines, access to resources provided by AFCA, and Seminar Nights.

Seminar Nights

- Seminar nights are held each year. Presentations are of a high quality and cover various areas of coaching. All coaches will have their entry to these evenings covered.

8.3 Coach Meetings

The club conducts a number of Coaches Meetings throughout the year. Coaches are expected to attend these meetings. The purpose of the meetings is to address issues relevant to coaching at Forest Lions Junior AFL Club and share resources amongst the coaches and maintain a level of consistency amongst the coaches.

8.4 Resource Library

A resource library will be maintained in the club rooms. You must sign for all resources removed from the rooms.

9 Emergency Contact Procedures

9.1 Emergency Contact Numbers

The following is list of emergency contact numbers that may be required.

Emergency Service	Contact Number
If medical attention is required URGENTLY, DIAL 000 for an Ambulance	Dial 000
Warringah Mall Medical & Dental Centre	02 9938 6666
Police	Dial 000

9.2 Players with pre-existing medical conditions

Parents must advise coaches and managers of any pre-existing medical conditions that may require treatment during the course of the season (eg: Asthma, diabetes, etc). Coaches and managers must be aware of these conditions as well as the treatment required and is to have access to a mobile phone and all players' parents contact numbers at each training session and game.

9.3 Dealing with Injured Players and Rehabilitation

Prevention of Injury

Many injuries can be avoided by implementing the following:

- Ensuring all players wear mouth guards. This is highly recommended for players over the age of 10.
- Ensuring that all players are adequately warmed up and prepared for the game.
- Ensuring that the ground conditions are suitable for safe play.

During the Game

The welfare of players during the game is an important responsibility that the club and the individual teams need to ensure. For this reason it is expected that every team have in attendance at least one person who has First Aid qualifications. In the event of an injury where possible a player needs to be immediately removed from the field and the injury fully assessed. Most minor injuries will be treated on the spot, however in the event of more serious injury an ambulance may need to be called, or the player taken to a hospital or doctor. Ideally the qualified first aid positions should be filled by parents. Any parents interested in assisting in this area should contact the Coaching Coordinator

Follow Up

It is important that a discussion occur with parents of the player to ensure that appropriate follow up to an injury occurs (In particular soft tissue injury). It is the responsibility of the parents to ensure that appropriate follow up treatment occurs. Under no circumstances should a player with a head injury be left alone or fail to be checked out by a doctor.

9.4 Dealing with Special Needs of Players.

As a coach you may become aware that one or more of your players have special needs apart from obvious physical needs such as injuries and skill deficiencies. The other needs may fall into three other categories. These being: Educational, Emotional and Social.

- a) **Educational Needs.** Not all students within a classroom learn the same way or learn at the same rate. Some students have 'Specific Learning Problems' that make it very difficult to learn using traditional teaching and coaching methods. It is important to be aware of any Learning difficulties that a player in your team may have. Modify your presentation of information in an attempt to accommodate these players Learning Needs.
- b) **Emotional and Social Needs.** From time to time players may exhibit uncooperative behavior that negatively affects training and coaching. Often this can be put down to adolescent behavior and nothing more needs to be done, however such behavior could be indicative of more serious emotional or social problems that the player may be experiencing. It is in the best interest of the coach to spend time communicating with the player in an environment free from tension to ascertain if there are social or emotional issues that affecting the child's behavior. As coaches it is not our role to solve such issues but we play a very important role by being a 'significant' adult in this person's life, prepared to talk and communicate with the child, in a supportive environment where a common interests exists, that being football.

Please talk to the "special needs" player's parents discreetly about the best way to communicate with their child. Some parents are very sensitive about their children's disability and may not want other parents to know.

10 Grievance Procedure

At times parents may have issues that concern them and/or their child. The committee of the club has addressed a number of areas that they believe are significant in the coaching and management of players. This has resulted in the production of policies and procedures associated with Team Selection, Player Rotation and Finals Selection. These policies have been made very public, in an attempt to educate parents and make them fully aware of how coaches are expected to act in regards to these areas.

In the event of a grievance being raised by parents in regards to these areas or other areas of concern, the following steps should be followed:

- a) Under normal circumstance parents are encouraged to approach the coach to resolve the matter.
- b) At times the parent may approach the committee prior to approaching the coach or may not be satisfied that a resolution has been arrived at, even after the initial discussion with the coach.
- c) In this situation the Coaching Coordinator will act on behalf of the committee and communicate directly with the coach to inform them of the concern that has been raised. It is then hoped that a resolution to the issue will occur, based on the clubs relevant policies and procedures.

- d) If no resolution is arrived at, the President of the Club will be required to mediate and give binding direction to the parties involved
- e) Parents are encouraged not to engage in “Car Park” talk as it can be very destabilising to the fabric of the football club. Please feel free to air any grievances directly with the appropriate people within the club.

11 Official Club Appointments.

There are three positions that need to be sanctioned by the committee: these being

- a) Coach
- b) Assistant Coach
- c) Team Manager

In the event that a team needs to appoint a person to one of these positions, this persons details need to be submitted to the Secretary of the Club prior to an appointment being made.

Parental Involvement

The club relies on continual Parent support to ensure that all official duties are carried out. These positions are ‘either match day officials’ or ‘official club appointments’.

Match Day Officials.

The organising of these officials is the responsibility of the Team Manager. These positions are:

- a) Goal Umpire (all age groups)
- b) Boundary Umpire - white bib (13’s upwards)
- c) Runners - pink bib (11’s upwards)
- d) Water Carrier – white bib (11’s upward)

Team Managers have several options to ensure parental involvement is maximised. A roster can be drawn up to include all parents OR requests for volunteers to identify positions they would fill on a more permanent basis.

12 Procedure for the Management of Reported Players.

It can be a very traumatic experience for a junior player to be reported. It is the responsibility of the club to ensure that the distress associated with this event is minimised. To ensure this occurs, the following procedure needs to occur:

The coach and Team Manager need to manage the situation in a calm and supportive manner. Often a report may occur as a result of a heated incident. It is the responsibility of these two club officials to ensure:

- i. That the bench and player remain calm, ensuring that no further incidents grow out of this particular case.
- ii. That supporters and in particular, parents of the reported player remain calm and do not incite a further incident.
- iii. Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.

After the game, the Coach and Team Manager in consultation with the player and parents (if they are able to contribute in a positive manner) decide on the option of a set penalty being taken or defending the charge at

the tribunal. In making this decision it is important that all factors are taken into consideration, in particular the detail and accuracy of the umpires report.

The players welfare must be considered in this final decision, not that of an over defensive parent or official.

The secretary of the club needs to be notified of the report and the decision of the Coach, Team Manager and player regarding the taking of the 'Set Penalty'. If the case goes to the tribunal, the secretary will then contact the Club President, who will then commission the services of the clubs official advocate.

The advocate will then take charge of the defense. It would be expected that the coach would still take a very active role in the support for the player. It is recommended that the parents do not attend the tribunal.

In the event of one of our players being required to give evidence, than all steps will be followed except those related to the Set Penalty. A player who has been on the receiving end of a reportable incident and is required to give evidence needs to also be well supported.

13 Property Management

13.1 Coaches Property

- Training Balls
- Ball Bag
- Training Hats/Markers
- Coaches Magnetic Board
- Coaches Bib (Blue)

Tackle bags and training bibs are available in the storeroom of the club. If you require other equipment please contact the Property Manager. All property should be returned to the Property Manager at the end of the season.

13.2 Team Managers Property

- Jumpers
- Managers Bag

Each team should have a set of match jumpers Keep an accurate record of jumper numbers and update this when required throughout the season.

Please collect all jumpers after the last game even if they are wet/muddy. It is much easier to wash the set of jumpers than to chase every player after the season. Please chase up jumpers from players who may leave throughout the season as soon as you know they are leaving.

PLEASE ENSURE ALL FOOTBALL KITS ARE RETURNED TO THE PROPERTY MANAGER A.S.A.P. AFTER THE COMPLETION OF THE FOOTBALL SEASON.