



# **MOUNT ELIZA JUNIOR FOOTBALL CLUB INC.**



**PURPOSE AND VALUES**

**CODES OF CONDUCT**

**POLICY STATEMENTS**

This document is wherever possible supported by codes and policies implemented by the Frankston and District Junior Football League, the Australian Football League, and Football Victoria.

Individual policy documents may be added or revised to this club document as they are individually updated, or by review as deemed by the Club Committee.



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## STATEMENT OF PURPOSE AND VALUES

*The Mt.Eliza Junior Football Club aims to provide an opportunity for the youth of our area to participate in Australian Rules Football and enhance their health and well-being through organised sport. The Club, will at all times, endeavour to provide for the health, welfare and well being of its players, supporters and spectators. This aim will be achieved by promoting and developing the following values and objectives:*

- A sense of social and community values.
- An environment to nurture the physical and mental development of our youth.
- Respect for officials, opposition players and supporters.
- The virtues of fair and disciplined play.
- Equal opportunities for everyone.

They will be realised by providing as far as reasonable:

- Competent coaches and assistants.
- Adequate facilities, amenities and equipment.
- Supervised social functions encouraging family participation.
- Regular communication and consultation with players and parents.
- Active leadership and management of the Club.

All players, Coaches and Officials, parents, supporters and Committee members have a responsibility at all times when representing the **Mt.Eliza Junior Football Club** to conduct themselves in an appropriate manner consistent with these values and or Codes of Conduct.

## **VISION, MISSION & OBJECTIVES**

### **VISION**

- MEJFC will be the club of choice for families in the local community recognised for its family involvement, excellent sporting culture, and sound administration.

### **MISSION**

- Be the most successful junior sporting club in the region. As a Junior Sporting Club, success is not measured simply by Premierships but by enjoyment for all involved.

### **OBJECTIVES**

- Make it good fun. Ensure Kids & Parents enjoy being part of the club.
- Maximise Player & Coach retention, indicating enjoyment.
- Maximise parent involvement to promote enjoyment of the whole family.
- Develop Players & Coaches as sportspersons and community leaders.
- Foster a winning culture that challenges members to strive to achieve their potential.
- Ensure strong financial management to deliver the expected facilities and resources.
- Manage an administration that has developed effective financial and social policies, processes and systems.
- Establish and maintain a structured pathway for older age groups into senior football in playing/non-playing roles at Mt Eliza Football Club.
- Ensure effective, clear communication channels between individuals and groups.



## COACHES CODE OF CONDUCT

The **Mt.Eliza Junior Football Club** fully supports the codes of conduct as introduced by the AFL, Football Victoria and the Frankston and District Junior Football League.

Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in our League.

I \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

hereby commit, to the best of my ability, to uphold the AFL Coaches' Code of Conduct.

*I understand that as an integral component of my accreditation, I must maintain a standard of behaviour and conduct in the best interests of the game and the players / staff in my care.*

*In representing myself in an honest manner and without bringing the coaching profession or the Game into disrepute, I will endeavour to uphold the following to the best of my ability:*

1. I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity.
2. I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity.
3. I will abide by and teach the AFL Laws of the Game and the Rules of my Club and League/Association.
4. I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and wellbeing.
5. I will be supportive at all times and I will refrain from any form of personal or physical abuse or unnecessary physical contact with the players in my care.
6. I will have due consideration for varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
7. Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
8. I will stress and monitor safety always.
9. In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training.
10. I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
11. I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
12. I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
13. I will ensure that players are involved in a positive environment where skill-learning and development are priorities and not overshadowed by a desire to win.
14. I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti Doping and Illicit Drugs policies.

I agree to the following terms:

1. I agree to abide by the AFL Coaches' Code of Conduct.
2. I acknowledge that the AFL, or a body affiliated with the AFL, may take disciplinary action against me if I breach the code of conduct. I understand that the AFL, or a body affiliated with the AFL, is required to implement a complaints-handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include de-registration from the AFL National Coaching Accreditation Scheme.

**Note:** This "Coaches' Code of Conduct" is to be signed and conformed to as part of the accreditation requirements of the AFL. Coaches should be aware that, in addition to this Code, they may be obliged to sign a further Code of Conduct/Ethics with their Club and/or League.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



## PLAYERS, PARENTS AND SUPPORTERS CODES OF CONDUCT

The Mt Eliza Junior Football Club (MEJFC) fully supports the codes of conduct as introduced by the AFL Kids First program and Football Victoria.

No MEJFC registered player may participate in a fixtured game of football until they have completed and signed the Player's Code of Conduct and the parents or guardian of the player have completed and signed the Parents and Supporters Code of Conduct.

It is the responsibility of coaches and team managers to ensure that players, parents and supporters have completed and signed the Code of Conduct. Completed Codes of Conduct are to be kept by the Team Manager and made available to the MEJFC Committee on request.

Note: Team Officials are required to adhere to the Parents and Supporters Code of Conduct.

### Player's Code of Conduct

- Play by the rules – the rules of MEJFC, Frankston & District Junior Football League and the laws of the game.
- Never argue with an umpire or other official – without these people you cannot play football.
- Control your temper – verbal abuse of officials and sledging other players doesn't help you enjoy or win any games.
- Be a team player – it's a team game, treat it that way.
- Treat all players, as you would like to be treated – fairly.
- Cooperate with your coach, the umpires, team mates and officials.
- Play for your own enjoyment and to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team mates and family if you do, and many such comments are actually now illegal.

### Parents/Guardians & Supporters Code of Conduct

- Remember that you are there for the participants (players and officials) to enjoy the game.
- Encourage participation, but don't enforce it.
- Teach that enjoyment is better than winning.
- Never ridicule mistakes or losses – supporters are there to support not belittle.
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise umpires, coaches and officials – raise your concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team mates and family if you do, and many such comments are actually now illegal.

By registering our child with the Mt Eliza Junior Football Club we agree to abide by these principles. We will ensure that our child understands the expected behaviour of a MEJFC player. We support the MEJFC in its undertakings and encourage the MEJFC to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and/or supporters for repeated or serious breaches of these Codes of Conduct.

**PLAYER'S NAME:**

\_\_\_\_\_

(print name)

\_\_\_\_\_

(signature)

**PARENT/GUARDIAN NAME:**

\_\_\_\_\_

(print name)

\_\_\_\_\_

(signature)

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



## Regulations Supporting the Players, Parents and Supporters

### Codes of Conduct

These regulations have been developed to support coaches, team managers and club officials act upon breaches of the Codes of Conduct by Players, Parents and/or Supporters.

#### Summary of Action to Advise and Caution Players, Parents and/or Supporters of the Codes of Conduct.

##### **Education Process**

1. Players and Parents advised of the Club's Codes of Conduct at the time of registration via the distribution of the Players and Parents Handbook and a signed declaration on the registration form agreeing to abide to the Codes of Conduct.
2. The coach and/or team manager prior to the commencement of the fixtured season will discuss the expected levels of behaviour by both players and parents.
3. Display Parents and Supporters Code of Conduct at matches.
4. Players will not be permitted to play in a fixtured game for the Club unless they and their parents/guardians have signed the Player's Code of Conduct and the Parents and Supporters Code of Conduct.

##### **Breaches**

5. Player and parents acting in manner contrary to the Code of Conduct will be cautioned regarding the inappropriateness of their behaviour.
6. A player, parent or supporter failing to heed this caution will be asked to leave the playing venue.
7. Player, parents or supporters asked to leave the venue and will be required to provide a written assurance that they will abide by the Code of Conduct before being permitted to return to the club to train or play.
8. Repeated behaviour contrary to the Codes of Conduct will be dealt with by the Club in conjunction with the League.

##### **Regulations**

1. *No Mt Eliza Player may take part in any fixtured game of football for the MEJFC unless both the player and the player's parent or guardian have completed and signed the Codes of Conduct.*
2. *Team managers are responsible for retaining copies of the signed Codes of Conduct and must make these available to the Committee on request.*
3. *Coaches and/or Team Managers must address players, parents/guardians and supporters formally as a group (where practical) outlining the expected standards of behaviour required under the Codes of Conduct.*
4. *Any player in the opinion of the coach or team manager, or Club Official breaching the Players Code of Conduct may be immediately removed from the playing arena. The player may return to the game at the coach's discretion.*
5. *If the coach and the team manager or Club Official believe that the players behaviour is such that the player should be formally cautioned or suspended from subsequent games due to breaches of the Player Code of Conduct they will first contact the Club Secretary who will convene a meeting between the Club's Executive Committee, Player, Player's Parents/Guardians, Team Coach and/or Team Manager and any other club official, League official or person the Club deems appropriate to attend to address the matter. The Club Executive may impose match suspension(s) deemed appropriate for the offence and/or any other action deemed reasonable to address the player's behaviour.*
6. *Repeated breaches of the Players Code of Conduct by a player may result in a Player being de registered from the Club.*
7. *The Player Behaviour Management Policy must also be consulted for investigating, actioning and follow up of any breach.*
8. *Parents/Guardians and Supporters who in the opinion of the coach, team manager, ground marshal or any other club official are in breach of the Parents/Guardian and Supporters Code of Conduct will be approached by the ground marshal in the company of the opposition team's ground marshal and advised they are in breach of the Code of Conduct and reminded of the behaviour expectations.*
9. *A Parent/Guardian or Supporter failing to curb the offending behaviour will be asked to leave the venue and if a parent/guardian of a player, playing at the time, that player will be removed from the playing arena and escorted to the parent who may then leave the venue. If the parent and/or player refuse to leave the playing venue the League will be contacted and if deemed appropriate, the police. [For incidents that occur at Club home games the Game Day Marshal or other Club Official will take responsibility for ensuring the player and/or parent leave the playing venue. For away games the ground marshal or any club or League official will assume responsibility]*
10. *The Parent/Guardian or Supporter will not be permitted to return to the venue or their child participate in any training or games until such time as the Club Executive via the Club Secretary receives a written explanation and assurance that behaviour contrary to the Code of Conduct will not be repeated.*
11. *If the Parent/Guardian or Supporter behaves in an inappropriate manner the parent/guardian or supporter will be required to attend a meeting between the Club's Executive Committee and any other club official, League official or person the Club deems appropriate to attend to address the matter. This Committee may impose match suspension(s) deemed appropriate for the offence and/or any other action deemed reasonable to address the parents' behaviour including deregistration of the parent and child from the Club.*

The Club is committed to ensuring that natural justice and privacy of people involved in the breach are dealt with sensitively, irrespective of the alleged breach of the Code.



## ADMINISTRATORS CODE OF CONDUCT

This Code of Conduct applies to all of our club officials.

- Ensure that equal opportunities for participation in sports are made available to all children, regardless of ability, size, shape, gender, age, disability or ethnic origin.
- Ensure that rules, equipment, length of games and training schedules take into consideration the age, ability and maturity level of participating children.
- Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique.
- Remember that children participate for enjoyment and play down the importance of rewards.
- Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate behaviour and skill technique.
- Ensure that parents, coaches, sponsors, trainers and participants understand their responsibilities regarding fair play.
- To the extent allowable by the League, modify rules and regulations to match the skill level of children and their needs.
- Condemn unsporting behaviour and promote respect for all opponents.
- Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.
- Ensure promotion, well-being and safety of umpires and encourage good sportsmanship before, during and after matches.
- Ensure positive player/umpire/relationships are continually developed.

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By accepting an administrator's role with the Mount Eliza Junior Football Club I agree to abide by these principles.

I support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any administrators for repeated or serious breaches of the Administrators Code of Conduct.

**Administrators Name** \_\_\_\_\_

(print name)

\_\_\_\_\_

(signature)

**Position Held** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## TEAM FORMATION POLICY

### Introduction

This document has been produced to describe the team selection policy and processes. It is based on the premise that kids playing football at Mt Eliza Junior Football Club do so to enjoy organised team sport.

Our mission is to place emphasis on player participation and enjoyment and the nurturing of physical and emotional development and well-being, actively encourage the principles of team-work and club spirit, promote participation through to u16s, be measured for success both on and off field, but not necessarily by the number of premierships. Development of football skills and helping players achieve their potential and individual goals are certainly club goals, and where resources and programs are available to further develop this they will be implemented, but we do not exist as a football academy.

The Club, via its appointed sub-committee to manage Team Selection, will adhere to this policy.

The policy and guidelines are considered complete and absolute at the time of publication, but are reviewed at least annually or as new circumstances arise. They are secondary to any league regulation and will follow league regulations should a policy clash occur.

### Team Formation

The Club's Team Formation Policy is underpinned by the philosophy and expectation that any player registering with the Club is doing so to play Australian Rules Football and to play for the Mt Eliza Junior Football Club. At the time of revising this policy, the F&DJFL does not operate a player/team grading system.

Team Formation applies to all teams in all years, not only at Under 9 level.

There are no guarantees of a player to be in a certain team, or to always remain in a certain team. There are often many factors involved in Team Formation, and while best endeavours are made to accommodate requests, this will only be achieved if other criteria are met. These criteria are contained in the *Team Formation and Player Allocation Guidelines* to be used by the sub-committee. These criteria and guidelines governing Team Formation will be followed as far as practicable.

Where two or more sides are formed in a particular age division, the Committee or its nominee will make team allocation. Team allocation will consider factors such as school attended, friendship groups, team numbers, and where considered appropriate, player skill and abilities to aid team competitiveness for their respective playing division. Teams will not be formed predominantly from a single school, nor to single-mindedly strive for on-field success at the expense of overall player participation, enjoyment and development.

To support our mission, Team Formation will be compulsorily reviewed during the u12 season and during the registration process in preparation for the u13 season. This is intended to broaden player development, facilitate expected merging or changing of teams in later years, and enhance teamwork skills.

The u16 year can be regarded as a transition into senior football and therefore the standard becomes higher, which may require a higher player commitment. A transition program is developed in conjunction with the MtEliza Football club (Seniors).

It is club policy that all players be permitted to play a minimum of a half game every week as far as practicable, including finals.

### Special Needs

The Club appreciates that there may be extenuating circumstances where a player(s) may wish to be in a particular side. Such requests must be made through written application to the Committee, and in accordance with the club conflict resolution procedure, the application will be resolved at committee level.

League approval is required for any previously registered player requesting to change teams, and medical or player safety reasons may be included in that consideration.

### Payment of Registration Fees

### NO PAY NO PLAY POLICY



Whilst every reasonable effort will be made to communicate the need to pay any outstanding fees, the Club will enforce its policy to suspend players from participating in games and training sessions if fees have not been paid on time. Unless alternative arrangements have been made with the Registrar, the player in question will not be permitted to participate during games or training sessions.

## **Refunds of Registration Fees**

Players may withdraw from a team up to and including Round 3 and obtain a full refund of their Registration Fee less insurance, affiliation and club administrative fees. After Round 3, the Registration Fee is non-refundable.

## **Registrations after Commencement of Season**

No additional junior registrations will be accepted without the express agreement of any affected Coach after the commencement of the playing season. In all circumstances, the club abides by the League policy that does not allow registrations beyond 24 per team, unless there are extenuating circumstances.

These circumstances generally apply to under 15 – 16 age groups where the Club may be registering only one team in a particular age division and this can enable kids to continue playing sport.

## **Coaches and Team Managers**

Coaches are appointed club officials and must act in the best interests of the club, not only one team. Team Managers are also expected to uphold this directive. They must:

1. Contribute to Team Formation processes and in doing so, maintain a whole-of-club perspective, just as you would coach that the team is bigger than an individual.
2. Must not promise a new or an existing eligible (new) player from any age group a position in any team.
3. League rules prohibit recruitment of players from other clubs. Any 'new' player must not train until written approval from the previous club is received by the club Registrar or Secretary. Coaches are also not to encourage, entice or otherwise attract players from other clubs, or other teams within the club to their team. League sanctions against coach's accreditation status may also apply.
4. When there is a reasonable indication that team structure may change, eg. reduction in number of teams in an age group, due to a change in player numbers or any other reason, Coaches are strongly advised to not begin pre-season training or team-based functions, make any promises, etc. that could build expectations that such a change will not occur.
5. Under 12 – Under 16 teams are to begin pre-season training together as an age-based squad until team formation for an age group is complete.
6. A coach can liaise with a lower age group coach to organise fill in players where a team has 19 or less players on match day. If on-field team numbers permit, Fill-in players may only play a maximum of 2 quarters. Top up players must not be given greater game time than players of the affected team.

## NO SMOKING, ALCOHOL AND DRUG MANAGEMENT POLICIES

One of the main purposes of the **Mt. Eliza Junior Football Club** is the promotion of health and well being through playing Australian Football and associated social/recreational activities. The **Mt. Eliza Junior Football Club** respects the rights of individuals to make their own choice in relation to the smoking of cigarettes and other tobacco products and the consumption of alcohol

### Rationale

The *Mt. Eliza Junior Football Club* recognised that passive smoking (inhaling secondhand smoke) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly the following policy has been developed by (*name of club*) to help protect people's health, based on the following points.

The move to go SmokeFree also complements the **Mt. Eliza Junior Football Club's** desire to create a healthy family friendly environment. The **Mt. Eliza Junior Football Club** believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community.

Legislation and the legal duty of care also provide reasons to have a SmokeFree club. Under common law the **Mt. Eliza Junior Football Club** has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian SmokeFree dining legislation also states that enclosed dining areas must be SmokeFree.

### SMOKING

Whilst personal choice is acknowledged, tobacco use and/or exposure to tobacco smoke can be harmful to a persons health. It is therefore the policy of the **Mt. Eliza Junior Football Club** that all indoor areas at venues operated by the Club are designated as smoke free environments.

Our league does not permit persons officiating at matches to smoke on the playing arena at any time including quarter and three-quarter time intervals. This applies to coaches, team managers, runners, goal and boundary umpires, first aiders and water persons etc.

Smoking is not allowed at any Club indoor areas and persons breaching this policy will be asked to refrain and if necessary asked to leave the premises. Disciplinary measures including suspension, fines and dismissal will be taken against Club members if they fail to reasonably comply with the policy requirements.

To assist the effectiveness of this policy, the following measures will be implemented:

- "No-Smoking" signs will be displayed prominently throughout venues, especially within change room areas, at entry points and food areas.
- All ashtrays will be removed from inside Club venues. Smokers will be directed to an outside area, where ash bins are available for their use.
- Include on all Club letters and newsletters wording, eg, **Mt. Eliza Junior Football Club** operates and conducts 'smoke free' facilities and events.
- No tobacco products are to be sold at the canteen or bar.

### Behavioural Expectations

The **Mt. Eliza Junior Football Club** recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players or representing the club)
- Officials (when representing the club)
- Volunteers (when representing the club)
- Players (when in uniform and representing the club)



## Facilities

The following facilities and areas are designated SmokeFree:

- Administration and office areas
- Social/club rooms at the **Mt. Eliza Junior Football Club**.
- All change rooms and toilet blocks at the **Mt. Eliza Junior Football Club**.
- Indoor spectator viewing areas at the **Mt. Eliza Junior Football Club**.

Coaches and trainers will also speak to junior players about the effects of smoking on performance.

## ALCOHOL MANAGEMENT

The **Mt. Eliza Junior Football Club** abides by the directions of our league that does not allow for the sale or consumption of alcohol products at any junior matches or training.

At club functions the club will abide by an appropriate code of behaviour that complies with liquor licensing laws and acceptable community standards of behaviour.

## DRUG MANAGEMENT

The **Mt. Eliza Junior Football Club** abides by the directions of our league that does not allow for the sale or consumption of any type of recreational drug products at any junior matches or training.

At club functions the club will abide by an appropriate code of behaviour that complies with state and federal laws and acceptable community standards of behaviour.

## Who is Affected by the Policy

This policy applies to all **Mt. Eliza Junior Football Club** members, administrators, officials, coaches, players parents and visitors. This policy applies when these groups are representing the **Mt. Eliza Junior Football Club** or attending any **Mt. Eliza Junior Football Club** facilities, functions, or events.

Playing area at the **Mt. Eliza Junior Football Club**

- All eating areas at the **Mt. Eliza Junior Football Club**

## Representatives

The following **Mt. Eliza Junior Football Club** representatives are to refrain from smoking while in uniform and/or while acting in an official capacity for the **Mt. Eliza Junior Football Club**

- Officials
- Volunteers
- Representative players
- Coaches
- Trainers



## CONFLICT RESOLUTION POLICY

### Policy

The **Mt. Eliza Junior Football Club** requires that all issues are resolved to the satisfaction of the members and Committee in a timely fashion. Accordingly, the following issue resolution procedures have been developed to enable this objective to be fulfilled. All members have a responsibility to participate in reasonable actions to resolve issues. The procedures below detail the level of involvement for expediting issue resolution.

### Procedure

Any person wishing to raise an issue shall do so as follows:

ISSUE	CONTACT
Football or team related	Team Manager or Coach, or Vice President – Football Operations
Player Code of Conduct	Kids First Coordinator, Vice President – Football Operations or President
Parent/Spectator Code of Conduct	Ground Marshall / Game-Day Marshall
Kids First / Player Safety	Kids First Coordinator / Game-Day Marshall / Team Manager
Player Registration	Registrar
General nature	Secretary / President

1. 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 appropriate Committee Member and the claimant, must meet and try and resolve the issue.
2. Where the initial parties cannot resolve the issue, the Team Manager should refer the matter to the Committee through the Vice President - Football Operations, President or Secretary, as appropriate, as soon as possible.
3. In attempting to resolve the issue, all parties should take into account the following factors:
  - The extent of the issue, ie, if it is likely to have a wider effect in the Club.
  - The number of players or teams affected.
  - Whether appropriate temporary measures are possible or desirable.
  - The expected time before the issue can be addressed.
  - What resources may be needed to resolve the issue?
4. 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.
5. The Team Manager and/or Coach may at any time call on Committee Members for assistance.

**Any football or team related issue reported to the Committee, 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.**

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.

## RACIAL AND RELIGIOUS TOLERANCE POLICY

### Section 1 Commitment

- 1.1. The Frankston & District Junior Football League and the **Mt. Eliza Junior Football Club** are committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.
- 1.2. The League and club is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cwlth), and the Equal Opportunity Act 1995 (Vic) (**the legislation**). This Policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.
- 1.3. The League and club will ensure that this Policy is communicated to spectators and participants of the League. It will also ensure that participants of the League receive antiracial and religious vilification and racial discrimination training on an annual basis.
- 1.4. Nothing in this Policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation. In the event a complaint is made under this policy the League and club shall ensure that the parties are informed of their rights

### Section 2 Definitions

In this Policy-

**"complaints process"** means the procedure outlined in sections 6, 7 and 8 of this Policy.

**"Club"** means any football Club that is a member of the Frankston & District Junior Football League.

**"engage in conduct"** includes use of the internet or email to publish or transmit statements or other material.

**"League"** means the Frankston & District Junior Football League.

**"detriment"** includes humiliation and denigration.

**"discrimination"** means for the purpose of this Policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect.

**Direct discrimination** means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin.

**Indirect discrimination** means imposing or intending to impose a requirement that a person of a particular race, religion, colour, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.

**"participant"** includes a player, director, officer, employee, volunteer to an agent of a Football Club that participates in the League.

**"spectator"** is a person that attends a football game or event conducted by a Club or the League.

### Section 3 Prohibited Conduct

#### 3.1 Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempts, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

#### 3.2 Serious Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

#### 3.3 Racial and Religious discrimination

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

#### 3.4 Victimisation

- 3.4.1 No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall victimise another person.





- 3.4.2 A person will victimise another person (the victim) if: (a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or (b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

#### **Section 4 Authorised Persons**

##### **4.1. Racial and Religious Vilification**

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempts, ridicules, incites, threatens, disparages, vilifies or insults

- 4.2. The President of the Club (**the President**) is the senior decision-maker in the Club's Complaints Process. Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

#### **Section 5 Confidentiality and Records**

- 5.1 The Club will appoint a Complaints Officer (**the Club's Complaints Officer**), and if appropriate the League's Complaints Officer, to ensure that any breach of this Policy is responded to in an equitable and prompt manner.
- 5.2 Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.

The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.

#### **Section 6 Inter club Breach of the Policy**

In the event that it is alleged that a spectator or participant from another Club has contravened this Policy:

- 6.1 an Umpire, spectator or participant of the Club may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with Complaint's Officer of the Club;
- 6.2 the Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer;
- 6.3 the Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

#### **Section 7 Intra Club Breach of the Policy**

In the event that it is alleged that a participant of the Club has contravened this Policy an umpire, spectator or participant may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Club's Complaints Officer.

#### **Section 8 Management of Intra Club Complaints**

The Club's Complaints Officer shall:

- 8.1 make every effort to ensure that:
- 8.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
  - 8.1.2 any breach of confidentiality is referred to the Frankston and District Junior League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;
- 8.2 inform the person alleged to have contravened the Policy (**the respondent**) of the complaint, the complaint procedures and provide the respondent with an opportunity to respond to it;
- 8.3 inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;
- 8.4 obtain written statements from any witnesses identified by both parties to the complaint;
- 8.5 where available, obtain any other evidence;



- 8.6 Make available any witness statements or any other evidence obtained in the course of investigating a complaint to both parties, with an opportunity to comment, as part of the conciliation process or prior to a tribunal hearing.
- 8.7 arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties except when the complaint is referred to the League's Tribunal in accord with clause 8.9.2 and 8.9.3 herein.
- 8.8 take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;
- 8.9 refer the complaint to the League's Tribunal:
  - 8.9.1 When the Complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the Complainant within one working day from the day on which the conciliation failed, take all steps necessary for the complaint to be referred to League's Tribunal;
  - 8.9.2 directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
  - 8.9.3 when both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;
  - 8.9.4 when both the Club's Complaints Officer and President determine that under sections 24 or 25 of the *Racial and Religious Tolerance Act 2001 (Vic)* the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;
- 8.10 ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;
- 8.11 ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

**Section 9 Club's Liability**

The Club may be vicariously liable for conduct engaged in by a participant which if found to have contravened this Policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

**Section 10 Monitoring and Review of the Policy**

The Policy will be monitored on an ongoing basis by the Club's Committee.

**Section 11 Policy Commencement**

This Policy is consistent with that of the F&DJFL which took effect on fifteenth of March 2005. This policy was passed by Club's Committee on . . . . . and will take effect from.....

## PLAYER BEHAVIOUR MANAGEMENT POLICY

### Policy

The **Mt. Eliza Junior Football Club** requires that all players adhere to the club Code of Conduct in terms of general behaviour and also according to the rules of the game. Where it is apparent that a player is considered to have breached either a Code of Conduct, or has been involved in formal league tribunal or counselling related to the players behaviour, this behaviour management policy will be followed. This policy is to be read in conjunction with the regulations supporting the club Codes of conduct.

### Procedure

Notwithstanding the regulations associated with the Players, Parents and Supporters Codes of Conduct, the following behaviour management process will take place:

- i. the Players Coach and Team Manager, and Club Kids First Coordinator will be informed of the issue/complaint
- ii. the Player's parent(s)/guardian will be contacted by the Complaints Investigation Officer
- iii. the Player is interviewed, with parent (or advocate) present by the Complaints Investigation Officer, Committee member or nominee.
- iv. If the Player is found to have breached a section of the Code of Conduct or Club/League Policy, this may be considered to be either:
  - a. Minor Breach, such as uncooperative with Coach or Club or League Officials, disrespectful of club equipment and facilities, or similar unwanted behaviour
  - b. Major Breach, including acts of violence on or off the field when representing the club, toward opponents, officials, spectators, or other acts contrary to the Codes of Conduct and their supporting regulations included in this document or published by the League at any time.
- v. The options or consequences for dealing with a breach may:
  - a. range from warnings, reprimands, suspension (matches or training or both, club functions,) or expulsion, or any other action deemed reasonable to address the Player's behaviour.
  - b. Repeated breaches may accelerate through this range of consequences, and may also be referred to the League.
  - c. Players found to have breached Codes of Conduct may be ruled ineligible for Club or Team Player awards, including Best and Fairest.
  - d. The Player will be required to provide a written assurance that they will abide by the Code of Conduct before being permitted to return to the club to train or play.
- vi. Should a breach be found to have occurred, and for all consequence options, with the exception of expulsion, the club will, with the Parent and Coach, devise a Player Management Plan to support the player and help address the behavioural problem.
- vii. The Player Management Plan will include a follow up and review process at a time considered appropriate by the club in consideration of the seriousness of the breach. This timeline will consider the nature of the issue, involvement as considered necessary by the Coach and/or Team Manager, the availability of the support personnel, and any family considerations.

### Appeal Process

- viii. The Player may appeal the decision or severity of any outcome.
- ix. Any appeal must be in writing, signed by the Player and Parent/Guardian and lodged with the Complaints Investigation Officer within 48hours of the outcome being communicated to the Player.
- x. An appeal against a decision may only occur on the basis of new information and the validity of that information is decided by the Appeal Panel.
- xi. An appeal against the severity of the consequence must offer an alternative that may or may not be considered by the Appeal Panel.
- xii. An appeal panel will be formed consisting on the Complaints Investigation Officer, Club appointed nominee, and a League executive also be invited to hear the appeal.
- xiii. An appeal shall be reviewed, with best endeavours of those involved, within 3 business days.



- xiv. Suspension of any consequence during the appeal process may be considered following receipt of the appeal, but is not automatic.

**Confidentiality**

In conducting any investigation or applying any outcome of that investigation, the Complaints Investigation Officer shall take all reasonable steps to ensure that the process and the outcome of this process remain confidential to only those involved with the issue or its outcomes.

The Club is committed to ensuring that natural justice and privacy of people involved in the breach are dealt with sensitively, irrespective of the alleged breach of the Code or Policy.

## ELECTRONIC COMMUNICATIONS & INTERNET POLICY

This policy represents the club **CYBERSAFETY POLICY**. It is based primarily on the VCFL policy available from the VCFL website. Where appropriate, the MEJFC has added items relevant to our club.

This policy covers:

- Acceptable use of club website, letterheads, logos.
- Team-based Social Media forums
- Acceptable use of club member or sponsor images
- Cyber-Bullying protocols

### Rationale

The WorkSafe Victorian Country Football League (VCFL), the F&DJFL, and Mt Eliza Junior Football Club (MEJFC) has an obligation to maintain a safe physical and emotional environment for league officials, staff, registered players, umpires, coaches, club members, parents, spectators and sponsors. This responsibility is increasingly being linked to the use of the Internet and Information & Communication Technologies (ICT), and has seen the emergence of a number of related Cybersafety issues. The Internet and ICT devices/equipment bring great benefits to all users and to the effective operation of the WorkSafe VCFL, individual leagues and clubs.

The MEJFC places a high priority on the acceptable use of ICT devices/equipment which will benefit members however; it recognises that the presence in the sporting arena of these technologies can also facilitate anti-social, inappropriate, and even illegal behaviour and activities. The MEJFC aims, therefore, to maximise the benefits of these technologies, while at the same time to minimise the dangers and manage the risks.

### Policy

*The WorkSafe VCFL and its member clubs will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the Internet and ICT and allow for the effective operation of the WorkSafe VCFL and member leagues and clubs, whilst minimising and managing any risks.*

These Cybersafety practices will aim to not only maintain a cyber safe sporting environment but also to address the needs of the league officials and club members to receive education about the safe and responsible use of present and developing information and communication technologies.

The WorkSafe VCFL and MEJFC takes seriously its responsibility in providing robust policy, guidelines and education for its members in relation to what is deemed acceptable and appropriate online behaviours. The League and/or MEJFC name, motto, crest, logo and/or uniform must not be used in any way which would result in a negative impact for the league or club and its members. Members of the MEJFC have a responsibility to ensure that all online communications are in keeping with the leagues expectations in relation to appropriate and respectful interactions with officials, coaches, umpires, players, parents, spectators and sponsors. Players will not post inappropriate comments about individual WorkSafe VCFL or club members which if said in person during the playing of a game would result in disciplinary action being taken.

*“Cyberbullying is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others.” (Belsey 2007)*

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, racially vilifying or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, phone messages, digital pictures or images, or Web site postings (including social network sites eg facebook or blogs) and the sending, receiving and/or



possession of naked or sexually explicit images of a person. Club members must also be aware that postings from their individual accounts, whether done by themselves or another person will remain the responsibility of the account owner.

All members of the MEJFC must be aware that in certain circumstances where a crime has been committed, they may also be subjected to a criminal investigation by Police over which the league and/or MEJFC will have no control. This particularly applies to 'sexting' where the image is of a person under the age of 18 years whereby Police will be informed immediately a club becomes aware of the situation.

## **Procedure**

MEJFC officials or members who feel that they have been the victims of such misuses of technology should save and store the offending material on their computer, mobile phone or other device. They should then print a copy of the material and immediately report the incident to the relevant club/league representative.

All reports of cyberbullying and other technology misuses will be investigated fully in accordance with WorkSafe VCFL Rule 5.0 and may result in a notification to Police where the WorkSafe VCFL, league or club is legally obliged to do so.

If the WorkSafe VCFL and/or individual League's executive receives a complaint about an online issue, the allegations will be forwarded to the relevant League Investigation Officer.

If there is evidence, charges will be laid and the complaint will proceed to the league's Independent Tribunal, exactly the same as if the investigation relates to physical violence or other reportable offences.

## **Penalties**

Any proven charges will automatically lead to a minimum of a two (2) match suspension for a registered player. In deciding the final penalty, consideration will be given to the seriousness of the act, the impact on the victim, the impact on the club/league/WorkSafe VCFL and the prior good history or otherwise of the player. Players charged with these types of offences for a second or subsequent time and where a suspension has been previously imposed will face deregistration.

Any player presented before the tribunal for the first or subsequent time on a cyberbullying offence must be aware that the penalties available to the tribunal members will cover the complete range including deregistration.

In the case of a non playing club member being proved to have engaged in harassment or bullying, the club employing, engaging or otherwise associated with the person at the time of the conduct shall be deemed to be vicariously liable for the conduct of the person and shall pay to the League a penalty to be determined by the league.





## ROLES & RESPONSIBILITIES

Unless specified elsewhere in this document, the following club positions have authority and decision-making responsibility. Where necessary and/or considered appropriate, that authority may be referred to the League executive.

Item	Position – 1 <sup>st</sup> contact	Alternative Contact *
Complaints Officer	Secretary	President
Kids First Coordinator	Secretary	President
Player Registration Queries	Registrar	Secretary
Football Operations	VP – Football Operations	President
Player Insurances	Risk Management Officer	Secretary
First Aid Equipment	Secretary	VP - Administration
Public Statements	President	VP - Administration
Social Events	Social Coordinator	VP - Administration
Sponsorship	Sponsorship Coordinator	President

\* The alternative contact may only be approached without notice to the first contact, if the enquiry may be considered to have a conflict of interest.

## TEAM RESPONSIBILITIES, DUTIES & FUNCTIONS FOR EACH GAME

*NB: Several items included in this section are adapted from the F&DJFL Regulations, published annually in the handbook, supplied to all coaches and Team Managers at the commencement of each season.*

### Part 1: MEJFC Specified Duties & Responsibilities

#### HOME GROUND SET-UP & PACK-UP

It is the responsibility of the first and last game on each oval to complete the set-up/pack-up of all equipment required for play. This includes:

- Goal-post pads
- Stretcher
- Siren
- Crowd temporary barriers (posts/poles/plastic chain) – TOP Oval only.
- Scoreboard

All items are to be returned to the storage container and stacked neatly in the appropriate shelf or goalpost-pad storage bays.

#### MEDICAL TREATMENT OF PLAYERS

It is the intent of MEJFC to have a minimum of 2 x Level II First Aid certified personnel in each team. Training has been provided by the club and courses may be run to meet a identified need.



Team managers should reinforce that trainers, coaches or any other person should not undertake medical treatment beyond that for which they are appropriately qualified. (eg First Aid Certificate Level 1 may only assess an injury, and First Aid Certificate Level 2 can apply appropriate first aid treatment only).

In all cases, there should not be any attempt to test for broken bones, replace dislocated joints, or make assessments of concussion, etc. If a player is injured and it is safe to move them, they should leave the field of play at the nearest point using stretchers if necessary. Ambulances are to be called for serious injuries.

Persons of a minimum Level 2 First Aid training or higher, eg medical doctor, nurse, paramedic, etc., should inform the Team Manager of such qualification.

Players with a suspected concussion are not to return to play or training unless cleared by a medical doctor.

In the event of a serious player injury an incident report form should be completed and passed to the club secretary

## Part 2: F&DJFL Specified Duties & responsibilities

### BOUNDARY UMPIRE

- All boundary umpires must be competent in their duties.
- If a club is unable to supply a boundary umpire the club shall be directed by the field umpire to have a player throw the ball in when it goes out of bounds.
- Club supplied umpires can call centre square infringements but are not permitted to barrack or comment on play.

#### Dress

- It is preferred that club supplied boundary umpires are dressed appropriately, white shorts & white T-shirt.

### GOAL UMPIRE

A goal umpire shall be at least 16 years of age

#### Dress

- White coat and flags

#### Duties

- Before the match, check that game details are correctly entered on the scorecard
- Wait for the field umpire to give the all clear before giving a decision. If the field umpire believes the score is a behind he/she will raise one hand near their mouth and say "all clear". If the umpire believes it is a goal he/she will raise two hands.
- Both goal umpires must wave the flags after each score and record the score on the scorecard.
- Scorecards should be checked with the other goal umpire at the end of each quarter. Umpires must change ends at the half time break.
- Club supplied umpires are not to barrack or comment on play.
- The Field umpire may override the decision given by the club goal umpire.

### GROUND MARSHAL

#### Dress

- Approved Yellow Top with Club Identification

#### Duties

- Ground Marshals should introduce themselves to each other and where practical remain together. (This will hopefully give the person allocated the task a sense of security).



- Ground Marshals should adopt a Bi-Partisan approach to their role.
- Ground Marshals are to escort the Umpires; it is not their responsibility to provide refreshment.
- Ground Marshals should report problems encountered to the club executive or committee person in attendance.
- Serious incidences encountered should be documented and signed by both Ground Marshals; they should not put themselves in any danger.
- Ground Marshals should confine themselves to the main group of spectators, normally around the pavilion.
- Types of behaviour causing problems are Abuse, Language, unsportsmanlike behaviour and derogatory remarks, both Ground Marshals should approach offenders in a non threatening way, if the problem persists, club executive or committee personnel should be informed.
- Ground Marshals are not part of the coaching panel and should not stand with them. It is not the role of the Ground Marshal to monitor the use of runners & trainers; excessive numbers in the coaches' box should be brought to the attention of the club.
- Ground Marshals should ensure that spectators do not enter the perimeter of the ground when play is in progress.
- Ground Marshals should not handle players

## SPECTATORS BEHIND THE WHITE LINES

Clubs who play matches on grounds that are not fenced are reminded to provide an additional white line to sufficiently separate spectators from team officials, approximately 3 metres behind the boundary line and in addition, behind the goals are to be roped off. Clubs are to make sure spectators remain behind these designated areas.

## OFFICIALS ALLOWED INSIDE THE FENCE

Please note that the only officials permitted within fenced area and in the marked coach's area are as follows.

- All interchange players
- One trainer, other trainers must be spread around the ground
- Coach
- Team Manager
- Runner

All other people will be asked to leave by the field umpire, club or League executive.

## SPECTATORS ON THE GROUND BETWEEN QUARTERS

Spectators are NOT allowed on the ground at the Quarter Time Break.

## INTERCHANGE STEWARDS

- The Interchange Steward is to record Players from both teams who go on and off via the Interchange area.
- The Steward is to also control the Send Offs from the field Umpire and shall determine when a player is allowed to go back onto the ground.

### **Players sent from the ground**

- In the event that the field umpire sends a player from the playing field the following instructions should be followed:
- A player sent from the ground may not be replaced for the period of the penalty, penalty imposed is playing time.
- The onus is on the club Interchange Steward when the penalty has lapsed, time keepers will advise the club runner or team manager that the player may return to the ground or that a replacement is permitted.

### **Conclusion of the match**

- At the conclusion of the match the stewards shall check, sign and return their cards to their respective team manager.

## RUNNER

### **Dress**



- Approved red top with Club Identification

## Duties

- To relay messages from the coach to the players
- Runners must not assume the role of the coach and should not remain on the ground for any other purpose than to deliver a message and return to coach's box. The umpire may ask the runner to leave the ground if it is felt the runner is not carrying out his designated role.
- Runners must not carry a towel or water bottle.
- Runners must not talk to, handle or interfere with players from the opposing team in any way.
- If a player is reported or sent from the ground the runners should go directly to the umpire who will inform them of the penalty and reason. The Runners are not to enter into discussion with the umpire and are to go directly to the timekeepers and inform them of the player's name, number, penalty and offence.

## TIME KEEPERS PROCEDURE

### Playing Time

Under 9-10	10 minute quarters	No Time On
Under 11-13	15 minute quarters	No Time On
Under 14-16	20 minute quarters	No Time On

### Duties

- To keep time and record the score of each quarter on the time cards
- To sound the siren at the beginning and end of each quarter
- To record details of any send off or report on the card, give the all clear when penalty imposed by the umpire has lapsed.

### When to sound the siren

- Warning siren, 5 minutes before the scheduled commencement of play, this is to notify the umpires and players to enter the field.
- When the field umpire enters the field prior to the commencement of each half and holds the ball in the air walking toward the centre of the ground.
- Prior to each quarter commencing when the umpire blows the whistle and holds the ball in the air.
- When the playing time has lapsed, keep sounding the siren until the umpire indicates the end of play by blowing the whistle and raising both hands in the air.
- **Quarter time interval** - 1 minutes after the end of the first quarter to indicate to teams that they must take up their playing positions. Maximum 2-minute break.
- **Half time interval** - 7 minutes after the end of the second quarter to indicate to teams that they must take up their playing positions. Maximum 8-minute break.
- **Three quarter time interval** - 4 minutes after the end of the third quarter to indicate to teams that they must take up their playing positions. Maximum 5-minute break.

### Send Off penalties

Yellow card = 15 minutes playing time

Red card = rest of the game

## TRAINERS & WATER CARRIERS

### Dress

- Approved Green top with Club Identification

### Duties

- To provide water to players for hydration attend to injuries
- The trainers should ensure that a stretcher is located near the coaches' box/area and that it is in serviceable condition.
- Trainers should make an inspection of the playing surface and bring any player safety issues to the attention of the Coach & Team Manager for further notification to the home club officials at the ground.
- It is recommended that the phone numbers of each player's parent or guardian are available and that any relevant medical condition of players is known.
- **Trainers should not administer any medical treatment beyond that for which they are qualified to undertake**
- The Trainer or water carriers must not act as a second runner.



- There is to be a maximum of two (2) trainers / water carriers, one of which may be located in the coaches' box, with the remainder spread around the ground at least 20 metres from the coaches' area.

## TEAM MANAGER

### **Dress**

- An official blue top with Club identification clearly marked.

### **Duties**

Although the responsibilities of the Team Manager will vary from club to club, in general this position should ensure that the League rules and procedures associated with the actual playing of the game are carried out and adhered to.

### **TEAM UNIFORM**

Ensure that all players are correctly attired.

### **OTHER OFFICIALS**

Ensure that personnel are designated to act as Ground Marshal, Interchange Steward, Boundary & Goal Umpires, Runner and Trainers and that they are familiar with their roles and the specific requirements of the position. Personnel should be supplied with the appropriate equipment to carry out their duties, umpires whistle, score cards, goalkeepers flags etc. All officials must sign the team sheet.

### **UMPIRES COMFORT**

The home side Team Manager should ensure that the umpire's room is clean, secure with refreshments provided. Umpires should be offered refreshment during quarter breaks and escorted on and off the ground including to and from the umpire's room.

### **Security of Players Belongings**

The security of belongings should be considered prior to the players taking the field. No home team can fully guarantee the safety of items that remain in the change rooms during a game. It may be a good idea to remind players and parents of this problem and have player valuables such as watches, jewellery, and expensive clothing left at home or secured in some way.

### **TEAM SHEETS**

The Team Manager must fill out the team sheet in alphabetical order together with the correct jumper number. All players and officials must sign the team sheet prior to the commencement of the game. No player can be added to the team sheet after the half time.

Teambooks have four copies:

- White Original = to be sent with paperwork at the completion of the game
- Blue copy = to be exchanged with opposing side at half time
- Pink copy = to be handed to the field umpire at the completion of Game
- Yellow copy = remains in the book

At the completion of the game the White Original copy is signed by the field umpire and sent with the other required paperwork to the league offices by 5pm on the Day of the Round.

Players in the Under 9 + 10 age group are not required to sign the teamsheet, however the Team Manager must sign on their behalf to verify that the players listed are playing. Team officials must sign as per usual.

### **SIGNING OF OPPOSITION TEAM SHEET**

Prior to the commencement of each game the Team Manager must countersign the oppositions Teamsheet that shall contain no signatures, each player and official can then sign their name as required.

The Team Sheet is to contain NO signatures prior to being signed by opposition Team Manager.



## **Footballs**

The home Team Manager is to present two (1) footballs in good condition to the umpire prior to the commencement of the game. (For football sizes refer to page 15)

## **Pre Match Checklist**

The Pre Match Checklist must be completed by both Clubs prior to the commencement of the game. The Checklist is to ensure that all safety precautions have been taken into consideration prior to the game starting. Further information in regards to Pre Match Checklist is detailed on page 15.

## **Starting Times**

The Team Manager should be aware of the starting times of all quarters and ensure that the coach has the players ready to commence playing.

## **Umpires Report**

The F&DJFL Executive strongly recommends that the Team Manager and/or Coach complete an umpires report sheet. These reports should be constructive including positives and negatives, and be completed every game regardless of the result. These report sheets should be included with the other match paperwork and compiled at the completion of the game.

## **MATCH REPORTS**

At the completion of the game, both Team Managers need to attend the umpire's room and have the umpire sign the teamsheet. If there has been a player or official reported during the game please give the umpires some extra time to complete the report sheets.

## **REPORTED PLAYERS**

If a player or official is reported during the game the umpire fills out a report sheet detailing the incident at the conclusion of the game. Both Team Managers should sign this report sheet and ensure that the appropriate personnel within their club receive the report. The reported player or official together with witnesses must be made aware of their responsibilities to the impending tribunal hearing.

## **LIST OF EMERGENCY PHONE NUMBERS**

Team Managers should have an up to date list of all player contact & emergency phone numbers (parents/guardians) in case of an emergency, Trainers & Coaches must be made aware of their players medical conditions.

## **Match Paperwork**

At the completion of the game the umpire must sign the white copy of the teamsheet. Both Team Managers must then get together and ensure that all the paperwork is complete. It is the responsibility of the home team to have all the paperwork for the game at the league offices by 6pm on Sundays.

This paperwork must include: -

- The white teamsheet signed by the field umpire, which includes all goal kickers and best players
- The goal umpire & Interchange Stewards cards
- A constructively completed umpires report
- Signed copy of the Pre Match Checklist



## LIFE MEMBERSHIP POLICY

### Policy

The **Mt. Eliza Junior Football Club** recognises that the success of the club and the enjoyment by all those involved in it is enabled by the acts of many volunteers, players and club supporters, but that the efforts of some individuals deserve greater recognition. To foster that recognition the club offers Life Membership to worthy recipients

### The Process

#### 1. Nomination

- i. An individual may be nominated by any club member.
- ii. The nomination must be seconded by another club member.
- iii. The nomination must be accepted by the nominee, however it is also recognised that certain nominations may be proposed in confidence. In such cases, the Nominations Review Panel will consider comments by the nominees partner or peers in their assessment.
- iv. The nomination must detail the contribution made by the nominee to the Club, over the qualification period
- v. The nomination is to be addressed to the Club Secretary and will be added to the agenda of the next planned general Committee meeting. If circumstances require, a special committee meeting may also be called to receive the application.
- vi. Nominations may be received at any time during the season and may be awarded at any time during the season.

#### 2. Qualification

- i. Player
  - i. 150 club games, as a total of league fixtures, practice matches or representative matches.
  - ii. Club Contribution: exemplary record or demonstrated leadership, eg team captain over many years, league B&F, senior rep teams (also a cumulative effort on a case-by-case basis), asst coach for junior teams, upstanding community member
- ii. Club Official:
  - i. a Coach of 10years service as a Club appointed Team or Development Coach
  - ii. a Club Executive of minimum 10 years service as club executive
  - iii. these qualifications may be measured concurrently, eg. 5years Coach, 5 years Club Executive.
- iii. Any Club Member or Supporter – where a series of acts, behaviour, long term support or other criteria deemed appropriate by the Review Panel.

#### 3. Review and Approval

- i. The Review Panel shall include a minimum of 1 Committee executive, 2 general committee members, and a past executive from during the qualification time of the individual's contribution.
- ii. In all cases, a recommendation may be made by the Review Panel to the Club Executive and passed by a majority vote of the full committee. The President may cast a tie-breaking vote.

#### 4. Life Membership Award

The award may comprise:

- i. Free registration for maximum one child per season, for maximum 3 seasons.
- ii. 1 x double pass to club Annual Gala Function per year.
- iii. Commemorative Plaque and Certificate
- iv. Addition to Club Honour Board



## DOCUMENT REVIEW POLICY

This section describes the approaches to review club policies. Where not stated, the club constitution or relevant legislation or governing body directive, takes precedence for dealing with an unforeseen issue.

A policy contained in this document may be reviewed by:

Trigger	Frequency	Responsibility
Periodic review	Every 2 years post-season	Club Secretary
Issue Resolution	As required	As per Portfolio
League directive or legislation	As required	As per Portfolio
Club Member Recommendation	As required	Club Secretary

Policy Review Log:

Policy Reviewed	Reason	Committee Approval Date
Entire document	Periodic Review	June 8, 2012
Team Formation	Update to reflect larger club numbers, new issues	June 8, 2012
Conflict Resolution	Clarify & add Kids First, key contacts & responsibilities	June 8, 2012
Club Vision	Add new section	June 8, 2012
Electronic Communications & Internet Policy	Add new section	June 8, 2012
Administrator's CoC	Add new section	June 8, 2012
Roles & Responsibilities, including match-day responsibilities and First-Aid qualifications	Add new section	June 8, 2012
Player Behaviour Management Policy	Add new section	June 8, 2012
Life Member Policy	Add new section	June 8, 2012