



# **St Peters Football Club Inc.**

## **Policies & Procedures**

**FOOTBALL SEASONS 2017 & 2018**

**Last Updated September 2017**

**St Peters Football Club Incorporated**

**ABN 43 662 182 459**

1. Contacts .....	4
2. Definitions .....	4
3. Our Mission .....	4
4. Our Strategy .....	5
5. Our Values.....	5
6. Statement of Purposes .....	5
7. Coaches Appointment Policy.....	6
8. Trainers Policy.....	7
9. Jumper Policy.....	7
10. Player Number Policy .....	7
11. Modified Rules .....	8
12. Under 17 boys Team Selection Policy.....	8
13. Under 17 boys and U18 Girls Team – Fee exemption .....	9
14. Under 19’s Team Selection Policy.....	9
15. Non-permanent Playing Up Policy.....	9
16. Permanently playing in correct age group Policy .....	10
17. Game Time and Player Rotation Policy.....	11
18. Grading Policy .....	11
19. Member Protection Policy Code of Conduct.....	14
20. Female Participation – Gender Policy .....	18
21. Voting and Trophy Policy Player Awards .....	18
22. Anchor Family Night Code of Conduct .....	20
23. Vilification and Discrimination Policy .....	21
24. Risk Management Policy .....	23
25. Green Club Policy.....	23
26. Canteen / Food Handling Policy .....	24
27. Smoke Free Policy .....	25
28. Disability Action Plan .....	27
29. Alcohol Management Policy .....	28
30. Child Safety Policy - Working with Children Check Policy.....	31
31. Social Media Policy .....	31
32. SMJFL By-laws.....	33
33. Responsible Approach to Concussion.....	34
34. Policy Review .....	34



# 1. Contacts

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# 2. Definitions

“**The Club**” means St Peters Football Club Incorporated. “**SPFC**” means St Peters Football Club Incorporated. “**SMJFL**” means South Metro Junior Football League. “**Correct age group**” means the lowest age level at which the player is eligible to play pursuant to the rules of the SMJFL. “**Primary team**” means the team in the player’s correct age group in which the player ordinarily plays. “**Primary player**” in relation to a team means a player for whom that team is his primary team. “**Play up**” means play in a team other than a team in the player’s correct age group “**permanently play up**” means play in a team other than a team in the player’s correct age group on a permanent basis, and not play in a team in the player’s correct age group. “**Committee**” means the Committee of the St Peters Football Club Incorporated “**Football Department**” means a sub-committee as defined the SPFC Rules. “**Executive Committee**” means the Executive Members of the Committee of Management as defined in the SPFC Rules.

# 3. Our Mission

To provide the best possible junior football experience for all our players.

## 4. Our Strategy

The Club seeks to integrate young people into a friendly and welcoming environment. This will ensure a great introduction to competitive football together with ongoing development of their football skills, whilst providing them and their families with a positive social experience. This will assist them in forming long lasting friendships within the club and the local community. The Club looks to promote in all players the need for sportsmanship, discipline, respect and tolerance of others, as they hone a healthy competitive edge. Maintaining the enjoyment and attraction of the sport for both the players and their families is of the utmost importance, and is achieved in part by reminding all people involved with the Club of the need for a safe and harassment free atmosphere at all times.

## 5. Our Values

1. **Physical, Mental, Moral and Social Well Being** - To promote the physical, mental, moral and social wellbeing of young people by the provision of sporting opportunities and facilities.
2. **Respect and Tolerance** – To ensure respect and tolerance to all regardless of one’s gender, cultural background, social background, sexuality, role in football, ability/disability.
3. **Fun** – To ensure AFL football at St Peters Football Club is about enjoying the game and fostering a community of enjoyment
4. **Integrity** - To maintain the integrity and reputation of the name “St Peters”, its origins and standing in the community and any premises bearing the St Peters name.

## 6. Statement of Purposes

1. To promote the physical, mental, moral and social wellbeing of young people in our district and elsewhere by the provision of sporting opportunities and facilities.
2. To contribute to the development and fostering of football and other sports in the local area.
3. To teach young people about gender equality sportsmanship, discipline, respect and tolerance of others.
4. To give special consideration and assistance to young people who may suffer from physical or other disadvantages.
5. To affiliate with or join any other clubs or associations with similar objectives.
6. To raise such funds (by subscription, sponsorship, borrowings or other lawful fundraising activities) as are required to further the objects and purposes of the club, in such manner and upon such terms as may be determined by the Committee from time to time.
7. To at all times uphold and maintain the integrity and reputation of the name “St Peters”, its origins and standing in the community and any premises bearing the St Peters name.

8. To do such lawful acts and things as are conducive to the attainment of the above objects.

## 7. Coaches Appointment Policy

All coaching positions are voluntary; however, there may be a need for a paid coaching position. The committee will determine this and put it to a vote.

The Director of Coaching position will be advertised on the Club website, newsletter and social and external media pages when available following a maximum two year tenure or at the discretion of the Executive Committee.

Any person at a minimum age of 16 years of age associated with the club may apply to take up a coaching position.

Appointment of all coaches and assistant coaches shall be by process of application and interview by the St Peters Football Department, in consultation with the Executive Committee. In determining coaching appointments, the Club has a preferred position that no person coaches the same team of players for more than two consecutive seasons, shall be taken into account.

All coaching appointments shall expire at the end of each football season, with coaches wishing to coach in the following season required to reapply for their position.

All applications to take up a coaching position shall be made using the official SPFC coaches' application form.

All applicants must endeavor to have a current Level 1 Coaches Accreditation and a current Working with Children check prior to commencement of each season. The Club will support coaches seeking qualifications through AFL endorsed coaching courses.

All credentials to be submitted and monitored on Blue Q software system with the support of Football Administration/ Secretary and audited by the SMJFL on an annual basis

Prior to being appointed all coaches and assistant coaches are required to sign the official SPFC coaches application form setting out the terms and conditions of their appointment, and upon signature are bound by the terms and conditions contained within that document, and all other SPFC policies in force at the time of signing or which come into force during the coach's tenure. Coaches are required to attend an information evening prior to commencement of the season to review all new policies and the SMJFL changes to the Bylaws. Professional development opportunities will also be made available by the Club throughout the season to support our Volunteer Coaches.

The Committee reserves the right to terminate any coach's tenure at any time if the Committee is of the view that it is in the interests of the Club to do so.

## 8. Trainers Policy

SPFC adopts the AFL Trainers Policy as prescribed by SMJFL. All First Aid and CPR credentials to be submitted and monitored on Blue Q software system with the support of the position of Football Administration/Secretary and audited by the SMJFL on an annual basis. First aid courses will be conducted annually at the cost of the Club.

## 9. Jumper Policy

SPFC provides playing jumpers for each player for the duration of the season. The jumpers are collected by the team manager at the conclusion of the last game season and returned to the club washed and dried. The jumper is only to be worn on game day on the field.

If a jumper is lost, the player's parent/s must pay to the club the then cost price of the jumper replacement. The club treasurer will issue an invoice to the parent/s that is to be paid prior to another jumper being issued to the player. The club will then order a replacement jumper to replenish its stock.

The Under 17 Boys and Under 18 Youth Girls of the Club will be presented their playing jumper as a gift from the Club in recognition of their service to the club and the completion of their junior football career. The committee will endeavour to secure a jumper sponsor for these teams each season.

## 10. Player Number Policy

The Club has adopted a preferred policy of no more than 24 players per team, for the following reasons:

1. The aim of the club is to give each player maximum game time. Having more than 6 players on the bench will make this difficult to achieve.
2. Having more than 24 players in any one-team leads to the risk that the positions of Coach and Team Manager, both of which are undertaken on a voluntary basis, may become exceedingly onerous.
3. The Club is growing each year. This ought not occur to the detriment of other local clubs or the competition. The Club is mindful that it is of the utmost importance from the point of view of the broader community that all sporting clubs have enough players to be competitive and survive in all age groups.

In accordance with these reasons, the committee shall in its absolute discretion determine whether a player will play at the Club, taking the following matters into account:

1. Has the player previously played at the Club?
2. Does the player have any siblings already playing at SPFC?
3. The date upon which the player registered and paid his or her fees.

4. Does the player live locally?
5. In relation to under 8's, the age of the player, with preference to be given to players that was 7 years of age on the 30<sup>th</sup> April of the year preceding the season in which the player seeks to play.
6. Any other matters that the Committee in its absolute discretion deems appropriate to take into account.

In the event that the committee determines that there is not a position available at the club for a particular player, the club will notify the player and the player's parents as soon as practical and refund any fees paid to the club for the season in question. The club will also provide such assistance and advice as it can in finding another local football club at which the player can play.

Where the club has more than one team in a particular age group, the Football Department (in accordance with the SPFC Grading Policy) shall at its discretion having consulted with the coaches of those teams, determine which players shall play with which team within that age group, and may at any time (in accordance with the SMJFL Rules as in force from time to time) move players from one team to another. The Club is subject to changes to these rules in accordance with the SMJFL By-Laws <http://www.smjfl.com.au>

## 11. Modified Rules

The Club adopts the Modified Rules as defined and published in the SMJFL By-Laws - <http://www.smjfl.com.au>

## 12. Under 17 boys Team Selection Policy

Subject to is the criteria set out below, a 17½ boys aged player shall be eligible to play in the Under 17s boys' team. The number of 17½ boys listed to play must be in accordance with the SMJFL rules, which may change from time to time.

**"17½ aged player"** means a player who turns 18 on or after 1 July in the year in which they propose to play.

Players shall be given priority for team selection, on the following basis:

1. SPFC Under 16 players from the previous season.
2. SPFC 17 ½ aged players not also playing elsewhere.
3. SPFC 17 ½ aged players who are also playing elsewhere.
4. Non-SPFC Under 16 players from the previous year.
5. Non-SPFC 17 ½ aged players.

In the event there are two teams in this age group players shall be selected for matches in accordance with the Grading Policy – "Team Selection Criteria".



## **13. Under 17 boys and U18 Girls Team – Fee exemption**

Any player playing with an Under 17 boys' team as an U17½ boys and U18 girls aged player will not be required to pay any subscription/registration to SPFC for the season.

Any player playing in an Under 17 boys' team who has been selected in a final TAC squad will not be required to pay any subscription/registration fee to SPFC for the season as TAC players will play limited matches for SPFC. All TAC players are required to be registered at a local club i.e. SPFC to be eligible to play in TAC. SPFC supports players being drafted to TAC.

## **14. Under 19's Team Selection Policy**

In the event the club fields an Under 19's team it does so subject to the criteria set out below. The number of 18 ½ listed to play must be in accordance with the leagues governing bodies rules which may change from time to time. Players shall be given priority for match selection, on the following basis:

1. SPFC Under 17 players from the previous season
2. SPFC Under 17½ players from the previous season
3. SPFC Under 18 players from the previous season
4. SPFC 18½ aged players not also playing elsewhere in accordance with the league governing body rules.
5. SPFC 18 and 18½ aged players who are also playing elsewhere.
6. Non-SPFC Under 17 players from the previous year
7. Non-SPFC 18 ½ aged players whom may be eligible.

## **15. Non-permanent Playing Up Policy**

1. No player shall at any time play more than one year above his or her correct age group.
2. The SPFC policy in relation to players Playing Up is that as many players from a particular team as possible are given the opportunity to Play Up where players from that team are needed to Play Up on a regular basis. No player from a particular team shall be permitted to Play Up in more than five games in the home and away season unless all players from that team who want to Play Up have Played Up in five games.
3. Where it is proposed that a player is to Play Up in a particular round, the coach of the player's primary team shall notify the player's parent. The consent of the player's parent must be obtained prior to the player playing Up.
4. Where players are needed to Play Up, the decision as to which players shall Play Up in a particular round will be made by the coach of those players' primary team.

5. No player shall be permitted to Play Up in a particular round if the player has not played the minimum game time as set out in the “Game Time Policy” in the player’s primary team in that round.
6. No player shall be penalised game time in the player’s primary team’s game in any particular round because the player has or is going to Play Up in that round.
7. No player Playing Up shall receive best and fairest votes in the game in which the player plays Up, nor be given any other end of season award.
8. No player who is Playing Up in a particular game shall get more game time in that game, than a primary player of that team who is available to play in that game.
9. No player shall play in any game under fatigue. Where a game in which a player plays up occurs prior to the player’s primary team’s game in the same round, the following shall apply:
  - a. The coach of the player’s primary team must obtain the permission of that player’s parent.
  - b. The coach of the team in which the player is Playing up must do everything that is reasonably possible to ensure that the player is rotated on and off the bench in such a way as to minimise fatigue to that player.
  - c. The player shall not be placed in a prominent position that may fatigue the player.

## **16. Permanently playing in correct age group Policy**

Subject to the matters set out below, it is the SPFC policy that all players play in their correct age group.

All new players to the club from 2016 onwards must play in their correct age group. Players already permanently Playing Up as at the commencement of the 2016 season may continue to do so.

Any player who registers with the club and pays their registration fees in full may seek an exemption from this policy to either play up or down an age group. A written application for such exemption must be made no later than four (4) weeks prior to Round 1 of the season for which the exemption is being requested. The application should set out the basis upon which the exemption is requested. The Committee shall in its absolute discretion determine whether the exemption will be granted, and shall not grant such exemption in the absence of exceptional circumstances. The SMJFL shall in its absolute discretion determine whether an exemption will be granted to a player playing in a year below that of their correct age group and shall not grant such exemption in the absence of exceptional circumstances.

If an exemption is granted by the SPFC committee to permanently play up, it is only granted for that season (April to August of that current year).

No player shall under any circumstances play more than one year above their correct age group, with the exception of all girls' competitions. This is due to the gap in age groups being played for any particular season e.g. SMJFL provide, U10, U12, U14, U16 and U18 levels in a particular season.

## 17. Game Time and Player Rotation Policy

Unless, in the opinion of the Committee, exceptional circumstances exist, all coaches and team managers of the following teams must ensure that each player on the team list who has attended training on a reasonably regular basis be given the following minimum playing time:

- Under 8, 9, 10, 11 and 12 - not less than 3 quarters or equivalent
- Under 13, 14 and 15 - no less than 2½ quarters or equivalent

All players in Under 8, 9, 10 and 11 teams shall be given the opportunity to play in the backline, midfield and forward line over the course of the game.

## 18. Grading Policy

Generally speaking it is the Club's experience that the difference between the top team in one Division and the top team in the Division below can be upwards of 10 goals, due to players in the higher Divisions being bigger, more physically mature, fitter and more skilled.

### Philosophy:

To provide an inclusive welcoming and safe playing environment for players of all abilities.

To build and enhance friendship groups throughout the whole club community, fostering the one club premise while maintaining all teams competitive relevance within the SMJFL.

**Objective - Player retention** It is apparent our club will lose players to other clubs that do grade their teams in the event we don't grade.

The club recognises players may be more inclined to play with a club that identifies talent appropriately and are structured to offer maximum development opportunities.

There is a view that playing at a standard of football that best suits players' ability and physical maturity gives players a greater chance of recognition and success.

The Club must remain strong with its endeavour and desire to ensure that players play with the club for their entire career by offering maximum development and enjoyment to all players.

**Outcome - Personal Development** As young people mature they increasingly face issues in society that will result in varying degrees of success. Recognition and acknowledgement of talent is prevalent in all walks of life no matter what level of ability and is frequently mirrored in selection in other team sport environments.

## **PLAYER PLACEMENT UNDER 8's, 9's AND 10's**

Player placement in the Under 8, 9 and 10 teams outlined below is generally applied: The age group is determined by the player's age as at 1st January. Extenuating circumstances will be considered by the committee, in accordance with the "Permanent Playing in correct age group Policy". The main criteria in relation to player placement are player safety, player wellbeing and team stability. There is and will be no deliberate attempt to group players primarily by school. For player wellbeing, the club will consider friendship groups, however, to play with the entire group of school friends is generally not possible. The club environment fosters the building of expanded friendship groups throughout the whole club community and is not focused entirely on a school-based criteria. The Under 8, 9 and 10 teams are divisionally graded by the SMJFL at an appropriate level to ensure they are playing against teams of similar ability, hence underpinning the concept of player safety and wellbeing.

## **GRADING POLICY FOR ALL TEAMS U11 & ABOVE**

### **Policy**

The SPFC will grade its teams where the club has the ability to field more than one team in an age group. This means that if there are sufficient player numbers for two or more teams then each team will play in different grades and usually the grades will represent different standards of play.

### **Grading**

1. **What Division.** Which grade should each team play in? In this regard attention must be paid to whether a team should play in a Division equivalent to their previous year. There is nothing to be achieved by placing a team in the top Division for the prestige when they simply will not be competitive. Alternatively, there is little merit in having a team play down a Division and winning by 20 goals each week, as this does not challenge the players.

2. **What Teams.** Which players play in which team? Grading the player will result in the teams that existed the prior season being different in personnel to that which exists in the coming season. It must be remembered that the players are still young, maturing at different levels and stages and hopefully have many years of sport (not just football) in front of them. The decision to grade must be looked at in terms of that year and what is important to that player's individual development as a footballer.

### Team Selection Criteria

Selection of the two or three teams shall be done based on a number of considerations including, and in no specific order of priority:

- As a duty of care to the player;
- The playing ability of the player. This is not just a consideration of skill alone but whether they are a ball getter or strong mark etc.
- What position(s) they play;
- Whether they may be better served playing in a different grade or level to;
- Improve their skills;
- Enable them to play in a position that they would not play in at the higher team;
- Enable them to excel in a different grade that will enable them to enjoy their football more and gain greater confidence for years to come.

**Consideration will not be given to** players' or parents' friendship groups as occurs in the more junior levels. Consideration will also not be given to parental support roles. Appointed coaches should not establish their game day support team (trainers, runners, team managers etc.) to the detriment of this grading policy. They must work within the parameters set and then use the available parents from the selected player group as determined by the Football Department for each team.

### SMJFL Team Grading

The first four rounds of the season are grading rounds where results in each Division shall be reviewed and assessed by the SMJFL General Manager to determine if any re-grading of teams is required. That means teams may be moved up or down a Division depending on their results at that time. The SMJFL's current policy is that a team that moves up or down does so with all of their points but with nil percentage.

### SMJFL Player Movement

The SMJFL allows player movement in accordance with their published policy.

### How Is Grading Done

It is important the coaches of the under 11 teams and above (if different from previous year) speak to the Football Department prior to grading being done with the objective of determining player capabilities. The Football Department will consult with the current season primary coaches to allocate players into appropriate teams.

All registered players will be selected to play in an appropriate division regardless of reputation or perceived ability.

Assuming there are 2 teams, the best players may not necessarily be selected for the higher graded team. For example there is little point in selecting 24 players who all play in the same position. Every endeavour will be made to ensure that each player is placed in an appropriately graded team.

Players should be given sufficient opportunity to demonstrate their ability that enables the coaches to make an informed decision on that player's ability.

The final decision on player placement rests with the Football Department, in consultation and approval with the Club committee.

### **Season Training Sessions**

During the season every endeavour will be made to have all teams in the same age group train on the same night at the same venue and at the same time. The players from all teams will warm up together, which shall include the warm up drills and shall finish training together, including the warm down drills. The teams may break off into their own groups during the middle of training. This is to be worked out between the appointed coaches at each age group.

### **Re-Grading**

Prior to the start of each season, teams will again be re-graded. The decision to re-grade is consistent with this policy that recognises that players will, grow, change and develop over the summer. Different coaches with different game plans will also have requirements for different player types. All of this is to be considered when re-grading players.

### **Team Grading Decision**

Final composition of team will be subject to approval by the Football Department.

## **19. Member Protection Policy Code of Conduct**

As defined and published in the SMJFL By-Laws <http://www.smjfl.com.au> and AFL, as amended from time to time, by the AFL, SMJFL or SPFC.

### **Code of Conduct**

The South Metro Junior Football League encourages Members to be vigilant in enforcing such codes whether via support for those who constantly abide by the codes and/or harsh penalties for those who fail to act in accordance with the codes.

## **SMJFL & St Peters Football Club Codes of Conduct**

The St Peters Football Club has adopted the following codes of conduct for officials and administrators.

### **Umpires**

Member Club umpires are required to sign the SMJFL Umpire Code of Conduct and participate in SMJFL approved umpire training program prior to the commencement of umpiring duties.

### **Coaches**

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.

### **Parents and Supporters**

- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- 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 – raise personal concerns with club officials in private.
- Do not use ugly remarks based on race, religion, cultural background, gender, sexuality, appearance, disability or football ability – you'll let down your coach, team-mates and family if you do – and many such comments are actually now illegal.
- By registering their child with the SMJFL parents agree to abide by these principles, and support St Peters Football Club in its undertakings and authorise 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.

### **Players**

- Play by the rules – the rules of SPFC and the laws of the game.
- Never argue with an umpire or other official – without these people, you can't 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.
- Co-operate with your coach, the umpires and team-mates.
- Play for your own enjoyment and to improve your skills.
- Do not use ugly remarks based on race, religion, cultural background, gender, sexuality, appearance, disability or football ability ( you'll let down your coach, team-mates and family if you do ) and many such comments are actually now illegal.

## **Officials**

- Place the safety and welfare of the players above all else.
- Ensure all players are included and can participate, regardless of their race, religion, cultural background, gender, sexuality, appearance, disability or football ability.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other players and officials.

## **Administrators**

- Ensure quality supervision and instruction for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

## **Breach of SPFC Code of Conduct**

### **Players**

- If a player is heard to be voicing an audible obscenity inclusive of racial vilification whilst in the field of play, or at training, the coach and/or club committee reserves the right to remove the player from the ground.
- If a player displays unacceptable behaviour whilst in the field of play, or at training, a coach and/or club committee reserves the right to remove the player from the ground.
- If a player is given a yellow card during a match and is sent from the ground by an umpire for the duration of an entire quarter, the coach and/or club committee reserves the right to keep the player off the ground for an additional quarter or possibly the first quarter of the following game played by that team.



- If a player is given a red card during a match and is sent from the ground by an umpire for the duration of the match and is reported, regardless of the outcome of a set penalty or tribunal hearing, the coach and/or club committee reserves the right to add an additional sanction to the player over and above any penalty handed down by the league.
- If a player is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to provide any sanction to that player they see fit.

### **Team Officials**

- If a team official is heard to be voicing an audible obscenity inclusive of racial vilification whilst in the field of play, or at training, the club committee reserves the right to remove the team official from the ground.
- If a team official displays unacceptable behaviour whilst in the field of play, or at training the club committee reserves the right to remove the team official from the ground.
- If a team official is reported by an umpire or league official on game day, regardless of the outcome of a set penalty or tribunal hearing, the club committee reserves the right to add an additional sanction to the team official over and above any penalty handed down by the league.
- If a team official is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to provide any sanction to that team official they see fit.

### **Parents / Spectators**

- If a parent or spectator is heard to be voicing an audible obscenity inclusive of racial vilification whilst watching a match, the club committee reserves the right to provide any sanction to that person they see fit.
- If a parent or spectator displays unacceptable behaviour watching a match, the club committee reserves the right to provide any sanction to that person they see fit.
- If a parent or spectator is reported by an umpire or league official on game day, regardless of the outcome of a set penalty or tribunal hearing, the club committee reserves the right to add an additional sanction to the person over and above any penalty handed down by the league.
- If a parent or spectator is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to provide any sanction to that person they see fit.
- If a parent or spectator receives a second official warning from the club for any offence committed, the league will be notified of the offence with the person's details provided to the league.

- If a parent or spectator receives a third and final warning from the club for any offence committed, the parent or spectator will be asked to leave the ground and if this person refuses to do so, the player that the parent or spectator has come to watch play football will be removed from the field of play until that parent or spectator leaves the ground.

## 20. Female Participation – Gender Policy

The following is an extract from the AFL Victoria (AFLV) Affiliate Regulations (Regulation 4 – Gender Regulation) in relation to the participation of males and females within Australian Football competitions conducted by AFLV and AFLV Affiliates.

**Gender Regulation** In accordance with the Equal Opportunity Act 1995 (Vic.) (“the Act”), people aged under 12 years of age cannot be excluded on the basis of sex or gender identity from participating in a competitive sporting activity. Pursuant to section 66 (1) of the Act, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of competitors is relevant. AFL Victoria Affiliates - SMJFL will exclude females who reach 14 years of age as at 1 January in the year of play from playing in any competition that is not a „female competition“.

People who have been through the Gender re-assignment process shall be deemed the gender as verified by the appropriate Victorian State Government documentation.

Definition: Female competition: A female competition is a competition in which the majority of the players are female. As defined and published in the SMJFL By-Laws - <http://www.smjfl.com.au>

## 21. Voting and Trophy Policy Player Awards

### Under 8’s

**All players will receive a trophy** as a result of participating in home and away matches. No trophies / awards are issued or presented to Lightning Premiership Players. No Best & Fairest Trophy will be awarded.

### Under 9’s

All players will receive a medal as a result of participating in home and away matches. No trophies / awards are issued or presented to Lightning Premiership Players. The Best & Fairest and Runner Up will receive a trophy which is marked accordingly.

### Under 10’s & Under 10 Girls

All players will receive a medal as a result of participating in home and away matches. A pennant will be awarded to every player in a winning Lightning Premiership team.

Each team is provided with 6 trophies for the home and away season:

1<sup>st</sup> Best and Fairest 2<sup>nd</sup> Best and Fairest 3<sup>rd</sup> Best and Fairest or Coaches Award  
Coaches Award Coaches Award Coaches Award

### **Under 11's – 19's Boys & Under 12 – 18 Girls**

**Each team is provided with 6 trophies** for the home and away season:

1<sup>st</sup> Best and Fairest 2<sup>nd</sup> Best and Fairest 3<sup>rd</sup> Best and Fairest or Coaches Award  
Coaches Award Coaches Award Coaches Award

“Coaches Award” trophies may be given for a variety of achievements, such as, Most Courageous, Most Consistent, Most Improved, Most Determined, Leading Goalkicker and so on, at the discretion of the Football Department, and shall be engraved accordingly. There shall be no more than a total of 6 trophies or awards awarded to any particular team for the home and away season.

No team is allowed to provide their own trophies or any other awards unless prior written approval is provided by the Committee.

Vote counting is to be conducted ***within the week*** following the last home and away game or finals by the Coach and Team Manager with 1 or 2 other trusted parties present. Results must be forwarded onto the club secretary or Vice president football administration who will then forward the details onto the trophy organiser.

In the event of a team playing in finals, voting shall take place to award a trophy for “Best in Finals”. The trophy may only be awarded if the team has played in at least 2 finals matches. The method of voting is to be the same as that employed by the team during the home and away season.

In the event of a tie for 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Best and Fairest in any particular team, there shall still only be six trophies awarded for that team. In this situation the trophies may be renamed at the discretion of the Coach and Team Manager, subject to approval by the Committee.

Each Best and Fairest player will have their name engraved on a perpetual trophy which remains the property of the Club.

## **Other Awards**

### **Milestone Awards**

Players will be awarded as follows;

- 50 Games - Certificate.
- 100 Games - Engraved Trophy.
- 150 Games - Engraved Trophy.

- 200 Games - Engraved Trophy. Games played statistics are held in FootyWeb and should be used as a reference.

**Long Service Awards** Under 17 & U18 players will be awarded a Long Service Trophy if they have played the last five (5) consecutive years of football at the Club. Note that Under 17 1/2 nor Under 18 aged players are not eligible to receive this trophy twice. Seasons played statistics are held in FootyWeb and should be used as a reference.

**Eddie Griffin Award** The Eddie Griffin Memorial award is given for outstanding service, “commitment, above and beyond”. Nominations for a member of the committee or a sub-committee are called for by the Secretary prior to the Club’s Presentation Night. Only members of the committee are to vote on this award. The Trophy Coordinator will tally the votes and the person with the most votes will be awarded. If there is an equal number of votes, two people can be awarded in the same season. The recipient of the award will receive a plaque and have their name added to the perpetual trophy.

### **Beveridge Award & The Wardlaw Family Award**

The Beveridge Family Perpetual Award & The Wardlaw Family Award is presented to an under 17’s & Under 18 Youth Girl player for outstanding sportsmanship and service to the club.

The award is to recognise the outstanding service and commitment to the club and sportsmanship both on and off the ground. A role model to the players around him / her and this doesn’t have to be the best player within that age group. A player that that is looked up to by their peers.

In determining this award, the committee must discuss with the Under 17 Coach & Under 18 Coach of that season and other team officials. A poll/vote by the playing group of the season may also be conducted.

The recipient of the award will receive a plaque and have their name added to the perpetual trophy.

### **Life Memberships**

Are determined in accordance with the Club Rules.

## **22. Anchor Family Night Code of Conduct**

All children must be accompanied and supervised by an adult, over the age of 18, who shall be at all times responsible for the actions of those children. Any person entering the Anchor Family Night at JC Pavilion should also be mindful of doing so at their own risk.

The Club adopts a responsible attitude to the serving of alcohol:

- Alcohol will not be allowed to be served to or consumed by any persons under 18 years of age.
- Alcohol will not be served to or consumed by any person who, in the opinion of any member of the Committee who is RSA accredited, is intoxicated.

Smoking is only permitted in the designated outside area and by persons over 18 years of age.

Outside play is only allowed in the designated play area as defined by the supervising adults in charge. The supervising adults will be dressed in "fluoro" jackets and are in charge and their directions must be followed.

Respect must be shown to speakers, coaches, club officials and helpers at all times.

The Anchor at JC Pavilion needs to be a safe place for all who attend. Therefore no bullying or rough play will be tolerated.

There is to be no running, wrestling, ball games or rowdy behaviour inside the JC Pavilion

Adults and / or children are not allowed outside in the car park area except when arriving or departing JC Pavilion

The Committee reserves the right to determine what action will be taken if this Code of Conduct is breached. Serious breaches may result in the person being asked to leave immediately.

The bar will not be open or utilised for specific team presentation events or other events, without permission from the Executive committee with full vote consensus.

## **23. Vilification and Discrimination Policy**

The Club adopts the AFL Victoria Vilification and Discrimination Policy prescribed by AFL Victoria, and SMJFL.

St Peters Football Club is committed to an environment that 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.

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.

The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.

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.

## **PROHIBITED CONDUCT**

### **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 engage in conduct that offends, humiliates, intimidates, 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.

### **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:

- 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
- 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.

### **Authorised Persons**

The Club appoints annually a Complaints Officer (the Club's Complaints Officer) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

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.

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

The Club's Complaints Officer shall, make every effort to ensure that compliance with the SMJFL complaints process.

## 24. Risk Management Policy

Risks are inherent in all aspects of Australian Rules Football and the Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

A Club Risk management Committee comprising the Club's Risk Management Officer, two Committee Members and two player representatives, with a developed understanding of a football club's risk issues have been formed to instigate a comprehensive risk management and continually review of all of the Club's activities.

### Risk Identification

The risk management committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risk.

### Risk Assessments

The risk assessment analyses the exposures identified, quantifies the likelihood of certain events occurring and determines the consequences, both financial and operational.

- Player Safety/ Player Health
- Accidents / Incidents
- Financial risk
- Operational
- General

The Risk Management Committee will prepare safe operating procedures for all areas identified as presenting any risk to the organisation; other aspects that may be included are emergency planning. Contractor management and Visiting Club management.

**Monitoring & Review** It is incumbent on the Football Club's Risk Management Committee to review the performance of the risk management systems, keep records and changes, which might affect it on an annual basis.

## 25. Green Club Policy

A green club assessment will be conducted annually and an action plan to ensure St Peters Football Club is providing ongoing evaluation of the green club strategy. This will be communicated and made available for SPFC members.

## 26. Canteen / Food Handling Policy

The canteen and food handling policy is to provide governance for the following areas:

- Organising hours of operation to meet the needs of the club on Game days.
- Providing food at a reasonable cost.
- Providing valuable funds to the club. To provide a healthy and diverse menu to the Club Community and visitors as an accredited Level 3 Goodsports affiliated Club. To maintain a safe and healthy environment by Practising a high standard of food handling and food hygiene when storing, preparing and serving food.
- Maintaining a safe working environment for the Manager and volunteers.
- Ensuring our Club provides up to date food handling and hand hygiene policies and procedures.
- Ensuring our Canteen managers are all accredited in Food Handling.
- Ensuring visitors to the canteen are provided with briefing of food handling policies and procedures i.e. Hand Hygiene.

### Canteen Services

Hours of Operation

- During home games from the beginning of the first game to the end of the last game.
- Gala days or other events as determined by the committee. Pricing / Profit

Prices will be set which are reasonable yet ensure that all costs are met and some surplus is made for the benefit of the club community via committee overseen by the Club treasurer.

### Staffing

The Canteen will be staffed by a Canteen Manager and volunteers

The volunteer Roster will be managed by the Canteen Coordinator with the assistance of the Team Managers providing advanced notice to ensure planning opportunities can be provided to volunteers and not burdensome

Teams will provide two people for canteen duty for their rostered times. This is organised within each team by the Team Manager. The Team Manager is required to send the Volunteer names to the Canteen Coordinator prior to Game day.

### Canteen Manager's Duties

Volunteer Workers:



- Assign specific tasks to the volunteers (e.g. food preparation, barbeque duties, over the counter sales etc.)
- Train new volunteers in their duties or delegate this responsibility to experienced personnel. Ensure they are taught the correct use of equipment and good hygiene practises.
- Ensure Australian Governments Food Handling regulations are complied with (refer [www.foodstandards.gov.au](http://www.foodstandards.gov.au) )
- All volunteers on canteen duty will be provided access to food handling policies, procedures, orientated to the kitchen and provide safe management information by the canteen manager in the prevention and or management of an emergency, fire or injury.

#### Hygiene:

- Ensure that correct food practises are observed to prevent spillage and or cross contamination of food.
- Ensure protection of foodstuffs from vermin by annual pest control.
- Place garbage bins and recyclable cardboard in the bins provided by Council.
- Encourage volunteers especially those on the Barbeque duty to wear aprons and gloves when handling food.
- Volunteers to wash hands before and after handling food and to use the food hygiene gloves provided.
- Ensure all benchtops, floors ,fridges are cleaned at the end of the canteen day

#### Equipment:

- Ensure the equipment is used correctly, cleaned properly, well maintained and repaired when necessary.
- Ensure fridge temperature measurements are recorded weekly
- Ensure temperature measurements are taken for hot food on canteen day

## 27. Smoke Free Policy

Under section 5RI(1) of the *Tobacco Act 1987*, smoking is banned within 10 metres (about two car lengths) of a sporting venue that is an outdoor public place during an organised underage sporting event in Victoria from 1 April 2014. This ban also includes training or practice sessions to prepare for participation in an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session. The ban applies to outdoor dining and drinking areas that are situated within 10 metres of an outdoor public sporting venue during an organised underage sporting event or training session.

**Designated SmokeFree Areas** The club requires the following areas to be SmokeFree:

- Club and social rooms
- Administration and office areas
- Storage Rooms
- 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

### **Behavioural Expectations**

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

**Promotion of the Policy** The following mediums will remind patrons about the club's SmokeFree policy:

- Non-smoking signs
- Club handbook
- Advertising and promotional resources (e.g. brochures, newspaper ads etc.)
- Club correspondence (letters, faxes, e-mails etc.)
- Announcements
- Table signage
- Function speeches
- Signage

Cigarette butt bins will be provided outside to encourage smokers to smoke outside.

## 28. Disability Action Plan

SPFC recognises that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995. Disability covers:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological or learning difficulties
- Presence in the body of organisms causing diseases
- Beneficiaries of workers compensation

SPFC embraces the Disability Discrimination Act 1992 premise that

- people with disabilities are part of our diverse communities
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities

People with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community. SPFC will develop and implement a Disability Action Plan, which will focus on those physical, social & cultural barriers, which create a handicap for people with disabilities to be able to enjoy football at our Club. Basic elements of the plan will include:

1. Education of Club members.
2. Education of visitors to the Club.
3. Identifying specific issues at our Club that can make life unnecessarily difficult or complicated for people with disabilities.
4. Develop strategies to deal with these issues.

Specific elements of the plan will include:

1. Clearly defined disabled car parking areas at the football ground.
2. Disabled toilet facilities.
3. Access to canteen facilities.
4. Access to clubrooms.
5. Access to the football oval.
6. Exclusive accessible viewing areas.

This policy will be reviewed annually by the Committee to ensure the actions remain appropriate and effective.

## 29. Alcohol Management Policy

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.

### Serving Alcohol

Alcohol will be served according to the requirements of the club's liquor licence and in accordance with the safety and wellbeing of patrons.

The club will maintain a current liquor licence.

The liquor licence will be displayed at the bar.

Persons under the age of 18 years are not permitted to serve alcohol.

A “Responsible Serving of Alcohol (RSA)” trained person shall be in the vicinity of the bar at all times when alcohol is being served.

The club will discourage excessive or rapid consumption of alcohol.

Alcoholic drinks will be served in standard drink measures.

The club will display posters on liquor license regulations and education.

Serving of alcohol will be available on Anchor Family nights following junior (Auskick Age to Under 18 Youth Girls) player's presentations from 5pm – 8.30pm Sunday nights as per liquor licence. Outside these allocated dates, permission is required by all Executive Committee members with full consensus to open the bar on a Sunday or other event without an Anchor event allocated.

### Promoting the responsible use of alcohol

- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or serve alcohol at junior (AusKick age to Under 18 Youth girls) events or activities.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will provide at least one alcohol-free social event for junior teams.
- Alcohol advertising will only appear at the bar.
- The club will not promote alcohol through 'cheap drink' strategies, raffles such as happy hours.

## **Intoxicated patrons**

- Alcohol will not be served to any person who is intoxicated.
- Servers will follow procedures, provided in their training, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave the club.
- Intoxicated persons will be refused entry into the club.

## **Underage drinking**

- Alcohol will not be served to persons under the age of 18 years.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

## **Safe Transport**

- The Committee shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- Taxi to be arranged or other transport by committee if required
- Contact telephone numbers for taxi services will be displayed at the bar.
- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non-alcoholic drinks free of charge by the club.

## **Fundraising, Functions and Prizes**

- Promotions such as drink promotions, drinking competitions and all-inclusive cover charges should not be conducted on club premises.
- The club will not promote or provide alcohol or drink vouchers for player awards.
- Prizes for raffles and fundraising will not have an alcohol focus.
- The club will use food or canteen awards rather than alcohol as prizes for player performance.
- 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.
- The Club will promote the Goodsports Policy about the responsible serving of alcohol.

## **Food**

The club will wherever possible actively promote and sell food whenever alcohol is available.

## **Bar Management**

- A list of all RSA trained club members will be displayed near the bar. The list will also highlight RSA trained committee members.
- Non and low alcoholic alternative drinks will be available at all times.
- Tap water will be provided free of charge from the bar.
- An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the social rooms bar.
- Bar staff will not be permitted to drink alcohol while serving behind the bar.

### **Club Committee Responsibilities**

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.

### **Non-compliance**

All club committee members will enforce the alcohol management 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 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.

### **Promoting the “Alcohol Management Policy”**

The club will promote the alcohol management policy regularly by;

- Displaying a copy of the policy in the club social rooms.
- 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.

**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 policy will be reviewed annually.

## 30. Child Safety Policy - Working with Children Check Policy

The Club will adhere to the Working with Children Act 2005 (the Act) as published. All volunteers in any capacity over the age of 18, will hold a current Working with Children Check. All records of WWC will be kept and maintained in the Blue Q software system. The Club will keep records of all the committee and required officials outlined by the SMJFL in Blue Q.

The Club will appoint a Child Safety Officer (CSO) to provide legislative compliance as per the Child Safety standards as per the SMJFL.

## 31. Social Media Policy

### Introduction

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, the SPFC recognises the benefits of social media as an important tool of engagement and enrichment for the league, its clubs and associated members. The SPFC and its associated members are expected to behave and express themselves appropriately, and in ways that are consistent with the SPFC's values and policies.

### Purpose

This policy aims to provide some guiding principles to follow when using social media. The intent of this policy is to include anything posted online where information is shared that might affect members, parents, colleagues, clients, sponsors, other Member Clubs of the SMJFL, or the SPFC as club and bring the club into disrepute.

### Scope

For the purpose of this policy, SPFC Members means SPFC staff, officials, players, parents and any other volunteers.

This policy covers all forms of social media.

Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Instagram, Twitter or Snapchat)
- Content sharing include Flickr (photo sharing) and YouTube (video sharing)
- Commenting on blogs for personal or business reasons
- Personal and corporate websites
- Leaving product or service reviews on retailer sites, or customer review sites
- Taking part in online votes and polls
- Taking part in conversations on public and private web forums (message boards)

- Editing a Wikipedia page.

## **Guiding Principles**

The web is not anonymous. SPFC Members should assume that everything they write could be traced back to them. It is important that SPFC Members think of the web as a permanent record of online actions and opinions.

The boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as an SPFC Member.

When using the Internet for professional or personal pursuits, all SPFC Members must respect the SPFC's intellectual property and follow the guidelines in place to ensure the intellectual property or its relationships with sponsors and stakeholders is not compromised, or the association is brought into disrepute.

## **Usage**

For SPFC Members using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames
- Must not comment on, or publish, information that is confidential, defaming, insulting or in any way sensitive to SPFC, its affiliates, partners or sponsors and
- Must not bring SPFC into disrepute.

SPFC Members may not use the SPFC brand to endorse or promote any product, opinion, cause or political candidate unless directed as part of their role and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of the SPFC.

## **Official SPFC websites, social pages and online forums**

When creating a new website, social networking page or forum for staff/club member use, care should be taken to ensure the appropriate person has given written consent to create the page or forum. The SPFC will keep a record of such permissions. Similarly, appropriate permissions must be obtained for the use of logos or images.

For official SPFC websites, blogs, social pages and online forums: Posts must not contain, nor link to, pornographic or indecent content some hosted sites may sell the right to advertise on their sites through 'pop up' content, which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled SPFC members must not use SPFC online pages to promote personal projects and all materials published or used must respect the copyright of third parties.



## **Consideration towards others when using social networking sites**

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. SPFC Members must recognise that it may not be appropriate to share photographs, videos and comments in this way.

SPFC Members should be considerate of others in such circumstance and must remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made about SPFC Members online.

## **Breach of Policy**

The SPFC continually monitors online activity in relation to the association and SPFC members. Detected breaches of this policy should be reported to SPFC Secretary and Complaints officer.

If detected, a breach of this policy may result in disciplinary action from the SPFC and SMJFL. A breach of this policy may also amount to breaches of other SPFC and SMJFL policies and will be dealt with in accordance with the SPFC Rules and Sanctions relation to breach of Code of Conduct policy, and SMJFL Rules and By-Laws.

Where a breach of this policy is sustained at the SMJFL Tribunal, the Tribunal may impose such a penalty, as it deems appropriate in the circumstances, including suspension or fine.

## **Advice**

SPFC members or volunteers who are unsure of their rights, liabilities or actions online should seek clarification in writing via the Club Secretary.

## **32. SMJFL By-laws**

The Club adopts all By-Laws as defined and published in the SMJFL By-Laws at

<http://www.smjfl.com.au>.

### **33. Responsible Approach to Concussion**

AFL Level guidelines to be adopted as follows:

- Player diagnosed with concussion cannot take any further part in the game.
- Players with transient symptoms are assessed to determine if they are due to concussion (e.g. blurred vision, dizziness, unsteadiness).
- If brain function is normal, they may be allowed to continue playing, with ongoing monitoring for signs of concussion.
- Post-concussion management in week following injury through:
  - A period of rest to allow recovery.
  - Monitoring for recovery of symptoms and signs.
  - Use of cognitive tests to estimate recovery of brain function.
  - Graduated return to activity with monitoring for recurrence of symptoms.
  - Final medical clearance before resuming full contact training and/or playing.

### **34. Policy Review**

These Policies and Procedures will be reviewed annually by the Committee to ensure that it remains current and practical.