

St Paul's McKinnon Junior Football Club



Policies and guidelines

March 2019

**St Paul's McKinnon Junior Football Club (SPMJFC)
Incorporated**

ABN 16 896 263 931

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Club information

Contact details

Club name: St Paul's McKinnon Junior Footy Club (SMPJFC)

ABN: 16 896 263 931

Address: PO Box 718, Bentleigh East, Vic 3165

Ground and clubrooms: McKinnon Reserve
Corner Tucker and McKinnon Roads, McKinnon
Melways reference 68 G11

Email: secretary@stpaulsjfc.com.au

Website: www.stpaulsjfc.com.au

Facebook: <https://www.facebook.com/stpaulsmckinnon>

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Definitions

Committee: The elected committee members of the St Paul's McKinnon Junior Football club (see full listing at end of the document)

Football manager: Manage the operations of the Football department

Football department: Administer the day to day running of the Club's on field activities and to provide support and training for all Club coaches and officials

Modified rules: Competition played by age groups U8 – U10 mixed and U12 girls with modified rules

SMJFL (The League):

South Metro Junior Football League

The Club:Means St Paul's McKinnon Junior Football Club
(SPMJFC)

Club philosophy

Our Club exists to provide opportunities for all local children to improve their health and enjoy playing Australian football with their friends.

Our Club will only be as good as all of us make it. SPMJFC does not only develop our children's physical and football skills. The children also are taught important social skills that could last a lifetime, such as teamwork, confidence, facing new challenges and respect for others.

We understand that children and their teams will develop these skills at different rates and their progress depends on the cooperation from everyone at the Club. Every player at our Club will be given plenty of game time if they attend training and show some commitment to improvement.

We appreciate that without the support of club volunteers, umpires, league officials and people from other clubs, we will have no games to demonstrate these skills.

SPMJFC also provides opportunities for parents and family members to be positively involved in their children's social lives, build their local community and their own circle of friends.

Club policies

The Club policies contained in this document have been approved by the St Paul's McKinnon JFC Committee for the 2019 season, and will be reviewed again as required for the 2020 season.

Policies

1. Code of conduct policy

MANDATORY AND ENFORCEABLE CODES OF CONDUCT FOR PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS

The St Paul's McKinnon Junior Football Club fully supports the codes of conduct as introduced by the AFL and AFL Victoria.

Players' code of conduct

1. Play by the rules – the rules of your club and the laws of the game.
2. Never argue with an umpire or other official – without these people, you cannot play football.
3. Control your temper - verbal abuse of officials and sledging other players does not help you enjoy or win any games.
4. Be a team player – it is a team game, treat it that way.
5. Treat all players as you would like to be treated – fairly.
6. Co-operate with your coach, the umpires and teammates.
7. Play for your own enjoyment and to improve your skills.
8. Do not use ugly remarks based on race, religion, gender or ability. You will let down your coach, teammates, family and yourself if you do and many such comments are illegal.

Parents and supporters code of conduct

1. Remember that you are there for the participants to enjoy the game.
2. Encourage participation, but do not force it.
3. Teach that enjoyment is more important than winning.
4. Never ridicule mistakes or losses – supporters are there to support not degrade.
5. Lead by example and respect all players, coaches, umpires and spectators - physical or verbal abuse or intimidation will not be tolerated.
6. Recognise all volunteers who are giving up their valuable time.
7. Never publicly criticise umpires; raise personal concerns with club officials in private.
8. Do not use ugly remarks based on race, religion, gender or ability. You will let down your family and yourself if you do and many such comments are illegal.
9. Direct all concerns about behaviour or the team through the Team Manager and if required through the Club committee and not directly to the SMJFL.
10. A parent will always be in attendance or they will appoint a responsible adult to act on their behalf (who accepts this responsibility) to supervise the care of their children at all times, including training, game days and social functions.
11. The parent(s) are responsible for their children's behaviour, welfare and making decisions about their treatment in the event of an injury in consultation with medical/first aid.
12. Agree that the parent(s) (or the adult responsible for the care of your children) will undertake rostered duties on game and training days.

By registering with the St Paul's McKinnon Junior Football Club we agree to abide by these principles. We 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.

See our Clause 7 of our Constitution (available on our web site) for consequences of breaching this Code of Conduct, e.g. fines, suspension or expulsion.

We agree to reimburse the St Paul's McKinnon Junior Football Club for any fine levied on the Club attributable to actions in breach of this code of conduct.

Player name:

(Print name)

(Signature)

Parent/guardian name:

(Print name)

(Signature)

Date:

____ / ____ / ____

2. Jumper return policy

At St Paul's McKinnon Junior Football Club all football jumpers that are worn on game day are the property of the Club and are loaned to registered and financial players for the duration of the season.

Effective management of our stock of jumpers is financially critical to the Club and so it is vital that each and every jumper is returned at season end.

Each player / family member is therefore responsible for returning the jumper at season end.

If you fail to return your allocated jumper the player / family member will incur a fine of up to \$50 to cover the purchase of a new jumper.

By signing below you are agreeing to the St Paul's McKinnon Junior Football Club Jumper return policy.

Jumper number: _____ Team: under _____

Player name: _____
(Print name) (Signature)

Parent/guardian name: _____
(Print name) (Signature)

Date: _____ / _____ / _____

3. Coaches agreement policy

MANDATORY AND ENFORCEABLE CODE OF CONDUCT FOR COACHES

I (print name),, in applying and accepting a coaching position with the St Paul's McKinnon Junior Football Club (SPMJFC), acknowledge that I will abide by the following:

1. I will in my role as an SPMJFC coach, respect the rights, dignity and worth of all individuals including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability / disability.
2. I will abide by and support the AFL Laws of the Game, the Rules of the South Metro Junior Football League (SMJFL) and the Rules and Policies of the SPMJFC.
3. As a SPMJFC coach I am required to:
 - maintain team discipline and instruct players to play within the rules.
 - instruct players to comply with the Codes of Conduct and / or behaviour for Players published by the Australian Sports Commission and Football Victoria, and all SPMJFC Policies.
 - comply with the Codes of Conduct and / or behaviour for Coaches published by the Australian Sports Commission and Football Victoria.
4. I have read and will adopt the AFL Victoria Vilification & Discrimination Policy prescribed by the Football Victoria, the SMJFL and SPMJFC.
5. I am to follow all coaching Guidelines and Policies as set down by the SPMJFC Football Department and the SPMJFC Committee from time to time.
6. I must attend and participate in all coaches meetings conducted by the SPMJFC.
7. I am to provide a game day report in such form as may be approved by the Committee to the Football Department at the conclusion of the each game.
8. I am to use my best endeavours to attend personally (or have an appropriate alternative person do so on my behalf) "after game functions" for the purpose of providing a verbal report as to the game that day.
9. I understand the importance of refraining from the use of offensive language and behaviour when addressing SPMJFC and opposition players, officials, parents and spectators or SMJFL officials and umpires.
10. I am to communicate to parents and guardians of players in my charge the philosophy and objectives of both the club and myself.
11. I am to encourage parents and guardians of any children in my charge to approach me directly at reasonable times (not during scheduled games) to discuss any issues pertaining to the team or their child.
12. I will comply with all requirements of the SMJFL and the club in relation to coaching level accreditations.
13. If I have not completed a current AFL Level 1 Coaches Course I undertake to complete such course as soon as one becomes available.
14. I will be liable for dismissal or penalty, at the sole discretion of the SPMJFC Committee if I am found at any time to be in breach of any of the requirements of this Agreement.

Coach name: _____
(Print name) (Signature)

Date: ____ / ____ / ____

Committee member initials: _____ Date: _____



4. Playing time policy

The following playing time policy was tabled and agreed to at the SPMJFC Committee Meeting held on 24 March 2014.

The Committee of SPMJFC is of the view that it is a challenge getting the balance right between striving for match-day outcomes and distributing playing time fairly amongst players to ensure skill and game day development for all our players.

The following guidelines are representative of other junior football clubs.

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

Under 8's to under 10s

- All players are to be given the opportunity to play a minimum of three quarters of each game during the normal season. Thus a maximum number of 24 players are permitted to take part in any home and away football match.
- Playing lists with more than 24 players are required to rotate or "roster off" players throughout the season. Rostering off should be shared equally over the season across all players.
- Over the season, an emphasis should be placed on rotating all players through a variety of positions or ground areas during matches. This may involve adopting a rotation of groups of 6 players through the front, middle and back third of the ground across multiple weeks (or even in games?). The practice of rotating players through different areas of the ground and positions and the off the interchange bench enables the development of a solid foundation of all players before specialisation at older age levels.
- During Lightning Premiership - all players are to be given the opportunity of a minimum of half a game across all scheduled games (typically 3 games) or a half in each game.

Under 11s to under 12s

- All players are to be given the opportunity to play a minimum of three quarters of each game during the normal season. Thus a maximum number of 24 players are permitted to take part in any home and away football match.
- Playing lists with more than 24 players are required to rotate or "roster off" players throughout the season. Rostering off should be shared equally over the season between all players.
- Over the season, an emphasis should be placed on rotating all players through a variety of roles and ground positions during matches. This practice of rotating players through different positions and the interchange enables the development of a solid foundation before specialisation at a later time.
- During finals game time - where player list does not exceed 24, each player should be given an opportunity to play a minimum of 2 quarters during finals (except the Grand Final). Player rotation through different positions (as per home and away games) may not be possible during a finals campaign so Coaches can use their discretion in finals games on this matter.
- During finals, game time - where player lists does exceed 24, all players to be given an opportunity to play a minimum of 1 quarter during finals (except the Grand Final). Player rotation through different positions (as per home and away games) may not be possible during finals so Coaches can use their discretion in all finals games on this matter.
- Grand final, regardless of list size, all players to be given an opportunity to play a minimum of 1 quarter. Player rotation through different positions is not required. The coach can use their discretion to maximise the chance of success in this game.

Under 13s to under 15s

- All players are to be given the opportunity to play a minimum of two quarters of each game during the normal season. Thus a maximum number of 24 players are permitted to take part in any home and away football match.
- Playing lists with more than 24 players are required to rotate or "roster off" players throughout the season. Not all players are required to be "rostered off" throughout the season in order to help maximise the chance of the team qualifying for finals participation. The coach, in conjunction with the 'Head' of the football department or Senior Committee Member (President, Vice President, Secretary, can nominate up to 8 players, whose performances and/or influence over team success over preceding seasons, or current season, warrants selection each week.
- Where possible, coaches must give due consideration to the upcoming opposition team's position on the ladder when determining which players are to be "rostered off". For example, when playing lower ranked teams, more influential players are to be rostered off to ensure more opportunity provided to players who are still developing to assist their development, engagement and sense of well-being.
- The rotation of players through various roles and ground positions is not required in these age levels.
- During finals with respect to game time - where player list does not exceed 24, each player to be given an opportunity to play a minimum of 2 quarters during finals (except Grand Final).
- During finals with respect to game time - where player lists does exceed 24, all players to be given an opportunity to play a minimum of 1 quarter during finals (except Grand Final).
- Grand final, regardless of team list size, all players to be given an opportunity to play a minimum of 1 quarter.

Under 16s to under 17s

- All players are to be given an opportunity to play, on average, two quarters a game during the home and away football season. This does not mean two quarters in every game.
- If a player misses out on game time in one particular game, coaches and team managers need to note this and make the difference up in other games. This allows for some flexibility for the coaching staff to manage player playing time across the season.
- During finals game time (except Grand Final) - all players are to be given the opportunity to play a minimum of one quarter of each game where possible.
- Grand final, regardless of list size, all players to be given an opportunity to play a minimum of one half of a quarter.

5. Awards and representation selection policy

This document has been produced to clarify the St Paul's McKinnon Junior Football Club player award process and representative selection process.

Demon of the Month

The Demon of the Month (DOTM) medal is a special award that is held in high regard by our Club. Coaches should select DOTM recipients bearing in mind the following criteria:

- The award is in essence a team spirit award - not focused on rewarding game day contributions and performances.
- Award winners should demonstrate the core behaviours related to respect, teamwork and the encouragement of others. They should be good trainers during the week, and abide by the Club's Code of Conduct.
- Consideration should be given to the individual's development as a player and as a team member.
- It should not be necessary to have any player receive two DOTM awards in their junior playing years (U8 – U13), and preference should be given to longer serving players who met the criteria described above.
- DOTM awards should not be given to new players to the Club in the first half of their first season other than of course with U8 teams.
- Ideally DOTM winners should be players that are unlikely to poll best and fairest votes regularly throughout the season and therefore receive an end of season best and fairest awards. This allows for a greater spread of recognition / awards across a team in any one year.

It is envisaged that the Club will hold 3 to 4 DOTM events over the course of the season.

Each coach can nominate one player to receive the award at a DOTM event.

The Club will maintain a database of all DOTM winners for current coaches to utilise when making selections.

Best and fairest voting

The Club is keen to ensure a consistent approach to best and fairest voting and the presentation of awards across each age group.

Weekly best and fairest voting must recognise – in the vote givers' eyes – the best five players on the ground, and they are to remain confidential at all times.

Under **NO CIRCUMSTANCES** are the votes to be used as encouragement awards.

Match-day encouragement awards are typically supplied each week to Under 8 to Under 13 teams in the form of vouchers and are used at the discretion of the coach for all players, regardless of whether or not they have been among the best 5 on the ground. By season's end, every player on the list should have received at least one match-day encouragement award. Coaches of Under 14 teams to Under 17 Teams can use encouragement awards at their discretion, although it would be advisable that these awards are distributed across the entire playing list across the season.

The following process applies to EVERY St Paul's McKinnon JFC team, regardless of age level.

At the start of the season, the coach and team manager should nominate a group of people (including themselves, runners, trainers, player parents and guardians) that have a solid football background and understanding of the game to complete match day voting forms.

The **assigned Coach for the match should always be one of the three vote givers** for matches and they together with the Team Manager then select two other people from this group to complete the Best & Fairest votes for home and away matches throughout the season. It is important that all people awarding votes are aware prior to the commencement of the game that they are to cast votes for that match.

These people are then required to complete the club voting slip as follows:

- 5 votes for the best player on the ground
- 4 votes for the 2nd best player on the ground
- 3 votes for the 3rd best player on the ground
- 2 votes for the 4th best player on the ground
- 1 votes for the 5th best player on the ground

There is no requirement to alternate voters from week to week.

In all cases the voters will complete their set of votes independently without consulting the Coach prior to casting their votes.

Each voting slip will be placed into a sealed envelope and handed to the Team Manager. The voter should sign the back of the envelope.

Please note, should any player receive a club suspension during the home and away season, they are still eligible to receive and accumulate best and fairest votes. However, they will be ineligible to receive St Paul's McKinnon JFC best and fairest awards.

Should any player receive a SMJFL imposed suspension during the home and away season, they are still eligible to receive and accumulate best and fairest votes across the season, however, their ineligibility to receive a St Paul's McKinnon JFC best and fairest award will need to be confirmed by the Committee. The coaching staff and the player's family will be informed in the event the club decides that the player is deemed to be ineligible for a Club reward as a result of their actions that led to the SMJFL suspension.

Voting for the best and fairest award concludes at the end of the home and away season. That is, at Under 8 to Under 10, there is no voting during lightning premiership; and from Under 11 to Under 17 votes will not be cast during finals. The Coach and or Team Manager should not keep a running tally of player votes they may have given throughout the season.

End of season award process

Each team will receive 6 trophies to award.

At season end, the Coach and Team Manager will count the votes in conjunction with the Football Department at the scheduled vote counting night.

Under 8 through to under 10 awards will go to the top three players in the best and fairest vote count, with three further awards to be determined. These will typically be allocated to the fourth, fifth and sixth best and fairest vote getters, unless signed-off and agreed to by the President, Vice-President or Club Secretary and even then a strong case would need to be made as to what they are stepping outside of the 4th – 6th vote place-getters (i.e. behavioural or disciplinary concerns may warrant some consideration). The Coach in consultation with the Team Manager will then name these three awards appropriately for example; best team member, most courageous, coaches award, most improved.

From Under 11 to Under 17, the results of best and fairest voting have a major impact on the nomination of players to representative squads. Therefore, the top 5 best and fairest winners are to receive an award, with the top 3 place getters have the award called "Best & Fairest", "Runners Up Best and Fairest" and 3rd Best and Fairest". The 4th and 5th players can have their trophies called by another name – best team man, most courageous etc. Recognising that every team has at least one player the Coach wants to recognise for a specific reason, a 6th trophy will be presented at the Coach's discretion, being the "Coach's Award" again this decision should be made in consultation with the Team Manager, Football Department and Executive Committee members.

In the case of a tied vote, there will be no count back system. So, if 2 players end up on the same amount of votes winning the best and fairest, they will both be recognised as best and fairest.

Best Final Player

Votes should be cast by the above process during finals games to determine the Best Finals Player. Should any player receive a suspension during a finals game, they are still eligible for the "Best Finals Player award".

Representative squads

With regard to nominations of players to representative squads, the process is complicated, varied, and subject to change by the SMJFL and SPMJFC.

In nominating players for representative squads, the following criteria will be used:

- The most recent best and fairest voting count is to be strongly taken into account for selection.
- The opinion from the most recent Coach is to be captured by the Committee.
- If applicable, the opinion from a newly appointed Coach is to be considered by the committee (or if a new Coach has not been appointed, the opinion of any coaching applicant that may have made an application at the time a nomination is required to be made).

In the instance where a player has missed games through injury or other circumstances, and their performance in the Best and Fairest count does not necessarily reflect their football ability or standing within the age level squad, the Coach (or coaches), are to note this for consideration to the Committee.

The final nomination for representative squads is to be made by the SPMJFC Committee with consideration given to the above.

6. Playing registration and team formation policy and guidelines

This document has been produced to clarify the St Paul's McKinnon Junior Football Club (SPMJFC) player registration process.

Under 8's, 9's and 10's

We will accept any and all children from our local community who register with SPMJFC and pay prescribed registration fees before and up until the end of SPMJFC's Registration Day/Event.

After the Registration Day/Event, the Committee shall in its absolute discretion, determine whether a player will play at SPMJFC, taking the following matters into account:

- Has the player previously played at SPMJFC?
- Does the player have any siblings already playing at SPJFC?
- Is there some other family connection or history with SPMJFC?
- Does the player live locally?
- Current registered numbers of players in the team or squad to which they are applying to participate.

If, as a result of the above policy, the Club reaches 32 or more registered and paid players in these age levels, by the date in which SPMJFC are required to submit team nominations to the Southern Metro Junior Football League, the Committee will nominate two teams in that age group and use all SPMJFC's resources and best endeavours to further increase registrations and the participation of two teams in that age level. The Club recognises that fielding two teams with less than 36 registered players is not an easy task but would prefer to err on the side of providing more playing time and less rostering off for children in these age levels than managing one team with 32 players on the team roster.

Age group U11 to 17's

Existing players will have the opportunity to reregister with the SPMJFC prior to the Clubs official Registration Day/Event. Existing players will be strongly encouraged to register prior to this event.

We will accept all children who have previously been a registered player with the SPMJFC and have paid prescribed registration fees before and up until the end of SPMJFC's Registration Day/Event. The Club places a high level of import on retaining children who have played with the Club previously and where playing numbers become problematic in these age levels (i.e. > 24 and < 36) will give preference to returning players (paid and registered) in determining squad and team numbers).

With the aim of giving each player maximum game time, SPMJFC has adopted a preferred policy of no more than 24 players per team. This number should allow for adequate coverage of player absences through injury, illness or holidays and support coaches in applying the game time policies described elsewhere. Furthermore, the SMJFL has a maximum bench size of 24 players in this age group. and more than 24 players 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

New players

New players are able to register provisionally before the SPMJFC official registration day but may not be confirmed on a team list until after the Club's Registration Day.

New players will be accepted with consideration given to our preferred policy of no more than 24 players per team in the U11 to U17 age levels. Once 24 players have registered and paid the Club will notify the appropriate age level coach /es and fully engage them in the decision-making process regarding striving to fill two teams or managing one team with a larger paying squad.

If there is not a position at the club

In the event that the Committee determines there is not a position available at the Club for a new player, the Club will notify the player and the player's parents as soon as practicable 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 junior football club at which the player can play.

Managing two teams - U11 to 17's

The Club recognises that fielding two teams with less than a minimum of 36 registered players in these age levels is not an easy task and therefore may decide along with the coach to manage playing numbers and accept only provisional registrations beyond the first 24 until it is clearer whether fielding two teams is a possibility.

When final team numbers and squad size decisions are made all families involved will be notified of the approach for the current season including how the team/s and players will be managed (refer below for two team guidelines) and will be able to withdraw their child if they cannot be satisfied that the Club's approach is in the best interests of their child.

Registration fees

Players who have not paid their registration fees will not be permitted to take the field in pre-season or regular season matches due to SPMJFC's Insurance and Liability risks, unless otherwise agreed to by the Committee, in which case there would need to be exceptional circumstances related to that player.

Players who have not paid their registration fees, but communicate unique and specific circumstances to the Registration Secretary, may be permitted to take the field if a payment plan has been organised and agreed to by the Treasurer.

Players may withdraw from a team up to and including Round 3 and obtain a refund of their Registration Fee less \$30.

After Round 3, the remainder of the Registration Fee is non-refundable.

Registrations after commencement of season - juniors

No additional junior registrations will be accepted after the commencement of the playing season without the express consent of the Age Level Coach. Where teams have at least 24 players, additional players will not be registered unless there are extenuating circumstances. In any such instance the Coach must outline their reasons for consideration by the Committee.

7. Team selection and management policy and guidelines

This document has been produced to clarify the team selection process. It is the St Paul's McKinnon Junior Football Club (SPMJFC) policy to support our Coaches in any reasonable decisions they make. The SPMJFC requires our Coaches to adhere to the following guidelines as far as is practicable.

Under 8's, 9's and 10's

In this age group, the emphasis is placed on participation, enjoyment, teamwork and skill development with additional objectives of nurturing the physical and emotional development and well-being of all our players.

Where there is more than one team in a season, the Committee / Football Department with the full engagement and assistance from the Coaches will form the teams with consideration of primarily on social and friendship groups, and player development.

The Club is open to innovative ways to manage teams and players in these age groups should the age level coaches propose methods to manage teams and players that achieve the outcomes of participation, enjoyment, teamwork and skill development.

Age groups U11 to U13

In these age groups, the emphasis is placed on participation, enjoyment and player development. The continued acquisition and improvement of football skills, team involvement and the nurturing of physical and emotional development and wellbeing.

Where two or more sides are formed in the same age group, teams will be formed by the Committee / Football Department with full input from the coaches to create two team squads that the Club would reasonably expect to be competitive within their League allocated division. In forming teams, the aim will be to place players in a division that is commensurate with their own individual skill level, with some consideration also paid to social and friendship groups.

The Club is open to innovative ways to manage teams and players should the age level coaches jointly propose methods to manage teams and players that achieve the outcomes of participation, enjoyment, teamwork, and skill development. This may include the rotation of players across the two teams for the early part of the season – complying with League player movement by-laws.

As a result team squads may not be finalised until after League grading and even later in the season.

Age group U14 to U17

The Club aspires to provide players the opportunity to play in the highest level within the league. A club's grading request is determined by the performance of these age group teams in matches over the previous season. Therefore in these age levels a greater emphasis is placed upon individual skill and team performances.

Where there is a single side in any age group selection of the side is the responsibility of the appointed Coach and Coaching Panel. The Club expects the coaching focus is equally maintained on being competitive, enjoyment and player development.

Where two sides are formed in the same age group in different divisions, coaches are empowered to select teams based on playing ability. This is to be based on coaches' judgment and perception of the player's abilities, potential development, attitude, commitment and the need for team balance. The Committee / Football Department will assist the Coaches form the two sides when required.

Teams may not be finalised until league grading has been determined for all teams.

Nominated coaches should therefore not finalise their support team until after sides have been named.

Our league policy enables limited movement between teams on a week-to-week basis. This provides some flexibility to team selection throughout the year.

Our league policy allows for up to 24 players to play in an under-age match in these age groups.

The League requires, and the Club expects, that all players be permitted to play a minimum of one half of a game as far as practicable. Coaches must endeavour to provide the maximum number of players an opportunity to participate.

Managing Two Teams

Whatever approach is agreed by the Club's Football Department and the relevant Coaches the following principles for managing two teams will be adopted:

- The process and approach for forming the two teams will be communicated as early as practicable to the families and players
- Any agreed process for moving or rotating players between the two teams will be communicated before the season start to families and players and will be regularly reinforced during the season
- The relevant coaches will meet regularly across the season to discuss player rotations, development opportunities, squad / team drills and activities, and present a united and cohesive front to the age level players and families
- The age level is to be considered and managed as much as is possible as one squad meaning:
 - Training nights will be held at the same time and location for the entire age level
 - The warm-up and initial skill drills will be held as one entire squad for at least 1/3 of the total training time
 - Any additional training nights or sessions to be held will be open to all players of that age level
 - Team photographs will include a whole squad photograph and separate team photographs
 - Players from the two teams will be strongly encouraged where possible to attend and support the other team when playing matches

Special needs / requests

The SPMJFC appreciates there may be extenuating circumstances, and that some players may wish to be in a particular side. Such requests should be made through the Coaches and Team Managers of the respective teams.

8. Working with children check policy

MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS

The Victorian Government has established the Working With Children Check (WWCC) for the purpose of ensuring that persons working with children as volunteers or paid employees have a thorough and ongoing background check. The Victorian Government does not release information about an individual's criminal history to an organisation without written consent by the applicant and specific information received by Victoria Police is strictly confidential.

St Paul's McKinnon Junior Football Club (SPMJFC) maintains a WWCC Club file, held by the Club Secretary or nominated Committee Member. The WWCC is an ongoing check, and any changes to an individual's criminal record status are reported back to the Club where the WWCC card is linked, and the file is updated.

WWCC Cards are valid for five years (unless revoked because of a relevant change in the holder's circumstances or voluntarily surrendered by the holder).

Under the Act, a person involved in a junior football league is considered to be engaging in child related work and must apply for the WWCC if they:

- Work or volunteer in a role that brings them into contact with children under 18; and
- Volunteer or undertake this work on a regular basis; and
- Have direct contact with children under 18 which is not directly supervised; and
- Does not qualify for one of the exemptions in the legislation (subject to the Club's policy).

Policy

1. It is the policy of SPMJFC that all persons providing coaching or other services to the SPMJFC's organised activities on a regular basis must obtain a Victorian WWCC prior to commencing as either an employee or volunteer with the Club. The Police Records Check will no longer be accepted. It will be the responsibility of each prospective employee, contractor and volunteer to apply for and obtain a current Working with Children Card.
2. SPMJFC requires that the following people must obtain or apply for a WWCC before commencing work with children.
 - All Executive Committee members i.e. President, Vice President, Secretary, Treasurer, as well as Canteen Manager / Supervisor
 - All other Committee members
 - Coach of a team
 - Team Manager of a team
 - Club Trainer of a team
 - Runner of a team
 - Any adult attending an overnight trip with a player under the age of 18 (please note this is a requirement that has been in place since 30 June 2007 under the WWCC legislation)
 - Other members of the club who are involved in regular contact with children that are not directly supervised by a person who has completed a WWCC

Exemptions

The SPMJFC has endorsed the AFL Victoria Policy in relation to exemptions from the WWCC legislation and it will recognise that the Club shall not require the following individuals to apply for the WWCC (subject to appropriate proof being sighted):

- Persons aged under 18 years of age
- Full time students who are 18 or 19 years of age
- Sworn Members of Victoria Police or Australian Federal Police (who are not suspended from duty)
- Teachers registered with the Victorian Institute of Teaching (the Club is required to sight and keep a copy the VIT registration);

- Individuals who temporarily fill in the role(s) of Coach, Assistant Coach, Trainer or Team Manager, unless they remain or are likely to remain in that position for more than four consecutive weeks
- Individuals who do not have an official role at the Club. However, these individuals are prohibited from assisting children other than their own (or without the permission of other children's parent/s) in an organised club activity without the direct supervision of a club member who holds a current WWCC. For example, if a parent helps out at training regularly, but is not in an official role, they may do so without obtaining a WWCC as long as the Coach or Assistant Coach or Team Manager or Runner or Trainer or Committee Member who holds a WWCC supervises the activity. In this situation, the parent may run drills but may not assist a child other than their own to the toilets or change room area (for example) unless supervised by someone who holds a WWCC and who is affiliated with the Club in an official capacity.

Please note: Under the current legislation, parents do not have to apply for a WWCC if their child is involved in the relevant activity. However, like AFL Victoria, SPMJFC does not endorse this exemption and it expressly requires that all parents that meet the criteria set out above apply for, and obtain a current WWCC. SPMJFC's Committee has taken this view in order to maximise the protection of the children involved in our football Club.

3. SPMJFC requires that eligible persons obtain and produce their WWCC (or receipt that the application has been lodged) to the Club Secretary no later than one week before the first match of each season.

The following people cannot commence work or volunteer with the Club in any capacity until they pass the Check and the department issues them with a WWC Check card and the Club sights this card:

- Persons who have been charged with, convicted or found guilty of a serious physical, drug or sexual offence described as Category 1 and Category 2 offences in sections 12 and 13 of the Act; or
 - Persons who have previously failed the Check, been issued with a Negative Notice and not subsequently been given a WWC Check card.
4. If a person is required to apply for a WWCC and they have not done so by the relevant deadline, it will be an offence for that person to commence or continue to perform "child-related work". It will also be an offence for the Club or association to engage that person in "child-related work". Offences include a substantial fine and/or up to two years imprisonment, therefore the Club will be strictly enforcing this Policy.
 5. It is the responsibility of the individual to notify the Justice Department every time their significant personal details change. For example, change of address or beginning work with a different organisation. This means that if an individual currently holds a WWCC at a different organisation, such as a cricket club or tennis club for example, then it is the individual's responsibility and not the Club's to update these details as soon as possible online at the Department of Justice WWCC website.
 6. It is the responsibility of the individual to re-apply or renew a WWCC three months prior to its expiry date and to present the new card to the Club Secretary or Committee Member in charge of WCCC so that he/she can update the Club's WCCC records. The Club will endeavour to contact individuals to inform them that their WCCC card is due to expire within three months.

Procedure for conducting a WWCC – volunteer status

To begin the process of obtaining a WWC check on an individual, the individual must complete an online application form for their WWC check at <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

The completed application must include:

- Original Proof of Identity documents
- Any other attachments/photographs requested in the application

Once you have completed your online form, print it off and, along with any requested documents, lodge it at any participating Australia Post outlet.

For volunteers there is no charge for a WWCC.

Results of checks

Positive checks are confirmed by a Notice of Assessment and WWCC card being forwarded to the applicant. Negative applicants will receive an Interim Negative Notice, as will employer / organisations listed on the application form. Details of any offences will not be disclosed to these bodies. Any changes occurring subsequent to the WWCC card being issued, must be advised to the Department of Justice and the organisation / employer within seven days.

The WWC card is valid for five years from the date of issue as prescribed in the Working with Children Act 2005. The SPMJFC will maintain a register of all staff and volunteers with respect to a valid WWCC.

9. Alcohol management, doping and anti-drug policy

9.1 Alcohol management policy

This policy provides the basis for the responsible use of alcohol by the St Paul's McKinnon Junior Football Club (SPMJFC) and is seen as fundamental to the aims of the Club.

The Club recognises the importance of holding a liquor licence, enabling it to generate income and hold social functions. In doing so however, we accept the responsibilities and expectations of the community in adhering to liquor licensing laws and the criteria of the Good Sports program.

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

Serving alcohol

Alcohol will be served according to the legal and moral requirements of the Club's Liquor Licence with the safety and wellbeing of patrons as the priority.

- The Club maintains a current appropriate Liquor License
- Only RSA trained personnel will serve alcohol
- Bar personnel do not consume alcohol when on duty
- People under 18 will not serve alcohol
- The Club does not encourage excessive or rapid consumption of alcohol
- When serving non pre-packaged alcohol, standard drink measures will be served at all times
- Information posters about standard drink measures will be displayed at the bar
- The Club's Liquor License and all legal signage will be displayed at the bar
- Names of RSA trained bar personnel will be displayed
- An incident register shall be maintained and any incident recorded

Intoxicated patrons

- Drunk patrons will not be permitted to enter the premises
- Alcohol will not be served to any person who is intoxicated or drunk
- Bar personnel will follow RSA training procedures when refusing service
- Drunk patrons will be asked to leave the premises (after appropriate safe transport options are offered)

Underage drinking

- Alcohol will not be served to persons aged under 18
- Bar personnel and committee members will ask for proof of age whenever necessary or whenever in doubt
- Only photo ID's will be accepted as 'proof of age'

Alcohol alternatives

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

- Tap water is provided free of charge (where available)
- One low-alcoholic drink and at least four non-alcoholic drink options are always available and are at least 10% cheaper than full-strength alcoholic drinks
- Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present
- The Club will avoid using alcohol for fundraising prizes

Safe transport

The Club has a (separate) Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

Smoke free

The Club has a (separate) Smoke Free Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

Non-compliance

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

- Explanation of the Club policy to the person(s) 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(s) to leave the Club facilities or function

Committee policy management

The presence of Committee members is essential to ensure the operation of the bar and compliance with this policy.

At least two Committee members who are RSA trained are required to be present at all Club functions when the bar is open.

Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries
- Compliance in respect of persons under 18 years of age on premises
- Recording any incidents in the incident register
- Ensuring strict compliance with all sections of this policy in accordance with legal requirements and the Good Sports program

Policy promotion

The Club will promote the alcohol management policy regularly by:

- Putting a copy of the policy in Club communications, e.g. newsletters, website and printed member/player information
- Displaying a copy of the policy in the Club social room
- Periodic announcements to members at functions

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

The Club will actively participate in the Australian Drug Foundation's Good Sports program with an ongoing priority to maintain Level 3 accreditation.

9.2 Doping and anti-drug policy

The Club, players, team officials and all members are to comply with the Doping Policy and rules relating to the use of drugs produced by the Australian Institute of Sport and the AFL. Members who breach the Clubs Doping and anti-drug policy may be disciplined in accordance with the procedures in Section 7. Discipline, suspension and expulsion of our Constitution (available on the web site)

10. Safe transport policy

This Policy aims to provide a basis for the responsible use and/or non-use of alcohol by the St Paul's McKinnon Junior Football Club (SPMJFC) and to avoid any incidents as people travel to or from the Club and its events.

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

Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver).

Telephone calls will be made free of charge to arrange a taxi or other transport.

Contact telephone numbers for taxi services will be clearly displayed.

In specific cases, where a designated driver nominated by the Club has accepted the responsibility to drive others home safely, the Club will provide non-alcoholic drinks and food free of charge.

Bar servers will be provided non-alcoholic drinks free of charge by the Club (only for Club bar staff).

Where available Club transport will be provided to/from events.

11. Smoke free policy

Rationale

St Paul's McKinnon Junior Football Club (SPMJFC) recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modeling can have a significant impact upon the junior members of the Club.
- Smoke free areas make smoking less visible and less socially acceptable.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts).
- Smoke free environments are advantageous in attracting new members as well as positively promoting the Club in the community.

New Victorian legislation (Tobacco Amendment Act 2013) effective from 1 April 2014 also bans smoking within 10 metres of a sporting venue that is an outdoor public place during underage (U18) competitions, training or practice sessions or any break or interval during these underage activities.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the Club.

General

- Cigarettes and other tobacco products will not be sold, including from vending machines, at any time at or by the Club.
- Coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the Club, on and off the field.
- No images of Club volunteers, members, officials, coaches and players smoking at club-related activities are to be placed on social media.

Smoke free areas

The SPMJFC requires the following areas of the Club's facilities and sporting grounds to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering and eating and drinking areas

Smoke free areas will be signed (where possible) and promoted in Club materials.

Functions

- Club functions, including social and fundraising events and meetings, held at Club facilities are to be smoke free.
- Club functions, including social and fundraising events and meetings, held away from Club facilities are to be smoke free wherever possible.
- If provided, smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.
- Invitations and advertising for functions, meetings and events will be promoted as smoke free.

Non compliance

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

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

Policy promotion

The Club will promote the smoke free policy regularly by:

- Putting a copy of the Policy in Club newsletters and printed member/player information and on the website.
- Promoting positive smoke free messages through the Club's social media.
- Displaying a copy of the policy in the Club social rooms.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

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

12. Vilification and discrimination tolerance policy

Section 1 – Commitment

- 1.1 The St Paul's McKinnon Junior Football Club (SPMJFC) 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.
- 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.
- 1.3 The SPMJFC 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.
- 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.

Section 2 – Definitions

In this Policy:

- "Complaints process" means the procedure outlined in sections 6, 7 and 8 of this Policy.
- "Club" means the St Paul's McKinnon Junior Football Club.
- "Engage in conduct" includes use of the internet or email to publish or transmit statements or other material.
- "League" means the Football League.
- "Detriment" includes humiliation and denigration.
- "Discrimination" means for the purpose of this Policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, colour, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.
- "Participant" includes a player, director, officer, employee, volunteer to 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.

Section 3 – Prohibited conduct

- 3.1 Racial and religious vilification - no person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempts, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.
- 3.2 Serious racial and religious vilification - no person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

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

3.4 Victimization

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

3.4.2 A person will victimise another person (the victim) if:

(a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

(b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

Section 4 – Authorised persons

4.1 The Club will appoint 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.

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

Section 5 – Confidentiality and records

5.1 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.

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

Section 6 – Inter club breach of the policy

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

6.1 An Umpire, spectator or participant of the Club may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with Complaint's Officer of the Club.

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

6.3 The Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

Section 7 – Intra club breach of the policy

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

13. Extreme weather policy

While environmental factors will not usually influence whether training sessions and matches should commence or continue to be played, occasionally extreme weather conditions may give rise to a need to assess whether players and/or officials are at any risk as a result of the weather.

This policy sets out the approach that the Club adopts when assessing extreme weather conditions.

Extreme heat

- Heat-related stress can lead to impaired player performance (e.g. dizziness, headaches, collapse and illness). In its extreme form, heat can be life threatening. Preventing heat stress and injury maintains optimum performance and improves recovery. To prevent heat stress, careful planning and preparation is required from both parents and children.
- Players and parents have a responsibility to ensure that the impact of environmental factors such as extreme heat is not exacerbated by their own conduct. Accordingly, the following general guidelines should be followed.
- Players and parents should:
 - ensure adequate fluid intake prior to game and during game and training sessions
 - notify medical and coaching staff if feeling unwell
 - use water and electrolyte drinks
 - use cooling strategies (e.g. spraying cool water on the body)
 - apply sun protection factor 30+ sunscreen in sunny conditions
 - not play in the heat with an illness
- Training will be cancelled or postponed if the ambient temperature reaches 35 degrees C or above.

Lightening

- Most experts agree that the accepted "safe" distance from lightning is greater than 10km. This means that as the time interval between observing the flash and hearing the thunder approaches 30 seconds, all those in exposed areas should be seeking or already inside safe shelters. A storm cell with lightning activity within 10km constitutes a threat.
- A decision to delay, suspend or resume training should be made in consultation with relevant coaching staff and parents.
- If players are training or playing when the lightning threat becomes real then they should leave the venue immediately and take shelter inside a building or metal framed car. Do not shelter under or near trees.
- It is important to remember that lightning may be obscured by clouds so it must be assumed that when thunder is heard, lightning is in the vicinity. In such cases, careful judgment must be used to determine whether a threat exists
- It is recommended that play not recommence for a minimum of 30 minutes after the last sighting of lightning or sound of thunder. It is important to emphasise that blue skies and lack of rainfall are not adequate reasons to breach the 30 minute minimum return-to-activity rule.

14. Privacy policy

SMPJFC recognises the importance of each member's privacy.

The SPMJFC collects personal information (names, addresses, date of birth) on a voluntary basis for the primary purpose of holding records of its membership and, in particular, records about juniors who play for the club and their parents.

The SPMJFC maintains a mailing list which is used so the club can distribute information to members on key operations such as training, games, club functions, etc. Also, the SMPJFC may collect health information from its player members relating to treating and recording football injuries and any pre-existing medical conditions.

The SPMJFC takes all reasonable steps to protect the personal information and the health information that it holds from misuse and loss, and from unauthorised access, modification or disclosure.

By completing the Player Registration you give SPMJFC permission to use photos of players, taken at matches/training for the Club, in the Club's printed material and on the Club's website.

As a member of the Club you have a right to access any information that the SPMJFC holds about you. If the information is not accurate, complete and up to date, you can ask us to modify our records. All requests must be submitted in writing to the Secretary.

Our club website may contain links to other websites. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that we are not responsible for the privacy practices of such other websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personally identifiable information. This privacy policy applies solely to information collected by this website.

If you have any questions or concerns at any time about our privacy policy or the use of your personal information, please contact the Secretary.

15. Concussion management policy

The SPMJFC adopt the AFL's 'Management of concussion in Australian Rules Football with specific provision for children aged 5 to 17'.

This Document was written by the AFL Research Board and AFL Medical Officers' Association, specifically for trainers, parents, first aid providers, coaches and officials.

The Document sections cover:

- What is concussion
- How common concussion is in AFL football
- Potential complication of concussion
- Management guidelines for suspected concussion
- Game day management
- Follow up management
- The role of helmets and mouthguards
- A pocket concussion recognition tool

For further information refer to the Document which can be found on the AFL web site.

15. Social media policy

Introduction

For the purpose of this policy, 'Members' means SPMJFC players, parents and volunteers.

Social media offers the opportunity for people to gather in online communities of shared interest to create, share or consume content. As a community organisation, the SPMJFC recognises the benefits of social media as an important tool of engagement and enrichment for the Club and community football.

Purpose

This Policy aims to provide some guiding principles to follow when using social media. The intent of this Policy includes anything posted online where information is shared that might affect SPMJFC or other club members, club officials, registered players, match officials, sponsors or the League.

This policy does not apply to the personal use of social media platforms by SPMJFC members that make no direct or inferred reference to the Club or League.

Scope

This Policy applies to all SPMJFC Members or any individual representing them self as associated with the SPMJFC.

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, Shutterfly, MySpace or Twitter)
- 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. SPMJFC Members should assume that everything they write can be traced back to them. It is important that SPMJFC 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 SPMJFC Member.

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

Usage

For SPMJFC Members using social media, such use:

- Must not comment on, or publish information that is confidential, libellous, defaming, insulting or in any way sensitive to the Club, club officials, registered players, match officials, sponsors, other clubs, or the League.
- Must not constitute cyber bullying directed towards another Club member, club official, registered player, umpire, employee, official, sponsor or supporter – this includes harassing, threatening, intimidating, teasing, racially vilifying, ridiculing, publishing embarrassing or sexually explicit images or otherwise insulting a person by use of electronic media - this also applies to the use of illustrations or nicknames

- Must not bring the Club nor the League into disrepute.

Club Members may not use the SPMJFC 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 Club.

Where an instance of cyber bullying originates from electronic media, the holder of that account shall be deemed to be in breach of this Policy.

Official SPMJFC websites, social pages and online forums

By registering with the Club, parents/guardians consent to images of their children being used in Club produced materials (e.g. newsletters, Club social media sites, printed materials etc.). If parents/guardians do not want images of their children used, they must advise the Club Secretary writing.

When creating a new website, social networking page or forum for Club member use, consent must be given by the President and Secretary.

For official SPMJFC 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.

SPMJFC members must not use Club 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.

Club Members must recognise that it may not be appropriate to share photographs, videos and comments through their personal social media channels, especially where those images or comments include reference to another person or party. For example, there may be an expectation that photographs taken at a private football event will not appear publicly on the Internet unless permission is given. In certain situations, Members could potentially breach the privacy act or inadvertently make the Club liable for breach of copyright. Members should be considerate of others in such circumstance and should not post information when they have been asked not to, or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

Breach of Policy

Detected breaches of this Policy should be reported to the Club President. If detected, a breach of this Policy may result in disciplinary action from the Club and/or League. Where a breach of this Policy is sustained by the Club or at the SMJFL Tribunal, the Club or Tribunal may impose such a penalty as it deems appropriate in the circumstances, including suspension or fine.

Consultation or Advice

This Policy has been developed to provide guidance for SPMJFC members and volunteers. If unsure of your rights, liabilities or actions online, please should seek clarification in writing via the Club Secretary.

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