



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 appropriate and necessary by the Club Committee.

This document does not attempt to be always up to date. Where this document includes copies of legislation or other legal documents reference to the most recent government or other governing body publications is recommended.

Any printed versions of this document are uncontrolled copies. The controlled copy is held by the Secretary. Updates become official only after minuted acceptance at an official meeting of the Committee.

MEJFC Committee October 2017

TABLE OF CONTENTS

STATEMENT OF PURPOSE AND VALUES	3
VISION, MISSION & OBJECTIVES	4
CHILD SAFETY POLICY	5
COMMITTEE ROLES & RESPONSIBILITIES	18
COACHES CODE OF CONDUCT	19
PLAYER'S, PARENTS AND SUPPORTERS CODE OF CONDUCT	20
ADMINISTRATORS CODE OF CONDUCT	22
TEAM FORMATION POLICY	23
REPRESENTATIVE TEAMS SUBSIDY POLICY	26
NO SMOKING, ALCOHOL AND DRUG MANAGEMENT POLICY	27
COMMUNITY EDUCATION POLICY	36
MENTORING & WELFARE POLICY	37
CONFLICT RESOLUTION & INCIDENT INVESTIGATION POLICY	38
RACIAL AND RELIGIOUS TOLERANCE POLICY	40
PLAYER BEHAVIOUR MANAGEMENT POLICY	43
ELECTRONIC COMMUNICATIONS & INTERNET POLICY	45
MEDICAL TREATMENT OF PLAYERS & OFFICIALS	47
GAME DAY COORDINATOR	48
SPONSORSHIP POLICY	49
CHARITY POLICY	50
LIFE MEMBERSHIP POLICY	53
DOCUMENT REVIEW POLICY	54

STATEMENT OF PURPOSE AND VALUES

*The **Mount 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 **Mount Eliza Junior Football Club** to conduct themselves in an appropriate manner consistent with these values and or Codes of Conduct.

These policies are to be made reasonably available to all club members. The existence of them shall be made known during the registration process each year, and by periodic announcements through club newsletters and the like. An (uncontrolled) hard-copy may be available in the club-rooms during the season, or a copy provided by written request to the club Secretary.

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 & Netball Club.
- Ensure effective, clear communication channels between individuals and groups.
- Establish, grow and maintain a major development fund ('Club Future Fund') for future infrastructure projects e.g. \$50k toward a new playing facilities, clubroom upgrades, etc.

CHILD SAFETY POLICY

Purpose

This document sets out how the Mount Eliza Junior Football Club (MEJFC) recognises the importance of child safety and how we work to ensure our Club creates and maintains an environment where all children are safe.

Scope of this policy

This policy guides how all our staff and volunteers behave with children in our organisation. The policy applies to all people associated with MEJFC including committee members, management, coaches, team managers, other volunteers, parents of players and players themselves.

The aim of the policy is to promote good practice in child safety and provide children and young people with appropriate safety and protection whilst in the care of the Club. The policy also aims to allow staff and volunteers to make informed and confident decisions and responses to specific child safety issues.

The words 'child' and 'children' in this policy refer to children and young people up to the age of 18 years. This definition is consistent with the Creating Safe Environments for Children – Organisations, Employees and Volunteers National Framework, the Commission for Children and Young People Act, the Child Wellbeing and Safety Act 2005 and the Children, Youth and Families Act 2005. Not utilising the term 'young people' is not intended to diminish any emphasis on, or acknowledgement of, the safety risks to older children or teenagers.

Child Safety in Victoria

The [Victorian Child Safe Standards](#), introduced in 2016, aim to protect children from abuse including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. The child safe standards require organisations that provide services to children to have a child safe policy and other protective strategies and practices. All child based organisations need to work to be compliant with the standards by 1 January 2017.

To create and maintain a child safe organisation, the Mount Eliza Junior Football Club must have:

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.

Standard 2: A child safe policy or statement of commitment to child safety.

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

Standard 5: Processes for responding to and reporting suspected child abuse.

Standard 6: Strategies to identify and reduce or remove risks of child abuse.

Standard 7: Strategies to promote the participation and empowerment of children.

In complying with the child safe standards child services organisations such as MEJFC must include the following principles as part of our response to each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

Introduction

Everyone who participates in our Club's activities is entitled to do so in an enjoyable and safe environment. The Mount Eliza Junior Football Club has a moral and legal obligation to ensure that, when given responsibility for children and young people, coaches, officials, volunteers, staff members and parents provide them with the highest possible standard of care.

MEJFC is committed to devising and implementing policies so that everyone in our sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow policies and procedures to protect children and report any concerns about their safety and/or welfare to appropriate authorities.

Child Abuse Definitions

This policy seeks to ensure children in our Club are safe and free from any form of Child Abuse. There are several types of Child Abuse, following are definitions of Forms of Child Abuse:

- **Physical abuse** - Occurs when a person purposefully injures or threatens to injure a child. The abuse can take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures. This does not mean reasonable discipline, though it may result from excessive or inappropriate discipline.
- **Emotional abuse** - Occurs when a child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a parent or caregiver to the extent where the behaviour of the child is disturbed or their emotional development is at serious risk of being impaired.
- **Sexual abuse** - Occurs when a child is used by an adult, another child or adolescent for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography and accessing child pornography.
- **Neglect** – Occurs when there is a failure to provide the child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health safety, or development of the child is significantly impaired or placed at risk.
- **Family Violence** – Occurs when children witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within a domestic relationship.
- **Grooming** – Occurs when communication or conduct is linked to the intention of facilitating the involvement of a child less than 16 years of age in sexual behaviour with an adult. Indicators include but are not limited to:
 - Developing special relationships with, favouring or giving gifts to a child
 - Inappropriate interactions with children either in person or via forms of media and electronic devices
 - Asking a child to keep a secret of any aspect of their relationship
 - Testing of or ignoring professional boundaries or rules

We all have a responsibility to protect the children in our community and our Club. If you have a reasonable belief that child is at risk of abuse or is being abused, please refer the section about [Reporting allegations, concerns and complaints](#) in this Policy.

Our Commitment to Child Safety

1) Club Culture and Leadership

The Club and its Leaders are building and maintaining a child safe environment and culture. Our Club culture needs to provide children with the best possible experience and opportunities. At ALF Victoria and at this Club, everyone must operate within our accepted ethical frameworks, these include our Code of Conduct, Member Protection Policy and this Child Safety Policy.

It is not always easy to distinguish poor practice from abuse. It is not the responsibility of anyone working or volunteering for MEJFC in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility for everyone to act on any reasonable concerns through contact with the appropriate personnel and authorities so that those authorities can then make inquiries and undertake investigations; and take necessary action to protect the child.

This applies to disclosures, allegations, concerns and suspicions of abuse occurring within our organisation's activities; and to disclosures, allegations, concerns and suspicions of abuse that personnel may become aware of that is taking place elsewhere.

Child Safety Officer

Each AFL Victoria Club is required to nominate a Child Safety Officer who would be the initial point of contact for any report. The position of Child Safety Officer needs to be communicated to all members of the Club, with a particular emphasis on children being made aware of what the person is there for i.e. someone to speak to if a child is feeling unsafe.

MEJFC has appointed a Child Safety Officer to oversee matters concerning child safety and abuse. We expect our members, volunteers and staff to discuss any concerns that they may have about the welfare or safety of a child IMMEDIATELY with the Child Safety Officer. The Child Safety Officer will ensure that the concern and/or incident is reported and remains confidential and that the identity of the person reporting the concern or incident is not revealed unless required by the law.

The Child Safety Officer is required to report all the incidents noted by him/her to both the Club President and AFL Vic. The Child Safety Officer in consultation with the Club President and AFL Vic will then ascertain whether or not the alleged person/s involved in the incident should continue in their role in the organisation or an investigation should take place, and act accordingly. If at any time an adult believes they have a reasonable concern they may report their concerns directly to the Victoria Police and/or the Victorian Child Protection Agency.

The Child Safety Officer, the Club President, Vice President and the Committee will work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about [failure to disclose](#)). If an adult has a [reasonable belief](#) that an incident has occurred, then they must report the incident.

2) Child Safety Policy Statement

At MEJFC, we want children to be safe, happy and empowered and we want to work in partnership with parents and children to create a child safe environment. We support and respect all children, as well as our staff and volunteers. At MEJFC, we:

- are committed to child safety and the safety and welfare of every child is paramount

- are committed to the participation and empowerment of all children
- have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously
- are committed to preventing child abuse and identifying risks early, and removing and reducing these risks
- have robust human resources and recruitment practices for all staff and volunteers and we ensure all employees and volunteers who work with children are screened using a Working with children check
- are committed to regularly training and educating our staff and volunteers on child abuse risks. and are provided with guidance and/or training in good Child Safety practice and procedures
- will take all reports of suspicions and allegations of poor practice or abuse seriously and responded swiftly and appropriately
- take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- ensure all children, whatever their age, culture, ability, gender, language, racial origin, religious belief, and/or sexual identity will be able to participate in football in a fun and safe environment
- have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

Specific Child Safe Policies and Practices

MEJFC has both a moral and legal duty of care to ensure a child safe environment is maintained at all times. To do this the Club has developed policies and practices that demonstrate our commitment to keeping children in our Club safe.

General Policies

In acknowledging and complying with this Child Safe policy, all Club Management, Staff and Volunteers:

- are prohibited under any circumstance any physical or sexual contact with children, this includes but is not limited to massaging, pinching, punching, pushing, sitting on laps and any form of assault or any other inappropriate touching, as determined by the child
- will not use any physical force unless it is to safeguard against immediate physical danger (for example: separating players engaged in a fight is acceptable)
- are prohibited under any circumstance from verbally or psychologically abusing or denigrating children publicly or privately or from attempts to control or manipulate children through psychological means
- will not forbid children from sharing conversations or information with parents, other staff or volunteers, nor instruct children to "keep secrets" from their parents or carers
- will not ever display any attributes of [Grooming](#) as outlined in this policy
- will not be alone with any child (excluding one's own child) in any secluded area or room, that they cannot be seen or observed by another adult staff member or volunteer
- will not display, distribute or share any demeaning, suggestive, objectionable or pornographic material
- will not indirectly or explicitly invite children to engage in inappropriate, suggestive or sexual activities which may or may not include a promise to reward for complying, or a threat of reprisal for not complying

- will refrain from any sexual attention towards others in the form of remarks, jokes or innuendos about a person's body or clothing etc., including threats of such behaviour
- will comply with this policy at all times and ensure all allegations, concerns or complaints relating to child abuse or Child Safety are referred to the correct internal and external authority immediately.

Physical Contact

Physical contact with child may be permitted for wellbeing or medical reasons only in a manner which is consistent with the above policy and should only be carried out in a public place.

If comforting a distressed child, the use of a side hug instead of front body embrace is allowed. When teaching, or coaching a child in a football technique or method please use another adult to demonstrate the technique and refrain from otherwise touching the child. If a child initiates physical contact it is up to the Adult to ensure it is appropriate and take measures to ensure the child understands the limits of physical contact.

Transporting Children

The Club acknowledges that there may be certain circumstances whereby a child may need to travel alone in a car with a staff member or volunteer. Whilst the Club does not encourage this practice, we are cognisant that as a community this may occur. In these circumstances, staff or volunteers must email or text the child's parent/s and obtain their permission in writing prior to the transportation taking place. Where this is a regular occurrence, for example, a ride to training, the driver must ensure they have written permission from the parents or carers acknowledging the ongoing arrangement.

Where one-to-one travel is undertaken, the child must be seated in the back seat of the car and fitted with a seat belt.

Change Room Arrangements

Staff and volunteers may be required to supervise children in change rooms. This must meet the requirement with a child's right to privacy. To ensure this staff and volunteers:

- provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy
- must avoid one-to-one situations with a child in a change room area
- are not permitted to use the change room area to undress or change, while children are present
- must undertake same gender supervisor. Female staff are not to enter male change rooms and male staff are not to enter female change rooms for any reason.

Giving Gifts

Giving of gifts by staff or volunteers to a child is subject to the gift being given as a reward or prize in a public manner whereby there is no secrecy about the gift and why it is being awarded.

Use, possession or supply of alcohol or drugs

Staff and volunteers must not use, possess or be under the influence of an illicit drug or alcohol or supply alcohol or drugs (including tobacco) to children participating in our Club.

Child Supervision

Staff and volunteers are responsible for supervising children at Club and Club games, training, programs and events, to ensure those participating are in a safe environment and are protected from external threats and/or intruders and are supervised at all times. Children are expected to behave appropriately toward one another, for example, no bullying or harassing behaviour.

Staff, volunteers and parents must not leave a child unsupervised outside of any stadium where training or a game is about to commence, is underway or has just been completed.

Appropriate language

Language and/or tone of voice used in the presence of children should provide clear direction, boost their confidence, encourage and/or affirm and not be harmful in any way. Adults should avoid language that is discriminatory, racist or sexist, derogatory, belittling or negative or intended to threaten, psychologically abuse or frighten the child.

Electronic Communication

Use of electronic media and communication must comply with this policy, in addition:

- Staff and volunteers should not initiate social media contact with children nor initiate children becoming their social media 'friend'. If a child requests to friend or follow any adult on social media the parent's permission must be granted. Adults should never use social media private messaging when communicating with children and should act consistently with this policy at all times.
- Under extenuating circumstances, for non-Club information, permission for electronic communication with children may be obtained from the Club President.
- Formal electronic communication to parents and children must be sent from Club email or mobile phone accounts. Personal email accounts should not be used by staff and volunteers to correspond one on one with children.
- Text messages must only be sent to children as a matter of urgency and a copy of the text sent to and received from a child should be retained on the staff members or volunteers phone and advised to their immediate Supervisor or Committee member.

Social Media Use

Clubs need to adopt the AFL Victoria Social Media Guidelines for all communication with children within the Organisation. These guidelines are in addition to any Cyber Safety Policies which the Club has in place currently and not replace local Cyber Safety Policies.

- a. No adult in a role working with children in an AFL Victoria Club should engage in individual social friendships with children from the Club on personal social media sites.
- b. Multiple adults, including Club President, Senior Manager or Child Safety Officer, should be part of the contact list and included in any social media communication with children from, or on behalf of the Club, or regarding Club details.
- c. When setting up a social media platform connected with any club or individual team within the club, an administrator should be appointed as someone who will check on the status of posts and comments.
- d. Confidentiality is important, permission must be obtained from parents for any use of a child's name or photo to be used in any postings, this is particularly important in case of any custody issues or privacy required.

Overnight Stays/Camps

Overnight stays or camps may occur from time to time. All overnights arrangements are only made with the authorisation of the Club President and the parents/guardians of the children(s) involved.

Children's accommodation must be safe and secure at all times. Staff accommodation should be in close proximity to children accommodation. If medical or emotional circumstances warrant separate sleeping arrangements, two staff members or two children must always be present. Under no circumstances will

adult staff and volunteers sleep in the same bed as a child or young person, or share a room on their own with a child or young person.

Practices and behaviour by staff and volunteers during overnight stays must be consistent with this Policy, practices and behaviour expected during delivery of all Club programs and events at other times.

Standards of conduct that must be met by staff and volunteers during an overnight stay include:

- Providing children with privacy when bathing and dressing.
- Observing appropriate personal standards when children are present. Under no circumstances should children be exposed to adult nudity or any state of undress.
- Not leaving children under the supervision or protection of unauthorised persons such as maintenance staff, stadium staff or friends.
- The right of children to contact their parents, or another trusted adult, if they feel unsafe, uncomfortable or distressed at any time during their time away.
- Ensuring children are not exposed to age inappropriate material of any kind including movies, television, the internet or magazines.

3) Codes of Conduct

To provide children with the best possible experience and opportunities in football everyone must operate within an accepted ethical framework such as our Codes of Conduct.

Mount Eliza Junior Football Club will ensure that all adults are aware of and adhere to the Club's Codes of Conduct that specify standards of conduct when dealing and interacting with children, particularly those in the Club's care. The Club will also implement a code of conduct to address appropriate behaviour between children.

All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development or changes to the Codes of Conduct.

4) Recruitment, Screening, Training and Supervision

The way in which we attract and recruit staff to our Club is important when maintaining a child safe environment. We develop role descriptions, selection criteria and advertisements which clearly demonstrate our commitment to child safety. Our Club understands that when recruiting staff and volunteers, we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

Recruitment

Child Safe Standards are integral in any appointment to an AFL Victoria Club which is providing football for players under 18 years of age. CSS should be addressed for appointments to positions where the person will be working with children, and the processes used for appointments need to include clear steps that are addressing the requirements of the Child Safe Standards.

The following steps are provided by AFL Victoria as the **minimum** which the Club must undertake to appoint people.

- Each Club will have current position selection criteria relevant to the role to be filled, and the statement that AFL Victoria and the relevant Club/League is a Child Safe Organisation needs to be included in this.
- A detailed position description, including reference to the commitment of the club to Child Safe Standards (referencing both Club and AFL National Child Safety Policies) should be made available to all potential applicants for the identified roles.

- All positions which are going to have people working with children within Clubs should include a formal application process which requires a written application including the following details:
 - Contact details for two referees relevant to the role which is being applied for.
 - Proof of a current or evidence of application for a Working With Children Check.
 - WWCC number (if currently held) and alignment of the card to the Club/League
- A formal interview process should be undertaken for roles identified as involving work with children, including within this, interview questions identifying:
 - Why the person wishes to work with children?
 - The candidate's history of working with children and why they left previous positions?
 - Create scenarios that might occur specific to the role where the person will need to interact with children, and question the applicant on how they would deal with the situation e.g. - How will they deal with a young participant whose behaviour was disruptive?
 - A team has played poorly, how will they address the team?
 - How will they use social media platforms in the role they are taking on?

Screening

MEJFC ensures that all reasonable steps are taken to engage the most suitable and appropriate people to work with children. This is achieved using a range of screening measures as discussed above. Such measures help us minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

- As required by the AFL Vic Member Protection Policy, the screening process for people in our Club who work, volunteer, coach, supervise or have regular contact with people under the age of 18 years are required to hold a Victorian Working with Children Check that is linked to our Club; and to provide evidence of this Check to the Club.
- Ensure that the applicant is aware that the referees will be contacted, and follow the process through to speak directly to the listed referees. If unable to be contacted, discuss alternates with the applicant. Two documented reference checks about his/her suitability for the role. Reference checks should be undertaken with independent people not family members of the applicant.
- A probation period during the initial stages of appointment may be part of these appointments. Such a probation period provides the Club with a mechanism to address any concerns that might arise after an appointment is made, and enables for the appointment to be terminated under the terms of the appointment. Probation review should be undertaken in accordance with what has been provided in the initial role description.

Obtaining and recording a [Victorian Working with Children Check](#)

AFL Victoria WWCC guidelines state that all who are working with children under 18 years of age should have a current WWCC. These guidelines remain current and should be the guide for all who are working with children in any AFL Victoria Club.

Any person who is involved in overnight camps with children (i.e. pre-season camps) must also have a current WWCC.

[Victorian Working with Children Check](#) must be obtained and maintained by every committee member, and all adult coaches, assistant coaches, team managers or trainers and any other volunteers that participate in football teams that include children. If you are currently performing one of these roles on a paid or voluntary basis you must immediately obtain a valid working with children check. If you receive gain or profit from your role you must have an "Employee" WWCC and you must pay the government fee to obtain it. Volunteer WWCCs are free.

All who are working with children in any AFL Victoria Club should ensure that they list their Club as an employer on the WWCC website. This can be simply done by logging into the below website and including the Club details. By accessing the online [WWCC system](#) you will be asked to nominate an occupational

code and the contact details for the Mount Eliza Junior Football Club. Please use the “**Clubs and Clubs Occupational Code 42**” and note the **Mount Eliza Junior Football Club, PO Box 239 Mt. Eliza Victoria 3930, Phone (03) 59 788 308** when prompted.

Please forward a copy of all existing and new WWCC to the Child Safety Officer and Club Manager for our records. It is the responsibility of all Clubs to establish a register of each WWCC for all who will be working with children within your programs.

Using your SkillSet Passport, you can take a photo of your existing WWCC and forward a copy to the Club Manager via the SkillSet Passport App. When using the SkillSet Passport App, you will be prompted to renew when your WWCC when it is about to expire. You will not be able to participant in your allocated role or as a volunteer of children until you have a valid WWCC that has been linked to and provided to the Club.

Training and education

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone’s responsibility. The Club will continue to develop specific policies, procedures and training that support our leadership team, staff and volunteers to achieve the commitments set out in the Child Safe standards.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and safe in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Work safely and effectively with children
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child in a supportive and safe way
- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations

Induction

All employees and volunteers will receive induction during which:

- The job requirements and responsibilities will be clarified.
- They will sign up to the organisation’s Codes of Conduct, Child Safety Policy and the Member Protection Policy.
- Child Safety Policy will be explained and training needs will be identified e.g. basic child safety awareness.

Staff and Volunteer Supervision

We support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse. New employees and volunteers will be regularly engaged in supervision to ensure they understand our Club’s commitment to child safety and know that everyone has a role to play in protecting children from abuse. Staff and volunteers’ will be held accountable for their approach to their role and their behaviour towards children to ensure it is safe and appropriate at all times. This will occur through regular communication with the Club and observations by its members.

Any inappropriate behaviour that is observed or identified will be reported through the Child Safety Officer and any other appropriate channels which may include the Department of Health and Human Services and/or Victoria Police, depending on the type of abuse or behaviour, severity and urgency of the matter. Please refer to this organisation’s code of conduct to understand appropriate behaviour further.

5) Allegations, Concerns and Complaints

MEJFC takes all allegations seriously and has practices in place to investigate thoroughly and quickly. We have staff and volunteers who are trained to deal appropriately with allegations.

We take our legal responsibilities seriously and we abide by all existing and new laws relating to child safety in Victoria and Australia. The following sets out the Victorian laws that apply to every adult person who is a staff member or volunteer of MEJFC and include:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- **Mandatory reporters:** In Australia doctors, nurses, midwives, teachers including early childhood teachers, principals and police are all mandatory reporters. They must report to [child protection](#) if they believe on reasonable grounds that a child is in need of protection from physical injury or sexual abuse. Any personnel who are mandatory reporters whether at work or not, must comply with their duties.

Making a report

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim of abuse, or if they notice inappropriate behaviour. We all have a responsibility to report sexual; abuse if we have a reasonable belief that an incident has taken place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed¹
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

The reporting procedure to all members of the Club with any reports to be dealt with as below:

- a. Any reports of child abuse are to be made to the Child Safety Officer (CSO). CSO to report to Police if there is any report of sexual or physical abuse of a child. Child Safety Officer to stay in contact with reporter and alleged victim to provide support.
- b. Child Safety Officer to communicate to Club Manager. Detailed written report must be recorded and stored, including Who, What, When, Where & Why the incident is of concern.
- c. Club Manager to report to higher level AFL Victoria Management if necessary i.e. if report was communicated to the Police or is of significance to higher level management.
- d. Alleged perpetrator (if a member of staff or volunteer) to be reassigned to other duties until investigations completed.
- e. If alleged perpetrator is a member of staff or volunteer, local or AFL Victoria independent investigation to take place. Approval of investigation process from higher level AFL Victoria Management is required.

¹ For example of behaviour, please see [An Overview of the Victorian child safe standards](#)

MOUNT ELIZA JUNIOR FOOTBALL CLUB INC.



Our Child Safety Officer is trained to deal appropriately with allegations, disclosures, concerns or observations relating to child safety and child abuse.

If you have received an allegation or disclosure, have concerns or a complaint about child safety or any type of abuse you should direct your calls to **Chris Goodall, Child Safety Officer on 0417 567 337 or via email at kidsfirstcoordinator@mtelizajfc.com.au**.

Reporting details

When providing a report of any abuse type, please provide as many details as possible. These facts should be collected **without** any interrogation of the child. Including but not limited to:

- The child's name, approximate age and team
- Date, time and location of alleged abuse (if known)
- The suspected perpetrators name (if known)
- Type of abuse that is suspected to have occurred (refer to [abuse types](#) in this policy)
- Verbatim quotes made by the child or the discloser
- Any other issues that are relevant to the case (e.g. history, physical marks, child's behaviour)
- Where appropriate, take photos of any physical evidence such as marks or bruises shown to you by the child.
- Your view on the immediate risks or otherwise of the child
- Reasonable belief that you hold and why

The child's and/or the suspected perpetrator's name is a minimum requirement. Where any of these other facts are unavailable, you must still report the matter to the Child Safety Officer.

If you want to make a report about a child that is in immediate risk or danger of an offence, please call Triple Zero (000).

All other reports can be made by contacting your local police station or the Victorian Child Protection Agency on 13 12 78 or Crime Stoppers on 1800 333 000.

Victimisation

Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint or supporting another person's complaint.

Improper and Vexatious Complaints

If at any point in the complaint handling process, the Club considers that the person(s) making the complaint has knowingly made an untrue or vexatious complaint, and the complaint is malicious, frivolous or intended to cause distress to the person who is the subject of the complaint, disciplinary action may also be taken against the person(s) who made the complaint.

6) Identify and Analyse Risk of Harm

Mount Eliza Junior Football Club will develop and implement a risk management strategy, which includes a review of existing child safety practices, to determine how child safe and child friendly the organisation is and to determine what additional policies and strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer, official, parent, player or another person.

This will include the development of risk management strategies to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments and online environments.

All participants in the Club are encouraged to raise issues that they feel create risks for children in our Club to the Child Safety Officer.

7) Children Empowerment and Right to Safety and Participation

Mount Eliza Junior Football Club promotes the involvement and participation of children and young people in developing and maintaining child safe environments. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times.

We involve children when making decisions and encourage children to speak up if they feel unsafe. We listen to their views and respect what they have to say. We promote feedback, diversity and tolerance in our Club, and people from all walks of life, abilities and cultural backgrounds are welcome. In particular, we will:

- Develop ways to empower children who are vital and active participants in our organisation. We want to involve them when making decisions, especially about matters that directly affect them.
- Develop a child friendly reporting process that records all allegations of abuse and safety concerns using an incident reporting form or method that is legislatively compliant.

Fair and Just Procedures for Personnel

The safety and wellbeing of children is our primary concern. We are also fair and just with all Club personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence. We record all allegations of abuse and safety concerns, including investigation and outcomes and all records will be securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to relevant children and families on progress and any actions we as an organisation take.

Privacy

We will meet all our obligations relating to the Commonwealth Privacy Act and Information Privacy Principles; and the Victorian Privacy and Data Protection Act. All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, officials, parents or children, unless there is a risk to someone's safety.

We have safeguards and practices in place to ensure any personal information is protected and used in a reasonable and legal way. We will ensure we have systems where all records are securely stored and safeguards and practices are in place to ensure any personal meet their obligation and their information is protected.

Regular Review

This policy will be reviewed every two years and/or following a significant incident if one occurs. We will ensure that families and children have the opportunity to contribute to any reviews undertaken by the Club. Refer to the Mount Eliza Junior Football Club www.mtelizajfc.com.au for further information or contact the Child Safety Officer at footballops@mtelizajfc.com.au.

Acknowledgement

I acknowledge that I have read this twelve (12) page policy and understand its contents and the Club's commitment to Child Safety. I understand my legal responsibilities around Child Safety and I will uphold all elements of this policy to ensure we maintain a child safe environment at all times. I will abide by this policy and any further updates to this policy at all times. If I am ever unsure about how to enact any components of this policy I will gain advice from the Club President or the Child Safety Officer immediately.

Name

Name of Witness

Signed

Signed by Witness

Date

Date

This Policy contains important and confidential information applicable to the child safety at the Mount Eliza Junior Football Club.

If you are not the intended recipient you must not read, disseminate, copy or take any action in relation to this document.

No part of this policy should be reproduced, adapted or transmitted without the written consent of the documents owner, Mount Eliza Junior Football Club and the documents author, Child Insight at www.childinsight.com.au.

COMMITTEE ROLES & RESPONSIBILITIES

All MEJFC Committee Members need to respect the confidentiality of decisions made at meetings, plus show responsibility for funding decisions; and try to prepare for each meeting by reading reports in advance of the meetings.

The Club Executive will comprise the President, Secretary, Treasurer, Registrar and at least one Vice President. Signatories to all Club financial accounts will come from the Executive and may include the Assistant Treasurer. Position Descriptions can be obtained for most Committee positions from the Secretary, MEJFC.

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 – 1st contact	Alternative Contact *
Complaints Officer	Secretary	President
Kids First	Kids First Coordinator	President
Player Registration Queries	Registrar	Secretary
Football Operations	VP – Football Operations	President
Player Insurances	Risk Management Officer	Secretary
First Aid Equipment	Team Manager Coordinator	VP - Administration
External / Public / Media 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.

FINANCIAL MANAGEMENT

Further to requirements of the club constitution, the MEJFC Executive shall appoint a Finance sub-committee comprising the following (minimum) positions:

- President
- Treasurer (Chair)
- Vice President – Admin
- Subject Matter Expert (as required, not a signatory).

Each of these positions shall have account signatory authority. All expenditure requires a minimum of 2 signatures, or dual approval for electronic transactions.

Major projects shall be governed by a Project Manager who shall provide a project progress report at all committee meetings.

COACHES CODE OF CONDUCT

The **Mount 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 and club policies, guidelines and understand my role has higher expectations in terms of behaviour and conduct in all club activities, at any point of the pre/during/post season.
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 a range of sanctions ranging from a caution, to suspension or even 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: ____/____/____

A MEJFC *Coaches' Handbook* is to be prepared for each season by the VP - Football Operations or his nominee, and includes further guidelines and expectations for each coach.

PLAYERS, PARENTS. OFFICIALS 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, Team Officials & 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.
- Acknowledge that a parent or official cannot interact with opposing players or officials.

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, Officials 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.

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, or by electronic communication as appropriate, 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

1. Player and parents acting in manner contrary to the Code of Conduct will be cautioned regarding the inappropriateness of their behaviour. This may be from a Ground Marshall or Club Committee/Official.
2. A player, parent or supporter failing to heed this caution may be asked to leave the playing venue.
3. 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.
4. The Club Committee will decide if the issue warrants further investigation and will decide outcomes in accordance with club policies and processes.
5. Repeated behaviour contrary to the Codes of Conduct will be dealt with by the Club in conjunction with the League.

Regulations

1. *A Mt Eliza Player may **NOT** 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 (or acknowledged electronically during the registration process) the Codes of Conduct.*
2. *The Club Registrar is responsible for retaining 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 sanction(s) deemed appropriate for the offence and/or any other action deemed reasonable to address the player/parent/officials' behaviour including possible 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 administration officials.

- Set and uphold an exceptional club standard in terms of behaviour, ethics, and kids-first philosophies. It is expected that this standard may be higher than other roles in the club.
- 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.

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 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 u17s, 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.

Registration Priority Policy

This document is updated from the 2015 (interim) policy. For background, please refer to that document.

We have established the below policy to give a priority sequence for existing and new-to-club players applying to register. This is seen as the fairest option to all.

For u9's, usually the last chance to play at this level is in Grade 3, hence we offer this chance first to these new players. Similarly, Grade 2 kids will have another opportunity in the next year to play at u9 level and can continue to enjoy our excellent Auskick centre. Immediate siblings of existing players also have priority over new-to-club families at each school Grade level.

The AFL has introduced rules for eligibility to register of players aged 7years after January 1st of the current season. The MEJFC is bound by those rules.

The registration priority sequence is:

1. Existing u9-u16 players are guaranteed re-registration, if they do so before the cut-off date*.
2. Grade 3 “Redleg Ready” participants
3. Grade 3 u9's applicants - new siblings
4. Grade 3 u9's applicants - new family
5. Grade 2 u9's applicants - new siblings
6. Grade 2 u9's applicants - new families
7. Anytime - all other Age groups – as vacancies permit per policy for maximum team numbers.

Following the first round of registration, usually in early February, we will review the position and assess a change to the policy. Updates will be posted on the club website or other electronic media or hard copy publications.

The registration process is an application to register only. Completion of the registration document does not guarantee registration. Registrations must be accepted by the MEJFC committee and it will do this according to registration policies, which includes this document.

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 decisions. 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 with no more than 50% of players from a single school where such options exists, 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 u17/18 year can be regarded as a transition into senior football and therefore the playing standard generally becomes higher, which may require a higher player commitment. A transition program is developed in conjunction with the Mt Eliza Football & Netball 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.

Player numbers per team in each age division will be capped as follows: Under 9s and 10s – 22; Under 11s, 12s, and 13s – 24; Under 14s and 15s – 26; Under 16s and Under 17s - 28. In March 2014 the Committee gave authority to the Registrar to suspend/close new registrations upon reaching these limits.

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 a certain number per team, unless there are extenuating circumstances. These

circumstances generally apply to under 15 – 17 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 Responsibilities for Team Selection

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, or other FDJFL rules that may apply.
4. 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.
5. When there is a reasonable indication that team structure may change, e.g. 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.
6. Under 12 – Under 17 teams are to begin pre-season training together as an age-based squad until team formation for an age group is complete.

Players playing up/down Age level

The MEJFC provides for players to support another team where a team needs that support. Club principles of participation first must be upheld.

The intent of the rule is to ensure that those players who are nominated in one team at the start of the season can maximise playing time irrespective of whether its finals or during the season. Playing up or down is only permitted so as to help teams with low numbers in a specific week/ game. Players cannot 'belong' to two teams. They must nominate one team at the start of the year and then adhere to the rules if playing up/ down.

1. FDJFL regulations must be complied with for a player to be eligible to play up/down.
2. A player is considered to be a *Top-up player* if the team is not his/her *regular team*.
3. A *regular team* is defined as the team the player was nominated for and listed with at the season commencement.
4. A coach of a team that has 22 or less players on match day must, on each occasion, seek permission from the lower/higher (if age-qualified) age group Coach for a *Top-up player*. Players may not be approached directly.
5. A potential top-up player who is playing above their nominal age level as their *regular team*, may elect to participate as a top-up player in their first game of the season in order to be eligible for that lower age level (any team). Maximum team numbers do not apply for that single game.
6. *Top-up players* may only play a maximum of 2 quarters if they are required for their *regular team* game that day.
7. *Top up players* must not be given greater game time than players of the *regular team*.
8. If the team has 18 or more players, the *Top up players* must start the game on the bench and not be interchanged until other players in their *regular team* have participated in the game.
9. A *Top up player* may be the 23rd or 24th player (up to age group team size limits), for the sole and only purpose of allowing for injuries of a regular team-player. The 23rd player must start on the bench and may not play unless an injured player can no longer take part in the game due to injury, and may only begin participation due to injury after ½-time.
10. The 23rd (or more) player/s must be listed on the team sheet and is therefore considered as a qualifying game.
11. The final decision on player eligibility rests with the Registrar and VP – Football Operations.
These rules apply to regular season and to finals (where qualified)

Grading

At this time, the FDJFL have not implemented a grading program for players or teams. Therefore, MEJFC do not grade players based on ability or team strength, at any age level.



REPRESENTATIVE TEAMS SUBSIDY POLICY

Subsidies for Selection in Representative Teams

MEJFC players selected in local, regional or state e.g. FDJFL or V-Line, teams who are required to contribute to travel and/or accommodation costs will be offered support under this MEJFC policy.

MEJFC will contribute 25% of total cost up to \$300 cap if representing Victoria (assumes remainder will be paid by school, family or from fundraising), or 100% of cost if V-Line representative.

Applications are to be made by the parent to the VP _Football Operations for committee Approval.

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 wellbeing 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 second-hand 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 person's 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, e.g., **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.

'Good Sports' Smoke Free Policy

The Mt Eliza Junior Football Club recognises that passive smoking is hazardous to health and those non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials, players and club visitors.

Facilities

All club facilities are to be completely smoke free and shall include:

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage area
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room

Cigarettes will not be sold (including vending machines) at any time at or by the club

Players, Officials & Coaches

Coaches, players, trainers, volunteers and officials will attempt to refrain from smoking and remain smoke free while involved in an official junior and senior capacity for the club, on and off the field.

Functions

All club functions including social and fund raising events and meetings are to be completely smoke free:

- Ashtrays will be removed from all club facilities.
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at club facilities
- Smokers leaving the designated licensed area of the clubs social rooms will not be permitted to take alcohol from that area

Non-compliance

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function

Policy Promotion

The club will promote the smoke free policy regularly by:

- Publishing a copy of the policy in club newsletters, notice boards and printed member/player information
- Displaying a copy of the policy in the club social rooms
- Periodic announcements to members at functions

The club recognises the importance of educating club members, particularly players and the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports program with an ongoing priority to maintain Good Sports accreditation.

Policy Review

To ensure this policy remains relevant to club operations and reflects community expectations the policy will be reviewed annually.

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.

'Good Sports' Level 3 Alcohol Management Policy – accepted by MEJFC August 2013

This policy aims to provide a basis for the responsible use of alcohol by the Mt Eliza Junior Football Club and is seen as fundamental to the aims of the club.

The club recognises the importance in holding a liquor license in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

To ensure the aims of the club are upheld and that the club and its members manage alcohol responsibly, the following requirements will apply when alcohol is served at the club or during a club function.

Serving Alcohol

Alcohol will be served according to the legal and moral requirements of the club's Liquor License with the safety and well-being of patrons the priority.

- The Club maintains a current appropriate Liquor License
- Only RSA trained servers will serve alcohol
- Bar servers do not consume alcohol when on duty
- The club does not encourage excessive or rapid consumption of alcohol
- When serving non pre-packaged alcohol standard drink measures will be served at all times
- Information posters about Standard Drink measures will be displayed in the bar
- The Liquor License and all legal signage will be displayed at the bar
- Names of RSA trained bar staff will be displayed
- An incident register shall be maintained and any incident recorded

Intoxicated Patrons

- Alcohol will not be served to any person who is intoxicated or drunk
- Servers will follow RSA training procedures when refusing service
- Drunk patrons will be asked to leave the premises

Underage Drinking

- Alcohol will not be served to persons aged under 18

- Servers and committee members will ask for proof of age whenever necessary or whenever in doubt
- Only photo ID's will be accepted

Alcohol Alternatives

The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol.

- Tap water is provided free of charge or at a reasonable price
- At least four non-alcoholic drinks and one low-alcoholic drink option is always available and are at least 10% cheaper than full strength drinks
- Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present
- The club will avoid player prizes and raffle prizes that have an emphasis on alcohol

'Good Sports' Safe Transport Policy

This policy aims to provide a basis for the responsible use and/or non-use of alcohol and recreational drugs by the Mt Eliza Junior Football Club and to avoid any incidents as people travel to or from the club and its events.

The Club understands and accepts its responsibility to the safety of our players, members and friends. The following requirements will apply when alcohol is served, either at the club or during a club function:

- Bar staff shall err on the side of caution and encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver)
- Telephone calls will be made free of charge to arrange a taxi or other transport
- Contact telephone numbers for taxi services will be clearly displayed
- In specific cases, where a designated driver nominated by the club has accepted the responsibility to drive others home safely, the club will provide non-alcoholic drinks and bar food free of charge
- Bar servers will be provided non-alcoholic drinks and bar food free of charge by the club (only for club bar staff)
- Where available club transport will be provided to/from events:
 - A key register will be implemented
 - Taxi vouchers will be considered as part of selected raffle prizes/player awards
 - Committee members will pre-order taxis to arrive at the venue at the conclusion of the function.

Non Compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws, will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with

- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function

The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the club Mission and Values Statement.

Committee Policy Management

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries
- Ensure the admission of members and guests and completion of the visitor's book
- Compliance in respect of persons under 18 years of age on premises
- Ensuring intoxicated people are refused service and are asked to leave the premises
- Ensuring strict compliance with the club policy in accordance with the key provisions of the Liquor Control Reform Act
- Recording any incidents in the incident register

Policy Promotion

The club will promote the alcohol management policy regularly by:

- Publishing a copy of the policy in club newsletters, league programs and printed member/ player information
- Displaying a copy of the policy in the club social rooms
- Periodic announcements to members at functions

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports Accreditation Program with an ongoing priority to maintain Level 3 accreditation.

Policy Review

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, the club will endeavor to review this policy annually.

DRUG MANAGEMENT POLICY

INTRODUCTION

Mt Eliza Junior Football Club does not allow the use, distribution or selling of illegal drugs by any club member or any visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

PURPOSE OF THIS POLICY

The purpose of this policy is to ensure the club committee and club members understand the club's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.

EXTENT OF THIS POLICY

What is an illegal drug?

A substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs.

This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition).

This policy should be read and understood in conjunction with the club's code of conduct.

When does this policy apply?

This policy applies whenever the individual is taking part in activities under the club's jurisdiction. This includes our club's facilities, games (including away-games), matches, training and events organised by the club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside the club jurisdiction.

However this policy will apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club.

Who does this policy apply to?

All club members and visitors to our club.

RESPONSIBILITIES

Our club will:

- Activate and comply with the policy.
- Promote the policy to everyone within our club's jurisdiction.
- Promote and role model expected standards of behaviours at all times.
- Appoint, and provide training and support for appropriate persons such as Welfare Officers to be responsible for all illegal drug-related incidents.
- Respond to breaches of this policy discreetly and in a timely manner.

- Investigate all apparent, or alleged, breaches of this policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members and visitors.
- Review this policy every year.
- Offer annual education to members on illegal drugs.
- Have a list of health service providers in our area that would be able to support an individual with a drug and/or alcohol-related issue.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Alert club officials or Welfare Officers with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare of all of our members.

RESPONDING TO ILLEGAL DRUGS

Response

When responding to an illegal drug-related concern or incident, the responses by our club will focus on the safety and welfare of those directly and indirectly involved. All responses will reflect the club's duty of care to members and visitors.

All illegal drug-related concerns or incidents should be discussed with a Welfare Officer as soon as possible. The Welfare Officer will document the issue using the incident register and investigate the concern/incident further. In the event that a Welfare Officer is not available, a club official may substitute.

Investigating the concern or incident

The Welfare Officer will investigate all illegal drug-related concerns or incidents in a timely and discreet manner.

Once all relevant facts and circumstances are known, the Welfare Officer will recommend appropriate approaches and/or disciplinary measures to the club committee based on the guiding principles outlined in this policy.

Privacy

Where possible, the investigation of illegal drug-related concerns or incidents will maintain confidentiality in line with our club's privacy policy.

The Mt Eliza Junior Football Club Privacy Policy is as follows:

- The Mt Eliza Junior Football Club will always act with discretion.
- Subject to its right to contact the Police if necessary, the Mt Eliza Junior Football Club will maintain the privacy of those involved as far as possible.
- Club members will be informed about the incident on a need-to-know basis only.

Illegal drug use by a member under 18 years

Where the club identifies (or strongly believes) that a person under the age of 18 years is involved in illegal drug use the Mt Eliza Junior Football Club will:

- Inform the individual that a Welfare Officer will contact the parent or guardian to discuss the incident.

- Contact the parent or guardian to discuss, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the Mt Eliza Junior Football Club will inform the visiting coach and/or officials.

If illegal drugs are being distributed or sold on our club's premises by a member or visitor of any age, the Welfare Officer will inform the police. If illegal drugs are found within our club's jurisdiction the Welfare Officer or President will notify police.

NON-COMPLIANCE WITH POLICY

Our club will respond to all breaches of this policy. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable and will focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club, other members, players, patrons, visitors and the community.
- Take into account the age of the people involved.
- Take into account whether the incident involved personal use of an illegal drug and/or the supply of an illegal drug to other people.

Examples of breaches of policy:

1. If a member sells or distributes illegal drugs in the club's jurisdiction, the following will occur:

- The Mt Eliza Junior Football Club will notify police immediately after the event.
- A penalty will be given to the individual(s) in the form of a suspension or expulsion depending on the circumstances and the severity of the incident.
- As a minimum, an official warning letter will be sent to the individual(s) which advises of suspension and that a second breach would result in expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the Mt Eliza Junior Football Club will inform the visiting coach and/or officials.

2. If a member is found in possession of an illegal drug, the following will occur:

The individual(s) will be asked to hand-over the substance and the club will follow the procedures for handling illegal drugs in its jurisdiction.

- The Mt Eliza Junior Football Club will notify police immediately via "000" that they have taken possession of an illegal substance.
- The individual(s) will receive a warning in the form of an official letter advising that a second breach would result in a suspension.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.

- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the Mt Eliza Junior Football Club will inform the visiting coach and/or officials.

3. If a member is found using/affected by illegal drugs under the club's jurisdiction:

- The Mt Eliza Junior Football Club would ensure the safety and wellbeing of the individual as the first priority.
- Seek out medical assistance, if required.
- If required, contact next of kin.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- The Mt Eliza Junior Football Club will notify police.
- Ensure the individual is safely transported to their home.
- Once the individual's health has returned to a normal state, an investigation would take place by the Welfare Officer(s).
- A penalty will be imposed on the individual(s) depending on the circumstances.
- As a minimum, an official warning letter will be sent to the individual(s) which advises of the penalty and that a second breach would result in a suspension or expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- In the case of a visitor in this instance, the Mt Eliza Junior Football Club will inform the visiting coach and/or officials.

MANAGING MEDIA

All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the club's official spokesperson. At the time of publication this is the club President.

COMMUNITY EDUCATION POLICY

The MEJFC will endeavour to provide “extra-curricular” programs during the football season. This is a structured program that will often utilise industry resources as subject matter experts. Such programs may include:

- Alcohol & other drugs
- Social Media & Cyber-bullying (see policy)
- Mental Health support
- Other personal care and education programs

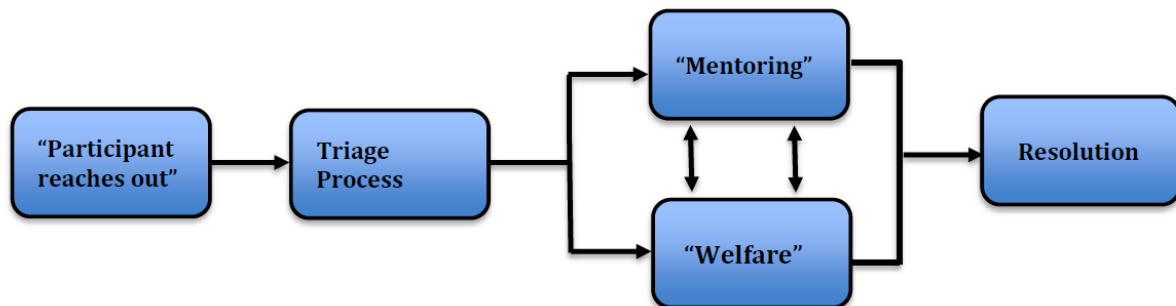
These programs will be facilitated by the club Kids First Co-ordinator, with support from other club members or supporters as required.

It is not expected that these programs will incur personal cost and wherever practicable, expenses will be covered by club budget funding.

MENTORING & WELFARE POLICY

In addition to the proactive **COMMUNITY EDUCATION POLICY** the MEJFC adopts this policy specifically where responsive and ongoing support may be required.

1. The purpose of this policy is to provide a general overview of the opportunities that members will have to seek support or advice on an array of matters which may be prevalent within that person's current life circumstances.
2. MEJFC defines the term **"Mentoring"** to the act of an individual (a mentor), to provide advice to another person (a participant in the MEJFC program) with the aim of that advice having a productive impact towards the participant's current circumstance.
3. MEJFC defines the term **"Welfare"** to the act of an individual (a mentor), to facilitate, encourage and foster another person (a participant in the MEJFC program) to seek the professional help of a mental health service provider.
4. With this, **"Mentoring"** will often occur as a first step towards assisting an individual and will occasionally result in ongoing **"Welfare"**, although this is a general rule only. The two acts can often occur independently of each other or simultaneously.
5. **"Mentoring" & "Welfare"** support can be best accessed via the MEJFC Kids First Coordinator.
6. MEJFC may utilise external Facilitators (who may be involved in the delivery of a club program) to offer general advice on any matters that participants may be facing.
7. The following illustrates how the Mentoring & Welfare Process is activated:
8. Ongoing support is offered up until a satisfactory resolution has been reached or the individual decides to not take further support.



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 relevant Committee persons are to be informed as soon as possible.

CONFLICT RESOLUTION & INCIDENT INVESTIGATION 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. A Committee person may consider an issue to be serious and is not obligated to allow the Coach/Team Manager to address the issue only, and may refer the issue directly to the President (or nominee) or VP-Football Operations.
2. An issue will only be considered if it is related to the general operations and enjoyment of the club and its members. It will not hear personal issues outside the club, unless that issue directly affects the playing child. A burden of proof on the applicant may be sought.
3. 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.
4. 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.
5. In attempting to resolve the issue, all parties should take into account the following factors:
 - The extent of the issue, i.e., 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?
6. The consent of the President (or nominee) must be obtained before any external parties are involved in the resolution of Club issues. Respondents are not permitted to engage legal representation but may engage a support person, provided that person is not legally trained to any industry recognised level. Only the Club President is authorised to make public statements on behalf of the Club.
7. The Team Manager and/or Coach may at any time call on Committee Members for assistance.
8. 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. The Team Manager / Coach must then seek to address the issue and advise the VP-Football Operations, or President (or nominee) of the outcome within 1-5 days of the first report of the matter. The President may nominate a sub-committee to review the issue and outcome and decide to take further action if required.

Breach of Rules & Regulations

1. Where there has been a breach of Club/League/AFL rules & regulations, the MEJFC President (or approved nominee) will convene a sub-committee to consider further investigation of the matter. This should occur within 1-5 days of the date of the alleged issue/incident, and consider the factors listed above. It is preferable that the investigation/review sub-committee is not linked to the event/team/family.
2. The MEJFC reserves the right to seek external support to investigate/mediate/review/resolve any issues or incidents as deemed appropriate.
3. The MEJFC retains the absolute right to impose sanctions.
4. All matters related to an incident are considered confidential to those directly involved in the incident or its review. Any breach of confidentiality by either party will be considered seriously and in the case of any sanctions, these sanctions may be increased. Naming of individuals in idle gossip or hearsay is considered destructive to club culture and disrespectful of positions held by club officials and such acts may also be investigated and any sanctions may be imposed or increased. Repeated breaches may result in expulsion from the club, or removal from positions held.
5. Any person found to be in breach of these regulations may be subject to sanctions commensurate with the issue/incident.

Appeal of Sanctions (by applicant or respondent)

1. Any sanctions imposed may be appealed, and notice of appeal must be received by the club Secretary within 48 hours. The request for appeal must specify the reason or basis for the appeal and specify the outcome that is sought.
2. The appeal will be acknowledged within 48 hours of receipt and heard by a sub-committee approved by the President as soon as practicable. The appeal may also be rejected at that point if the panel reasonably consider the appeal to be antagonistic, vexatious, time-wasting, or similar. The initial sanction may be upheld, reduced or increased at that point.
3. An appeal may only be lodged on the basis of:
 - a. Hearing of new evidence
 - b. Harshness (or inadequacy) of penalty applied
 - c. Process error
4. Wherever possible the appeal review panel will not have links to the event/team/family nor have been involved in the initial investigation.
5. All outcomes of an appeal will be binding and where sanctions were applied to the initial incident, these may be increased.

Where there is conflict or doubt, these processes may be over-ruled by a higher authority.

If the applicant or respondent are not satisfied with this process, they may, at their own time and expense, refer the matter to the league governing body. The MEJFC will not participate in this process unless expressly requested by the governing body.

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

- 8.1 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.
- 8.2 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:

- 4.1 make every effort to ensure that:
- 4.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
 - 4.1.2 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;
- 4.2 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;
- 4.3 inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;
- 4.4 obtain written statements from any witnesses identified by both parties to the complaint;
- 4.5 where available, obtain any other evidence;

- 4.6 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.
- 4.7 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.
- 4.8 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;
- 4.9 refer the complaint to the League's Tribunal:
 - 4.9.1 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;
 - 4.9.2 directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
 - 4.9.3 when both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;
 - 4.9.4 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;
- 4.10 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;
- 4.11 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 48 hours 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 e.g. 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.

MEDICAL TREATMENT OF PLAYERS & OFFICIALS

The Club will use best endeavours to provide and pay for the services of qualified medical staff to be present at Emil Madsen Reserve for all home games played, to provide appropriate medical treatment for injured players from MEJFC or visiting teams, and all umpires. Where necessary, injured players or umpires will be referred to local hospitals or medical professionals, and ambulance services organised as necessary.

MEJFC will not be liable for the medical or ambulance costs incurred by any injured player or umpire. To support training, away games, and other functions/events, it is the non-compulsory intent of MEJFC to have a minimum of 2 x Level II First Aid certified personnel in each team. Industry accredited training is often provided and partly subsidised by the club and courses may be run to meet an 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. (e.g. 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, e.g. 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.

First Aid Kits will be provided for each MEJFC team and will be re-stocked and updated by the medical supplier under the direction of the Team Manager Coordinator. A box of equipment, including official vests and other game day items (goal umpires coats and flags, voting cards for Under 11s and older, match day checklist) and some game day awards, will also be provided to each team through the Team Manager Coordinator.

The 'Care Monkey' electronic system is to be employed by every team to record detailed medical information individually for each registered player – all medical forms are electronically stored on app for quick access by coaches, Team Managers and Club Committee members in the event of player injury or illness. The information required for each player to be entered into Care Monkey by the responsible parent or guardian before the start of each season, otherwise the player will not be selected to play for MEJFC.

MEJFC CONCUSSION POLICY

A player with a suspected concussion is to seek personal medical attention as soon as practicable.

All players must obtain a medical doctor's clearance to play next game or participate in training, if diagnosed with concussion. Parent must inform the Team Manager and/or Coach concerning diagnosis and provide a clearance certificate to be sighted by them. The parents must retain this certificate for the full season.

GAME DAY COORDINATOR

The MEJFC will provide a **Game Day Coordinator** for all home games. This role is usually filled by a committee member. The principal function is to provide logistical game-day support to all teams and ensure all matches are commenced on-time. This person is responsible for any external contact with club/league officials or emergency services.

NOTE: this position is not afforded any higher rights or responsibilities to any team officials and must comply with league rules governing ground access and interaction with all officials.

Tasks

- Arrive at ground around 8 – 8.30 and meet officials of the first game to ensure set-up is underway.
- Be visible to all team and league officials. Wear a Ground Marshall vest
- Carry 2-way radio and ensure all MEJFC Team Managers also have a 2-way radio and know how to use it. Give canteen staff your mobile # in case people looking for you.
- Manage changeroom access, etc. on game day, particularly for Girls' Teams.
- Touch base with match day set up crew re any problems or issues.
- Make contact with coaches/team manager from each team to introduce self, ensure aware of change room arrangements, have umpires sorted and time keeper is aware of role and importance in starting and keeping games on time.
- Catch up with Ground Marshals from each team to introduce self
- Check canteen staff are okay.
- Rotate around all grounds to make sure games get underway on time.
- Watch a few minutes of first quarter of each game to make sure that team officials are adhering to rules, in particular who is in coach's box.
- Keep an eye out for next teams arriving and go through same routine.
- Keep eye out for FDJFL supplied umpires to ensure they have access to change room etc. and are offered food/drink FOC during/after game.
- Make sure match day envelopes are handed in on bar in MEJFC rooms after each game.
- Remind team managers to enter match day results on line.
- Remind all teams playing on ground last to pack up equipment and return it to storage areas.
- Make sure match day equipment is packed up at end of day and all buildings securely locked.
- Arrange delivery of match day envelopes to League HQ

SPONSORSHIP POLICY

Preamble:

The Mt Eliza JFC exists as a non-profit organisation to provide the facilities, equipment and personnel to manage and enable to team sport of Australian Rules Football for local children and youth from ages 7-16. Whilst club members pay a registration/membership fee, ongoing fundraising is required to provide a solid financial foundation, and where possible provide equipment that is “above the minimum”. This is often in the form of club sponsorship and herein lies the policy for management of sponsor based fund-raising activities.

Policy:

The following policy and guidelines apply to the sourcing, selection, retention and advertising exposure for club sponsors:

1. The MEJFC committee or delegate/sub-committee club will prepare a club sponsorship package, approved by the committee for each new season. This is to be finalised and advertised to previous season members before the first registration session.
2. Where possible, businesses and trades linked to the club by existing child and family membership are encouraged. This generates support for the club and the families within it.
3. Existing sponsors, i.e... from previous years, are afforded first right of refusal for their particular business type. This assumes there are no performance issues, particularly in the case of “service” or “in-kind” sponsors.
4. Candidate sponsors must be approved by the MEJFC committee or delegate / sub-committee.
5. More than one business from the same business type is discouraged. An exception is if whilst they may be the same business or trade, they may operate in different markets e.g. Construction companies – small industrial vs domestic homes.
6. Under no circumstances are businesses that cater only for markets not suited to junior sport will be retained. This is consistent with Government, AFL Victoria and FDJFL policy. This includes alcohol (but not licensed restaurants), tobacco products, or other adult oriented businesses.
7. Sponsors may be sourced within teams and only for that team e.g. a weekly award provided for their child’s team, but allocation of awards is only by the team management, not the sponsor.
8. Sponsors may be sourced by direct contact, or indirect contact e.g. registration of interest on Player Registration form.
9. A sponsorship may be cancelled by arrangement between the sponsor’s authorised representative and the MEJFC Committee or sub-committee.
10. Candidate sponsors may offer a proposal for sponsorship that is different to club sponsorship packages. In all cases, the best interest of the club is paramount, not the advertising medium of the business.
11. Sponsorship is not to be used for player retention nor to offset any player registration fees or inducements.
12. Sponsorship monies are to be paid by the due date on the invoice.
13. Signage may be made available for:
 - outside of boundary fences – Steel, 2000 x 900mm,
 - coaches boxes – Steel, 900 x 900mm,
 - clubroom windows – Vinyl, 760 x 300mm,
 - clubroom internal walls – Steel/Corflute, 500mm x 300mm.

Affixing signs to the clubroom external walls is discouraged.

CHARITY POLICY

INTRODUCTION

One of the key objectives of the Mt Eliza Junior Football Club (MEJFC) as defined above in the MEJFC Statement of Purpose and Values is 'a sense of social and community values'.

Under this objective, it is incumbent upon the MEJFC to look at how it can support the community. This is emphasised by the fact that the MEJFC is the largest Junior Football Club on the Mornington Peninsula with a wide cross section of the community represented.

It is believed by the MEJFC that by supporting Charities or individuals it will help to achieve this objective. Therefore MEJFC may have cause to be approached by Charities or individuals for donation requests.

This policy sets out to provide a framework for the MEJFC Committee to determine if the MEJFC is in a position to donate funds and further to that, which Charities or individuals are eligible for donations.

OVERSIGHT RESPONSIBILITY

All requests for donations will be reviewed by the MEJFC Charity Sub-Committee.

The Charity Sub-Committee will comprise of three members of the incumbent MEJFC Committee and will consist of one Chairman and two Sub-Committee Members*.

The Charity Sub-Committee will review all requests in the line with guidelines set out in this policy. Once reviewed, the Charity Sub-Committee will present a recommendation to the full MEJFC Committee for ratification.

*It is recommended that the MEJFC Treasurer form part of the Charity Sub-Committee to ensure all donations sit within the financial management guidelines of the MEJFC.

FINANCE

The MEJFC Committee to agree to a set amount that can* be donated to recommended Charity's or individuals on an annual basis. This amount is to form part of the MEJFC budget for the following year.

*The budgeted amount does not have to be distributed.

ELIGIBILITY CRITERIA

The MEJFC will consider all requests for donations with the exception of those detailed under the Exclusions Section.

Priority* will be afforded to Charities or individuals who meet all or some of the following criteria:

- The beneficiary of the donations be a member or affiliate of the MEJFC
- The beneficiary of the donations will be children or assist children
- The beneficiary of the donations will be domiciled on the Mornington Peninsula or assist people domiciled on the Mornington Peninsula.

*This does not exclude Charities or individuals that do not meet the above criteria.

EXCLUSIONS

The MEJFC will **not** consider requests for donations in the following areas:

- Religious Causes
- Political Parties or causes
- Fund-raising related to alcohol consumption

Charities or individuals that receive donations from the MEJFC will not be eligible to receive additional funding for a period of up to 4 years post the initial donation.

DONATIONS

Donations can be provided in the following forms:

- Cash – to be provided directly from MEJFC funds.
- Collections – Charities or individuals upon approval from the MEJFC Committee will be permitted to hold collections or operate raffles during MEJFC home games at Emil Madsen Reserve.

In order to not saturate or dilute the ability to provide funds, a maximum three (3) collections at the MEJFC home games will be permitted each season.

The MEJFC will not directly e-mail the member database on behalf of Charities or individuals seeking funds but may refer to such events in club newsletters. E-mails are reserved for Club Information and Sponsor promotion.

EXCEPTIONS

Individual Teams

The MEJFC Committee actively encourages teams of all levels, in particular U15 and U16, to conduct fundraising and awareness programs for charities or individuals. These are seen to be managed by the individual team as part of development programs.

Existing Support

The MEJFC for some time has supported the BCNA as part of an AFL led initiative for the AFL Women's Round. This will continue in its current format to such time the AFL changes its delivery.

Other Club Policies

This policy has been fully endorsed by the MEJFC Committee save for any contradictions to existing Club Policies.

REQUEST PROCEDURE

All request for donations, must be made in writing providing the following information.

MT ELIZA JUNIOR FOOTBALL CLUB INC.



- Charity or Individual Name:
- Contact Person:
- Contact Details:
- Charity Description:
- Reason for Request:
- Description of what the funds will be used for:
- Request Amount:
- Request Timeframe:

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 nominee's 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 or VP-Admin
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. Mission and Values	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	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
No Smoking, Alcohol and Drug Management Policies.	Add new section	October 13, 2013
Racial and Religious Tolerance Policy	Add new section	October 13, 2013
Coaches' Code of Conduct	Add new section	October 13, 2013
Player's Code of Conduct	Add new section	October 13, 2013
Parents and Supporters Code of Conduct	Add new section	October 13, 2013
Document Review Policy	Add new section	October 13, 2013
Purpose and Value	Add comment on Policy availability	October 10, 2017
Child Safety Policy	Add new section	October 10, 2017
Coaches Code of Conduct	Add comment to terms of agreement	October 10, 2017
Team Formation Policy	Add section on Registration priority	October 10, 2017
	Add section on Players playing up/down	October 10, 2017
	Add section on Grading	October 10, 2017
Representative Football Policy	Add new section	October 10, 2017
Community Education Policy	Add new section	October 10, 2017
Mentoring & Welfare Policy	Add new section	October 10, 2017
Conflict Resolution	Review Investigation processes	October 10, 2017
Medical treatment of players & officials	Add new section	October 10, 2017
Committee Roles & Responsibilities	Add Financial Management Responsibilities	October 10, 2017
Game day coordinator	Add new section	October 10, 2017
Sponsorship policy	Add new section	October 10, 2017
Charity policy	Add new section	October 10, 2017