

# ALTONA JUNIOR FOOTBALL CLUB INC.



## CODE OF CONDUCT, CLUB POLICIES & GUIDELINES



# WELCOME TO THE ALTONA JUNIOR FOOTBALL CLUB

It is our pleasure, on behalf of the wider Altona Junior Football Club (AJFC) committee, to welcome all returning and new families. We are all excited for a great 2024 season ahead of us.

This season we look forward to further strengthening our club with some great additions to the committee, with all age groups now being well represented to ensure a smooth future succession. Our coaches will continue to have the full support of two Coach Coordinators, Michael Cassidy and Adam Collins. As well as our female players and families also having their own dedicated advocate in Mark Siddons as our Female Coordinator.

For the 2024 season, the Boys/Mixed competitions will continue with U8's, U9's and even age groups from U10's to U16. The Girls dedicated teams have also reverted back to even age groups, so will be U12, U14, U16 & U18.

We are proud to be a strong, inclusive club where everyone is welcome. We encourage good sportsmanship and fair play. We foster respect and commitment, hoping to leave a positive impact on all the young people that are involved with the AJFC.

The Club endeavours to:

- ◆ Teach the principles of good sportsmanship and how to work together as a team
- ◆ Give every player the opportunity to reach their full potential
- ◆ Provide a safe, friendly, and enjoyable environment for all

On a personal note, we are honoured to be reappointed to our roles at the AJFC. We will continue to do all that we can grow and maintain the family friendly culture the club has, as we strive not only to develop our players as footballers, but responsible and respectful members of society.

Go Vikings!

*Fiona Roy*  
**President**

*Narelle Peachey*  
**Administrator**

*Jo McCall*  
**Registrar**

*Stuart Johnson*  
**Treasurer**

*"We acknowledge the Boonerwung people of the Kulin Nation, the traditional Owners of the land on which we are meeting and pay our respects to their Elders, past and present and emerging. We thank them for sharing the land in which we live, work, and learn on."*

# AJFC Mission Statement



## AJFC History

Altona Football Club was established in 1918 in a Café in Pier Street by James Duke, Dick Blomberg and a number of other business people from Altona. James Duke's son George was the first soldier from Altona to return home after WW1 and his battalion's colours of Purple & Gold were adopted by the newly formed Altona Football Club as their guernsey colours.

The first Altona FC ground was a paddock near the corner of Civic Parade and Millers Road Seaholme. Other past grounds were Rowdens Paddock (Cherry Lake), and "The Mine Paddock" which was situated near Harrington Square. Most of the early grounds were roughly marked out paddocks. The club expanded to include Juniors in 1965.

At the AGM 4<sup>th</sup> October 1992, it was voted that the Altona City Football Club would be renamed the Altona Football Club and the records of both the Altona City Football Club from (1969-1992) and the Altona Football Club from (1918-1968) and (1993-present) be recognized as one.

The Altona Junior Football Club was established as a standalone entity in 1980.

# TABLE OF CONTENTS

<b>ITEM NO.</b>	<b>ITEM SUBJECT</b>	<b>PAGE NO.</b>
1.0	Altona Junior Football Club Inc Contacts	1
1.1	Club and Ground Details	1
1.2	Club Contact Details	1
1.3	2024 Executive Committee	1
1.4	2024 General Committee	1
2.0	2024 Season Coaching Staff	2
3.0	Coaching Co-ordination & Team Selection	3
3.1	Coaches Co-ordinator Role	3
3.2	Team Selection Criteria	3
3.3	On/Off Field Disciplines & Escalation Process	4
3.4	Procedure for U16 Players selected to play in U18 Age Group	4
4.0	Altona Junior Football Club Inc – Code of Conduct	5
4.1	Mandatory and Enforceable Codes of Conducts	5
4.2	Philosophies Required to Support this Code of Practice	5
4.3	Players' Code of Conduct	5
4.4	Officials' Code of Conduct	6
4.5	Parents Code of Conduct	6
5.0	Racial and Religious Tolerance Policy	7
5.1	Commitment	7
5.2	Definitions	7
5.3	Prohibited Conduct	7
5.4	Authorised Persons	8
5.5	Confidentiality and Records	8
5.6	Inter-club Breach of Policy	8
5.7	Intra-club Breach of Policy	9
5.8	Management of Intra-club Complaints	9
5.9	Clubs' Liability	10
6.0	Smoke Free Policy	11
7.0	Payments Policy	13
8.0	Volunteer Management	14
8.1	Rationale	14
8.2	Rights & Responsibilities	14
8.3	Working with Children Checks	14
8.4	Volunteer Records	14
8.5	Volunteer Roles	15
9.0	Registration Policy	16
10.0	Nomination for WRFL Interleague Policy	17
11.0	Mouth Guard Policy	18
12.0	Club Theme Song	19

# 1.0 ALTONA JUNIOR FOOTBALL CLUB CONTACTS

## 1.1 Club and Ground Details

Altona Junior FC Venue

JK Grant Reserve  
Sugar Gum Drive  
Altona (Melway ref 54 G9)

## 1.2 Club Contact Details

Postal Address:

PO Box 1099  
Altona Meadows, 3028

Email Address:

[admin@altonajuniorfc.com.au](mailto:admin@altonajuniorfc.com.au)

Club Website:

[www.altonajuniorfootballclub.com](http://www.altonajuniorfootballclub.com)

## 1.3 2024 Executive Committee

President:	FIONA ROY	0400 067 107 <a href="mailto:president@altonajuniorfc.com.au">president@altonajuniorfc.com.au</a>
Vice President:	TROY MANTON	<a href="mailto:vicepres@altonajuniorfc.com.au">vicepres@altonajuniorfc.com.au</a>
Administrator:	NARELLE PEACHEY	0431 527 362 <a href="mailto:admin@altonajuniorfc.com.au">admin@altonajuniorfc.com.au</a>
Secretary:	NARELLE PEACHEY	<a href="mailto:secretary@altonajuniorfc.com.au">secretary@altonajuniorfc.com.au</a>
Treasurer:	STUART JOHNSON	<a href="mailto:treasurer@altonajuniorfc.com.au">treasurer@altonajuniorfc.com.au</a>
Registrar:	JO MCCALL	<a href="mailto:registrar@altonajuniorfc.com.au">registrar@altonajuniorfc.com.au</a>

## 1.4 2024 General Committee:

Coach Co-ordinator	MICHAEL CASSIDY ADAM COLLINS	<a href="mailto:coaches@altonajuniorfc.com.au">coaches@altonajuniorfc.com.au</a>
Child Safety Officer	MARNEE JACK	<a href="mailto:childsafety@altonajuniorfc.com.au">childsafety@altonajuniorfc.com.au</a>
Apparel	JASON DALBY	<a href="mailto:apparel@altonajuniorfc.com.au">apparel@altonajuniorfc.com.au</a>
Social Media	NARELLE PEACHEY	<a href="mailto:socials@altonajuniorfc.com.au">socials@altonajuniorfc.com.au</a>
Trainer Coordinator	MATTHEW STEWART	<a href="mailto:trainers@altonajuniorfc.com.au">trainers@altonajuniorfc.com.au</a>
Grants Officer	JADE HURST	<a href="mailto:grants@altonajuniorfc.com.au">grants@altonajuniorfc.com.au</a>
Player Wellbeing Officers	ADAM BUGEJA	<a href="mailto:wellbeing@altonajuniorfc.com.au">wellbeing@altonajuniorfc.com.au</a>
Female Coordinator	MARK SIDDONS	<a href="mailto:admin@altonajuniorfc.com.au">admin@altonajuniorfc.com.au</a>
General Committee	KARA DADSWELL EILIDH DRAGOVIC ROHAN HATELEY LARISSA HURLEY STACEY MCLEAN JAKE MCLEAN	

## **2.0 COACHING STAFF**

### **GIRLS**

Under 18 Girls: Cody Ballard

Under 16 Girls: TBC

Under 14 Girls: Michael Haley

### **BOYS/MIXED**

Under 16 Boys: Jarrod Pye & Warren Nugent

Under 14 Boys: Adam Bugeja

Under 14 Boys: TBC

Under 12 Mixed: Nathan Pye

Under 12 Mixed: TBC

Under 10 Mixed: Troy Manton

Under 10 Mixed: Stuart Johnson

Under 9 Mixed: Robert Nisbet

Under 9 Mixed: Kieran Hurley

Under 8 Mixed: Leigh Ryan

Under 8 Mixed: TBC

## **3.0 COACHING CO- ORDINATOR & TEAM SELECTION**

### **3.1 Coach Coordinator/s**

Due to the increasing size of the club and pressures that our coaches and the committee come under at times, the Coach Coordinator/s position was introduced in season 2006 and has proven to be a very positive improvement for the club and coaches.

The Coach Coordinators role is always evolving, with the following a brief overview of the position:

- Assist in the recruitment and selection of coaches; all positions are now declared vacant at the end of each season, to ensure we remain open and welcoming to all interested applicants.
- Attend team training sessions regularly
- Conduct coaches' meetings to discuss any ideas and/or concerns which may be relevant.
- Promote and encourage strong communication between all coaches, with a focus on those within the one age group (i.e., 2 x U12 coaches work together).
- First point of contact for coaches' queries which may need to be raised with the committee.
- Encourage parental support to coaches in assisting with training drills and special skill development for players.
- Organise and maintain the required standard of equipment and supplies to provide all AJFC\_players the best opportunity to develop as footballers and people.
- To act as a mediator when any situations may arise and may be required.
- To support the club in ensuring that player and parental codes of conduct are adhered to.

### **3.2 Team Selection Criteria**

It is the AJFCs intention where possible that players will play in their correct age group. However individual circumstances will be taken into consideration on a case-by-case basis. This will be at the discretion of the AJFC committee in consultation with the players, parents and coaches involved. Any players wishing to play outside of their age group also need league approval.

Player grading applies to teams in age groups that play for Premiership Points (U12-U18.5) and have enough players for 2 or more teams. Our player grading policy is in line with the WRFL policy if grading teams into divisions based on past seasons performance, team ability and club recommendations.

**The grading of players is based on, but not limited to, the following criteria:**

- **'Team First' attitude**
- **Ability**
- **Sportsmanship**

The registration link for each season will automatically close after Round 4. Whilst late player enquiries will always be considered, please note there is no guarantee of acceptance once the registration link has closed. This will be at the discretion of the Executive committee in consultation with the coach/es on a case-by-case basis. This decision will be based on various factors, including but not limited to, team number capacities. Each coach and/or playing age group has varying requirements, including maximum numbers set by the league for game day.

### **3.3 On & Off Field Disciplines**

The on-field disciplines listed below have been in place since 2009 and are non-negotiable. All coaches are required to implement them in all age groups to reinforce the club's stance on discipline.

- Any player who concedes a 50-metre penalty is to be removed from the ground and spoken to by the coach and benched for a length of time at the coach's discretion.
- Any player who is swearing is to be removed from the ground and spoken to by the coach and benched for a length of time at the coach's discretion.
- Any player sent off for a first time will be required to explain their actions to an Executive committee representative and/or Coaches Coordinator before they can play the following game.
- Any player sent off for a second time in a season must meet with an Executive committee representative and/or Coaches Coordinator to be informed of a suspension.
- Any player sent off for a third time must meet with an Executive committee representative and/or Coaches Coordinator to provide a valid reason why they want to stay at the club and be given a longer suspension.
- Any player who chooses not to meet with the Executive committee representative and/or Coaches Coordinator, will not take the field in a game until he/she does so, unless they make a prior agreement with the President and only the President.
- The coaches and committee also retain the right to refer any player, parent, guardian, or supporter to the Executive committee for disciplinary action for any off-field breaches, that in any way brings the club into disrepute.

#### **3.3.1 Escalation for Disciplines**

A coach must initially raise concerns with a Coach Coordinator, who will provide support in addressing the issue with the involved part/ies. Should the behaviour continue, the Coach Coordinator will escalate to the Executive committee. A meeting will be requested with the involved part/ies, to discuss the required outcomes in order to address the behaviour and reiterate the Code of Conduct. Should this meeting be declined, or the negative behaviour were to continue, any further decisions (eg suspension or delisting) will be at the discretion of the Executive Committee.

### **3.4 Procedure for U16 Boys asked to Play in U18 Age Group**

There is a formal process that needs to be followed before the WRFL will allow any AJFC U16 Boys to play for the senior club in the U18 age groups. This is due to us being separate clubs.

The Seniors Administrator needs to apply to the WRFL for a "temporary permit" for each player and this can only be done on a week-by-week basis. Failure to follow this process and obtaining a temporary permit for the players could result in the U18 team losing all points on the day for playing an unregistered player.

The following criteria were also created as a safeguard to the players and the AJFC and must be followed.

1. Any request from the senior club wanting to play an U16 Boys player must be from the U18 coach directly through our U16 coaches and the Coach Co-coordinators, who must fully agree to any of the U16 players playing on a particular day. This must be done on a week-by-week basis, it's not an ongoing exemption or approval.
2. Any selected U16 player must agree to play and have both the ability and most importantly the capability to play in the U18 age group. The selected U16 player safety must be the main priority at all times, and they should be used only in a peripheral role on the field.
3. The parents of any selected U16 player must agree to their child playing in the U18 age group.
4. That U16 players do not over qualify in the U18 age group and must always remain eligible to qualify to play finals in their correct U16 age group.
5. The AJFC committee reserves the right to refuse to allow any U16 player to play in the U18 age group on a particular day if our club considers that it disadvantages the U16 age group.



## **4.0 AJFC – CODE OF CONDUCT**

### **4.1 Mandatory & Enforceable Codes of Conduct for Coaches, Players, Parents, Supporters and Officials**

**This Code of Conduct, adopted from the WRFL, applies to all AJFC officials, volunteers, members, and supporters.**

- The consumption of alcohol is strictly prohibited at any venue while junior football is being conducted.
- Players, spectators, and officials should ensure that both on and off field behaviour is consistent with the principles of good sportsmanship. Therefore:
  - Swearing or abuse by either club officials, players or spectators is not permissible at any time.
  - Disputing an umpire's decisions or behaving in an aggressive manner toward them is totally unacceptable. If there is a genuine concern, there are appropriate channels of communication in place.
  - Aggressive behaviour and abuse toward opposition players, coaches, club officials or spectators is likewise unacceptable.
- All accredited coaches should be assessed by clubs regarding their knowledge of the Rules of the WRFL and their attitude toward working with young people. If their attitude or knowledge is inadequate, steps should be taken to enable them to attend the next available Coaches Accreditation Course for a further re-accreditation. Common sense should prevail if there is an attitudinal problem.

### **4.2 Philosophies Required to Support this Code of Conduct**

- All participants should understand that the Rules of the game are mutual agreements which no-one should evade or break. All those involved in underage football should strive to develop a respect for the League in which they participate, their Club and their opponents.
- We all have an obligation to behave in a manner that will bring credit to ourselves, our Club, and the game of Australian Rules Football.
- Players should be proud when walking off the ground after each game knowing they have given of their best.
- For the game to be enjoyable, players must have the opportunity to participate, learn and achieve their potential. The role of adults is to provide the environment for this to occur.
- Selection of teams and amount of field time given to players in underage football should not be decided on current ability only.
- Coaches must consider the age group and skill level of those they are coaching – neither expecting too much nor too little.
- It is inappropriate in underage football for clubs with a large list of players in any one age group to neither loan nor make allowances for those clubs with smaller lists. Those teams with the greater number should play with no more than one extra player on the field, or loan players to the opposition.

### **4.3 Players' Code of Conduct**

- Play for the 'fun of it' and not just to please parents and coaches.
- Play by the Rules and the laws of the game.
- Never argue with an official. If you disagree with a decision, have your captain approach the official during a break or after the game only.

### **4.3 Players' Code of Conduct (Continued)**

- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit - and so will you.
- Be a good sport. Cheer all good plays whether they are by your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- Co-operate with your coach, teammates and opponents - Without them, there would be no game.
- At all times show respect and manners to everyone concerned.

### **4.4 Officials' Code of Conduct**

- Modify rules and regulations to match the skill of children and their needs.
- Compliment both teams on their effort.
- Be consistent, objective, and courteous in calling all infractions.
- Condemn the deliberate foul as being unsportsmanlike and promote fair play and appropriate sports behaviour.
- Use common sense to ensure that overcalling violations does not lose the 'spirit of the game' for the children.
- Publicly encourage rule changes, which will enforce the principles of participation for fun and enjoyment.
- Actions speak larger than words. Ensure that both on and off the field your behaviour is consistent with the principles of good sportsmanship.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.

### **4.5 Parents' Code of Conduct**

- If children are interested, encourage them to play sport. However, if a child is not willing to play, do not force him or her.
- Focus upon the child's effort and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to his/her ability by reducing the emphasis on winning.
- Teach children that an honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Encourage children to always play according to the Rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best from example. Applaud good plays by both teams.
- If you disagree with an official, raise the issue through the appropriate channel rather than question the official's judgment and honesty in public. Remember that most officials volunteer their time and effort for your child's involvement.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for the children and deserve your support.
- Always remember two points – Sportsmanship and most importantly, always have fun.
- Any grievances should be directed to the Team Manager or Coaches Co-ordinator.

***By registering your child with the Altona Junior Football Club, you agree to abide by these principles. You will 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 players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.***

## **5.0 RACIAL AND RELIGIOUS TOLERANCE POLICY**

### **5.1 Commitment**

- 5.1.1. The AJFC is 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.
- 5.1.2. The Club is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), 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.
- 5.1.3. The Club will ensure that this Policy is communicated to spectators and participants of the Club.
- 5.1.4. 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 Club shall ensure that the parties are informed of their rights.

### **5.2 Definitions**

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

"**Club**" means the Altona Junior Football Club.

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

"**League**" means the Western Region 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 based on 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 and 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.

### **5.3 Prohibited Conduct**

#### **5.3.1 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, contempt's, 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.

### **5.3.2 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.

### **5.3.3 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.

### **5.3.4 Victimisation**

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.

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.

## **5.4 Authorised Persons**

**5.4.1** The Club will appoint a Complaints Officer (**the Club's Complaints Officer – Narelle Peachey**) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

**5.4.2** 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.

## **5.5 Confidentiality and Records**

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.

**5.5.1** 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.

## **5.6 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:

**5.6.1** 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.

**5.6.2** The Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer.

**5.6.3** 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

### **5.7 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.

### **5.8 Management of Intra Club Complaints**

The Club's Complaints Officer shall:

**5.8.1** Make every effort to ensure that:

5.8.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential.

5.8.1.2 any breach of confidentiality is referred to the Western Region Football League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;

**5.8.2** Inform the person alleged to have contravened the Policy (**the respondent**) of the complaint and provide the respondent with an opportunity to respond to it;

**5.8.3** Inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;

**5.8.4** Obtain written statements from any witnesses identified by both parties to the complaint;

**5.8.5** Where available, obtain any other evidence;

**5.8.6** Arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;

**5.8.7** 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;

**5.8.7** refer the complaint to the League's Tribunal:

**5.8.8.1** 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, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;

**5.8.8.2** Directly when a respondent has previously taken part in conciliation as a respondent of a complaint;

**5.8.8.3** When both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;

**5.8.8.4** 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.

**5.8.8** 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;

**5.8.9** 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.

**5.9 Club's Liability**

The Club will take every reasonable step to ensure compliance with this policy but will not be held 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.

**5.10 Monitoring and Review of the Policy**

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

**5.11 Policy Commencement**

This Policy was passed by the Club's 2006 General Committee in June 2006 and will take effect from this date.

## **6.0 SMOKE FREE POLICY**

### **6.1 Rationale**

The AJFC recognises that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers, in particular children, 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 the AJFC to help protect people's health.

The move to go Smoke Free also complements the AJFC's desire to create a healthy family and friendly environment. Our 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 Smoke Free club. Under common law the AJFC 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 stipulate that employees and working volunteers must have a safe environment to work in. Victorian Smoke Free dining legislation also states that enclosed dining areas must be Smoke Free.

### **6.2 Who is affected by the Policy?**

This policy applies to all members, administrators, officials, coaches, players and visitors of the AJFC.

### **6.3 Implementation**

This policy is effective from the 1<sup>st</sup> March 2006.

### **6.4 Designated Smoke Free Areas**

The AJFC requires the following areas to be Smoke Free:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Grandstands and spectator viewing areas
- Near entries and exits of buildings, facilities, and the ground

### **6.5 Sale of Tobacco Products**

The AJFC will refrain from selling tobacco products.

### **6.6 Behavioural Expectations**

The AJFC recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups will 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)
- Officials (when officiating for the club)
- Volunteers (when working for the club)
- Players (when in uniform and representing the club)

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

### **6.7 Promotion of the Policy**

The following mediums will remind patrons about the AJFC's Smoke Free policy:

- Non-smoking signs
- Club handbook
- Club correspondence

Ashtrays will be removed from the clubrooms to discourage smoking. Cigarette butt bins will be provided outside to encourage smokers to smoke outside.

### **6.8 Non-Compliance Strategy**

The following five step non-compliance strategy will be followed if anyone breaches the AJFC's Smoke Free policy.

1. Assume that the person is unaware of the Smoke Free policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the Smoke Free policy.
3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The club's management committee will sign off on the letter. This letter will be pre-written and kept both behind the bar and at the ground so that copies are readily available.
4. If the offence does continue then the patron will be escorted out of the facility by staff and/or a senior club representative.
5. Under no circumstances should the AJFC's Smoke Free policy be breached: No matter whom the offender is.

### **6.9 Policy Commencement and Review**

This Policy was passed by the Club's 2006 General Committee on the 23<sup>rd</sup> February 2006 and will take effect from this date. The policy was reviewed three months after its introduction and then on an annual basis thereafter. This ensures that the policy remains current and practical.



## **7.0 PAYMENTS POLICY**

### **7.1 Rationale**

The Altona Junior Football Club (AJFC) is a not-for-profit community sporting organisation that relies heavily on the funds derived from registration fees to ensure a high-quality, safe and structured environment for its players and volunteers.

This policy has been developed to ensure that AJFC maintains financial sustainability through the timely collection of affordable registration fees and continues to provide essential support and resources for the club and its members.

Coaches and team managers will be informed of this policy to enable its enforcement.

### **7.2 Payment by Due Date**

Registration fees for all players are due and payable to AJFC as follows:

1. Payments can be made via bank transfer or Eftpos at the club Apparel shop.
2. All fees must be paid in full by March 17th to be eligible for the Early Bird Discount.
3. Any player who has not paid their fees in full by Round 1 (April 14<sup>th</sup> 2024) will be unable to play until they do so, unless a Payment Plan has been agreed to and entered into with the approval of the Registrar and/or Treasurer.
4. Players selected for Interleague, or a similar competition, will be required to pay associated fees and costs prior to participation in the competition. These are not included with AJFC fees.

Failure to pay fees by the due date may result in players not being eligible to access benefits of the competition such as selection, finals or participation trophies. Players who have outstanding registration fees may not be granted a clearance or be able to register with another club until all financial obligations to the Club are met.

### **7.3 Schedule of Fees for season 2024**

- |  |          |
|--|----------|
| ○ 1 Child (Early Bird Discount)  | \$230.00 |
| ○ 1 Child (paid after 18 <sup>th</sup> of March)   | \$260.00 |
| ○ 3 or more children (existing fee structure for first two<br>+ \$200 for each sibling thereafter) | \$200.00 |

### **7.4 Refunds**

Where circumstances such as an early season injury prevent a player from continuing their participation in the competition, a full or partial refund may be available. The decision to apply a refund, and the amount to be refunded, is at the discretion of the Treasurer and/or Registrar. All decisions shall be presented to the Committee of Management to ensure transparency. No refunds will be issued for players simply no longer wishing to participate.

### **7.5 Exceptions**

The intent of this policy is not to discourage participation by players experiencing financial hardship. Players unable to meet payment due dates must contact the Registrar/Treasurer to make alternative payment arrangements. The AJFC is also a proud and accredited partner of the Get Active Kids Program, a government initiative that provides up to \$200 for eligible children to go towards sport registration fees.

### **7.6 Policy Commencement and Review**

Commenced in January 2011 and reviewed by the General Committee and endorsed in November 2011.

## **8.0 VOLUNTEER MANAGEMENT**

### **8.1 Rationale**

The achievement of the goals of AJFC is dependent upon the active participation of members of the club and broader community. To this end, the club welcomes and encourages the involvement of volunteers at all levels of club operations and activities. Meaningful and productive volunteer roles will be defined by the club, with appropriate recruitment, support and recognition of volunteers being given priority by the club.

### **8.2 Volunteer Rights & Responsibilities**

As a valuable resource to the club, volunteers have the right to be treated with respect, afforded safety and enjoyment in their roles and any appropriate training to assist them to fulfil their tasks. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the club's policies and guidelines.

### **8.3 Working with Children Checks**

Consistent with AFL Victoria's policy (Feb 2009), it is the responsibility of volunteers in all of the following roles to obtain and hold a current Working with Children Check Card.

- ◆ Coaches, Assistant Coaches, Team Managers, Trainers & Runners
- ◆ Executive and General Committee members; and
- ◆ Any other roles deemed to have direct supervision of children as determined by AFL Victoria

### **8.4 Volunteer Records**

A system of confidential volunteer records will be maintained by the club for compliance, support, communication, and recognition needs. Records enable the club to improve its operations in the area of volunteer management and are also required to be audited by the WRFL and AFL Victoria.

## 8.5 Volunteer Roles

AJFC is completely managed and operated by volunteers. People's ability to volunteer from time to time or on a regular basis is what helps our club thrive. As well as coaching and committee roles, the club and its teams require the following:

**Team Manager** – support the coach and the team in all its organisational needs at training and game days by ensuring all equipment is available, paperwork is completed and necessary support roles such as timekeeper, umpires and other team / game support people are in place.

**Trainer** – team support person with Level 1 first aid training (arranged by the club if required) and ERC (paid for by club), responsible for administering first aid to any injured children. The trainer is required to carry a first aid kit to each home and away game (provided by the club) and sit on the interchange bench during games.

**Time Keeper** – officiating with opposition side by sounding the siren at the start and finish of each quarter, recording start and finish times and recording goals and points. Equipment (timer, siren, scorecard and pen) collected from the team manager before the game; sign the scorecard and that of the oppositions at the end of the game and return all equipment to the team manager.

**Water Person** - required to wear a league issued bib and run on the field during quarters giving the children water to keep them hydrated throughout the game (only required from U12 and above).

**Runner** – assisting the coach on game days delivering messages from the coach to the players in a quick and efficient way (only required from U12 and above as coaches are allowed on field in U8-10).

**Boundary Umpire** - to umpire matches in accordance with the Laws of the Game, determining out of bounds, out of bounds on the full, centre square infringements, throwing ball back into play etc. (only required U14 and above)

**Goal Umpire** - to umpire matches in accordance with the Laws of the Game, in particular determining whether goals or behinds have been scored, communicating this to the field umpire and recording scores.

**Umpires Escort** – to ensure the safety of umpires entering and leaving the ground at the start, half time and end of the game.

**Match Day Manager** – be responsible for monitoring spectator behaviour, be the point of contact for any queries or concerns at the venue.

**Committee (Executive & General)** - President, Vice President, Club Administrator, Treasurer, Registrar, Secretary, Coaches Coordinator, Grants Officer, Apparel Officer, Child Safety Officer, Player Wellbeing Officer, Female Coordinator, Trainers Coordinator – all these positions are nominated at the club's Annual General Meeting held at the end of the football season and any members of our football community can stand for nomination to the Executive Committee or the General Committee. The Committee meets monthly or on an as needs basis and takes responsibility for the strategic direction and day-to-day operations of the club.

The above WRFL game day nominated roles all have full position descriptions available. Volunteering in community football provides opportunities for learning, supporting your community, meeting different people, seeing children develop and most importantly, having lots of fun.

## **9.0 REGISTRATION POLICY**

### **9.1 Rationale**

The AJFC relies upon the ability to send information regarding club news, events, and information to keep its members and players up to date and informed. The national legislation within the SPAM & Privacy Acts 2013 have changed, and unless the club has authorisation from the member or player it will not be able to email through any form of communication including newsletters or information regarding marketing, fundraising or events. The AJFC requires access to its members and players via emails to ensure all information is forwarded onto its members in a timely manner. The AJFC is moving forward to providing communications that are environmentally sound, wasting less paper and that are economical for its volunteer's time, with the use of email, social media and TeamApp only. Without the ability to send any communications to its members, we would lose valuable opportunity to expand and support our great club.

### **9.2 Member/Player Rights & Responsibilities**

As an integral part of the AJFC, members and players are encouraged to authorise the AJFC to send emails regarding fundraising, events, and marketing (including receiving emails from third parties, our sponsors). It is the member and player right to deny access to this form of communication, however, a paper format may not be available. The member or player responsibility is to maintain its knowledge of club news, events, and information via our club social platforms.

### **9.3 AJFC Rights & Responsibilities**

It is our responsibility to ensure all club members and players are well informed of club news, events and fundraising without misusing this right. Members and players will not be sent any information that is not relevant to the club or our sponsors. Emails from third parties will be authorised prior by the Committee.

### **9.4 Process of Registration to the WRFL**

It is compulsory for **all** players to be registered to the WRFL. Each year, the player/member will have the ability to pay fees and register online via the club link provided. At this point the player/member will be given the opportunity to tick the box authorising AJFC to send information via email.

### **9.5 Communications**

The authorisation to send communications to its members and players is imperative. All communication will be legitimate including our TeamApp notifications from the AJFC which will include all upcoming dates to remember and team news. All communication from our sponsors will be authorised by Committee prior to sending.

### **9.6 Policy Commencement & Review Date**

Commenced in January 2014 and reviewed by the General Committee and endorsed January 2014.  
Reviewed November 2023.

## **10.0 Nomination for WRFL Interleague Policy**

### **10.1 Rationale**

It is the view of the AJFC to facilitate and encourage players with elevated skill the opportunity to participate in Interleague and other high level of standard competitions. To ensure the fairness of nominations the AJFC will adopt procedures to allow the club correct allocation of players to vacancies for competition, within the players' relevant age group. The AJFC will advise all nominated players with potential of their rights.

### **10.2 Nomination Criteria**

**10.2.1.** Nomination is not only based on skill but previous season ability and rank in the AJFC vote count.

**10.2.2.** Each age group shall have its own nomination process as per section 10.2.5

**10.2.3.** Nomination is initiated by Coaches and guided by AJFC Executive Committee.

**10.2.4.** Nominations for each age group will follow this ruling.

**U13 :** The Winner and Runner-Up from previous season AJFC Best & Fairest Vote Count will be automatically nominated. From this pool at least ONE player will be selected by the WRFL Selections Panel. NB: Players who have not played the previous season with AJFC will be given consideration for nomination.

**U14 and U15 :** Coaches are permitted to nominate as many players as they see fit.

**10.2.5.** Each age groups Coach's nominees are forwarded to the Coaches Co-ordinator or Registrar if no Coaches Co-ordinator has been elected on to the committee, for processing with Western Region Football League.

### **10.3. Schedule of Interleague Fees**

**10.3.1.** Altona Junior Football Club will not pay for any registration fees partial or in full.

**10.3.2.** Altona Junior Football Club will not assist in paying for the Interleague Guernsey

**10.3.3.** Altona Junior Football Club will endeavour to assist players experiencing genuine "in times of hardship" on case-by-case basis.

### **10.4. Policy Commencement & Review Date**

Commenced in January 2015 and reviewed by the General Committee and endorsed November 2014.  
Reviewed November 2023.

## 11.0 MOUTHGUARD POLICY

### 11.1 Introduction & Rationale

Every year thousands of people are treated for dental injuries that could have been avoided by wearing a protective, custom-fitted mouthguard. Wearing a custom-fitted mouthguard helps to absorb and spread the impact of a blow to the face, which may otherwise result in an injury to the mouth or jaw.

Dental injuries can result in time off school or work to recover, can be painful and disfiguring, may involve lengthy and complex dental treatment. The cost of an injury to the teeth or jaw far exceeds the cost of a mouthguard.

### 11.2 Types of Mouthguards

#### *Custom-fitted mouthguards*

Custom fitted mouthguards are superior to over-the-counter mouthguards and are made from a dental impression and a plaster model of the teeth. They provide the best protection fit and comfort for all levels of sport.

#### *Over-the-counter (boil and bite) mouthguards*

These mouthguards include stock mouthguards that do not require fitting, and mouthguards that can be placed in hot water and then self-fitted by biting into them. These offer less protection, can dislodge during play, and are not recommended.

### 11.3 Altona Junior Football Club Rights & Responsibilities

The Altona Junior Football Club will continue to provide the opportunity for all members to access a custom mouth guard fitting prior to the season commencing, via a reputable dental specialist of current committees' choice. It is not compulsory for members to utilise this option. The Altona Junior Football Club cannot guarantee that any injury as a result of not wearing a mouthguard will be covered by our insurance, and therefore will not be responsible for any harm, damage, medical costs or loss of income associated with any injury while not wearing a mouth guard.

### 11.4 The Mouthguard Policy

Considering the safety and protection benefits presented by mouthguards, the committee have voted unanimously to instigate a mouthguard policy with immediate effect.

- Mouthguards are mandatory and are required to be worn by all players during contact training and at games.
- The club will operate a strict 'No Mouthguard, No Play' policy without exception.
- Coaches and Managers will encourage all players to comply and will remove known non-complying players from training or game environments until such time as they comply.

The club's priority is to always deliver the highest standards of safety on and off the field. This policy is implemented as part of this objective.

By registering your child with the Club, you agree to abide by this policy.

### 11.5 Exceptions

AJFC understands that in certain genuine medical circumstances a player may not be able to wear a mouthguard. An Application for Exemption to play football without a mouthguard must be completed, and this will be supported by a current doctor certificate for **that relevant season** with clear reasoning and or explanation as to the inability to observe this Mouthguard Policy. Committee will review application and determine outcome. Committee decision is final.

### 11.5 Policy Commencement & Review Date

Commenced in November 2016. Reviewed November 2023.

# ALTONA JUNIOR FOOTBALL CLUB INC.

## VIKINGS THEME SONG



Sung to the tune of 'The March of the Toreadore'  
(Geelong Football Club theme song)

***WE ARE THE VIKINGS, BRED ON THE SEA  
WE`RE HARD TO BEAT, AS OUR FOLLOWERS WILL AGREE  
PURPLE AND GOLD ARE THE COLOURS THAT WE WEAR  
AND CARRY ON HIGH TO VICTORY, OOH  
ONWARD TO GLORY, ALTONA TO THE FORE  
WE`LL DO OUR BEST AND MORE***

***I LOVE VIKINGS, VIKINGS LOVE ME  
THAT`S THE WAY IT OUGHT TO BE  
WITH A V. I. K. I. N. G. S  
VIKINGS ARE THE VERY BEST***